



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

VIVEKANANDA COLLEGE,
AGASTEESWARAM

- Name of the Head of the institution **Dr. C. RAJASEKAR**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **04652270245**
- Mobile no **9442963182**
- Registered e-mail **principal@vkc.edu.in**
- Alternate e-mail **iqac@vkc.edu.in**
- Address **Vivekananda College**
- City/Town **Kanniyakumari**
- State/UT **Tamil Nadu**
- Pin Code **629701**

2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Manonmaniam Sundaranar University**
- Name of the IQAC Coordinator **Dr. T. C. Mahesh**
- Phone No. **04652270840**
- Alternate phone No. **8300091020**
- Mobile **9489171717**
- IQAC e-mail address **iqac@vkc.edu.in**
- Alternate Email address **tcmahesh@vkc.edu.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

<http://vkc.edu.in/admin/assets/AQAR/AQAR%202019-20.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<http://vkc.edu.in/assets/calendar/Calender2020-2021.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	75.80	2006	21/05/2006	20/05/2011
Cycle 2	B+	2.52	2018	02/11/2018	01/11/2023

6. Date of Establishment of IQAC

28/12/1998

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. S. Ramachandran	SERB	DST	22.10..2019 (3 Years)	2086560

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 1

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report

[View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Annual Quality Assurance Report (AQAR 2018-2019) was submitted to NAAC

National Institutional Ranking Framework (NIRF 2020) was submitted

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Online Admission Process to UG and PG Programmes	Admission Process was conducted in Online mode
Organise Student Induction Programme	A two day Student Induction Programme was organised for the freshers of the Undergraduation Programmes
Motivate all departments to upgrade into Research Centres	Department of English was upgraded into Research Centre
Insist the departments to organise online seminars, conferences and training programmes	Department of Zoology and Aquaculture organised webinars and quizzes
Participation in NIRF Ranking	Applied for NIRF-2020
IQAC to organise training programmes and webinars	IQAC organised a two day online training programme on Supplementing Learning Digitally during 20&21 July 2020 and a webinar on

13. Whether the AQAR was placed before statutory body? No

- Name of the statutory body

Name	Date of meeting(s)
IQAC Core Committee	28/07/2022

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

1.Name of the Institution	VIVEKANANDA COLLEGE, AGASTEESWARAM
• Name of the Head of the institution	Dr. C. RAJASEKAR
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04652270245
• Mobile no	9442963182
• Registered e-mail	principal@vkc.edu.in
• Alternate e-mail	iqac@vkc.edu.in
• Address	Vivekananda College
• City/Town	Kanniyakumari
• State/UT	Tamil Nadu
• Pin Code	629701
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Manonmaniam Sundaranar University
• Name of the IQAC Coordinator	Dr. T. C. Mahesh

• Phone No.	04652270840				
• Alternate phone No.	8300091020				
• Mobile	9489171717				
• IQAC e-mail address	iqac@vkc.edu.in				
• Alternate Email address	tcmahesh@vkc.edu.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://vkc.edu.in/admin/assets/AQAR/AQAR%202019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://vkc.edu.in/assets/calender/Calender2020-2021.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	75.80	2006	21/05/2006	20/05/2011
Cycle 2	B+	2.52	2018	02/11/2018	01/11/2023
6.Date of Establishment of IQAC			28/12/1998		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Dr. S. Ramachandran	SERB	DST	22.10..2019 (3 Years)	2086560	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			1		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
Annual Quality Assurance Report (AQAR 2018-2019) was submitted to NAAC		
National Institutional Ranking Framework (NIRF 2020) was submitted		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Online Admission Process to UG and PG Programmes	Admission Process was conducted in Online mode
Organise Student Induction Programme	A two day Student Induction Programme was organised for the freshers of the Undergraduation Programmes
Motivate all departments to upgrade into Research Centres	Department of English was upgraded into Research Centre
Insist the departments to organise online seminars, conferences and training programmes	Department of Zoology and Aquaculture organised webinars and quizzes
Participation in NIRF Ranking	Applied for NIRF-2020
IQAC to organise training programmes and webinars	IQAC organised a two day online training programme on Supplementing Learning Digitally during 20&21 July 2020 and a webinar on

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
IQAC Core Committee	28/07/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020	28/02/2022

15. Multidisciplinary / interdisciplinary

All the departments offer Non-Major Elective courses which attract students from other disciplines and the college incorporates Environmental Studies, Value Based Education, Computer for Digital Era, Yoga, Personality Development courses

to promote Multidisciplinary / interdisciplinary curriculum.
16.Academic bank of credits (ABC):
As per the Eligibility Criteria for approval of HEIs to participate in the ABC Scheme of UGC 7.1 our institution is below A Grade.
17.Skill development:
The college offered B.Voc and Diploma programmes in "Journalism and Mass Communication" and "Value-added Aquaculture".
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
NIL
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
The curriculum is governed by the MS University and is delivered towards optimum focus on Outcome based education.
20.Distance education/online education:
During the pandemics (2020-2021) the curriculum was delivered through online mode. Examinations were also conducted in Online mode as per the guidance of Government of Tamil Nadu, GoI and UGC.

Extended Profile

1.Programme

1.1 471

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 1589

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

1508

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

486

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

93

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

0

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	471
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1589
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	1508
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	486
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	93
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	0
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	48
Total number of Classrooms and Seminar halls	
4.2	1,265,714
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	32
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Following are the mechanisms devised by the college for effective curriculum delivery and documentation:

1. Based on the Academic Calendar, Teaching Plans are made by each faculty, which details out the number of lectures in each week and the total number of lectures allotted in the subject.
2. Student Induction Programme is organized every year for the freshers to make them aware of the curriculum.
3. Special care is taken to address the needs of slow learners, advanced learners and first-generation learners. Study materials are provided to the slow learners and first-generation learners. Gifted learners are taught through paper presentation, classroom seminars, quiz, etc.,
4. Regular internal examinations, continuous internal assessment

in theory and practical classes, are done to keep track on the improvement of the students. Departments maintain the detailed record of the assessments.

5. During the pandemic, the traditional lectures were delivered through online and offline mode with the support of Google Meet and Google Classroom.

6. Regular industrial visits, field visits, internships, association activities and project works are arranged by the institution for effective curriculum delivery and transaction.

7. The Wi-Fi/Internet facility available in the campus enables immediate access to study and reference material.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar prepared and published by the college in the College Handbook. The Handbook contains the history and milestones of the Institution, details of the management, teaching and non-teaching staff, list of programmes offered, Semester Pattern, Internal Assessment, Fee Structure, Code of Conduct for the Students, Attendance Regulations, Awards and Scholarships. 90 working days are scheduled based on the guidelines provided by the affiliating university (Manonmaniam Sundaranar University) and the Government of Tamil Nadu. The college follows the direction of the university in respect to the conduction of the Continuous Internal Evaluation. As per the instructions of the university, the college conducts three internal examinations each semester. These examinations are conducted at the department level. The timetable of the internal examinations is displayed in the notice board of the department, classroom and posted in the department WhatsApp group. After completion of the internal examination, the faculty members evaluate the answer scripts and enter the marks on the university examination portal.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://vkc.edu.in/assets/handbook/Handbook%202020-2021.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

19

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Our Institution integrates cross-cutting issues of the society like Moral values, Human values, Professional Ethics, Ethical values, Gender Equality and Environmental Awareness that are an integral part of our curriculum. In the beginning of every academic year all the freshers are offered the Student Induction Programme, in line with the recommendations of UGC, focusing on Moral, Ethical and Human values. The students are also given awareness on the general conduct in the Institution which moulds them towards maintaining better human relationships and honing their Professional Ethics. These components are integrated and embedded into the curriculum through courses like "Value Based Education" offered in the second semester, "Personality Development", offered in the fifth semester, which deals with developing their Moral, Ethical and Human values through

communication and interpersonal skills. The course 'Environmental Sciences' offered in the first semester, for the undergraduate students, gives students the opportunity to comprehend planetary challenges that have been triggered by humans along with those that have occurred through natural means. Apart from this, some programme specific courses like "Women's writing" and "Eco English" offered by the Department of English, "Environmental biology and biodiversity" offered by the Department of Zoology enable the students to understand people and environment. The Department of Botany incorporates the Aesthetic Value of Biodiversity through practical courses and field visits.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

308

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://vkc.edu.in/aqar/20-21/C1/1.4.1/Student's Feedback.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://vkc.edu.in/aqar/20-21/C1/1.4.1/Student's Feedback.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

482

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

258

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The performance of each student is assessed by the internal assessment tests and semester examinations. The performance or obtained grades are the key indicators to categorize students as slow learners and advanced learners in a class. Under CBCS scheme of syllabus, there are three compulsory internal assessment tests that are conducted prior to the semester examination. The faculty members of the departments conduct remedial classes and extra coaching classes to the slow learners. In some cases, repeated tests (weekly, monthly) are conducted to make them thorough with the subjects. The advanced learners are encouraged to take class seminars and attend and present papers in seminars and conferences. Frequent assignments help students have a better understanding of the subject.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1589	100

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student centric teaching and learning methods are adopted for effective communication and also to enrich the course knowledge of the students. Students are educated with the mission that adopts a learning environment which develops consideration of various skills and thinking about the subject. Various student centric methods such as Students individual involvement in practical / project work, group work, role play, field visits, industrial visits, case study, debates, seminars and presentations. Arrangement of educational trips and surveys - Special lecture programmes and General knowledge programmes -Visiting faculties drawn from reputed industries and institutes to supplement the teaching process and provide the information to bridge the gap between industry and academia - Conducting workshops, seminars and conferences - Departmental libraries - Department wise Association - Co-curricular activities, are adopted by the Institution.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The faculty members use various ICT enabled tools to enhance the quality of teaching-learning process. Google classroom is used to manage and post course related information like learning materials, quizzes, assignments, etc. The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching learning process. To teach subjects in online mode, teachers have used various online tools like Jam board in Google

meet. All the departments are advised to conduct webinars, quiz programmes and guest lectures on the new developments in the core subjects for effective teaching and learning by the faculty members and students through online mode.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

100

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

64

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality /

D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

68

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

632

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has a good mechanism of internal assessment which is transparent and robust in terms of frequency mode. The college has been conducting three internal tests per semester for the benefit of students. The internal test covers sufficient syllabus in each paper. The internal test schedule is finalized in the staff council meeting. Each department conduct the internal examinations separately as per the schedule. After each test, the answer scripts are collected and send to the individual course teacher for evaluation. The course teacher evaluates the papers and distributes the answer scripts to the students for verification of marks to maintain transparency. Finally, the test marks are uploaded by the course teacher in

the university online portal. Assignments are also collected and evaluated periodically and assignment mark is uploaded in the university online portal. Seminar is given to each PG student for each subject and mark is also uploaded in the university online portal.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

There is complete transparency in the internal assessment. The criterion adopted is as directed by the university. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester. If the student has any grievance in evaluation the concerned subject teacher addresses them immediately. If it is beyond the subject teacher concerned the student marks an oral representation to his Adviser who tries to solve the problem written a day. If it is beyond the Adviser, the grievance is addressed by the HOD within a day in consecution with the subject teacher and the advisor. The matter is taken to the principal only if this mechanism fails. On any account the grievances are redressed within a day or two. In this whole process of grievance redressed the concerned student is take into confidence. Problems with the University are dealt with by the college office through the principal at a specified time every day they make representations to the principal directly and resolve the issue.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Our institution follows the affiliated university's course structure and scheme of examination.

The Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed in our website and communicated to all teachers and students. The College has clearly stated Programme Outcomes, Programme Specific Outcomes, Course Outcomes and Learning Outcomes. These outcomes have been set, taking into account the variety of programmes and the heterogeneity of rural and urban students. The Programme Outcomes are mentioned by the affiliating university in the syllabi prescribed to each class. In the beginning of every academic year the programme outcomes are verbally communicated to the students the Advisers of the respective classes. They are also displayed on the college website. Course Outcomes as well as Learning Outcomes depend upon the nature of course and the subject concerned. They are also defined by university and are clearly mentioned in the syllabus of particular class and subject. The Programme Specific Outcomes are closely related to the content of the syllabus. They are syllabus oriented and may vary as per the subject. All these outcomes are explained to students in the classrooms.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Evaluation of the stated outcomes is carried out using multiple assessment methodologies. It is carried out regularly during routine teaching, and periodically through internal assessment and finally through evaluating the University results of the outgoing students. The Placement Cell aids and assists the students to find suitable jobs and also guides their progression to higher education. Although placements have been affected adversely in 2020-21 due to the COVID-19 pandemic conditions, results have seen an appreciable increase pointing towards, significant achievement of the outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

485

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[Nil](#)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

4

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

31

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

22

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

8

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

13

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college takes effort to sensitize students and the nearby community through various programmes like health checkup, voters rights, covid awareness, covid relief material distribution, distribution of kabasura kudineer, etc. The NSS of the college strives to work towards the holistic development of an individual to march towards the wholistic development of the country.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

15

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

848

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Vivekananda College has been constantly providing quality education for the development of students. The institution has well maintained eco-friendly and resilient infrastructure conducive to teach, learn and comprehensive development of students. There are spacious classrooms, department rooms, department library and laboratories. The classrooms are ventilated properly, equipped with benches and desks according to the requirements of students. The college has a state of art laboratory and two computer labs with internet connectivity to support practical sessions. The ICT enabled smart classrooms enable a conducive learning atmosphere to the students. The college library is equipped with 20240 books, 3500000 e-books, 17 journals, 6000 e-journals and 9 CD & Video. A separate reading zone for faculty and students is also available in the library. The 100 Mbps bandwidth internet connectivity and the 24x7 WIFI facility in the campus interconnects the students, departments and college offices.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college promotes co-curricular and extra-curricular activities along with the regular academic activities. The multifarious skills of the students are brought out through the Fine Arts Club. The college auditorium and the open-air stage facilitates the cultural activities and other activities like yoga. The physical education centre of the college is equipped with gymnasium and indoor/outdoor courts for sports activities like volleyball, cricket, badminton, chess, table tennis, kabaddi, and track & field events. The physical education centre is also stocked with the UGC funded Indoor Shooting range and the International standard Swimming pool. The college has co-operative store, canteen, and food court to serve the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1880136

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

NO

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **D. Any 1 of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

15708.75

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

2421

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college updates the IT facilities every year. This academic year, as the COVID-pandemic interrupted the existing system, the college admission was made in Online mode and the faculty members were encouraged to take class in online mode through Google Classroom and Google Meet. The staff members were given the provision to use the campus internet/Wi-Fi facility for their academic and research endeavours. Staff members made use of this facility and organised seminars and workshops, and offered an Online Micro-Certificate Course on "Covid-19 Consciousness".

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sites.google.com/view/omcccc/home

4.3.2 - Number of Computers

92

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

93,630.20

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Institution has established a system to maintain and utilize the physical, academic and support facilities. These are maintained and supervised by the office superintendents. The laboratory is managed by the Heads and the lab assistants of the respective departments, where, the library is maintained by the librarian and his team, the sports complex is maintained by the Physical Directors, and the ICT facilities are administered by the ICT Centre of the college through Cyber Systems, Nagercoil. The classrooms and the restrooms are cleaned every day by the support staff of the college. The flora of the campus is nurtured by the gardener and other staff and students. The Principal plays a pivotal role by monitoring the utilization and management of the campus infrastructure through spot visits and CCTV surveillance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

678

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

118

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

118

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

13

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

103

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college offers numerous opportunities for students to participate in Co-curricular, Extra-curricular, Sports and

community development activities. The leadership qualities of our students are honed through the responsibilities assigned to them representing various bodies like Fine Arts, Sports, NSS, NCC, YRC, etc, that sharpen their skills. These activities give them free hand to organise various programmes. In the department level also, the students are given space to prove their leadership ability through the Associations, in which the student representatives play major role organizing various academic-oriented activities, including Seminars, competitions, etc. Students also play a pivotal role in decision making through their involvement in IQAC and other administrative committees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

8

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

NO. The Alumni Registration is not registered but is functional.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the Institution is in tune with the vision and mission of the institution. The College is administered by the College Council. Faculty members represent in various Committees/Cells nominated by the College Council. The institute has constituted different Committees for the smooth functioning of academic and administrative work of the institute. Some of these committees are the Academic Staff Council, the Examination Committee, the Admission Committee, and the Library Committee, under the Supervision of the Principal. The office administrative responsibility is distributed and monitored by the Office Superintendent. Non-teaching staff are represented in the staff council and the IQAC. Suggestions of non-teaching staff are considered while framing policies, preparing budgets and while taking important decisions. Thus, the institution and departments follow a process of participative management to bring up a positive vibe in students and in the society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as

decentralization and participative management.

The institution clearly defines the decentralization process through delegation of authority. Top-level hierarchy is responsible for controlling and monitoring the entire institution. It includes secretary, college administrative council members, principal, HODs and teaching and non-teaching staff members. At various hierarchy level, all the faculty members are assigned to take up various community activities related to the development of the institution that are given by the management through the principal. The academic and administrative activities of the institute are headed by principal and also, he forms various committee and assigns responsibilities. It includes all the faculty members, non-teaching staff and others by coordinating the activities delegated to them. In all academic activities, institution follows the participative management for implementation of all its decision. The department heads are responsible for day-to-day administration of the department. The college rules are framed by the staff council. The objectives of this decentralization process are to facilitate quick decision making related to academic and administrative activities at all levels. It also involves the faculty members and officers at administration positions at different levels in practicing the responsibilities with accountability to ensure transparency in the academic and administrative activities in timely follow up action. Any staff member can give suggestions and idea for improvement. Suggestion box is kept in for suggestions from students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution's perspective plans are effectively deployed through strategic measures. The College administration takes keen measures to improve the educational and infrastructural development. The power is dedicated to the principal. The principal implements strategies through various committees. The committees are monitored by the principal. The Internal Quality

Assurance Cell of the college serves as a backbone to the institution assisting the principal by suggesting quality measures and implementing innovative practices in the campus. The mechanism of decentralisation is effective to deploy the strategic plans.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Staff Appointments:

Qualified faculty members are recruited according to the needs every academic year. Staff enrichment programs are organized periodically to motivate faculty members to optimise their performance in teaching and research. The institution provides sound value system, ecofriendly ambience with state of art infrastructure that foster academic atmosphere thereby enriching academics pursuits.

Student Admission:

The admission process in the college is digitized. The college's process of online admission is also very transparent. The application form, the process of applying and the eligibility criteria for the courses are displayed on the website. Information centre is opened to assist the applicants in filling online applications. The candidates submit their application forms online. The students are then selected based purely on merit and as per the reservation policy framed by the Government. The lists of selected students are displayed on the website. In addition, the students are also informed through messages, emails, and personal phone calls. The students pay their fees through net banking. Once admitted, the students are provided with a college login ID which helps them view their attendance and marks when required. The parents are kept updated about both the day to day attendance and absentees among the students.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The College undertakes various welfare activities for the teaching as well as non-teaching staff. All the statutory leaves are granted to the faculty members and 'On duty leaves' are given to the teaching staffs for attending Orientation Programme and Refresher Course. The College encourages the faculty members to attend Seminars and Conferences at various levels. The college supports the endeavour of the teaching faculties for applying for Major and Minor Research Projects. The faculty as well as the staffs of the College can get easy loans which are arranged by the College. At the time of superannuation, the financial matters of the teaching as well as non teaching staffs are settled by the College in a prompt manner. All non-teaching staffs are given with the festival bonuses annually and encouraged to pursue professional courses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

25

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution follows the norms of the State Government and UGC regarding the Performance Appraisal System for teaching staff. Their promotion is based on this appraisal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The internal financial audit is carried out by the college auditor and the external financial audit is done by the Joint-Director of College Education, Tirunelveli.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution is administered by the Governing Body following the best possible practices in the given working scenario. The

institution always ensures that the funds/resources are collected on timely basis and are utilized in the best possible way prescribed by the guidelines of the government. The main sources of receipts are fees collected from students, grants from the State Government and the UGC, interest on fixed deposits, fines and other miscellaneous income from sale of old newspapers, magazines, scraps etc. Fee collection is done in a systematic way within a time frame. Students are informed about the time schedule through notifications on college notice boards, website and through text messages. All purchases are made after inviting requisite number of quotations and their proper scrutiny. The resources are carefully allocated to meet overall administrative requirements including infrastructural upgradation and maintenance, enhancement of teaching learning environment, faculty development etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC of the institution is constantly working on the quality improvement in various areas. Under the aegis of IQAC the administration and the departments prepare a detailed academic plan for each academic year and ensures optimum utilization of the available infrastructure. Academic Calendar is prepared and uploaded on the institutional website. IQAC has adopted quality improvement strategies in areas like curriculum development, teaching-learning, examination and evaluation, research and development. During the pandemic, the staff members were educated towards the use of advanced online techniques in teaching-learning. The IQAC also shoulders the responsibility of preparing and submitting the AISHE, NIRF, AQAR and ISO reports. IQAC identifies and suggests improvisation in required domains.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The college has a functional IQAC setup as per norms that includes Teacher Representatives, Members from Management, a representative of Administrative Staff, one nominee each from Local Society, Students, Alumni, Employers, Industry and Parent. IQAC has constituted a feedback committee which seeks feedback regularly from all stakeholders. Based on the feedback an action is taken in the form of a communication to the concerned teachers and the teachers are suggested to conduct bridge courses, add-on courses and remedial courses and to use ICT based teaching methods to improve the teaching learning process. Every teacher is expected to submit a work done report periodically on teaching learning process and co-curricular and extracurricular activity.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The "Women Students Welfare Committee" of the college creates an awareness on Gender equity among both the genders. It also creates awareness among woman students about self-protection and motivates the woman students about their strengths. The committee, in tie with the Student Grievance and Redressal Committee and Student Counsellors tries to resolve the issues related to the women students. As part of the agenda the committee insists NSS and YRC to organise programmes in line with women's welfare. Faculty members and Mentors often discuss on gender discrimination in the Value Education classes. The committee is vigilant to prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching women staff of the Institute.

File Description	Documents
Annual gender sensitization action plan	1. Awareness on Gender Sanitation in the Student Induction Programme. 2. Gender equity programmes through the Part V and Extension activities. 3. Awareness through Anti-ragging Committee.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e.	a. Safety and security The safety and security of women students are of utmost significance, and the college takes numerous measures to ensure this. To

Any other relevant information	<p><u>maintain a conducive atmosphere, Anti-ragging committee is constituted which educates students about their rights and how to report harassment. On campus, safety and security are guaranteed round-the-clock through security personnel assigned and CCTV cameras used for surveillance. b. Counselling The mental strength of the women students are taken care by the mentors and Student counselling cell. Through counselling women students are groomed to manage interpersonal and intrapersonal relationships, improve communication, gain positive attitude towards life, set goals, show progress and acquire resilience c. Common Rooms The college takes pride in accommodating large number of women students and faculty members in the campus. The institution has also made special arrangements that caters to the needs of them through the most spacious Waiting halls for women students and staff. These well-ventilated spaces can accommodate a large number of students. These halls are facilitated with First aid kit and necessary medicines for the benefit of all. Surplus number of toilets is available for the women students. Incinerator is also installed to ensure the healthy and hygienic environment. d. Any other relevant information Women students and staff members are given major role in the governance of the institution.</u></p>
--------------------------------	--

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

? Solid waste management

The waste is separated into biodegradable waste, nondegradable waste and recycling waste. The biodegradable solid waste is separated and handed over to the local panchayat.

? Liquid waste management

The liquid wastewater from Toilets & Urinals is connected to the underground drainage system through pipelines. Wastewater from canteen, laboratory and water taps is used for garden. The wastewater is duly redirected to plants, trees and the excess water is stored in the pond located in the college premises which serve as a natural rainwater harvesting system.

? Biomedical waste management

The napkins and other biomedical wastes are destroyed through incinerators.

? E-waste management

The electronic waste generated in the college such as electrical accessories, computer accessories and other electrical wastes are handed over to the management. Computers are upgraded to the maximum possible limit and put to utmost utility before disposal.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

D. Any 1of the above

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution undertakes the moral obligation in sensitizing the students and employees of the institution to become responsible citizen of the country. In the Student Induction

Programme organised in the beginning of the year, the Principal imparts the values and tradition of the campus and the country, and emphasizes the responsibilities of the students in performing their duties as treated in the Constitution of the country. The institution encourages the staff members to take up the general duties like Election duty etc.

The vision of the Institution is to provide affordable, value based education to all the students. In line with the vision, the institution offers various programmes incorporating values and ethics. Value Education and Environment studies have been made compulsory for all the students at the undergraduate level. Celebrating Independence Day, Republic Day, and undertaking National flag collection drive during these days. During Covid-19 situation helped in Kanniyakumari, donation drives were conducted to raise funds and other utilities for relief.

Students are encouraged to conduct events and sessions in orphanages and old age homes. Graduates pledge to follow ethical practices in the promise taking ceremony on Graduation Day.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Students and employees have to be exposed to constitutional ideas, rights, duties and responsibilities of the citizens, penal provisions, and consequences of contravening the laws of the country through guest lecture. The objective is to increase their knowledge on the justice system, and the rights and responsibilities of citizenship in a constitutional democracy. Such an exposure at appropriate age will assist the development of skills in public participation, decision making, and critical thinking.

Students are encouraged to participate in activities like Tree plantation drives and Pollution awareness Seminar, Swachh Bharat Abhiyan and events like cleaning campus towards environmental awareness.

In COVID times students and teachers were encouraged to undertake during lockdown to show their responsibility as citizens. NSS, NCC, YRC gave messages to students and citizens to stay at home and prevent spread of virus. The Governments Standard Operating Procedure (SOP) is strictly adhered inside the campus.

At the time of State Assembly Election our college campus was given to the Government for giving briefing about the election to the polling personnel. and also our faculty members engaged themselves as the polling officers at different places in our district

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Commemoration of national or international days and events create a great impact among the students, uniting diverse student community under the umbrella of nationalism. Celebration of festivals like Saraswatti Puja, Diwali, Pongal help the students to understand and appreciate the traditional and cultural values and accommodate themselves to the inclusive environment. Independence Day and Republic Day are celebrated with great enthusiasm. NCC cadets present a parade and students exhibit their patriotic feeling through variety of programmes.

On 28th February, National Science Day is celebrated to encourage the people as well as to popularize science and technology. 08th March Women's day is celebrated on every year,

Teachers' Day is celebrated on 5th September every year to mark the birth anniversary of Dr. Sarvepalli Radhakrishnan and to acknowledge the efforts of the teachers in empowering student community. National Youth Day and Kamarajar's birth anniversary are celebrated every year. National Voters Day, Yoga Day, NSS Day, World Environment Day, Anti-Tobacco Day are celebrated to make the younger generation to be aware of their commitment towards 'society for all'. In addition, various other activities like health camps, Covid vaccination drives are conducted for the welfare of students, faculties and employees.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

The college has many best practices. The two notable Best Practices are "Fighting against COVID-19" and "Mentor-Mentee System". The former has ignited the students and inclined them towards better contribution to society and imbibed human values in them, where, the later practice hones the students into a better human being through their wholistic education.

The college community involved in fighting against COVID-19, joining hands with the Government of India. The management, staff and students involved in various public covid relief activities. The NSS and NCC students were the frontline warriors. The NSS and the faculty members of our college distributed Kabasura kudineer in and around Kanniyakumari. The college was used as COVID isolation centre. The college organised various Mass Vaccination Camps for the staff, students and public in the campus.

Mentor and mentee develop their relationships as they participate together in social, cultural, and recreational activities, community service projects, tutoring, and many different activities. Whatever the activity, mentoring provides guidance and support to vulnerable adolescents and establishes service as an integral part of student life and the college experience.

File Description	Documents
Best practices in the Institutional website	https://vkc.edu.in/agar/20-21/C7/7.2.1/BestPractices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college, located in the rural backdrop, strives towards the upliftment of the women and the weaker section of the society. It focuses primely on providing quality higher education to the first generation learners and the women children in the locale. Women population amidst the student and the teachers community is higher compared to that of the population of the men. The involvement of Women staff members in the board of studies, valuation, staff council, and other committees in the administrative level and the involvement if women students in academic, cocurricular and extracurricular activities are commendable. A conducive atmosphere is provided to the women students in the campus by providing them a unique Women Students' Waiting Hall. This hall can accommodate around 300 students. The gender equity club and the women student's welfare committee takes special care of the needs and issues of the women students.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Following are the mechanisms devised by the college for effective curriculum delivery and documentation:

1. Based on the Academic Calendar, Teaching Plans are made by each faculty, which details out the number of lectures in each week and the total number of lectures allotted in the subject.

2. Student Induction Programme is organized every year for the freshers to make them aware of the curriculum.

3. Special care is taken to address the needs of slow learners, advanced learners and first-generation learners. Study materials are provided to the slow learners and first-generation learners. Gifted learners are taught through paper presentation, classroom seminars, quiz, etc.,

4. Regular internal examinations, continuous internal assessment in theory and practical classes, are done to keep track on the improvement of the students. Departments maintain the detailed record of the assessments.

5. During thepandemic, the traditional lectures were delivered through online and offline mode with the support of Google Meet and Google Classroom.

6. Regular industrial visits, field visits, internships, association activities and project works are arranged by the institution for effective curriculum delivery and transaction.

7. The Wi-Fi/Internet facility available in the campus enables immediate access to study and reference material.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar prepared and published by the college in the College Handbook. The Handbook contains the history and milestones of the Institution, details of the management, teaching and non-teaching staff, list of programmes offered, Semester Pattern, Internal Assessment, Fee Structure, Code of Conduct for the Students, Attendance Regulations, Awards and Scholarships. 90 working days are scheduled based on the guidelines provided by the affiliating university (Manonmaniam Sundaranar University) and the Government of Tamil Nadu. The college follows the direction of the university in respect to the conduction of the Continuous Internal Evaluation. As per the instructions of the university, the college conducts three internal examinations each semester. These examinations are conducted at the department level. The timetable of the internal examinations is displayed in the notice board of the department, classroom and posted in the department WhatsApp group. After completion of the internal examination, the faculty members evaluate the answer scripts and enter the marks on the university examination portal.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://vkc.edu.in/assets/handbook/Handbook%202020-2021.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating

B. Any 3 of the above

University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

19

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Our Institution integrates cross-cutting issues of the society like Moral values, Human values, Professional Ethics, Ethical values, Gender Equality and Environmental Awareness that are an integral part of our curriculum. In the beginning of every academic year all the freshers are offered the Student Induction Programme, in line with the recommendations of UGC, focusing on Moral, Ethical and Human values. The students are also given awareness on the general conduct in the Institution which moulds them towards maintaining better human relationships and honing their Professional Ethics. These components are integrated and embedded into the curriculum through courses like "Value Based Education" offered in the second semester, "Personality Development", offered in the fifth semester, which deals with developing their Moral, Ethical and Human values through communication and interpersonal skills. The course 'Environmental Sciences' offered in the first semester, for the undergraduate students, gives students the opportunity to comprehend planetary challenges that have been triggered by humans along with those that have occurred through natural means. Apart from this, some programme specific courses like "Women's

writing" and "Eco English" offered by the Department of English, "Environmental biology and biodiversity" offered by the Department of Zoology enable the students to understand people and environment. The Department of Botany incorporates the Aesthetic Value of Biodiversity through practical courses and field visits.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

308

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://vkc.edu.in/agar/20-21/C1/1.4.1/Student's Feedback.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://vkc.edu.in/agar/20-21/C1/1.4.1/Student's Feedback.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year	
482	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
258	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>The performance of each student is assessed by the internal assessment tests and semester examinations. The performance or obtained grades are the key indicators to categorize students as slow learners and advanced learners in a class. Under CBCS scheme of syllabus, there are three compulsory internal assessment tests that are conducted prior to the semester examination. The faculty members of the departments conduct remedial classes and extra coaching classes to the slow learners. In some cases, repeated tests (weekly, monthly) are conducted to make them thorough with the subjects. The advanced learners are encouraged to take class seminars and attend and present papers in seminars and conferences. Frequent assignments help students have a better understanding of the subject.</p>	

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1589	100

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student centric teaching and learning methods are adopted for effective communication and also to enrich the course knowledge of the students. Students are educated with the mission that adopts a learning environment which develops consideration of various skills and thinking about the subject. Various student centric methods such as Students individual involvement in practical / project work, group work, role play, field visits, industrial visits, case study, debates, seminars and presentations. Arrangement of educational trips and surveys - Special lecture programmes and General knowledge programmes -Visiting faculties drawn from reputed industries and institutes to supplement the teaching process and provide the information to bridge the gap between industry and academia - Conducting workshops, seminars and conferences - Departmental libraries - Department wise Association - Co-curricular activities, are adopted by the Institution.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The faculty members use various ICT enabled tools to enhance the quality of teaching-learning process. Google classroom is used to manage and post course related information like learning materials, quizzes, assignments, etc. The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching learning process. To teach subjects in online mode, teachers have used various online tools like Jam board in Google meet. All the departments are advised to conduct webinars, quiz programmes and guest lectures on the new developments in the core subjects for effective teaching and learning by the faculty members and students through online mode.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

100

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

64

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

68

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

632

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has a good mechanism of internal assessment which is transparent and robust in terms of frequency mode. The college has been conducting three internal tests per semester for the benefit of students. The internal test covers sufficient syllabus in each paper. The internal test schedule is finalized in the staff council meeting. Each department conduct the internal examinations separately as per the schedule. After each test, the answer scripts are collected and send to the individual course teacher for evaluation. The course teacher evaluates the papers and distributes the answer scripts to the students for verification of marks to maintain transparency. Finally, the test marks are uploaded by the course teacher in the university online portal. Assignments are also collected and evaluated periodically and assignment mark is uploaded in the university online portal. Seminar is given to each PG student for each subject and mark is also uploaded in the university online portal.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

There is complete transparency in the internal assessment. The criterion adopted is as directed by the university. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester. If the student has any grievance in evaluation the concerned subject teacher addresses them immediately. If it is beyond the subject teacher concerned the student marks an oral representation to his Adviser who tries to solve the problem written a day. If it is beyond the Adviser, the grievance is addressed by the HOD within a day in consecution with the subject teacher and the advisor. The matter is taken to the principal only if this mechanism fails. On any account the grievances are redressed within a day or two. In this whole process of grievance redressed the concerned student is take into confidence. Problems with the University are dealt with by the college office through the principal at a specified time every day they make representations to the principal directly and resolve the issue.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Our institution follows the affiliated university's course structure and scheme of examination.

The Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed in our website and communicated to all teachers and students. The College has clearly stated Programme Outcomes, Programme Specific Outcomes, Course Outcomes and Learning Outcomes. These outcomes have been set, taking into account the variety of programmes and the heterogeneity of rural and urban students. The Programme Outcomes are mentioned by the affiliating university in the syllabi prescribed to each class. In the beginning of every academic year the programme outcomes are verbally communicated to the students the Advisers of the respective classes. They are also displayed on the college website. Course Outcomes as well as Learning Outcomes depend upon the nature of course and the subject concerned. They are also defined by university and are clearly mentioned in the syllabus of particular class and subject. The Programme Specific Outcomes are closely related to the content of the syllabus. They are syllabus oriented and may vary as per the subject. All these outcomes are explained to students in the classrooms.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Evaluation of the stated outcomes is carried out using multiple assessment methodologies. It is carried out regularly during routine teaching, and periodically through internal assessment and finally through evaluating the University results of the outgoing students. The Placement Cell aids and assists the students to find suitable jobs and also guides their progression to higher education. Although placements have been affected adversely in 2020-21 due to the COVID-19 pandemic conditions, results have seen an appreciable increase pointing towards, significant achievement of the outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

485

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

Nil	
RESEARCH, INNOVATIONS AND EXTENSION	
3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
4	
File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File
3.1.2 - Number of teachers recognized as research guides (latest completed academic year)	
3.1.2.1 - Number of teachers recognized as research guides	
31	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
1	

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

22	
File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File
3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year	
3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year	
8	
File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year	
13	
File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File
3.4 - Extension Activities	
3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	

The college takes effort to sensitize students and the nearby community through various programmes like health checkup, voters rights, covid awareness, covid relief material distribution, distribution of kabasura kudineer, etc. The NSS of the college strives to work towards the holistic development of an individual to march towards the wholistic development of the country.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

15

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

848

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.

Vivekananda College has been constantly providing quality education for the development of students. The institution has well maintained eco-friendly and resilient infrastructure conducive to teach, learn and comprehensive development of students. There are spacious classrooms, department rooms, department library and laboratories. The classrooms are ventilated properly, equipped with benches and desks according to the requirements of students. The college has a state of art laboratory and two computer labs with internet connectivity to support practical sessions. The ICT enabled smart classrooms enable a conducive learning atmosphere to the students. The college library is equipped with 20240 books, 3500000 e-books, 17 journals, 6000 e-journals and 9 CD & Video. A separate reading zone for faculty and students is also available in the library. The 100 Mbps bandwidth internet connectivity and the 24x7 WIFI facility in the campus interconnects the students, departments and college offices.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college promotes co-curricular and extra-curricular activities along with the regular academic activities. The multifarious skills of the students are brought out through the Fine Arts Club. The college auditorium and the open-air stage facilitates the cultural activities and other activities like yoga. The physical education centre of the college is equipped with gymnasium and indoor/outdoor courts for sports activities like volleyball, cricket, badminton, chess, table tennis, kabaddi, and track & field events. The physical education centre is also stocked with the UGC funded Indoor Shooting range and the International standard Swimming pool. The college has co-operative store, canteen, and food court to serve the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****1880136**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)****NO**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**D. Any 1 of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

15708.75

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

2421

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The college updates the IT facilities every year. This academic year, as the COVID-pandemic interrupted the existing system, the college admission was made in Online mode and the faculty members were encouraged to take class in online mode through Google Classroom and Google Meet. The staff members were given the provision to use the campus internet/Wi-Fi facility for their academic and research endeavours. Steff members made use of this facility and organised seminars and workshops, and offered an Online Micro-Certificate Course on "Covid-19 Consciousness".

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sites.google.com/view/omcccc/home

4.3.2 - Number of Computers

92

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

93,630.20

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Institution has established a system to maintain and utilize the physical, academic and support facilities. These are maintained and supervised by the office superintendents. The laboratory is managed by the Heads and the lab assistants of the respective departments, where, the library is maintained by the librarian and his team, the sports complex is maintained by the Physical Directors, and the ICT facilities are administered by the ICT Centre of the college through Cyber Systems, Nagercoil. The classrooms and the restrooms are cleaned every day by the support staff of the college. The flora of the campus is nurtured by the gardener and other staff and students. The Principal plays a pivotal role by monitoring the utilization and management of the campus infrastructure through spot visits and CCTV surveillance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the

Government during the year	
678	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

118

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

118

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

13

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

103

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/

Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
0	
File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.	
2	
File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File
5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)	
The college offers numerous opportunities for students to	

participate in Co-curricular, Extra-curricular, Sports and community development activities. The leadership qualities of our students are honed through the responsibilities assigned to them representing various bodies like Fine Arts, Sports, NSS, NCC, YRC, etc, that sharpen their skills. These activities give them free hand to organise various programmes. In the department level also, the students are given space to prove their leadership ability through the Associations, in which the student representatives play major role organizing various academic-oriented activities, including Seminars, competitions, etc. Students also play a pivotal role in decision making through their involvement in IQAC and other administrative committees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

8

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

NO. The Alumni Registration is not registered but is functional.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the Institution is in tune with the vision and mission of the institution. The College is administered by the College Council. Faculty members represent in various Committees/Cells nominated by the College Council. The institute has constituted different Committees for the smooth functioning of academic and administrative work of the institute. Some of these committees are the Academic Staff Council, the Examination Committee, the Admission Committee, and the Library Committee, under the Supervision of the Principal. The office administrative responsibility is distributed and monitored by the Office Superintendent. Non-teaching staff are represented in the staff council and the IQAC. Suggestions of non-teaching staff are considered while framing policies, preparing budgets and while taking important decisions. Thus, the institution and departments follow a process of participative management to bring up a positive vibe in students and in the society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution clearly defines the decentralization process through delegation of authority. Top-level hierarchy is responsible for controlling and monitoring the entire institution. It includes secretary, college administrative council members, principal, HODs and teaching and non-teaching staff members. At various hierarchy level, all the faculty members are assigned to take up various community activities related to the development of the institution that are given by the management through the principal. The academic and administrative activities of the institute are headed by principal and also, he forms various committee and assigns responsibilities. It includes all the faculty members, non-teaching staff and others by coordinating the activities delegated to them. In all academic activities, institution follows the participative management for implementation of all its decision. The department heads are responsible for day- to-day administration of the department. The college rules are framed by the staff council. The objectives of this decentralization process are to facilitate quick decision making related to academic and administrative activities at all levels. It also involves the faculty members and officers at administration positions at different levels in practicing the responsibilities with accountability to ensure transparency in the academic and administrative activities in timely follow up action. Any staff member can give suggestions and idea for improvement. Suggestion box is kept in for suggestions from students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution's perspective plans are effectively deployed through strategic measures. The College administration takes keen measures to improve the educational and infrastructural development. The power is dedicated to the principal. The principal implements strategies through various committees. The committees are monitored by the principal. The Internal Quality Assurance Cell of the college serves as a backbone to the institution assisting the principal by suggesting quality measures and implementing innovative practices in the campus. The mechanism of decentralisation is effective to deploy the strategic plans.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Staff Appointments:

Qualified faculty members are recruited according to the needs every academic year. Staff enrichment programs are organized periodically to motivate faculty members to optimise their performance in teaching and research. The institution provides sound value system, ecofriendly ambience with state of art infrastructure that foster academic atmosphere thereby enriching academics pursuits.

Student Admission:

The admission process in the college is digitized. The college's process of online admission is also very transparent. The application form, the process of applying and the eligibility criteria for the courses are displayed on the website. Information centre is opened to assist the applicants in filling online applications. The candidates submit their application forms online. The students are then

selected based purely on merit and as per the reservation policy framed by the Government. The lists of selected students are displayed on the website. In addition, the students are also informed through messages, emails, and personal phone calls. The students pay their fees through net banking. Once admitted, the students are provided with a college login ID which helps them view their attendance and marks when required. The parents are kept updated about both the day to day attendance and absentees among the students.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The College undertakes various welfare activities for the teaching as well as non-teaching staff. All the statutory leaves are granted to the faculty members and 'On duty leaves' are given to the teaching staffs for attending Orientation Programme and Refresher Course. The College

encourages the faculty members to attend Seminars and Conferences at various levels. The college supports the endeavour of the teaching faculties for applying for Major and Minor Research Projects. The faculty as well as the staffs of the College can get easy loans which are arranged by the College. At the time of superannuation, the financial matters of the teaching as well as non teaching staffs are settled by the College in a prompt manner. All non-teaching staffs are given with the festival bonuses annually and encouraged to pursue professional courses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

25

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution follows the norms of the State Government and UGC regarding the Performance Appraisal System for teaching staff. Their promotion is based on this appraisal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The internal financial audit is carried out by the college auditor and the external financial audit is done by the Joint-Director of College Education, Tirunelveli.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution is administered by the Governing Body following the best possible practices in the given working scenario. The institution always ensures that the funds/resources are collected on timely basis and are utilized in the best possible way prescribed by the guidelines of the government. The main sources of receipts are fees collected from students, grants from the State Government and the UGC, interest on fixed deposits, fines and other miscellaneous income from sale of old newspapers, magazines, scraps etc. Fee collection is done in a systematic way within a time frame. Students are informed about the time schedule through notifications on college notice boards, website and through text messages. All purchases are made after inviting requisite number of quotations and their proper scrutiny. The resources are carefully allocated to meet overall administrative requirements including infrastructural upgradation and maintenance, enhancement of teaching learning environment, faculty development etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC of the institution is constantly working on the quality improvement in various areas. Under the aegis of IQAC the administration and the departments prepare a detailed academic plan for each academic year and ensures optimum utilization of the available infrastructure. Academic Calendar is prepared and uploaded on the institutional website. IQAC has adopted quality improvement strategies in areas like curriculum development, teaching-learning, examination and evaluation, research and development. During the pandemic, the staff members were educated towards the use of advanced online techniques in teaching-learning. The IQAC also shoulders the responsibility of preparing and submitting the AISHE, NIRF, AQAR and ISO reports. IQAC identifies and suggests improvisation in required domains.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The college has a functional IQAC setup as per norms that includes Teacher Representatives, Members from Management, a representative of Administrative Staff, one nominee each from Local Society, Students, Alumni, Employers, Industry and Parent. IQAC has constituted a feedback committee which seeks feedback regularly from all stakeholders. Based on the feedback an action is taken in the form of a communication to the concerned teachers and the teachers are suggested to conduct bridge courses, add-on courses and remedial courses and to use ICT based teaching methods to improve the teaching learning process. Every teacher is expected to submit a work done report periodically on teaching learning process and co-curricular and extracurricular activity.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The "Women Students Welfare Committee" of the college creates an awareness on Gender equity among both the genders. It also creates awareness among woman students about self-protection and motivates the woman students about their strengths. The committee, in tie with the Student Grievance and Redressal Committee and Student Counsellors tries to resolve the issues related to the women students. As part of the agenda the committee insists NSS and YRC to organise programmes in line with women's welfare. Faculty members and Mentors often discuss on gender discrimination in the Value Education classes. The committee is vigilant to prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching women staff of the Institute.

File Description	Documents
Annual gender sensitization action plan	1. Awareness on Gender Sanitation in the Student Induction Programme. 2. Gender equity programmes through the Part V and Extension activities. 3. Awareness through Anti-ragging Committee.
Specific facilities provided for women in terms of:a.	a. Safety and security The safety and

<p>Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information</p>	<p><u>security of women students are of utmost significance, and the college takes numerous measures to ensure this. To maintain a conducive atmosphere, Anti-ragging committee is constituted which educates students about their rights and how to report harassment. On campus, safety and security are guaranteed round-the-clock through security personnel assigned and CCTV cameras used for surveillance. b. Counselling The mental strength of the women students are taken care by the mentors and Student counselling cell. Through counselling women students are groomed to manage interpersonal and intrapersonal relationships, improve communication, gain positive attitude towards life, set goals, show progress and acquire resilience c. Common Rooms The college takes pride in accommodating large number of women students and faculty members in the campus. The institution has also made special arrangements that caters to the needs of them through the most spacious Waiting halls for women students and staff. These well-ventilated spaces can accommodate a large number of students. These halls are facilitated with First aid kit and necessary medicines for the benefit of all. Surplus number of toilets is available for the women students. Incinerator is also installed to ensure the healthy and hygienic environment. d. Any other relevant information Women students and staff members are given major role in the governance of the institution.</u></p>
<p>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power</p>	<p>D. Any 1 of the above</p>

efficient equipment	
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

? Solid waste management

The waste is separated into biodegradable waste, nondegradable waste and recycling waste. The biodegradable solid waste is separated and handed over to the local panchayat.

? Liquid waste management

The liquid wastewater from Toilets & Urinals is connected to the underground drainage system through pipelines. Wastewater from canteen, laboratory and water taps is used for garden. The wastewater is duly redirected to plants, trees and the excess water is stored in the pond located in the college premises which serve as a natural rainwater harvesting system.

? Biomedical waste management

The napkins and other biomedical wastes are destroyed through incinerators.

? E-waste management

The electronic waste generated in the college such as electrical accessories, computer accessories and other electrical wastes are handed over to the management. Computers are upgraded to the maximum possible limit and put to utmost utility before disposal.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

D. Any 1 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the

institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution undertakes the moral obligation in sensitizing the students and employees of the institution to become responsible citizen of the country. In the Student Induction Programme organised in the beginning of the year, the Principal imparts the values and tradition of the campus and the country, and emphasizes the responsibilities of the students in performing their duties as treated in the Constitution of the country. The institution encourages the staff members to take up the general duties like Election duty etc.

The vision of the Institution is to provide affordable, value based education to all the students. In line with the vision, the institution offers various programmes incorporating values and ethics. Value Education and Environment studies have been made compulsory for all the students at the undergraduate level. Celebrating Independence Day, Republic Day, and undertaking National flag collection drive during these days. During Covid-19 situation helped in Kanniyakumari, donation drives were conducted to raise funds and other utilities for relief.

Students are encouraged to conduct events and sessions in orphanages and old age homes. Graduates pledge to follow ethical practices in the promise taking ceremony on Graduation Day.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Students and employees have to be exposed to constitutional ideas, rights, duties and responsibilities of the citizens, penal provisions, and consequences of contravening the laws of the country through guest lecture. The objective is to increase their knowledge on the justice system, and the rights and responsibilities of citizenship in a constitutional democracy. Such an exposure at appropriate age will assist the development of skills in public participation, decision making, and critical thinking.

Students are encouraged to participate in activities like Tree plantation drives and Pollution awareness Seminar, Swachh Bharat Abhiyan and events like cleaning campus towards environmental awareness.

In COVID times students and teachers were encouraged to undertake during lockdown to show their responsibility as citizens. NSS, NCC, YRC gave messages to students and citizens to stay at home and prevent spread of virus. The Governments Standard Operating Procedure (SOP) is strictly adhered inside the campus.

At the time of State Assembly Election our college campus was given to the Government for giving briefing about the election to the polling personnel. and also our faculty members engaged themselves as the polling officers at different places in our district

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Commemoration of national or international days and events create a great impact among the students, uniting diverse student community under the umbrella of nationalism. Celebration of festivals like Saraswatti Puja, Diwali, Pongal help the students to understand and appreciate the traditional and cultural values and accommodate themselves to

the inclusive environment. Independence Day and Republic Day are celebrated with great enthusiasm. NCC cadets present a parade and students exhibit their patriotic feeling through variety of programmes.

On 28th February, National Science Day is celebrated to encourage the people as well as to popularize science and technology. 08th March Women's day is celebrated on every year,

Teachers' Day is celebrated on 5th September every year to mark the birth anniversary of Dr. Sarvepalli Radhakrishnan and to acknowledge the efforts of the teachers in empowering student community. National Youth Day and Kamarajar's birth anniversary are celebrated every year. National Voters Day, Yoga Day, NSS Day, World Environment Day, Anti-Tobacco Day are celebrated to make the younger generation to be aware of their commitment towards 'society for all'. In addition, various other activities like health camps, Covid vaccination drives are conducted for the welfare of students, faculties and employees.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

The college has many best practices. The two notable Best Practices are "Fighting against COVID-19" and "Mentor-Mentee System". The former has ignited the students and inclined them towards better contribution to society and imbibed human values in them, where, the later practice hones the students into a better human being through their wholistic education.

The college community involved in fighting against COVID-19, joining hands with the Government of India. The management,

staff and students involved in various public covid relief activities. The NSS and NCC students were the frontline warriors. The NSS and the faculty members of our college distributed Kabasura kudineer in and around Kanniyakumari. The college was used as COVID isolation centre. The college organised various Mass Vaccination Camps for the staff, students and public in the campus.

Mentor and mentee develop their relationships as they participate together in social, cultural, and recreational activities, community service projects, tutoring, and many different activities. Whatever the activity, mentoring provides guidance and support to vulnerable adolescents and establishes service as an integral part of student life and the college experience.

File Description	Documents
Best practices in the Institutional website	https://vkc.edu.in/agar/20-21/C7/7.2.1/BestPractices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college, located in the rural backdrop, strives towards the upliftment of the women and the weaker section of the society. It focuses primely on providing quality higher education to the first generation learners and the women children in the locale. Women population amidst the student and the teachers community is higher compared to that of the population of the men. The involvement of Women staff members in the board of studies, valuation, staff council, and other committees in the administrative level and the involvement if women students in academic, cocurricular and extracurricular activities are commendable. A conducive atmosphere is provided to the women students in the campus by providing them a unique Women Students' Waiting Hall. This hall can accommodate around 300 students. The gender equity club and the women student's welfare committee takes special care of the needs and issues of the women students.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

To successfully implement online admission process with online fee payment system

To sign MoUs with industries and other institutions.

To introduce add-on / certificate courses.

To organise conferences in national and international level

To conduct Alumni Meet.

To open IAS Academy.

To construct more classrooms

To increase the number of Research Centres.

To introduce M.Sc., Physics and M.Sc., Chemistry programmes.