



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		VIVEKANANDA COLLEGE
Name of the head of the Institution		N. NEELAMOHAN
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04652-270245
Mobile no.		9942325564
Registered Email		vkcpincipal@gmail.com
Alternate Email		admin@vivekanandacollege.net
Address		AGASTEESWARAM POST
City/Town		AGASTEESWARAM KANYAKUMARI
State/UT		Tamil Nadu
Pincode		629701
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	A. KURUSWAMY
Phone no/Alternate Phone no.	04652270840
Mobile no.	9486680349
Registered Email	vkciqac1965@gmail.com
Alternate Email	a.guru.vivekananda2014@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.vivekanandacollege.net/admin/assets/AQAR/AQAR%202016-17.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.vivekanandacollege.net/assets/calendar/Calendar2017-2018.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	75.80	2006	21-May-2006	20-May-2011

6. Date of Establishment of IQAC	18-Apr-2009
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Nil	16-Jun-2017 0	0
No Files Uploaded !!!		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
T.C. Mahesh, Dept.of Zoology	Conducting Seminar	National Biodiversity Authority	2017 3	100000
Vivekananda College, Agasteeswaram	Conducting Seminar	Tamilnadu State Council for Higher Education	2018 2	20000
Vivekananda College, Agasteeswaram	Conducting National Conference	The Indian Science Congress Association	2018 2	15000

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

The following initiatives were taken by the IQAC for the academic year 201718: 1. CCTV cameras were installed throughout the campus for safety and surveillance. 2. All the Terminals in the college were connected through Local Area Network. 3. The college was certified by ISO with ISO 9001:2015 certification on Dec 14, 2017. 4. The College successfully submitted data on AISHE on March 2, 2018. 5. The construction of the UGC funded Women's Hostel was completed and inmates were admitted.

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

Plan of Action	Achivements/Outcomes
Introduce new programmes	Ph.D. in Zoology is introduced
Innovative Process	Student centric learning is given priority
ICT	The campus is connected through Intranet
Peace in campus	IQAC motivated the Staff and students to maintain peace and tranquility in the campus.
Alumni Meet	Alumni's meeting was conducted in the month of April 2017.
Feedback System	Feedbacks are received from the students, alumni, parents and other stack holders through structured questionnaire issued by the IQAC.
Seminars/ Conferences	All the Departments were encouraged to organize State/ National level Seminars/ Conferences. Based on the encouragement of the IQAC a few departments organized International level Seminars.
Research Activities	Faculty members were encouraged to involve in research activities.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	02-Mar-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The financial management system managed by COLLEGE MANAGEMENT SYSTEM developed by YOSAM ERP DEVELOPERS includes the following features: streamlining

invoicing and bill collection, eliminating accounting errors, minimizing recordkeeping redundancy, ensuring compliance with tax and accounting regulations, helping personnel to quantify budget planning, and offering flexibility and expandability to accommodate change and growth. Student database and Fees Management is managed by COLLEGE MANAGEMENT SYSTEM developed by YOSAM ERP DEVELOPERS.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

While revision and upgradation of the syllabus is done at the University level, the college has a mechanism for effective curriculum delivery and documentation. A well planned curriculum delivery and documentation is obtained through the following mechanism: 1. The Academic Calendar is prepared in the beginning of every academic year, based on which Teaching Plans are made by each faculty teaching the subject which details out the number of lectures in each week in the subject and the total number of lectures allotted in the subject. 2. The Curriculum delivery is planned and delivered to attain the Program Outcomes (POs) of the programs. Further the content to be delivered is designed to address attainment of Program Specific Outcomes (PSOs) detailed by the programme. 3. Orientation programme is organized every year for newly admitted students to make them aware of the curriculum. 4. Bridge Course is conducted to bridge the gaps between the school and college level. 5. For a better understanding of the curriculum, special workshops are arranged for the students of various departments. 6. Special care is taken to address the problems of slow learners, advanced learners and first-generation learners. For slow learners and first-generation learners, suitable study materials are prepared on difficult topics and the same are provided to the students in printed form during the remedial teaching hours. For gifted learners, teaching methods are based on various needs of different subjects like paper presentation, classroom seminars, quiz, etc., 7. For effective curriculum transaction by the faculty, the College is equipped with portable LCD projector, OHP, Smart Classroom, Internet and other ICT facilities. 8. A regular internal examination, continuous internal assessment in theory and practical classes, is done to keep track on the improvement of the students. Departments maintain the detailed record of the assessments. 9. Regular department meetings are held to track the progress of the Course delivery and evaluation. 10. Feedback (formal as well as informal) regarding curriculum delivery is undertaken in the Department as well as college level, for a better Curriculum delivery. 11. The college promotes the faculty to upgrade themselves by sending them to complete the Orientation and Refresher Courses. 12. The college encourages the faculty to organise and attend curriculum related Workshops, Seminars, Conferences and Symposia in order to upgrade themselves with the recent trends in education. 13. In addition to the regular subject classes, the college also organizes special lectures by inviting experts from various fields to share their knowledge with the students. 14. Furthermore, regular industrial visits, field visits, association

activities and project works are arranged by the institution for effective curriculum delivery and transaction.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	16/06/2017	0	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
PhD or DPhil	Zoology	28/11/2017
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
PhD or DPhil	Zoology	28/11/2017

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	16/06/2017	Nil
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Commerce	63
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The College collects feedback from all constituent units of the College viz.

the students, faculty members, parents, and alumni. The College employs a systematic feedback mechanism to harness its effectiveness. The feedback is taken at various levels. The mode of feedback is manual (offline). The department/college frequently contacts parents to take the regular feedback about the progress of their wards and their overall development. Feedback is also collected from the parents during Parent Teacher Meetings (PTMs) and convocation day. Suggestions and comments given by the stakeholders are taken into account for future development. Feedback is analysed at regular intervals which helps the enhancement of teaching methodology and address the possible areas for improvement. An Annual feedback is gathered through feedback form which is documented in the department/IQAC for further implementation.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCA	Computer Application	48	38	28
BCom	Commerce	138	255	116
BSc	Zoology	48	53	32
BSc	Botany	48	53	32
BSc	Chemistry	48	62	29
BSc	Physics	48	89	37
BSc	Mathematics	48	102	44
BA	Economics	64	49	35
BA	English	64	155	64
BA	Tamil	64	87	51

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	1361	180	55	19	21

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
95	1	1	2	2	1

[View File of ICT Tools and resources](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Students mentoring system is effectively implemented through a systematic mechanism. Mentor-Ward Record is introduced where the following details of the students are recorded: the details of the parents / guardians, Academic history, Scholarship details, benefits received through Endowment / Student Welfare Fund, Family income, Soft-skills Chart that plots the core confidence and competence, Semester-wise, Student-wise Academic Data, Review by Staff and Student, Learning Profile, contributions to Association, Clubs and other activities, Student Self-Assessment, Employment portfolio, etc. This system helps the mentee to set realistic expectations and encourages communication and participation. It assists the mentee in establishing career goals by enabling the students to be proactive, honest, open, available and receptive. It also identifies the potential of the mentees and stretches their limits and develops self-confidence and self-realization.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1541	95	1:16

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
100	95	5	11	42

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Nil	Assistant Professor	Nil
2018	Nil	Assistant Professor	Nil
2017	Nil	Associate Professor	Nil
2018	Nil	Associate Professor	Nil

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCA	1302	Semester VI	17/05/2018	23/06/2018
BCom	1301	Semester VI	17/05/2018	23/06/2018
BSc	1527	Semester VI	14/05/2018	23/06/2018
BSc	1523	Semester VI	14/05/2018	23/06/2018
BSc	1504	Semester VI	14/05/2018	23/06/2018

BSc	1522	Semester VI	14/05/2018	23/06/2018
BSc	1517	Semester VI	16/05/2018	23/06/2018
BA	1103	Semester VI	16/05/2018	23/06/2018
BA	1105	Semester VI	16/05/2018	23/06/2018
BA	1113	Semester VI	16/05/2018	23/06/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per the regulations of Manonmaniam Sundaranar University Internal Assessment system is calculated in the ratio of 25:75. The Institute has deployed a decentralized internal examination system to assess the academic progression of the students. Each department prepares a schedule to conduct three Internal Examinations every semester. The academic progression of the students is presented in the Department meeting and necessary reforms are made to cater to the needs of the slow learners and first-generation learners. Assessments of group discussions, seminars, assignments and periodically held written tests help to know the performance of the students and to take remedial measure if needed. Remedial Classes are conducted for the slow learners. Whenever necessary the parents are called for a discussion about the Student.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar is prepared by the institution, at the beginning of the year, by the members of the Calendar Committee. This is prepared after publication of the affiliating university's (Manonmaniam Sundaranar University) academic calendar cum holiday list. The academic calendar is uploaded in the institutional website. The hard copy of the calendar is printed and circulated among the students. This calendar incorporates various important events and activities planned during the academic year viz. events like observance of college reopening day, Founder's day, last working day etc., in addition to the list of various important holidays during the year. However, different miscellaneous events/celebrations, mostly events that are conducted/ held at short notices are excluded from the preview of this academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.vivekanandacollege.net>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1113	BA	Tamil	50	20	40
1105	BA	English	61	22	36
1103	BA	Economics	24	3	13
1517	BSc	Mathematics	46	35	76
1522	BSc	Physics	35	23	66

1504	BSc	Chemistry	25	10	40
1523	BSc	Botany	23	8	35
1527	BSc	Zoology	24	13	35
1301	BCom	Commerce	53	5	11
1302	BCom	Computer Application	17	8	47
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

Nil

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
International Projects	0	Nil	0	0
Students Research Projects (Other than compulsory by the University)	0	Nil	0	0
Projects sponsored by the University	0	Nil	0	0
Industry sponsored Projects	0	Nil	0	0
Interdisciplinary Projects	0	Nil	0	0
Minor Projects	0	Nil	0	0
Major Projects	0	Nil	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	16/06/2017

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
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Nil	Nil	Nil	16/06/2017	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	16/06/2017
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Tamil	3

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Mathematics	4	2.58
International	Chemistry	2	7.34
International	Physics	2	5.67
International	Commerce	1	4.12
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Nil	Nil
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2017	0	Nil	Nil
Nil	Nil	Nil	2018	0	Nil	Nil
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2017	Nil	Nil	Nil

Nil	Nil	Nil	2018	Nil	Nil	Nil
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	2	1	2
Presented papers	1	Nil	Nil	Nil
Resource persons	Nil	Nil	Nil	Nil
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Campus Cleaning	YRC	4	60
Tree Plantation	YRC	5	70
International Day against Drug Abuse and Illicit Trafficking	YRC	5	75
Free Eye Camp	NSS	1	25
Road Repairing	NSS	2	75
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nil
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Clean India	NSS	Swachhta Pakhwada	2	50
Protective India Leads to Safty of Childhood age	NSS	Bharath Yathra	2	100
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	0	0	0
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	16/06/2017	31/05/2018	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
National Biodiversity Authority ,TICEL Park, Taramani, Chennai	30/08/2017	To analyse status of biodiversity in different eco-region of the country	25
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4550000	4552279

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar Halls	Newly Added
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Nil	Partially	0	2017

Nil	Partially	0	2018
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4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	20240	Nil	Nil	Nil	20240
Reference Books	10291	Nil	Nil	Nil	10291	Nil
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	Nil	Nil	Nil	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Library Automation	Nil	Nil	Nil	Nil	Nil	Nil
Weeding (hard & soft)	Nil	Nil	Nil	Nil	Nil	Nil

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	16/06/2017

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	96	2	3	0	0	2	17	50	0
Added	10	38	2	0	0	15	32	70	0
Total	106	40	5	0	0	17	49	120	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility

Nil	Nil
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4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
570000	566966	890000	891418

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Nil
Nil

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	State Government Scholarship for BC/SC/ST and Student Aid Fund from Institution	736	1384372
Financial Support from Other Sources			
a) National	Nil	Nill	0
b) International	Nil	Nill	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
International Yoga Day	21/06/2017	108	Nil
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	Nil	Nill	Nill	Nill	Nill
2018	Nil	Nill	Nill	Nill	Nill
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	RR DONNELLEY INDIA OUTSOURCE Pvt. Ltd	1	1
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	1	BSc Mathematics	Mathematics	Government Law College, Tirunelveli	LLB
2017	1	BSc Mathematics	Mathematics	M.S. University, Tirunelveli	MSc Data Analysis
2017	1	BSc Mathematics	Mathematics	Ponjesly College of Engineering, Nagercoil	MBA
2017	1	BA Economics	Economics	SRM College, Chennai	MBA
2017	1	BCA	Computer Application	CSI Institute of Technology, Thovalai	MCA
2017	1	MA English	English	Noorul Islam Deemed University, Kumaracoil	M.Phil English
2017	1	Bsc Physics	Physics	Loyola Institute of technology and science	MBA
2017	1	Bsc Physics	Physics	Women's Christian	MSc Physics

				College, Nagercoil	
2017	1	MCom Commerce	Commerce	S.T. Hindu College, Nagercoil	M.Phil Commerce
2017	1	BCA	Computer Application	M.S. University, Tirunelveli	MCA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nil
SET	Nil
SLET	Nil
GATE	Nil
GMAT	Nil
CAT	Nil
GRE	Nil
TOFEL	Nil
Civil Services	Nil
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Vivekanandar Jeyanthi Festival Competition	Local	66
Vivekanandar Jeyanthi Festival Competition	Local	67
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	Nil	National	Nil	Nil	0	Nil
2017	Nil	Internat ional	Nil	Nil	0	Nil
2018	Nil	National	Nil	Nil	0	Nil
2018	Nil	Internat ional	Nil	Nil	0	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council helps in maintaining academic discipline and rigour. They have special tasks during co-curricular, extra-curricular and sports activities. Student secretary of the department will organize department meetings after seeking permission from the Head of the Departments and principal of the college. The Chairman of the Students Union is nominated as the representative of IQAC.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

513

5.4.3 – Alumni contribution during the year (in Rupees) :

377150

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Practice I- Delegation of Power The Secretary is the administrative head and the Principal is the academic head. Both teaching and nonteaching staff work together for the effective and smooth functioning of the College. The College has efficient internal coordinating and monitoring mechanisms. The responsibilities are assigned to all faculty members. The Board of Management gives full freedom to the Secretary in matters related to the college administration. The Secretary delegates his power to the Principal and in turn the Principal assigns his duties to the Heads of the Departments, Conveners of various Committees and Clubs. The Principal is the Chairperson of all the Committees and Clubs. These Committees and Clubs carry out the day-to-day activities in a successful manner. The Principal appoints the Programme Officers, Conveners and Coordinators of various committees like NSS, NCC, Fine Arts Club, Red Ribbon Club and Youth Red Cross. He gives them freedom to act accordingly. Practice II- Student Union Council The College has a Students' Union Council. The Council consists of Student Chairman, Student Secretary, Girls Representative, Department Secretaries and the Principal as the exofficio president. All the final year students in the Aided stream are eligible to contest and all the students in Aided stream are eligible to vote in the Students' Union Council Election. The Students Union Chairman is also one of the members of IQAC. The Students' Union Council representatives organize and participate in the Annual Day, Fine Arts Day and Sports Day celebrations every year. They also participate in all social and community-oriented services and related activities. They act as the bridge between administration, faculty members and students and bring forward the grievances of the students to the Management.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admission of the students is done completely on the basis of merit. Our college strictly follows the rules and regulations issued by the Department of Higher Education, Govt. of Tamil Nadu and the University the college is affiliated to. The Admission Committee fixes the dates for Counselling and the Admission for each Programme. In Self financed Programmes, priority is given to girl students, first generation learners, economically backward students and Sports personnel. Preference is given to the students from other states, other countries and refugees from other countries, in the admission process.
Curriculum Development	As an affiliated college, the college follows the curriculum framed and revised by Manonmaniam Sundaranar University. Our faculty members are Members of Board of Studies and contribute for framing the curriculum through their suggestions based on feedback on curriculum collected from stakeholders. In addition, the faculty members of our college frame the curricula for B.Voc. Programmes "Value Added Aquaculture" and "Journalism and Mass Communication", introduced under Deen Dayal Upadhyay Kaushal Kendra Scheme.
Teaching and Learning	ICT based teaching learning process has enabled active participation in the classroom. Apart from the classroom interaction teaching learning methods adopted include, assignments, seminars, project work, field work and industrial visit. In addition to the centralized library departments have their own department library. Orientation and Bridge Course are conducted every year for the freshers and special guest lectures are arranged for challenging areas of study. Special care is taken on the Slow Learners by organizing Remedial Coaching. Academic counselling is given to help students who required support and help to cope with tension, stress and progress well in their studies.
Examination and Evaluation	The University follows the CBCS

system from 2008 onwards. As per the regulations of Manonmaniam Sundaranar University Internal Assessment and External evaluation are calculated in the ratio of 25:75 for theory and 50:50 for practical examinations The End Semester External examinations are conducted by the affiliating university. University guidelines are followed strictly regarding examinations. The college conducts internal assessment of students according to the university guidelines. The Institute has deployed a decentralized internal examination System to assess the academic progression of the students. Each department prepares a schedule to conduct three Internal Examinations every semester. The academic progression of the students is presented in the Department meeting and necessary reforms are made to cater to the needs of the slow learners and first-generation learners. Assessments of group discussions, seminars, assignments and periodically held written tests help to know the performance of the students.

Human Resource Management

Qualified faculty members are recruited according to the needs every academic year. Staff enrichment programs are organized periodically to motivate faculty members to maximize their performance in teaching and research. Comfortable and friendly environment is provided for smooth functioning. Accessible environment is provided. The health and hygiene of the students and the staff are taken care. Sufficient number of rest rooms with hygienic facilities are provided for women students with incinerator etc.

Industry Interaction / Collaboration

Periodical Industrial Visits and Field Visits are organized by various Departments to know the innovations and advancements in their respective fields. Department of Commerce arranges Industrial Visits every year. The Department of Zoology visited and interacted with Sericulture units at Thenkasi, Aquafarm at Thutukudi and Apiculture unit at Marthandam.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area

Details

Planning and Development	Nil
Administration	Nil
Finance and Accounts	The financial management system managed by COLLEGE MANAGEMENT SYSTEM developed by YOSAM ERP DEVELOPERS includes the following features: streamlining invoicing and bill collection, eliminating accounting errors, minimizing record-keeping redundancy, ensuring compliance with tax and accounting regulations, helping personnel to quantify budget planning, and offering flexibility and expandability to accommodate change and growth.
Student Admission and Support	Student database and Fees Management is managed by COLLEGE MANAGEMENT SYSTEM developed by YOSAM ERP DEVELOPERS.
Examination	The Internal Marks are entered through the application Exampro provides by Manonmaniam Sundaranar University, Tirunelveli, Tamil Nadu.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	Nil	Nil	Nil	Nil
2018	Nil	Nil	Nil	Nil

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Nil	Nil	16/06/2017	31/12/2017	Nil	Nil
2018	Nil	Nil	01/01/2018	24/04/2018	Nil	Nil

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional	Number of teachers who attended	From Date	To date	Duration
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development programme				
Refresher Course	4	09/03/2018	28/03/2018	20
Refresher Course	1	02/01/2018	22/01/2018	21
Refresher Course	1	10/11/2017	30/11/2017	21
Refresher Course	1	26/10/2017	15/11/2017	21
Refresher Course	1	02/10/2017	24/10/2017	23
Orientation Programme	1	23/08/2017	19/09/2017	28
Orientation Programme	3	15/11/2017	12/12/2017	28
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
11	11	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
12 Percent from the salary of the Teaching faculty is deducted as Provident Fund and the Institution contributes 13.61 percent to the PF	12 Percent from the salary of the Teaching faculty is deducted as Provident Fund and the Institution contributes 13.61 percent to the PF	Free food and accommodation for deserving students who excel in Sports and Games Fee concession for deserving students from economically challenged background.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Internal Audit is carried out regularly. This year the accounts on various heads viz. "UGC Account", "Staff Salary Account", "Scholarship Account", "Special Fee Account", "Examination Account", "Red Cross Society Account" and "Non Salary Account" were audited by registered Auditor B. Thanu Pillai Co, Chartered Accountant (M. No: 18792), Nagercoil.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
View File		

6.4.3 – Total corpus fund generated

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6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	International Certification Authority	Yes	Management
Administrative	Yes	International Certification Authority	Yes	Management

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Nil

6.5.3 – Development programmes for support staff (at least three)

Nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- Eleven candidates were appointed as Assistant Professors (Permanent) in various departments.
- Construction of New Class Rooms, Swimming Pool, Indoor Stadium and Women's Hostel were completed.
- Department of Zoology is raised into Research Centre for Ph.D. Course.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Yes
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Nil	16/06/2017	01/01/2018	24/04/2018	Nil

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Womens Day	08/03/2018	08/03/2018	107	10
International Womens Day	15/02/2018	15/02/2018	171	35

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	1
Special skill development for differently abled students	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nil	1	07/02/2018	1	Green Sustainability	Pollution	158

No file uploaded.

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Students (Handbook 2017-18)	16/06/2017	<p>The main focus of our institution is to give standard education to the rustic/down-trodden side students and make them valuable citizens. On behalf of the college management and efficient staff members, we are enabling the students' talents and inner skills to make better in their future life. Our institution follows the code of conduct as per Manonmaniam Sundaranar University and the parent institution as well as the norms of Higher Education Department.</p> <p>Every year our institution prepares and publishes college Handbook to all the Teaching Non-teaching</p>

staff members and all the students. Also the code of conduct for students is available in the prospectus every year. The features of code of conduct is strictly followed by both the Staff members as well as the students.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Nil	16/06/2017	16/06/2017	Nil
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Campaign for plastic free campus
- Prohibiting smoking and making tobacco free campus
- Planning saplings in the campus
- Periodical cleaning of indoor pollutants
- Provision of dust bins at various vantage points of the campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice: I

- Title of the Practice:** "Celebration of Pongal Festival"
- Goal:**
 - To promote unity and integration among the students who come from different economic and social backgrounds.
 - To enhance the awareness on cultural heritage and conventions of the festivals.
 - To expose the value of the traditional festival globally.
 - To expertise the students in various spiritual programs.
 - To spread ethical and traditional values.
- The Context:** Pongal is a festival of harvest celebrated in Tamil Nadu by all the people irrespective of caste, religion, colour and creed. Such harvest festivals are also celebrated in other states of India under various names like 'Mahara Sankranthi' and 'Baisakhi'. It is a thanks-giving ceremony to thank the Nature, especially the Sun. Pongal is celebrated in 'Thai', the tenth month of Tamil year, which falls in the month of January. People make a furnace in front of their houses to cook Pongal with the newly harvested rice. The sweet pongal is served to the family members and neighbours along with sugarcane. All sit together and enjoy the celebration. Such eco-friendly traditional practice that brought about harmony and understanding among people is now forgotten. The significance of such regional festivals is not realized. Making the students realize their identity through such celebrations has hence become a challenging task.
- The Practice:** Pongal celebration is observed every year in our college to create awareness about the regional tradition and spirituality among students. The college is keen in imparting culture and values along with other academic activities and theoretical knowledge. Pongal celebration is organized by the students themselves. Under the guidance of the staff members of their department, the final year students of every department take initiative to plan the event and collect the things needed for the celebration. This brings unity and inculcates tolerance among the students. The students are allowed to wear traditional dress: girls wear sarees and boys wear traditional 'dhotis'. They assemble before their respective departments and make traditional ovens to prepare pongal. They draw rangoli around it. They divide the work and cook sweet pongal following traditional rituals. They also make other offerings such as sugarcane, fruits and vegetables according to the tradition. They pray to the sun and distribute pongal to all the students and the staff members of various departments. Both fun and spirituality are interwoven as the students

organize themselves and try to share what is taught and followed in their home and surroundings. This practice is meant to promote the understanding among students and develop their group behaviour. When the Pongal function is celebrated in the campus, all the students voluntarily involve in the process of cleaning the campus and classrooms. This inculcates the sense of cleanliness and tidiness. Further it infuses self-dignity through the identification of their praiseworthy cultural heritage. 5. Evidence of Success: The practice of celebrating Pongal within the campus inculcates positive attitude in students.

The following changes are traced in the attitude of students. ? Inter-departmental relationships are promoted among the students both in and off the campus. ? Undesirable practices such as ragging and other misbehaviours are eliminated at the entry level. ? It develops the feeling of gratitude towards elders and benefactors. ? By promoting this type of festivals in the campus, students are trained to value their culture, tradition and civilization. This lays foundation for a well-organized and disciplined society. Best Practice: II

1. Title of the Practice: "Clean India Campaign - Vivekananda College" 2. Goal:

- To involve the students in community oriented services with regard to cleanliness.
- To motivate the students to work together in making India a clean country.

3. The Context: The slogan of Clean India Campaign is "Cleanliness is next to godliness". The Clean India Mission or the Clean India Drive was officially launched by the Prime Minister Narendra Modi on 145th Birth Anniversary of Mahatma Gandhi on 2nd October in 2014 at Rajghat, New Delhi. It is a national level campaign run by the Indian government to cover all the backward statutory towns to make them clean. The campaign involves the construction of latrines, promoting sanitation programmes in the rural areas, cleaning street, roads and changing the infrastructure of the country to lead the country ahead. The Clean India Mission is carried out in our college. The aim of the program is to involve the student community in a proactive manner to participate and contribute to the Clean India Campaign. In our college, the students are induced to actively participate in the programme. In this context the following activities were carried out: ? Cleaning the college campus ?

Celebration of sanitation day ? Organising Dengue Rally ? Cleaning Govt.

Primary Health Centre, Agasteeswaram 4. The Practice: As this practice starts from home we have installed a permanently painted advertisement on the compound wall of the campus, disclosing the "Clean India Drive" (J}aik ghuj ,affk). The students of our college indulged in cleaning the campus with special interest under the coordination of the faculty members. The sanitation day was

celebrated and a rally was conducted in Kottaram Village and pamphlets were issued to create awareness to stamp out open defecation system. An awareness programme on Dengue and a rally was organized with the cooperation of Department of Environment, Kanyakumari and Kottaram Town Panchayat. More than 500 students volunteered in cleaning the Govt. Primary Health Centre,

Agasteeswaram. A special camp on "Clean India" was conducted at Southkunal and the area in and around Bhagavathi Amman Temple, Beach and Railway Station at Kanyakumari were cleaned. 5. Evidence of Success: The success of Clean India Campaign depends on the change in the outlook of the society as a whole with

every citizen of the country required to contribute towards improving the levels of cleanliness in the country. The students of our college are motivated and educated to spread awareness on cleanliness among people and also solid waste management practices. Our college students are properly informed about the financial aid provided by the Government to families Below Poverty Line (BPL), for the construction of clean flush toilets. The students of our college actively participated in keeping clean in our campus, celebration of sanitation day, Dengue rally and cleaning the Govt. Primary Health Centre, Agasteeswaram.

6. Problems Encountered and Resources Required: ? Arranging the programme schedule. ? Collecting the students. ? Transportation ? Execution of the program ? Meals and refreshment ? Back home ? Finance The faculty members of our college showed much interest towards the clean India drive and charted

programmes accordingly. The students were informed of the importance of cleanliness and were informed about the scheduled programme. The students cleaned the campus and dustbins were set up at various places. The students also cleaned the public places. Transportation was made easy by arranging our own college bus. The students of our college did an excellent work from dawn to dusk. All these works were carried out with the support of concerned local authorities. Funds from NSS and donations from the well-wishers of the college were collected and utilized.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://vkc.edu.in/images/2017-2018.docx>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Vision Our vision is to reach out the best of its ability to impart world class education to the youth of this country in general and educationally and economically backward community of the locality in particular. Mission Our mission is to achieve excellence by providing quality education to the downtrodden and backward people in and around Kanyakumari District and to develop Vivekananda College into a modern centre of higher education with the best available faculty, infrastructure and equipment. Our college has permanent affiliation to Manonmaniam Sundaranar University and is recognized under 2(F) 12B of UGC and Accredited by NAAC with B. As per our vision, our College has taken initiatives to educate the youth of this locality. For that, the College offers 11 UG, 06 PG, 02 Pre-Doctoral, 02 Research Programmes. The College strictly follows the reservation policies of Government of Tamilnadu in admission procedure. The College arranges free as well as paid hostel facility to the socially deprived students of both genders. In general, girl students prefer our College though it is a co-educational Institution. Our Institution constantly stimulates the students and provides platform for standard higher education, skill development, Entrepreneurship development, Ethical and Human value development. Students learn ethics, team building, technical skills, presentation skills, they also experience their physical strength, healthy competition environment and global standards by participating in universally recognized competitions. Our Institution not only encourages students to participate various programmes but also provides financial support. We arrange Government scholarship for reserved category and provide Student Aid Fund to economically poor and educationally talented students. We offer long duration, job-oriented courses up to Doctoral Degree enabling the socially oppressed students to have access to higher education programmes.

Provide the weblink of the institution

http://www.vivekanandacollege.net/vision_mission.php

8.Future Plans of Actions for Next Academic Year

1. To Enhance and encourage the Research Activities among the staff members as well as the scholars in the college.
2. To Encourage the Staff members and the students to participate various level Seminars/ Conferences/Workshops/Symposiums.
3. To make the college campus Eco-friendly.
4. Regularize the feedback system to improve the downsides.
5. To make strengthen the Alumnae by conducting Alumni Meet.
6. To create and maintain spirituality and serenity inside the college campus.
7. To Motivate all the departments' co-operation and availabilities for prepare the next NAAC visit.
8. To make college infrastructure connected with Internet facilities wherever necessary.
9. To create and insist innovative process through teaching and learning.
10. To introduce new courses.

