

# **Internal Quality Assurance Cell (IQAC)**

## **SUBMISSION OF ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

**2015-2016**



*Submitted to*

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
(NAAC)**



**VIVEKANANDA COLLEGE  
AGASTEESWARAM, KANYAKUMARI DISTRICT,  
TAMIL NADU**

**SEPTEMBER 2017**

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## Part – A

### I. Details of the Institution

1.1 Name of the Institution

VIVEKANANDA COLLEGE

1.2 Address Line 1

AGASTEESWARAM

Address Line 2

KANYAKUMARI DISTRICT

City/Town

NAGERCOIL

State

TAMIL NADU

Pin Code

629 701

Institution e-mail address

admin@vivekanandacollege.net

Contact Nos.

04652- 271892,270245,270865

Name of the Head of the Institution:

Dr. N. NEELAMOHAN

Tel. No. with STD Code:

04652- 238397

Mobile:

91-9942325564

Name of the IQAC Co-ordinator:

Dr. C. RAJASEKAR

Mobile:

91-9443411546

IQAC e-mail address:

vkciqac1965@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) \_\_\_\_\_

1.4 Website address:

www.vivekanandacollege.net

Web-link of the AQAR: [www.vivekanandacollege.net/assets/AQAR/AQAR2015-16.pdf](http://www.vivekanandacollege.net/assets/AQAR/AQAR2015-16.pdf)

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B <sup>+</sup>	75.80	MAY 2006	5 Years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC: DD/MM/YYYY

18-04-2009

1.7 AQAR for the year (*for example 2010-11*)

2015-16

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2014-15 submitted to NAAC on 12/04/2017 (DD/MM/YYYY)
- ii. AQAR 2013-14 submitted to NAAC on 12/04/2017 (DD/MM/YYYY)
- iii. AQAR 2012-13 submitted to NAAC on 12/04/2017 (DD/MM/YYYY)

### 1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution    Co-education     Men     Women   
    Urban     Rural     Tribal   
 Financial Status            Grant-in-aid     UGC 2(f)     UGC 12B   
    Grant-in-aid + Self Financing     Totally Self-financing

1.10 Type of Faculty/Programme

Arts     Science     Commerce     Law     PEI (Phys Edu)   
 TEI (Edu)                     Engineering                     Health Science                     Management   
 Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Manonmaniam Sundaranar University,  
Tirunelveli.

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input checked="" type="checkbox"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="07"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="-"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="-"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="10"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="03"/> Faculty <input type="text" value="01"/>
	Non-Teaching Staff <input type="text" value="01"/> Students <input type="text" value="01"/> Alumni <input type="text" value="01"/> Others <input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="Nil"/> International <input type="text"/> National <input type="text"/> State <input type="text"/> Institution Level <input type="text"/>
(ii) Themes	<input type="text" value="Nil"/>

## 2.14 Significant Activities and Contributions made by IQAC

The following are the activities made by the IQAC during the Academic Year 2015-16.

- All the departments were provided with a computer.
- Wi-Fi facility was provided to the college office.
- Quality of the staff and students were assessed through periodic feedbacks obtained from students, alumni, parents and stakeholders.
- Academic and administrative audit were carried out by the internal and external experts.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Lesson Plan	All the departments were encouraged to prepare lesson plans in the beginning of each semester.
Seminars/ Conferences	All the departments were encouraged to organize state/national level seminars/ conferences. With the support and motivation of the IQAC few departments organized national level seminars.
ICT	Based on the recommendations of the IQAC our management provided a computer for each department.
Feedback System	Feedbacks were received from the students, alumni, parents and other stack holders through structured questionnaire issued by the IQAC.
Alumni Meet	Alumni's meeting was conducted in the month of January 2016.
Peace in campus	IQAC motivated the staff and students to maintain peace and tranquillity in the campus.

\* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     Any other body

Provide the details of the action taken

- Measures were taken to make the campus eco-friendly.
- Academic audit was undertaken by IQAC.
- Computers were provided for all the departments.
- Wi-Fi internet facility was provided to the college office.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD			02	
PG	02		06	
UG	09		02	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				02
Others				
<b>Total</b>	<b>11</b>	<b>-</b>	<b>10</b>	<b>02</b>
Interdisciplinary				
Innovative				

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

- CBCS Pattern
- Core /Elective option and
- Non Major Elective option

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG- 11 PG- 08 Certificate- 02
Trimester	
Annual	

##### 1.3 Feedback from stakeholders\* (On all aspects)

Alumni  Parents  Employers  Students

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure.*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes. As an affiliated college, the college implements the changes in syllabi made by the university. The university revises the syllabus every three years as per the recommendations made by the Board of Studies of the University.

During the academic year 2013-14, the university updated the syllabus based on current trends.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. of permanent faculty:

##### Aided Programme:

Total	Asst. Professors	Associate Professors	Professors	Others
59	33	23	-	03

##### Self-Financed Programme:

Total	Asst. Professors	Associate Professors	Professors	Others
32	32	-	-	-

#### 2.2 No. of permanent faculty with Ph.D.

Aided Programme	Self-Financed Programme	Total
33	05	38

#### 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year:

##### Aided Programme:

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
33	07	23	-	-	-	03	-	59	07

##### Self-Financed Programme:

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
32	-	-	-	-	-	-	-	32	-

#### 2.4 No. of Guest and Visiting faculty and Temporary faculty:

05	-	-
----	---	---

#### 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	20	48	11
Presented papers	04	01	08
Resource Persons	-	-	04

## 2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Innovative value based and need based education systems were introduced in the college. According to the latest trends, various innovative job oriented courses are offered.
- Question banks were published for UG and PG Level programmes.
- Book Bank facility was created by the management in the central library for the welfare of the students.

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Multiple Choice Questions and Internal and External Assessment system in the ratio of 25:75

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

02

-

-

2.10 Average percentage of attendance of students

94.2

2.11 Course/Programme wise distribution of pass percentage:

### Aided Programme:

Programme	Total no. of students appear	Division									
		Distinction		I Class		II Class		III Class		Total	
		Number	%	Number	%	Number	%	Number	%	Number	%
B.A. Tamil	38	01	02.64	15	39.47	03	07.89	-	-	19	50.00
B.A. English	61	-	-	03	04.92	27	44.26	04	06.50	34	55.74
B.A. Economics	49	-	-	02	04.10	08	16.30	-	-	10	20.40
B.Sc. Mathematics	47	12	25.50	28	59.60	04	08.50	-	-	44	93.60
B.Sc. Physics	38	-	-	33	86.84	-	-	-	-	33	86.84
B.Sc. Chemistry	33	03	09.09	11	33.33	-	-	-	-	14	42.42
B.Sc. Botany	23	03	13.04	10	43.48	04	17.39	-	-	17	73.91
B.Sc. Zoology	28	02	07.14	07	25.00	08	28.57			17	60.71
B.Com. Commerce	60	06	10.00	27	45.00	-	-	-	-	33	55.00
M.A. Economics	04	-	-	03	75.00	-	-	-	-	03	75.00
M.Sc. Mathematics	25	19	76.00	06	24.00	-	-	-	-	25	100.00

### Self-Financing Programme:

Programme	Total no. of students appear	Division									
		Distinction		I Class		II Class		III Class		Total	
		Number	%	Number	%	Number	%	Number	%	Number	%
B.Com. (CA)	27	-	-	16	59.26	01	03.70	-	-	17	62.96
B.C.A.	27	-	-	20	74.07	04	14.81			24	88.88
M.A. Tamil	10	03	30.00	07	70.00	-	-	-	-	10	100.00
M.A. English	30	-	-	20	67.00	-	-	-	-	20	67.00
M.Sc. Zoology	17	-	-	06	35.00	-	-	-	-	06	35.00
M.Com. Commerce	19	03	15.79	12	63.16	-	-	-	-	15	78.95
M.Phil. Tamil	10	-	-	10	100.00	-	-	-	-	10	100.00
M.Phil. Economics	09	-	-	05	55.00	-	-	-	-	05	55.00

### 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

1. Preparation of lesson plan helps to achieve the goal of Teaching & Learning process.
2. Feedbacks are obtained from the students through structured questionnaire related to Teaching & Learning process.
3. The teachers are assessed by Self- Appraisal Report.
4. The progress of the students are monitored and evaluated through class tests and also through internal assessment system.

### 2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	06
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

## 2.14 Details of Administrative and Technical staff:

### Aided Programme:

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	28	12	04	-
Technical Staff	09	-	-	-

### Self-Financed Programme:

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	-	-	01
Technical Staff	04	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC motivates the faculty members to attend seminars/workshops and present research publications in National and International Journals.
- It motivates the faculty to apply for major and minor research projects.
- Research is a significant activity of the college. During this academic year, our faculty members guided numerous research scholars. Four faculty members were awarded their doctoral degree during this year. In order to promote quality research, faculty members published articles in peer reviewed and non-peer reviewed journals, e-journals and conference proceedings. Also research papers were presented on national and international seminars/workshops/conferences/symposia.
- Six research scholars were awarded their doctoral degree in our research centre. Eleven research scholars registered their Doctoral Degree during this year.
- The University also introduced research projects for students in PG level to promote research activities.

#### 3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications:

	International	National	Others
Peer Review Journals	55	47	05
Non-Peer Review Journals	02	23	-
e-Journals	13	06	-
Conference proceedings	16	44	07

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

**3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations**

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

**3.7 No. of books published** i) With ISBN No  Chapters in Edited Books   
 ii) Without ISBN No

**3.8 No. of University Departments receiving funds from**

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

**3.9 For colleges** Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

**3.10 Revenue generated through consultancy**

**3.11 No. of conferences organized by the Institution**

Level	International	National	State	University	College
Number	01	01	01	-	06
Sponsoring agencies	CICT	UGC	TNSCST	-	-

**3.12 No. of faculty served as experts, chairpersons or resource persons**

**3.13 No. of collaborations** International  National  Any other

**3.14 No. of linkages created during this year**

**3.15 Total budget for research for current year in lakhs:**

From funding agency  From Management of University/College   
 Total

**3.16 No. of patents received this year:**

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

**3.17 No. of research awards/ recognitions received by faculty and research fellows of the Institution in the year**

Total	International	National	State	University	Dist	College
03	-	02	01	-	-	-

**3.18 No. of faculty from the Institution:**

who are Ph. D. Guides

and students registered under them

**3.19 No. of Ph.D. awarded by faculty from the Institution****3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)**JRF  SRF  Project Fellows  Any other **3.21 No. of students Participated in NSS events:**University level  State level National level  International level **3.22 No. of students participated in NCC events:**University level  State level National level  International level **3.23 No. of Awards won in NSS:**University level  State level National level  International level **3.24 No. of Awards won in NCC:**University level  State level National level  International level

### 3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="01"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="12"/>	Any other	<input type="text"/>

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. *Helmet Awareness Programme* was organized by NSS unit 107 with the assistance and training of Traffic Police, Kanyakumari on 24<sup>th</sup> June 2015.
2. *Awareness Programme on Personal Hygiene* was conducted by Miss. R. Masculine Rejula, ICTC Counsellor, Primary Health Centre, Agasteeswaram on 21<sup>st</sup> August 2015.
3. *Blood Donation Camp* was organized on 22<sup>nd</sup> Sep 2015 for which the service was rendered by Govt. Hospital, Asaripallam and Primary Health Centre, Agasteeswaram. Our students donated blood in this camp.
4. Awareness on '*Rainwater Harvesting*' was offered by Er. Ramakrishnan, Vivekananda Kendra (NARDSP) on 12<sup>th</sup> March 2016.
5. A special camp was conducted at South Kundal (YMCA Campus) from 22<sup>nd</sup> March 2016 to 28<sup>th</sup> March 2016. During this camp *Clean India Campaign* was conducted at various places such as Bhagavathi Amman Temple, Kanyakumari beach and railway station.
6. *Eye Donation Awareness Camp* was conducted by Lion Dr. J. Ganesh MJF, DC for *Eye Donation, Free Dental Camp and Service* at "Shanthi Bhavan" (Home for the mentally challenged).
7. A special camp was conducted by NSS Unit 106 and 108 from 16. 03. 2016 to 22.03 2016 at Community Hall, Chandhayadi.
8. On 20-07-2015 and 21-07-2015, a short Film on "*AIDS Awareness*" was displayed for the students on the direction of the Joint Director of Collegiate Education, Tirunleveli.
9. The birth anniversary of Dr. A.P.J Abdul Kalam was celebrated on 15-10-2015, and a rally was conducted.
10. On 16-12-2015 our students participated in "*The threshold of the Campus*" (வளாகத்தின் வாசலில்) programme conducted by All India Radio, Nagercoil.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	60720 sq. mts			60 Acres
Class rooms	39			39
Laboratories	07			07
Seminar Halls	02			02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

Central Library is equipped with computer and internet facility. Xerox facility is also provided in the library to meet the need of the students and the staff.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (₹)	No.	Value (₹)	No.	Value (₹)
Text Books	19,550	-	-	-	19,550	-
Reference Books	9,989	-	-	-	9,989	-
e-Books	-	-	-	-	-	-
Journals	-	-	20	14,600	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	75	-	-	-	-	-
Journal (Back Volumes)	260	-	-	-	-	-
Magazines	-	-	17	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	66	02	03	-	-	01	17	-
Added	-	-	-	-	-	-	-	-
Total	66	02	03	-	-	01	17	-

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Teachers were given computer training.
Internet access has been provided to all the departments.
Office is computerized and upgraded in Networking.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	0.33
ii) Campus Infrastructure and facilities	-
iii) Equipments	1.38
iv) Others	-
<b>Total :</b>	<b>1.71</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Updated hand book containing information regarding Government scholarships available for SC/ST, OBC and economically weaker section of the students and other fee concessions, is issued to all the students.
- IQAC interacts with the special committees organized for the development of students and offers suggestions.
- IQAC ensures creation of awareness about various student support services available in the campus at the time of orientation programmes conducted for new entrants. The student support services include,
  - ✓ Xerox facility
  - ✓ Purified drinking water facilities in major places of the campus
  - ✓ a tricycle and special seating arrangement for differently-able students
  - ✓ Free medical camp
  - ✓ Ramp facilities for the differently- abled students
  - ✓ UGC Book bank facility for the SC/ST Students
  - ✓ Legal Literacy Class for the benefit of the students

#### 5.2 Efforts made by the institution for tracking the progression

- Remedial classes are conducted to weaker section of the students.
- Industrial visits are arranged for the students to develop the entrepreneurial skills and leadership quality of the students.
- Regular observation
- Regular meetings/monitoring
- Faculty involvement through counselling system.
- Regular feedback from students.
- Each department maintains a register for recording the progress of the students.
- Internal Assessment system is followed to ensure the progress of the quality of the students.

**5.3 (a) Total Number of students**

UG	PG	M. Phil	Ph. D	Total
1396	218	19	28	1661

**(b) No. of students outside the state**

Nil
-----

**(c) No. of international students**

Nil
-----

Men	No	%	Women	No	%
	280	16.86		1381	83.14

Last Year (2014-15)							This Year (2015-16)						
General	SC	ST	MBC	OBC	Physically Challenged	Total	General	SC	ST	MBC	OBC	Physically Challenged	Total
32	114	04	210	1235	04	1595	24	107	01	212	1317	-	1661

Demand ratio 1:1

Dropout 3%

**5.4 Details of student support mechanism for coaching for competitive examinations (If any)**

Coaching class for competitive examination was not conducted during this academic year.
---

No. of students beneficiaries

Nil
-----

**5.5 No. of students qualified in these examinations**

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

**5.6 Details of student counselling and career guidance**

The Career Guidance and Counselling Cell of our college offers counselling and guidance to the students in addition to many academic oriented programmes.
---

No. of students benefitted

**5.7 Details of campus placement**

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

## 5.8 Details of gender sensitization programmes

Anti-Ragging Committee organises several programmes for gender sensitization. This committee offers counselling to the female students regarding their personal problems and grievances. In 2015-16 no critical issues and matters were reported. Main function of this committee is to sensitize through various awareness programmes on women issues and to solve the issues related to female students and the women working in this institution.

International Women's Day was celebrated.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events:

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	728	₹ 13,21,178
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

## Criterion – VI

### **6. Governance, Leadership and Management**

#### **6.1 State the Vision and Mission of the institution**

##### **Vision Statement**

Our vision is to reach out to 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 Statement**

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.

#### **6.2 Does the Institution has a management Information System**

Yes. Computerized billing system is used in admission process.

#### **6.3 Quality improvement strategies adopted by the institution for each of the following:**

##### **6.3.1 Curriculum Development**

The college follows the curriculum designed by the affiliating University. Some of our senior faculty members serve as Members of Board of Studies of the University. They contribute to the curriculum development and represent the suggestions of our staff to the University.

##### **6.3.2 Teaching and Learning**

The following teaching and learning methods are followed:

- Traditional Chalk and Talk method
- Classroom interaction method
- Field Visits / Industrial Visits/ Educational Tours.

### 6.3.3 Examination and Evaluation

- Semester system with Internal and External Assessment is followed.
- Multiple choice questions are introduced by the affiliating University.
- External Semester Examination is conducted by the affiliating University.
- Options are given to appear for the examination of arrear subjects in the subsequent semester examination.
- A student who fails in only one subject at the end of the degree programme is allowed to appear for supplementary examination conducted by the University within a month from the date of publication of the results.
- Option to apply for the revaluation of the examination paper.
- The Heads of various Departments along with the members of Examination and Result Analysis Committee analyse the performance of the students on publication of the result.

### 6.3.4 Research and Development

- Teachers are encouraged to pursue research degrees.
- Teachers are encouraged to publish papers/articles in national and international Journals.
- Teachers encourage the students to involve in research activities.
- Best Researcher Award is received by the faculty.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Library Advisory Committee functioning in our college suggested a list of books based on interaction with the students and the faculty members. This list was forwarded to concerning authority for sanction and purchase of books.

It was decided that the college library shall henceforth function till the end of Semester Examination.

The library was equipped with computer, internet and photo copier.

New building was constructed for research laboratory.

Additional class rooms were constructed in the campus with the financial assistance of honourable Minister of State in the Ministry of Road Transport & Highways and Shipping, Thiru Pon Radhakrishnan, under *Members of Parliament Local Area Development Scheme (MPLADS)*.

### 6.3.6 Human Resource Management

- The management recruits the staff members and permits them to attend various orientation and refresher courses to optimise their academic skills.
- Various committees are constituted to monitor activities of the students in all the departments.
- The responsibility of managing the human resources has been shared by the faculty members of various committees such as Student Grievance and Redress Cell, Anti-Eve Teasing and Anti-Ragging Committee, Campus Discipline Maintaining Committee, and Discipline and Enquiry Committee.
- Teachers are given additional work to develop various extracurricular and co-curricular activities.

### 6.3.7 Faculty and Staff recruitment

- Two faculty members were recruited in the Department of English and in the Department of Physics under aided stream. Four administrative staff members were recruited in office.
- Management also recruited faculty members to fill the vacancies in self-finance programmes.

### 6.3.8 Industry Interaction / Collaboration

Nil

### 6.3.9 Admission of Students

- The Admission Committee is in practice as per the guidelines of Government of Tamil Nadu. The reservation norms are followed strictly as per the government guidelines.
- Open counselling system is followed for selection process.
- Special preferences are given to women students and first generation learners.
- Selection list of students is displayed in the college notice board. Additional students are admitted in few courses after getting due permission from the University.

#### 6.4 Welfare schemes for

Teaching	Provident Fund, Gratuity, Medical Allowance, Pension etc. Canteen Facilities, thrift society.
Non teaching	Provident Fund, Gratuity, Medical Allowance, Pension etc. Canteen Facilities, thrift society.
Students	Government Scholarship. Subsidised Canteen facilities. Free food and accommodation with the assistance of Government. Cash incentives are given to meritorious students. UGC Book Bank facility Fee concession for sports students

#### 6.5 Total corpus fund generated

50,000/-

#### 6.6 Whether annual financial audit has been done

Yes  No

#### 6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Government	Yes	Permanent Audit Team
Administrative	Yes	Government	Yes	Permanent Audit Team

#### 6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

#### 6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The examination wing functions in the affiliating University. Our college follows the examination reforms implemented by the University.

#### 6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable.

#### 6.11 Activities and support from the Alumni Association

The members of Alumni Association provide financial assistance to conduct the seminars and help the economically backward students.

### **6.12 Activities and support from the Parent – Teacher Association**

It provides financial assistance to economically backward students for pursuing their education.

### **6.13 Development programmes for support staff**

Nil

### **6.14 Initiatives taken by the institution to make the campus eco-friendly**

- Eco. Club conducted an awareness programme on Environmental Protection.
- Use of plastic material is prohibited in the college campus.
- Trees are planted in the college campus. Gardening and plantation are encouraged by distributing saplings to the students.
- The campus contains rain water harvesting system.
- Garbage is disposed in an eco-friendly way.

## **Criterion – VII**

### **7. Innovations and Best Practices**

**7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.**

- Add on Course 'Human Rights Education' was conducted during this year.
- Various departments arranged industrial/field visits for students so as to enhance their practical knowledge and to create awareness about the innovations in their respective fields.

**7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year**

- All the departments were encouraged to prepare lesson plan in the beginning of each semester.
- All the departments were encouraged to organize State/ National level Seminars/ Conferences. Few of them organized National level seminars.
- Our management provided a computer for each department.
- Alumni's meeting was conducted in the month of January 2016.
- Feedbacks were received from the students, alumni, parents and other stake holders through structured questionnaire issued by the IQAC.
- Staff and students were encouraged to maintain peace and tranquillity in the campus.
- Wi-Fi facility was provided to the college office.

### 7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

#### **Best Practice: I**

##### **1. Title of the Practice:**

#### **“Celebration of Pongal Festival”**

##### **2. Goal:**

- To promote unity and integration among the students who are coming from different economic and social backgrounds.
- To enhance the awareness about cultural heritage and conventions of the festivals.
- To expose the value of the traditional festival to the nation and the world.
- To expertise the students in various spiritual programs.
- To spread ethical and traditional value.

##### **3. The Context:**

Pongal is a festival of harvest celebrated in Tamilnadu 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 celebrated to express our gratitude to the Nature, especially to the Sun. Pongal is celebrated in ‘Thai’, the tenth month of Tamil year, which falls in the month of January. People make an oven in front of the main door of their houses to cook 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 practices that brought about harmony and understandings among people are now forgotten and the significance of such regional festivals is not realized. Making the students realize their identity through such celebrations has hence become a challenging task.

##### **4. The Practice:**

Pongal is celebrated every year in our college to create awareness about 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 class rooms. 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:

## **“Village Adoption Programme”**

### 2. Goal:

- To link the students with the society
- To produce socially responsible citizens
- To generate employment opportunities in the village
- To concentrate on the empowerment of women, youth and children through literacy, health and employment.
- To create awareness among the villagers on various welfare schemes of the Governments and NGOs.
- To inculcate the sense of social responsibility and national integration in students.
- To nurture the helping tendency in the minds of the students.
- To make understand the students about the society, in general.

### 3. Context:

Vivekananda College is committed to its vision of **“imparting world class education to the youth of this country in general and educationally and economically backward community of the locality in particular”**. The college is also determined to fulfil the dream of its founder who wanted to develop the villages situated near the college. Hence it approaches the surrounding villages with commitment and social responsibility.

### 4. The Practice:

The Department of Commerce adopted Sundanparappu village where they had been for the extension activities not only to develop and promote the village, but also to establish certain relationship as our own. The inaugural function of the village adoption programme was held in the village. Various activities were carried out every day. The period of the programme was carried out for three months from 2<sup>nd</sup> November 2015 to 31<sup>st</sup> January 2016.

Sundanparappu is a small hamlet in Panchalingapuram Village Panchayat of Agasteeswaram Taluk in Kanyakumari District. In this hamlet, there are 168 houses.

The total population of this hamlet is 962. Of this, 502 are males and the remaining 462 are females. Majority, that is 99 percent of the people belong to backward community. They are engaged in agricultural activities, except 9 members who are employed in Government services. This village has a Government creche and a community hall. Nearly 90 per cent of the people are living below poverty line.

The students assessed the needs of the people and advised the villagers to form Self-Help Groups of both genders. The students also assisted the villagers for getting bank loans. They explained the villagers about the services and financial helps available from the Government Departments. They conducted a rally creating awareness on health and hygiene. Regular meetings were conducted by the students and the people were made known about the importance of education. Cultural programmes emphasising moral values were conducted by the students. Training was given on doll making, tailoring etc., to improve their earning capacity. The students of the village who secured first ranks in 10<sup>th</sup> and 12<sup>th</sup> standard were also given cash awards. DTP Computer Training was given at a concessional cost of Rs. 3000/-.

#### **5. Evidence of Success:**

- A tailoring unit was started to generate employment opportunities. About 13 women undertook training in the unit and the remuneration for the tutor was given by the staff members of the Department of Commerce.
- In order to encourage the school going students, prizes and financial assistances are given to the meritorious and poor students. The response and the cooperation of the villagers prove the positive effect of the programme.

#### **7.4 Contribution to environmental awareness / protection**

- A special camp was conducted at South Kundal (YMCA Campus) from 22<sup>nd</sup> March 2016 to 28<sup>th</sup> March 2016. During this camp “**Clean India**” programme was conducted at Kanyakumari Bagavathi Amman Temple, Kanyakumari Beach and Railway Station.
- Awareness on ‘**Rainwater Harvesting**’ was offered by Er. Ramakrishnan, Vivekananda Kendra (NARDSP) on 12<sup>th</sup> March 2016.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

**Strength:**

1. Amicable environment where students can approach their members without any inhibition.
2. Best suited for cultural, traditional and value based education and development.
3. The social responsibility with which the management and the staff members fulfil the higher educational needs of the rural youth.

**Weakness:**

1. Lack of research programmes.
2. The backwardness of the place that hinders the implementation of technology in teaching and learning process.

**Opportunity:**

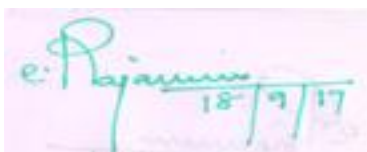
Majority of the students from the surrounding rural area whose schooling was in Tamil medium are given opportunity to study in our college. The teachers generally take it as a challenge and train them to come out with a remarkable grade. As the only aided Arts and Science College in the surrounding with long academic experience, the college has vast scope for expansion.

**Threat:**

As the life standard of the people of the locality improves, many of them, especially the male learners don't opt for arts and science stream in higher education. Hence the number of male students and meritorious students in the college is less.

## **8. Plans of institution for next year**

1. To organize national Seminars/ Conferences.
2. To involve faculty members in research activities.
3. To maintain campus eco-friendly.
4. To ensure 100% results.
5. To maintain peace and tranquillity in the campus.
6. Strengthen the College infrastructure.



*Signature of the Coordinator, IQAC*

*Dr. C. Rajasekar,  
Associate Professor of Economics*



*Signature of the Chairperson, IQAC*

*Dr. N. Neelamohan  
Principal*

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