



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

**VIDHYA SAGAR WOMEN'S COLLEGE**

**VIDHYA SAGAR WOMENS COLLEGE G.S.T ROAD VEDANARAYANAPURAM  
603111**

**<http://arts.vidhyasagar.in>**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**(Draft)**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Vidhya Sagar College had its inception in the year 2005. The institution was established by Sri.Hastimal Surana under the auspices of Vidhya Sagar Charitable Trust. The college is named after Pandit Shri Iswar Chandra Vidhya Sagar, a renowned philosopher and a towering personality, committed to the cause of empowering women through education. The motto of the college is “**Educate, Empower and Enhance**” rural women with cultural enrichment and economic advancement. The college is housed in a natural environment, aesthetically designed campus, which provides a perfect setting for focussed learning . The college is affiliated to the University of Madras.

The Vidhya Sagar Charitable Trust under the stewardship of Shri Hastimal Surana, Chairman initiated a humble beginning to cater to the educational needs of women in the rural area of Chengalpattu, Kanchipuram District, Tamil Nadu.

It needs to be emphasized that this institution has been accredited with the position of being the **first women’s college in a rural area** .The Institution being equipped with the required facilities like classrooms, infrastructure, labs and transport, the University of Madras granted affiliation to start 5 UG courses, subsequent to the permission granted by the Government of Tamil Nadu to start the college.

**The demographic profile of the rural women who** pursue their education in Vidhya Sagar Women’s College would reveal that majority of the students hail from families of rural background. People in general, are **socially backward and economically** deprived in this area. It is to be noted that the main activity is agriculture and the literacy level is remarkably very low. Children especially girls do not pursue education beyond high school. The very purpose of establishing this institution in this rural setting has been for emancipate these masses through quality education and to instil confidence in them to become **socially and economically independent**.

### Vision

To ***Educate*** women students, ***Empower*** them with wholesome development of their innate potential and ***Enhance*** their contribution towards being socially responsible citizens.

### Mission

- To develop as a premier institution for learning by providing holistic education and skill based learning through value added courses.
- To promote a sense of economic and social independence through comprehensive education especially to students from rural background and first generation learners.
- To provide a learner-centric approach through state of art academic frame work.
- To create a sense of social awareness through regularized and monitored practical learning.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

#### STRENGTHS:

- Proactive management.
- Transparent admission process purely on merit basis.
- Good academic ambience with sprawling and ventilated classrooms
- Low students - teacher ratio.
- Governing council can work expediently to resolve crises and take the institution forward.
- The cooperation of committed staff members ensures smooth functioning of the institution.
- The Faculty members particularly come forward instinctively to take on many responsibilities related to the facilitating the vision and the wellbeing of the institution.
- Democratic and participatory governance ensures the cordial relationships among the stakeholders and a healthy work environment on the campus.
- A passion for improvement inspires all stakeholders equally, enabling the institution to develop and evolve rapidly in directions collectively determined.
- Availability of transport facilities, plying to remote villages enables to achieve the institution vision of encouraging education amongst rural women.
- Effective Teaching-Learning process, Systematic Evaluation process, Environmental studies, Soft Skill training and Value based education.
- Commendable academic performance of students, enabling securing of University Ranks.
- Excellent Infrastructure and Library facilities.
- Excellent placement support to assure employability to students after graduation.
- Co-curricular, Extracurricular, Sports activities, Association activities and active Students' Council.
- The college has a registered Alumni Association.
- Good faculty- student relationship through Mentor-Mentee system
- Green Campus – Solar power plant, sapling plantation during functions.
- Motivating the students to do kitchen gardening at their home through organic farming club and promoting the culture of going by natural chemical free vegetation and to maintain a sustainable life style, green and clean environment.
- Dynamic NSS and NCC wings of the college encourage voluntary and enthusiastic students' participation in activities like blood donation, first aid training, health awareness programme and the activities which is recommended by the MHRD and University through NSS Club.
- Encourage employees to take on different responsibilities apart from the routine task.
- Persuade employees to create challenging stretch goals.

### Institutional Weakness

- The institution being situated in a rural and agrarian area suffers a setback in the context of getting quality input which relates mostly to the under privileged student community.
- The English language competency and comprehension of the students is at low ebb as they hail from a low socio-economic background and majority of them are first generation learners. They also come

from schools where the medium of instruction is the local vernacular language. This leads to an unsatisfactory performance in the initial stages.

- No official linkage with institutions of national and international repute.
- There is no financial assistance or support for the institution from Government sources.
- Lack of collaborative research with other institutions.
- Students' strong preference for select courses.
- Disproportionate high financial burden on the Management.

### **Institutional Opportunity**

- Industry exposure and training is facilitated as industrial, automobile, IT sector and atomic power plant are in close vicinity.
- Employability of the students is ensured through placement cell.
- The new educational era requires greater proficiency in soft skills among students. The College has the necessary technical and infrastructural assets to take this to advanced level.
- The vision of the College makes it imperative to engage in socially relevant programmes such as organizing blood donation camps, cancer awareness programmes and organic farming. The College with its resources and networking can ensure students' greater participation in these activities and inculcate social responsibility.
- To bring in research culture in the institution to carry out inter-disciplinary and collaborative research.
- Higher degree of curriculum flexibility in non-major electives.
- The Alumni association to assume a larger role in establishing a better rapport with the departments and institution.
- To have more academic freedom and self-governance by transforming into an autonomous institution.
- Providing opportunity to students to develop the entrepreneurial skill through ED cell.

### **Institutional Challenge**

- Catering and balancing to the needs and demands of diverse and heterogeneous student community (rural and urban).
- Changes in the social and industrial scenario impacting the demand from the students for courses.
- The mindset of the rural community in general and women students in particular appears to be against a number of new courses.
- To develop and equip the women students who are mostly first-generation learners and very poor socio-economic agricultural background.
- A important challenge before the institution is the poor socio-economic status of many of the students who find it difficult to complete the course because of financial restraint. The college addresses this challenge through the Scholarships provided by the management for the meritorious students . Students are also intimated regarding various government scholarships (SC/ST) as and when communicated by the government scholarship office.

## **1.3 CRITERIA WISE SUMMARY**

## Curricular Aspects

Vidhya Sagar Women's College was started with an ultimate motive to **educate and empower the rural women students** of Chengalpattu District. Since its inception, the college has been working relentlessly towards the welfare and progress of women students.

The institution believes in "Best performance for escalating growth". Keeping this in focus, every year students are awarded **merit scholarships** for excellence in academics and sports. During 2019-20, 340 students were awarded scholarships by the Management, amounting to Rs.26,87,494. Scholarships for SC/ ST students are provided by the Government. In the year 2019-2020, 280 students received such scholarships.

The college provides extensive training to students in communication, computing and soft skills for their overall development. To **increase the employability skills** various career-oriented courses like tally, AutoCAD, web designing are conducted. Students are also trained in vocational courses like cosmetology and tailoring.

The placement cell conducts various programmes to train the students in resume writing, interview skills, personal grooming and stress management. They work in close liaison with the industries to bring in suitable companies for campus placement.

The students are encouraged to take part in various cultural and sports activities conducted by the clubs and departments. Seminars, workshops and conferences are organized for students to gain in-depth and practical knowledge in their field of studies.

Vidhya Sagar Women's College is committed to creating students who can make an impact in this society. The institution has a very strong student body that is elected through a free, fair, and transparent polling system and trained for leadership skills

## Teaching-learning and Evaluation

The college offers well organized system for the overall development of students from diverse localities and community. The college prepares the academic calendar as per the guidance of University of Madras which contains the entire details of the activities conducted during the academic year including examinations.

The students are aware of the courses and its objectives through the POS and COS mentioned in the website. Remedial coaching is conducted for academically weaker students which help them to score good marks in the University Examinations. Advanced learners are encouraged to secure university ranks. Through **Mentor – Mentee system** the students are counseled for the academic improvements and to solve family and financial related issues if any.

Faculty members use **ICT enabled tools** to make the class more interactive and lively. Various educational sites and links are shared to students for further reading and references. Staff and students are encouraged to pursue various **online courses through NPTEL and SWAYAM portals**. In order to enhance experiential learning, participative learning and problem-solving skills amongst students' community various seminars, workshops, Industrial visits, field visits and group discussions are also being conducted.

Syllabus, conduct of Internal Assessment and the evaluation processes are explained to students in the

beginning of each course by the concerned subject faculty. Queries related to the courses will be identified by the **feedback system** and same will be rectified immediately by the Head of the Departments and senior faculty members under the guidance of the Principal

### Research, Innovations and Extension

The institution with a primary focus on providing holistic education, recognizing the strong nexus between research and the quality of thinking, the college has initiated steps to promote research. A good number of faculty members are engaged in pursuing their doctoral research. Though the institution is handicapped by its location of being situated in a rural place, in order to encourage research activities, the management allocates funds for the same.

A **Research Committee** with a view to sensitizing and promoting research climate in the institution, was set up in the year 2015, with Principal as the Chief Advisor and Heads of Department as members. The research committee provides information and research guidance to faculties and students **about issues both on the academic and social forefront**. From the academic viewpoint, the spotlight is on current trends and changes relating to the respective disciplines. On the **social perspective, creating awareness among the public** by conducting programmes on cancer awareness, organic farming, thrust on self defense for women, women education and empowerment are a few to mention.

The research committee functions to :

- Persuade faculties to enroll for Ph.D as part-time research scholars.
- Ensure faculties to present and publish research papers in National/ International Conferences/ Seminars and impact factor journals ( ) .
- Students are encouraged to publish their research articles, survey based projects as a part of the curriculum as prescribed by the University,
- Proposed to undertake one major and two minor research projects in pipeline.
- Proposed to publish an International Journal under the college banner.

All these efforts promoted research work that led to move students towards developing a **Minor Research Project on Cancer Awareness** in collaboration with Cancer Research Institute, Adyar during the year 2015 -2016. Another **Minor Research on Organic Farming** was conducted in which the students cultivated different vegetables adopting organic farming .

Faculty Members are provided with On Duty for paper presentations in Seminars and Conferences. The faculty and students can liberally use the facilities like Library, Digital Resource Centre and Language Lab for their research purpose.

### Infrastructure and Learning Resources

The Institution is located amidst greenery in a peaceful environment which is spread across **10.23 acres with a built up area of 7,646.04 sq.mt.** The campus is **rainwater harvested** and a well-grown organic farm provides a perfect picturesque. The institution also has a solar power plant for an eco-friendly environment.

The college has contemporary infrastructure ,accommodating **spacious classrooms** with good ventilation and

ambience, central library with reading hall and digital resource center , closed auditorium, one open-air auditorium,, five air -conditioned computer labs, physics, interior design and chemistry lab equipped to make learning more practical and creative. All the fifty-nine classrooms and **three smart board class rooms**, auditorium, library and IT labs are well furnished. Separate staff rooms are available for each department. The auditorium is utilized for organizing seminars and conducting departmental association activities. A **Public Address System (PAS)** is made available to facilitate announcements for general and emergency purposes. The Library is spacious equipped with complete curriculum based titles, reference books, magazines, newspapers, national and international journals to suit the needs of faculty and students,

The college has hostel facility within the campus to meet requirements of the students and staff members and a **fully furnished guest house**. Vegetarian Canteen and stationery store is located within the campus. RO drinking water facility is available in the campus to provide clean drinking water .The college houses both indoor and outdoor games. Transport facilities are available to the faculty and students commuting from different areas

### Student Support and Progression

Vidhya Sagar Women's College was started with an ultimate motive to educate and empower the rural women students of Chengalpattu District. Since its inception, the college has been working relentlessly towards the welfare and progress of women students.

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Vidhya Sagar Women's College is committed to creating students who can make an impact in this society. The institution has a very strong **Students' Council, for which Election** is conducted and members are elected through a free, fair, and **transparent polling system** and trained for leadership skills

### Governance, Leadership and Management

The main aim of the college is to impart holistic education to young women in a happy and healthy

environment and to enable the students to face the challenges in the present educational scenario. Open door communication system is followed where the Principal, faculty members, office staffs and IQAC work together to enhance the smooth functioning of the college. The Management also engages with the **democratic and participative style of leadership** which solicits the active participation and involvement of both teaching and non-teaching staff in striving for the culture of excellence.

The **operational autonomy** in the working environment ensures an effective decentralized governance system which includes periodical meeting and quick implementation of decisions through proper planning. Financial management is regulated through annual internal and external financial audits under the direction of the Governing Council. The institution primarily generates revenue through fees and the funds are strategically managed for optimum utility. The **management is supportive and practices impactful welfare measures** for both the teaching and non-teaching staff of the institution.

Performance Appraisal system is adopted to analyze the performance of the faculties and the **high performing staff members are rewarded by the Management**. IQAC develops the system of conscious, consistent, catalytic (CCC) improvement and qualitative performance to optimize and integrates a modern teaching pedagogy for the attainment of successful academic excellence. IQAC formulates the work based on vision, mission and objectives of the institution. The **suggestions made by the IQAC for the quality assurance and sustenance are approved by the management**

### **Institutional Values and Best Practices**

Vidhya Sagar Women's College has always initiated in displaying the best institutional values and practices to address social and environmental issues. The Institution provides **safe and secure environment** to girl students. The campus is covered under CCTV surveillance.

At the beginning of the academic year, the IQAC and Student's Council organize a meeting with the students for both freshers and seniors to appraise them with their roles and responsibilities. **Self defense** training programs are organized to empower girl students. **Counseling cell** advises and counsels for the mental well being of students .

To achieve environmental sustainability, institution has initiated solid, **liquid and e-waste management systems**. The institution strives to maintain eco-friendly and conducive environment for faculty and students.

The institution focuses on matters pertaining to social responsibilities and values such as Integrity, Accountability, Punctuality and Humanity to achieve its vision of overall development of the students. It celebrates and preserves social, historical and cultural traditions on various occasions. To attain the motto of **empowerment to Girl child**, the college encourages and motivates the students through **various modes of recognition like scholarships, awards for toppers in academics and sports**.



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	VIDHYA SAGAR WOMEN'S COLLEGE
Address	VIDHYA SAGAR WOMENS COLLEGE G.S.T ROAD VEDANARAYANAPURAM
City	CHENGALPATTU
State	Tamil Nadu
Pin	603111
Website	<a href="http://arts.vidhyasagar.in">http://arts.vidhyasagar.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	C.shalini	044-8754048030	9952415025	044-27433958	a_sprincipal@vswc.in
IQAC / CIQA coordinator	R.arunadevi	044-9500059784	9500059784	044-27433959	iqac@vswc.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	For Women
By Shift	Regular Evening

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	04-11-2004

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Tamil Nadu	University of Madras	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC		
12B of UGC		

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	VIDHYA SAGAR WOMENS COLLEGE G.S.T ROAD VEDANARAYANAPURAM	Rural	10.23	7646.04

## 2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	HIGHER SECONDARY	English	70	27
UG	BBA,Business Administration	36	HIGHER SECONDARY	English	70	37
UG	BSc,Chemistry	36	HIGHER SECONDARY	English	50	35
UG	BSc,Physics With Computer Application	36	HIGHER SECONDARY	English	50	14
UG	BCA,Computer Science	36	HIGHER SECONDARY	English	150	47
UG	BSc,Computer Science	36	HIGHER SECONDARY	English	150	73
UG	BSc,Home Science	36	HIGHER SECONDARY	English	50	0
UG	BSc,Mathematics	36	HIGHER SECONDARY	English	140	29
UG	BCom,Commerce	36	HIGHER SECONDARY	English	50	44
UG	BCom,Commerce	36	HIGHER SECONDARY	English	70	65

UG	BCom, Commerce	36	HIGHER SECONDARY	English	224	216
PG	MA, English	36	HIGHER SECONDARY	English	40	10
PG	MSc, Computer Science	36	HIGHER SECONDARY	English	26	0
PG	MSc, Mathematics	36	HIGHER SECONDARY	English	40	35
PG	MCom, Commerce	36	HIGHER SECONDARY	English	40	20

**Position Details of Faculty & Staff in the College**

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				10				69			
Recruited	0	0	0	0	2	8	0	10	4	65	0	69
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				15
Recruited	8	7	0	15
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				9
Recruited	5	4	0	9
Yet to Recruit				0

### Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	4	0	1	5	0	10
M.Phil.	0	0	0	2	4	0	3	57	0	66
PG	0	0	0	0	0	0	0	3	0	3

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	0	0	0	0	0
	Female	65	0	0	0	65
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	585	2	0	0	587
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	156	155	174	171
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	1	6	2	4
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	552	689	714	675
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	43	39	38	44
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		752	889	928	894



## Extended Profile

### 1 Program

#### 1.1

**Number of courses offered by the Institution across all programs during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
548	563	549	576	576
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

**Number of programs offered year-wise for last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
15	15	15	17	17

### 2 Students

#### 2.1

**Number of students year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
752	889	928	894	947
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
115	116	117	116	111

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3

### Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
863	858	855	939	773
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
99	104	101	99	102
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

### 3.2

#### Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
99	104	101	99	102
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 62****4.2****Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
377.433	387.34	376.84	403.23	408.51

**4.3****Number of Computers****Response: 308**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

**Response:**

**Response:**

Vidhya Sagar Women's College, established in the year 2005, and is affiliated to the University of Madras. The institution adheres to the curriculum prescribed by the University. Based on the need of the hour; the college also recommends changes in curriculum and syllabus through representation in Academic Council and Board of Studies. The institution focuses on providing quality education to all students, by providing the right and conducive environment, supported with ample opportunities for learning.

The Principal holds meetings with the Heads of the department and discusses different strategies to improve the delivery of the curriculum through innovative teaching methods. ICT enabled teaching and learning, survey based projects, audio visuals, field visits, etc help in the effective implementation of the curriculum. Strategic teaching methods backed with the traditional chalk and talk method are followed. These are supplemented by interactive sessions amongst students, to enable to gain in depth knowledge of the subjects.

A course outline for each subject in every department is prepared every term. The execution and completion of syllabi are monitored by the Heads of the department and are validated through an internal academic audit. Subsequently, this is further authenticated by an external audit. Online feedback is collected from students every semester, regarding the effectiveness of delivery and completion of the portions.

Students hail from rural background and majority of students resort to the local vernacular language as their medium of instruction. As such, in the interest of the students, bilingual teaching is adopted until the majority of the students get accustomed to English as their regular medium of instruction. Assignments are given to the students based on the syllabus to increase their learning capabilities. It motivates the students to refer to various reference books, journals, and websites to acquire in-depth knowledge. Apart from the referred text books, additional study materials are also provided to students. The library plays a vital role in providing learning resources to the students.

To assess the student's understanding of the subjects, the departments adapt to various evaluative systems like tests, quiz, presentations, etc., and suggest means and measures to students to enable them to improvise on their performance. As per University regulations, students' performance evaluation is done by conducting two Continuous Internal Assessment Tests (IA) and one Model Examination every semester.

All the departments organize special lectures in addition to regular classes, workshops for hands-on training, and seminars by experts, for a better understanding of subjects and create awareness about the

current trends in the respective fields. All students are motivated to take seminars, to improve their presentation skills with regard to their curriculum. Under-achievers and slow-learners are identified by the departments and remedial classes are conducted for them. They are provided additional help with supporting study materials and previous years question papers. Advanced learners are provided further guidance. “Language Lab” plays an important role in developing the communication skills of the students. This is done through exclusive licensed software.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

#### Response:

#### Response

According to the exam schedule of the affiliated university, the college adjusts the academic calendar for the internal examination and adds on courses. It is also uploaded on college website for the all-time information of the students and stakeholders. It carries approximate schedules regarding admission process, teaching-learning schedule, curricular and co-curricular activities, extra-curricular activities, major departmental and institutional events to be organized and dates of holidays.

The college follows its academic calendar for conducting internal examinations, In a true sense, continuous internal evaluation of the students is made by conducting home assignments, surprise tests, unit test, open book exam and details of add on courses are included in the academic calendar. The examination committee works on the slots reserved in academic calendar for internal evaluation and prepares and displays the time-table well in advance. The departments prepare their own teaching plans in their meetings keeping in mind the schedule of internal evaluation as in the academic calendar of the college as well as the additional tests. Only, the students who are absent for the tests on valid grounds are allowed to go for evaluation at a later date. The surprise test, open book exams and assessment of the short term/add on courses is conducted separately by the respective departments.

The following are the important aspects of the academic calendar

- a. Academic calendar of departmental activity
- b. Planning of multiple activities of respective committees.
- c. Planning of extra-curricular activities of N.S.S., N.C.C, Y.R.C, C.C.C, Karuna and Enviro club, R.R.C, Organic Farming, Infini Club, Kanitamizh Peravai and cultural department.
- d. Activities of Sports Department including prize distribution function.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 100

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

**Response:** 15

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years****Response:** 33**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
7	8	7	8	3

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years****Response:** 12.61**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
76	52	97	151	187

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:****Response**

Institution conducts an awareness program on Personal Hygiene and grooming of the girl students. The institution has established a prevention of sexual harassment through counseling cell. This cell organizes seminars on topics like Sexual Harassment, Women Rights & Safety etc. As a part of curriculum, a course on Environmental Education has been taught to all Undergraduate II year students to bring awareness to keep the environment clean, and understand the importance of protecting the environment and issues like pollution free environment, green environment, zero waste campus, clean environment. Seminars, presentations, competitions are conducted to encourage students to do their part, to reduce pollution and protect environment. A course on Value Education is mandatory for all III year students to inculcate ethical and moral values among students.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 1.42

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
8	8	8	8	8



File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

**Response:** 25.53

#### 1.3.3.1 Number of students undertaking project work/field work / internships

Response: 192

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

**Response:** D. Any 1 of the above

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

### 1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1.Feedback collected, analysed and action taken and feedback available on website
- 2.Feedback collected, analysed and action has been taken
- 3.Feedback collected and analysed
- 4.Feedback collected
5. Feedback not collected

<b>Response:</b> C. Feedback collected and analysed		
<b>File Description</b>	<b>Document</b>	
Upload any additional information	<a href="#">View Document</a>	
URL for feedback report	<a href="#">View Document</a>	

NAAC

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 72.83

##### 2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
752	889	928	894	947

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1206	1227	1237	1218	1170

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 100

##### 2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
115	116	117	116	111

File Description	Document
Average percentage of seats filled against seats reserved	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

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

**Response:**

**Response:**

The students admitted in the college are from various economic sections and communities of the society. Majority of the students are from backward categories i.e. ST, SC, and OBC. The college is very much aware about their overall growth and social upliftment of the society and our college has a fair system of admission process. The students are admitted in our institution baring caste, creed, gender, religion, social and economic status. After the completion of admission process regular classes commence as per the college academic calendar. The institution strives towards upliftment of women students, equip them with proper academic background and empower them to create their own entity. After the onset of regular classes, advanced learners and slow learners are identified based on the responses in the class room as well as the performance in the class test, internal examinations. Accordingly, lecturers conduct additional lecture sessions for weaker students to give them a better focus on the subjects and improve their understanding of the same. Regular tests are conducted to better their performance during the university examination. Advanced learners are encouraged to probe deeper into the subjects to enhance their learning. Regular assignments and projects are given to the students for the better understanding of the subject. They are also encouraged to apply for various competitive examinations. They are motivated to participate in seminar, presentation, poster presentation, quiz competition, etc.

As an eye opener, Orientation Programmes for freshers are organised both at the college level and at the department level. The facilities in the college and the scope of the subjects being learnt are elaborated in these sessions. Apart from this, various other sessions are also included to inculcate positive attitude and competitive spirit. Bridge Courses are conducted for first year students at the departmental level to enable the students to have smooth transition and transformation from school to college.

Remedial Classes are conducted with an aim to improve the academic performance of the slow learners. Special focus students is given to students who participate in sports and other activities to keep up their pace in academics. This practice helps the slow learners to improve subject knowledge and helps them to be in par with their peers. Bilingual explanation and discussions are resorted to, for assisting the slow learners towards better understanding. Guidance is also provided by their mentor and also through the counseling cell.

Coaching is also given in Skill Development Programmes like Communicative English, Aptitude and Placement. Students are encouraged to participate and present papers in various Seminars/ Conferences/ Workshops/ Inter-Collegiate Competitions organized by other colleges. Students representing the college in various inter-collegiate meets are provided with an alternate mode of evaluation to cope with academics. Participation by the students in the in-house competitions such as Debate, Group Discussion, Problem Solving – Decision Making Exercises and Quiz Programmes are also encouraged.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Past link for additional Information	<a href="#">View Document</a>

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

**Response:** 8:1

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

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

**Response:**

**Response:**

- **Experiential learning:**

Students are encouraged to nominate themselves to various posts in the Students' Council and core committees. This is done through Elections, conducted every year. The students take active part in organizing various extra co-curricular, inter/intra departmental, inter/ intra-college events. This inculcates building leadership traits leading to developing their management skills.

- **Exposure**

Experts in different areas, eminent personalities in various fields are invited as resource persons and visiting faculties to address Seminars and Workshops. Project, Internship trainings, etc. helps students to widen their knowledge and experience practically. This helps them to get first hand experiential knowledge and effective class room interaction. To expand the subject knowledge Educational tours and Industrial visits are organized.

- **Participative learning:**

Academic Curriculum as prescribed by University encourages the student centric learning approaches including ICT during lectures in classes, workshops, Industrial visit and Field visits, value added courses, projects, seminars, group discussions, quizzes, etc.

- **Problem solving methodologies**

Along with the classroom teaching and laboratory learning, students involve themselves in various co-curricular and extra- curricular activities which help them to exhibit their talents, take decisions and

build up team spirit. Regular assignments help the students to check level of their understanding of the subject. Moreover, regular class test, quizzes and other classroom activities are also given to motivate them to keep up the competitive spirit.

The Academic Calendar, with details of Academic activities of the year/ semester are provided to the students in the beginning of the academic year, which outlines the commencement of classes, examination schedule, list of holidays, programmes organized in the institution, etc.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

#### Response:

#### Response:

- The institution allows the faculty members to follow their own teaching strategies and tools for effective course delivery. The diversity of the students in terms of their educational background and experiences makes it necessary to implement innovative teaching methodologies.
- Interactive lecture methods including group discussion, assignments, seminars and projects are adopted.
- All departments implement experiential learning methods such as laboratory work, field visit (industrial visit).
- Seminar halls are equipped with smart boards. Language departments (English & Hindi) have well equipped Language Lab which is used for language enhancement and to overcome the barriers in communication skills.
- Educational sites and links are made available as a learning material. Seminars and various e-learning resources such as e-journals, online data bases such as INFLIBNET are used by the faculty members and students for effective teaching and learning to enhance knowledge.
- Open educational resources such as NPTEL, videos, e-journals are assessed by teachers and recommended to students after considering authenticity.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View Document</a>

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

academic year )

**Response:** 8:1

#### 2.3.3.1 Number of mentors

Response: 99

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 7.32

#### 2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
9	9	7	6	6

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 0.11

##### 2.4.3.1 Total experience of full-time teachers

**Response:** 11

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

#### 2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

**Response:**

**Response:**

As per the parameters of University of Madras, student's evaluation is divided into two assessment levels; Internal Assessment for 25 marks (institution level) and End Semester Exam for 75 marks conducted by University.

For the continuous internal evaluation student's performance in Internal Exam, projects, assignments, presentation, etc are considered as parameters.

Re-exams are conducted after or during remedial classes for slow learners, Sports students, exceptional cases based on medical grounds, NCC cadets and NSS volunteers.

Re-exams are held depending on the list of students given by the Head of the Department and with approval from Principal. These exams are mandatory for students to understand and perform according to University Assessment. For teachers they act as a substantial understanding of the student progression.

Institution insists extensive use of ICT usage. Hence the online short-term courses like NPTEL are introduced at program level.



To encourage activity-based environment the students are motivated to participate in Seminars and paper presentations.

To inculcate the critical thinking among students, various group discussions, debates are organized in which a student explore new ideas and enhances their performance level.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

**Response:**

**Response:**

The internal assessment examinations are the mirror of the success of Teaching. This helps in upgrading the graph of student's academic success. Internal Examinations are conducted by the institution to evaluate teaching. Class tests are conducted by the respective subject teachers after the completion of prescribed topics. At the end of assessment of class tests, subject teachers suggest required improvement. After the assessment, the answer papers are evaluated and suggestions are given for further improvement of the students. The teachers identify and reveal the errors in the answer sheets to the students. It helps the students in rectifying the errors and further their understanding of the subject .

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students. The Principal holds meetings with the faculties and directs them to ensure effective implementation of the evaluation process.

Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level. Internal Examinations are conducted regularly as per the schedule given in academic calendar. The performance of the students is communicated to the students. Personal guidance is given to the poor performing students after their assessment. Students are asked to deliver the seminars on the concerned subject. Topics are given by their teachers to the students to prepare for presentation.

The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has been increased. It has created interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face the interviews.

File Description	Document
Link for additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

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

**Response:**

**Response:**

Institution displays its vision, mission, objectives, programme outcomes, programme specific outcomes and course outcomes on the website. The same had been conveyed to all the students at during their course of study.

IQAC initiates the quality improvement program for each department.

Alumnae are invited to have interaction with students and teachers, they share their experiences on how the course helped them to shape their career that creates a positivity and encourages the aspirants towards the outcome of the programmes.

Institution conducts and encourages faculties to attend Workshops, Seminars, and discussion and interactive sessions which are more relevant to the curriculum.

The direct assessment of the POs and COs is monitored through their performance in the end semester examination.

The indirect assessment of the same is done by teachers through Internal assessments, Class tests, Presentations and assignments.

The feedbacks are collected from the students and the review of the same is done at the end of the semester.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Past link for Additional information	<a href="#">View Document</a>

**2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.**

**Response:**

**Response:**

The college prepares the method of measuring programme outcomes and course outcomes that eventually upgrade the education quality of the college and graduate outcomes.

The Pos, COS, and the PSOs will be prepared by the respective faculty members using assessment rubrics for each assessment in CO to assist students to identify clearly the expected standards of review.

PO and CO attainment is linked to the teaching tools. Departments have evolved from the direct chalk and talk teaching technique and use experiential learning technique like seminars, workshops, field visits and internship.

Continuous Internal Assessment and End-Semester Examinations are the prime tools for evaluation of PO and Co attainment.

Students Feedback on Curriculum is obtained and the same is shared with the departments so that their feedback is discussed with the Head of the Department and Senior faculty members. Any gap found will be represented to the university by the Principal and the Academic council member during the Academic Council Meeting.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

**2.6.3 Average pass percentage of Students during last five years**

**Response:** 83.07

**2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
863	693	628	755	624

**2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
863	858	855	939	773

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

<b>2.7.1 Online student satisfaction survey regarding teaching learning process</b>  <b>Response:</b>	
File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

**File Description**

**Document**

List of endowments / projects with details of grants

[View Document](#)

**3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**

**Response:** 1.01

**3.1.2.1 Number of teachers recognized as research guides**

**Response:** 1

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

**3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**Response:** 0

**3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

**3.1.3.2 Number of departments offering academic programmes**

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	1	1

File Description	Document
List of research projects and funding details	<a href="#">View Document</a>

**3.2 Innovation Ecosystem****3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge****Response:****Response:**

The college has created an ecosystem for innovation and transfer of knowledge:

- Industry institute interaction/placement cell
- Entrepreneurship development cell
- Solar Power Plant
- Organic Farming

**Industry institute interaction/placement cell:**

The college has a well-functioning placement cell which organizes activities like Placement drives, lectures on placement opportunities and entrepreneurship development etc.

**Entrepreneurship Development Cell:**

The Entrepreneurship Development Cell encourages business skill amongst the students who aspire to become entrepreneurs. The college promotes entrepreneurial activities within the campus and also provides hands-on experience to aspiring entrepreneurs.

**Solar Power Plant:**

The College has mounted 32 solar plates which is 15 KWP. The Institution ensuring a greener environment by using Solar Energy.

**Organic Farming:**

The college farm, being a place of research, enables organic farming from which vegetables and fruits are grown. It also houses a nursery unit. The concept of organic and natural farming is driven into the minds of the students. This will enable them to educate their domestic surroundings on the benefits of consuming pesticide free vegetables and fruits. The students were given organic vegetable saplings to be planted at their residence, to encourage and learn the art of raising kitchen garden.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 5

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	1	1	2

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

#### 3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 7

##### 3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 7

##### 3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 1

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
URL to the research page on HEI website	<a href="#">View Document</a>

#### 3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.64

##### 3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
30	13	17	3	2

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.82



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

2019-20	2018-19	2017-18	2016-17	2015-16
19	15	39	10	0

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4 Extension Activities****3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:****Response:**

Social commitment is an integral part of the College vision. Student and faculty Orientation Programmes emphasize the critical significance of social outreach for holistic development and integrated learning. The College believes and promotes students for ethical and moral activities, trying to add social values to the society, grooming the student as a responsible citizen of India. NSS, RRC, NCC, YRC, CCC and ROTRACT coordinators of the college throw light on the core values and ethos of the College. The College strives to instil civic responsibility in the young minds through extension and outreach programmes and value based courses so that they develop into sensitized and socially responsible citizens. Presently, the institution has 3 NSS units with strength of 300 volunteers. College organises community activities through NCC, NSS, and YRC.

The institution organises programs on Drug Awareness, Cancer Awareness, World AIDS Day, Environment Day, International Yoga Day, Health Camp, First Aid Programme, Dengue Awareness etc. Students are encouraged to participate in various programmes like Health and Hygiene Awareness, AIDS Awareness, Gender Sensitization, Medical and Blood Donation Camps and Environmental Awareness. Faculty members are encouraged to attend workshops, seminars and conferences organised by the NSS, YRC and RRC Chapters, to become more professional in implementing the extension activities of the college. The faculty and students respond with sensitivity to natural calamities and other issues by generously contributing to relief fund. The extension activities organized to enhance the students' academic learning experiences to inculcate the values and skills in them. The expected impact from these activities can be summarized: Through these the students get socialized and learn to think beyond individual interests for social welfare. The theoretical knowledge obtained in the classroom is applied for the benefit of the society. Teamwork, Leadership Skills, Communication Skills and Effective Decision Making are few things that students learn while participating and organizing various projects and

programmes under extension activities. The students get a wonderful platform to blend with each other, learn about culture, traditions and values of people/society. The extension activity also inculcates the value of gender equality, humanity and notion of equal rights. The extension activities conducted through NSS and YRC are useful in sensitizing few social issues like Life Education to Women, Women's Health and Rights, Gender Inequality, Cyber Crime, Cyber Security, Voter Awareness etc. Every year the NSS units of the college select a village in the vicinity and organize a camp for seven days and conducts awareness programs, takes up cleanliness, village survey and other constructive works. The objective of social work camp organized by the College is to provide opportunities for the students to stay in neighbourhood community to understand rural and urban life, analyze their dynamics and observe the functioning of local Community and Voluntary organizations. Field survey, group discussion, social interaction and cultural activities are some of the programs conducted during the camp. Students are sensitized on various social issues and social responsibilities, which in turn helped them in their holistic development as responsible citizens with moral values.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 2

#### 3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	0	0	1

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years ( including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

**Response: 80****3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
33	20	9	5	13

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years****Response: 86.45****3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1145	1208	409	139	800

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.5 Collaboration**

**3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year****Response:** 0**3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

**File Description****Document**

Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship

[View Document](#)

**3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years****Response:** 11**3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
4	3	2	1	1

**File Description****Document**

e-Copies of the MoUs with institution/ industry/corporate houses

[View Document](#)

Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years

[View Document](#)

Any additional information

[View Document](#)

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

**Response:**

The College has modern infrastructure and learning resources spread over an area of 10.23 acres of land including 59 spacious classrooms and 3 smart board enabled classrooms with Wi-Fi facilities, 9 well equipped laboratories, library, auditorium, canteen, Playgrounds, outdoor and indoor game facilities, women's hostel, RO water facility etc. and other support facilities are available.

Ample infrastructure for sports, yoga and other extracurricular activities is also provided. RO drinking water facility is made available in the college premises to ensure the health of the students. Canteen facilities are provided in the college premises with hygienic breakfast, vegetarian lunch, coffee, tea, snacks and refreshments at nominal cost. Admission process is followed as per University rules and regulations.

**Library:**

The college library is equipped with 12,973 books, 683 reference books, 418 CDs, 30 journals, 2 e-journals, 12 magazines and 11 newspapers. The college library is equipped with a Digital Resource Center, to facilitate internet access to students.

The institution, in association with Rajasthan Youth Association Book Bank provides books to needy students for their utilization. Around 600 students benefitted through this process.

Vidhya Sagar Library Book Bank has provided 727 books to students for their utilization. Separate library cards are issued to all students for issuing text books and journals. Library users are provided with separate computer, to search books on Online Public Access Catalogue (OPAC) in the library.

**Computer & Language Lab:**

The college has a well-established mechanism for upgrading and deploying information technology infrastructure. The college has 308 computers with 50 computers having internet connection with a bandwidth of 40 MBPS. For the benefit of staffs and students, each department of the college is provided with computers.

Language Lab is set up to develop and improve spoken English of the students. It is designed with Instructor Lead Teaching and Computer Based Training methodology. This will also keep the students prepped up for placements.

**Transport:**

The College has 24 Buses that covers a radius of 45 Km with 14 routes plying in and around Kanchipuram

and Chengalpattu Districts. Close to 40% of the students benefit through this facility. The college consistently ensures protection for students and staffs by following Motor Vehicle Act as per Government specifications. Every bus has a speed governor, which ensures safety for both staff and students.

The institution provides facilities in the light of the following:

Ø CCTV Camera are fixed and provided at important points in the college campus for security and monitoring purpose.

Ø Public Address System for announcements.

Ø Canteen provides healthy and quality food varieties to the students.

Ø Pure drinking water is provided in the college through RO Water Facility.

Ø Stationery and photo copy shop is also available in the campus.

Ø For water conservation, provision for Rain Water Harvesting is made in the campus.

Ø Solar Panel Systems are installed in the college campus, to generate continuous electrical energy. This helps in power conservation.

Ø Sanitary napkin vending machines and incinerators are installed to maintain hygiene.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:**

**Response:**

#### **SPORTS & CULTURAL RESOURCES:**

The college has played a supportive role in order to uplift the levels of students. Specific spaces have been allocated for extra-curricular activities and made available for the students. The playground is spread over a vast area. Both indoor and outdoor sports facilities are well utilized by the students for athletics, volleyball, kabbadi, kho-kho and throw ball practice. An exclusive basketball court is also available. A state of art shuttle and badminton court needs special mention. The sports team have a good record of

participation and winning matches at Zonal, National, district and inter collegiate levels.

S.No	Facility	Year of establishment	User Rate
1.	Basketball court	2008	80%
2	Playground for outdoor sports	2008	80%
3	Track for athletics	2008	80%
4	Shuttle –badminton court	2008	80%
5	Karate	2017	95%
6	Yoga	2017	95%
7	Shuttle and ball badminton court	2019	60%

### **SPORTS/GAMES:**

Various sports facilities are provided to the students within the campus in order to focus on sports as one of the extracurricular activities. The college has created a well-balanced atmosphere for academic, cultural and sports activities for an overall career development of the students. Students participation in sports competitions are at various levels like Inter- departmental, Inter - collegiate, university etc. are encouraged in order to develop team spirit , coordination and leadership.

### **OUTDOOR GAMES:**

The college houses a large playground for the conduct athletic events and other major outdoor sports .

### **INDOOR GAMES:**

Facilities for conduct of indoor games are available in the college campus for the utilization and benefit of students to play Chess, Carroms, etc.

### **KARATE:**

The college organises karate to educate students on self-defence and build self –confidence . The students of the college are highly skilled in Katta and exhibited their talent in various intercollegiate competitions and have won prizes.

### **YOGA:**

The college adores the ancient tradition and culture to provide a healthy practice to students along with their academics. This leads to an increased performance of the students. Students have participated in intercollegiate yoga competition and have won many prizes and certificates. Yoga is practiced in college wherein an exclusive hour is allotted to every class on a day to day basis.

**CULTURAL ACTIVITIES:** Students' performance in cultural activities is an outstanding.

The Students' Council has an exclusive cultural committee to coordinate and tap the potential of the

students. The college has purchased necessary instruments to enable students to participate in both classical and contemporary cultural. The college initiates the students to participate in several events like plays, mimes, skits, folkdance, classical dance etc. in all the intercollegiate and intra-collegiate competitions. The college also conducts various cultural activities like MILAN SAGAR, Annual day, Women's Day etc., in which the students show case their talents.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

**Response:** 9.68

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

**Response:** 6

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

**Response:** 1.12

##### 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
1.20	7.46	0.42	3.12	10.04



File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

**Response:**

**Response:**

Data Requirement for last five years: Upload a description of library with,

- Name of ILMSsoftware
- Nature of automation (fully or partially)
- Version
- Year ofAutomation

#### For the Academic Year 2015-2020

Name of ILMSsoftware	<b>COLS</b> <b>(College Library Software)</b>
Nature of automation (fully or partially)	<b>Partially</b>
Version	<b>VB-6</b>
Year of Automation	<b>1999</b>

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

### 4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

**Response:** E. None of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

**Response:** 2.53

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
1.30	1.25	0.91	2.98	6.20

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the last completed academic year

**Response:** 65.8

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

Response: 560

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

**Response:**

The college has a well-established mechanism to upgrade and deploy Information technology facilities. The college initially assesses the needs, number of students, staffs and other end users. Provisions are made in the budget for annual maintenance and technical staff, appointed for maintaining system hardware .

The College provides a wide range of IT facilities in order to help students and faculty members for their studies and research work. This includes extensive computer provision and internet facility. The college is equipped with smart board with LCD projector in audio –visual rooms to enable faculties and students to switch over to IT supported teaching-learning methods .

The administrative office uses LAN facility with Chalo software for admission purpose, fee collection and accounts maintenance and these IT facilities are updated as and when needed. The computer lab is facilitated with updated C and C++ programming. It also uses Net Beans software to run java programming, Visual studio to run C# programming and MySQL software to run MySQL queries.

Three seminar halls with varied seating capacity equipped with permanently fixed LCD Projector with internet enabled computer system is available. Three smart class-rooms is also provided, to facilitate illustrative and audio -video based teaching-learning to kindle the interest of students in subjects. College library encompasses digital resource center with four wifi enabled computers to encourage online references and research for staff and students. The language lab accommodates 70 internet enabled systems in which Wordsworth software is installed, to improve the language and communicative skills of the students.

The college is equipped with 40Mbps least line connection, comprising of 10Mbps WLL from Airtel and 40 Mbps from Jio optic fibre connection. It has been distributed to the Computer Labs, Digital library, office and all department systems. Each department is provided computers to maintain files relevant for the curriculum and also to maintain MIS pertaining to the department and college events organised by the respective committees.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 2:1

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** B. 30 MBPS – 50 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

**Response:** 14.37

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

2019-20	2018-19	2017-18	2016-17	2015-16
30.71	48.41	102.75	55.32	41.74

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

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

##### **Response:**

##### **Response:**

##### **Procedures and Policies:**

The College ensures optimal allocation and utilization of the available financial resources for maintain and upkeep of different facilities by holding regular meetings.

##### **1. Library**

The requirement and list of books based on University curriculum and its periodical upgrading are taken from the concerned department heads. The requisition for books is duly approved and signed by the Principal, and duly forwarded to Management for financial sanction. To ensure return of books, 'no dues' from the library is mandatory for students by the end of every semester.

##### **2. Sports**

Sports materials are monitored and maintained sports in-charge. Sports equipments and materials are additionally procured need based, with Management's approval through the Principal.

##### **3. Computers**

3 computer laboratories are established to enable the students, to use for their curriculum. Software are also purchased and upgraded depending upon the curriculum updation. ERP software is used for maintaining faculty and students details. Each Department having appropriate computer for their requirements. Open access journals facilities are also made available.

##### **4. Classrooms**

The College has an infrastructure committee for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and faculty requirements. Annual stock verification is done to identify any damaged furniture, as per which repairs are untaken or furniture is replaced. This is done in coordination with General Administrative officer who proceeds for further action with Management's approval and budget sanction.

## 5. Laboratory

Record of account is maintained by lab technicians, Lab in charge and supervised by HODs of the concerned departments. Maintenance of laboratories are done through the calibration, repairing and maintenance of sophisticated lab equipments, by the technicians of the concerned vendors.

## 6. Additionally

There are lab instructors in every department, who maintain the sophisticated equipment by physically verifying the items over the year. Department wise annual stock verification is done by concerned team of faculty assigned for this purpose. Regular maintenance of Computer Laboratory equipments is done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in charge.

- Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by concerned attendants.
- College campus maintenance is monitored through regular inspection. Upkeep of all facilities and cleanliness of environment in women's hostel is maintained through Hostel monitoring committee
- The maintenance of the reading room and stock verification of library books is done regularly by library staff.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

**Response:** 29.69

##### 5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
280	288	266	340	115

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

**Response:** 58.31

##### 5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
340	500	561	501	697

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View Document</a>

**5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following**

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**Response:** 52.93

**5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
407	715	379	430	390

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees



**Response:** B. 3 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 16.85

#### 5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
121	178	136	76	197

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 83.2

#### 5.2.2.1 Number of outgoing student progression to higher education during last five years

**Response:** 718

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>

**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)**

**Response: 20**

**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response: 12**

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

2019-20	2018-19	2017-18	2016-17	2015-16
6	4	2	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

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

#### Response:

#### Response:

The College has an active and strong student body comprising of students from first, second and final years across all UG and PG Programmes. The members of the Students' Council are selected through a rigorous election process. The council acts as a bridge between Management, faculties and students, voicing the student body.

The college also has more than 30 clubs and committees headed and run by students. The Students' Council along with the clubs submits their proposal for activities at the beginning of the academic year. They work together to carry out the various academic, co-curricular and extracurricular activities proposed by them.

Some of the activities conducted regularly by students

- Blood donation and health camp
- Department association activities
- Seminars, workshops and conference.
- Independence Day, Republic Day, Women's Day, Voters day and Student's day.

Students also organize and take part in all festivals with equal vigor and enthusiasm. Every year the Students' Council identifies a social cause and involves themselves in various outreach Programmes.

Some of the outreach Programmes conducted by the council:

- Project Nirbhaya
- Project Smart Girl – To be strong; to be happy.
- Mantra of Success

- Mantra of Success – 3.0 (MOS – 3.0).

These Programmes are organized for the school students in and around Kanchipuram district to bring awareness about self-defense technique, health and hygiene, stress management, gadget addiction and cybercrime through power point presentations, mime shows and demonstrations.

The student body, clubs and committee's student coordinators regularly meet the Management to voice their opinions and give suggestions regarding academic and other issues of interest. Opinion and suggestions that carry merit are implemented after careful evaluation.

The institution takes various steps and efforts to include the students who are major stakeholders, in all major decision making process thus creating a democratic environment.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response:** 22.2

#### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
26	27	22	17	19

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1 There is a registered Alumni Association that contributes significantly to the development of

**the institution through financial and/or other support services****Response:****Response:**

The Alumni are the key brand ambassadors of the institution. The alumni meet once in a year in the month of February to interact and provide suggestions for the development of the institution. The notable alumni share their professional experience with students and motivate them through various activities like delivering lectures on career prospects, current scenario of industry and the like.

Every year the final year students donate books to the library. The students who are not able to donate a book contribute in cash, which is later used to buy books or podium, or book shelves as per their choice.

The alumni also provide their service as Assistant Professors. Currently six of the alumni are working in the institution in various departments.

Thus the alumni are in good rapport with the institution and continuously provide their for better inputs and value to the student's overall development.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**5.4.2 Alumni contribution during the last five years (INR in lakhs)**

**Response:** E. <1 Lakhs

File Description	Document
Link for any additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

Response:

Response:

- Vidhya Sagar Women's College was established in the year 2005 with the commitment to provide quality education to women students. The Vision of the college is to educate women students, empower them with wholesome development of their innate potential and enhance their contribution towards being socially responsible citizens. Since its inception, the institution has been striving hard to produce intellectually trained, morally upright, socially committed and spiritually inspired women for our country.
- Good governance plays a vital role in the success and progress of any institution. The college is led by a dynamic Management and a Governing Council which includes Correspondent, Treasurer, Director, Principal, University Nominee and a staff representative. They work in unison to ensure the mission of the institution is accomplished without any compromise.
- The Management Committee and the Governing Council meet regularly to discuss future plans, devise strategies and monitor performance. The plans relate to Admissions, introduction of new courses, student welfare, infrastructure facilities, human resource planning and development. These plans and strategies are further discussed with the Head of Departments for more insights and suggestions. Based on suggestions and feedback received, plans are finalized and sanctioned for implementation. Performance is monitored periodically and systematically to ensure effective implementation of plans and corrective measures are suggested for deviations, if any.
- Management along with the Principal meets the faculties twice a year to discuss future plans, teaching pedagogy, result analysis, the effectiveness of admission strategies, staff welfare, and other matters which require insights, feedback and involvement of all faculties.
- Students, parents, and alumni play a supportive role in the governance of the institution by participating in the decision-making process at various levels and offering their insightful opinions and suggestions for the development of the college.

Owing to its efficient governance VidhyaSagar Women's College was featured in the **list of top 10 educational institutions in Tamil Nadu by Higher Education Review, Dec 2019**. The college also received the **Socially Responsible Institution of the Year Award in 2019**, awarded by S.P Jain Institute of Management & Research, Mumbai.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

#### Response:

#### Response:

In VidhyaSagar Women's College, decentralization and participative management is the key to efficiency in operation. The Management follows a democratic and participative style of leadership for the effective running of the Institution. Decentralization is followed at the faculty, student and administrative level. The Management conducts periodical meetings with respective committee heads and department heads to have discussions and express their opinion on specific issues. From the teaching fraternity perspective, the Principal holds periodic meetings for transfer of information from Management, on issues of common interest.

#### Case Study:

To throw light on participative management, enhancement of infrastructural facilities to provide a conducive environment for the faculty and students is of utmost concern to the Management. In this regard, the Management along with the Principal convenes a meeting of departmental heads. To facilitate ICT enabled teaching and learning the Management proposed the purchase of smart boards and LCD projectors. Based on the suggestions given by the heads, the management agreed to invest an amount of Rs. 6 lakhs, resulting in the installation of 3 smart boards and 3 LCD projectors.

As per the communications received from the University, Management suggestions would be invited from the heads to introduce new courses which are need based. As representatives of the students, the elected members of the Student's Council are also given an opportunity to voice their need for new courses.

Similarly, to develop employability skills amongst students, certificate courses are suggested by faculty to the management. To add value to the regular curriculum, courses that match the industrial requirement are approved by the Management after consulting the heads. This way, the institution fulfils its vision of women empowerment and in attaining its mission of providing skill based learning for the holistic development of students. Based on the proposal put forth by the teaching fraternity, Management approved the purchase of software licenses close to Rs. 2.3 lakhs

To enable systematic and uninterrupted conduct of online classes during the corona outburst lockdown period, the Management in consultation with the Principal and faculty purchased 20 zoom licenses worth Rs.1.5 lakhs and based on the faculty request also upgraded their data card for a total value of Rs.2,48,850



File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

**Response:**

**Response:**

The College has a perspective plan for development, based on the master plan comprising goals, objectives and action plans for a period of last five years (2015 -2020) that include:

- Teaching and learning
- Examination & Evaluation
- Research and development
- **Community engagement**
- Human resource planning and development
- Industry interaction/ collaboration
- Library , ICT & Physical Infrastructures
- Admission of students

#### **Community Engagement through students.**

The main vision of the institution is to create the socially responsible citizens and it is achieved by involving the Student's Council. Every year elections are conducted with complete democracy. The Student's Council uphold and cherish democratic principles and inculcates the values of democracy amongst the students. It plays a constructive role in diverse academic and extra-curricular activities .

#### **Out Reach Programme:**

Every year the Students 'Council aims to teach Life skills, Self-defense techniques, Yoga to the girl students of in and around schools at Kancheepuram . The Students' Council team design workshop on the theme – “Enhance and Empower Girl Child”

- **MOS 3.0:** To enhance and empower women, the Students' Council have organized a workshop on “MOS-3.0 - MANTRA OF SUCCESS-3.0”. The Council students have conducted this workshop in nearly 18 schools . The highlights of the workshop were Health and Hygiene, Gadget addiction, Cool buddy paving way for the betterment of the girl child. The workshop was an audio visual presentation and in addition to this the students demonstrated yoga, karate and mime show to promote and educate self-defense amongst girl students.
- **Mantra of Success:** Students Council have designed and organized a workshop on “MANTRA OF SUCCESS”. The council students have conducted this workshop in nearly 15 schools . The



highlights of the workshop were Healthy and Hygiene, Emotional Quotient, Intelligent Quotient, Stress management through mime show, audio visual presentations and live demonstrations of yoga and karate.

- **Wall painting:** Every action of the college is to exhibit its motto, Educate, Empower and Enhancement of Girl Children. With this motive, the Students' Council initiated wall painting based on the theme – Women Education, Child Labour, Early Marriage etc., which were done near prime locations of Chengalpattu .
- **Project SMART GIRL:** “To be Happy, To be Strong” - The highlights of the workshop were Self-defense, Personality development, Good parenting through audio visual presentations and in addition to this, the students demonstrated karate and mime show to promote self-defense to the girl students.
- **Project NIRBHAYA:** “To be healthy and Strong”: Girl children should be strong to face day to day challenges around them. The college Karate club students taught self-defense technique to the girl students in schools of close vicinity.
- **Annual Blood Donation camp & Free Annual Health Camp** are organized along with the NSS, RRC & YRC unit of the college, which includes Dental, Eye, Diabetic and General Health camps to reach out to the poor and needy people living in nearby villages. These camps are organized to spread awareness amongst students, faculty and local residents.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:**

**Response:**

VidhyaSagar Women's College follows a flat organizational structure, which ensure quick and effective decision making and timely execution. The top most layer of the organizational structure consists of Management Committee. The committee is the apex level decision making body. The committee members of meet the Principal once a month to discuss and deliberate upon the institutional requirements and unanimously takes key decisions for the betterment of the organization. Correspondent is the highest authority in the institute who plays a crucial role of implementation of decisions and suggestions from time

to time.

The Principal is responsible for running day to day administration and ensures smooth academic performance. The Principal monitors and guides matters relating to academic progress, admission, staff recruitment and administrative matters. The Head of the Departments are given authority to take their own decision pertaining to their department. All the decisions are taken, reviewed and approved by the Management during Board Meetings. Both academic and non-academic duties are delegated to the faculty members. Committees are formed for the various extracurricular and co-curricular activities to be conducted during the course of the academic year. This ensures transparency in policy execution. The respective committee meetings are held as and when necessary with the Management and the Principal for further suggestions. The Principal of the college holds regular meetings with the teaching and non-teaching staff. In these meetings, various issues are taken up for discussion before coming to a final decision.

The Treasurer and Financial Controller monitor and regulate matters concerning finance and also who regularly check the financial working and statement of the institute. The Director scrutinizes matters pertaining to general administration of the college and finalises budgets relating to conduct of conferences and events requiring higher investments.

Heads of the Departments are responsible for the preparation of Department time table, work allocation among review of lesson plan, course outline and submission of various reports to the Principal and IQAC. Class faculties are assigned for each class to ensure attendance, monitor performances, personal attention, guidance, counseling, evaluation and assessment of each student in the class.

### **Recruitment Procedure**

The Institute attracts a good number of applications for the recruitment. However, sustained efforts are made to continue to attract quality faculty members at all levels

The recruitment procedure is as follows:

- Submission of staff requirements by HODs to the Principal.
- Advertising the staff requirements in leading newspapers.
- Constitution of the selection committee.
- Short listing of applications received
- Calling eligible candidates for interview.
- Discussion with candidates to assess their potential and skills.
- Selection based on the performance of candidates.
- Issue of appointment orders
- Reporting to duty on the mentioned date

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** B. 3 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

**Response:**

#### Teaching Staff

- Provident Fund is provided for teaching staff
- The college gives transport facilities at free of cost to all staff.
- On duty is provided for the faculties attending seminars, workshops and refresher courses.
- All teaching faculty enjoys a month of paid holiday during summer vacation.
- Special Honorium for qualified NET /SET Faculties.
- Female staff members/faculties are provided with 3 months maternity leave.
- ESI facility is also available for some of the faculties. The percentage of staff availing the welfare schemes vary from scheme to scheme.
- Free refreshment is provided to all the staff members (both teaching and non-teaching) during break
- The college gives concession in fees for wards of employees.
- The management issued us mobile data for handling online classes in pandemic situation.

- The Management concentrates on the health and welfare of the staff members. As apart of this one day Staff tour and Edu Sports are organized.
- The management is having the regular practice of encouraging and motivating the teaching faculties by honoring them on Teachers Day.

### Non-Teaching Staff

- Provident Fund is provided for non-teaching staff
- The college gives transport facilities free of cost to all staff.
- ESI facility is also available for some of the faculties. The percentage of staff availing the welfare schemes vary depending on the choice of scheme.
- The Management gives concession in fees for the wards of employees.
- The Management concentrates on the welfare of the employees.
- Every year the management rewards the Non –teaching staff in recognition to their work on the occasion of Annual Day.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 2.58

#### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1	2	2	5	3

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response: 5****6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
9	5	3	4	4

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	<a href="#">View Document</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).****Response: 162.52****6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
230	343	99	82	71

File Description	Document
Upload any additional information	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

**6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff****Response:**

**Response:**

The self-appraisal system for teachers is systematically carried out to assess an individual staff's performance and productivity. The institute follows a performance appraisal system. The management reviews the outcome of the performance of the faculty during the result analysis meeting as reported by the Principal. The same is also communicated to the faculty and faculties are also counseled if required and suggestions are given to enhance their performance. Performing staff members, based on the University result are rewarded during the Annual Day.

Regular online feedback for the staff is collected every semester, from the current year students. The feedback is analyzed statistically by the committee every semester. This also serves as a yardstick for performance appraisal by the Principal. Suggestions are given to the concerned faculties for their improvement. The Heads of departments examine the individual self-appraisals and submit their recommendations on the potential areas of improvement of each teacher to the Principal.

Every non-teaching staff feedback analyzed by the Head of administration department. The head adds his own observations and forwards it to the Director for the final appraisal. This serves as a means for evaluating the performance of the non teaching staff.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

**Response:****Response:**

The budgets and proposals are submitted to the Management with the help of finance team the requirements are mapped with the previous year pending to arrive at the budget for the next year. Once the budgets are approved the sourcing of the required equipments and materials are initiated and quotations sort from the current and new suppliers based on the quality assurance and the best quote. Orders are placed and handed over to the college. Once the goods are received the entry level check is done at the main gate and items are recorded in the store ledger then they are disbursed to the respective departments. The copies of the bills are counter checked by the Principal, Store manager, Administrative Officer and finally submitted for release of payment. Once the finance/accounts receive the bills payments are processed based on the payment terms agreed upon at the time of placing orders. The accounts team after preparing the payments the vouchers are authorized by the Financial Controller and then by the Treasurer/Trustee.

The above constitutes internal audit process. The day to day expenses are authorized by the manager accounts up to an amount of Rs.1000/- and subsequently vetted by the Financial controller. Any expenses above Rs.1000/- is authenticated by Financial Controller/Director and only then the payments are released.

### External Audit Process

The external and statutory audits are carried out by M/s. S Kishore Kumar & Co, Old No.4, New No.7 Letangs Road, 1st Floor, Purushawalkam Chennai 600007. The audit team visits the college campus 2-3 times a year and extensive audit is carried on. The audit team verifies the vouchers, purchase orders, invoices, fee collections and fee reconciliation, salary payments, ESI, EPF and professional tax. The Institution has separate departments for administration and accounting at the beginning of each year. The Principal proposes the requirements for the academic year in terms of the consumables, equipments, computers required and also proposes the budget for every event scheduled for the academic year.

Payments are verified thoroughly and any deficiencies are reported to the accounts team and management. The audit team also does physical verification of assets purchased during the year, inspection of buses, inspection of the store to check if the items are in order with the purchase invoice. The external audit team also suggests improvements to the existing style of working.

The dates of external audit done by M/s. S Kishore Kumar & Co and the date of signing of statutory audit report are listed below.

S.No.	Year	Assessment Year	Audit Date	Statutory signing date
1	2015-2016	2016-2017	28.12.2015 to 31.12.2015 04.01.2016 to 09.01.2016 to 13.01.2016	05.09.2016
2	2016-2017	2017-2018	14.12.2016 to 23.12.2016 25.04.2017 to 29.04.2017 02.05.2017 to 04.05.2017	01.10.2017
3	2017-2018	2018-2019	30.11.2017 to 07.12.2017 20.04.2018 to 04.05.2018	25.09.2018
4	2018-2019	2019-2020	19.11.2018 to 30.11.2018 22.04.2019 to 04.05.2019	09.10.2019
5	2019-2020	2020-2021	25.11.2019 to 30.11.2019 13.11.2020 to 17.11.2020	28.12.2020



File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

**Response:**

The main source of revenue for any institution is through the collection of fees. The Institution collects fees semester wise twice a year but since the college is situated in rural place, full payment of semester fees at the beginning of each semester is not insisted. The students are given a choice of paying the fees in 2-3 installments each semester. The college runs buses in about 20 routes and the fees for the same are collected in 2-4 installments. The above moneys are collected in separate accounts for the ease of understanding and operations. A sum of not more than Rs.10000/- is retained in the respective current account any moneys over and above the part in the O/D account maintained by the trust. All the payments made by the college are routed through the O/D account and accounted separately. Thus making sure any surplus amount is not kept ideal even for a single day. Any major purchase or infrastructure spending the college mobilization funds through Term loans from the banks by sharing 30% of the cost and obtaining 70% through the bank term loan payable between 5-7 years. This helps the smooth cash flow throughout the year helping the college make all payment to vendors, staffs and regularity authorities like EPF, ESI, and local panchayat for Professional tax on or before time.

The trust generates about 8 to 10% surplus each year which is utilized for procurement of fixed assets like computer, lab equipments etc. and for major repairs for the building. Balance money as



mentioned earlier, if required, are sourced through the banking channels.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

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

**Response:**

**Response:**

The Internal Quality Assurance Cell (IQAC) was established on 20-06-2013. The Cell has been functioning actively in all Academic and Administrative activities. It coordinates sustained efforts to meet quality standards and benchmarks, defines the objectives of the institution and strategies to achieve them, and disseminates information on quality parameters in higher education by organizing seminars, conferences and workshops. IQAC documents the academic developments in the institution. **The prime task of the IQAC is**

- To develop a system for conscious, consistent and catalytic improvements, quality and performance
- To make a significant and meaningful contribution towards academic excellence
- To optimize and integrate modern methods of teaching and learning

**The IQAC meets in the beginning of every academic year.** The committee discusses and decides the institution level objectives for the current academic year and also conducts an exhaustive review on the status of the achievements of the previous years. The strategies and action plan for the achievement of the objectives is chalked out. The progress of the initiatives and quality reforms are monitored in the consecutive meetings

#### Practice – 1 – Motivating Quality Culture among Lecturers

IQAC has been promoting the quality culture in overall activities of the college. In order to make outcome based education more effective, the quality of teachers should be upgraded. Every year IQAC Team of the college organizes various Seminars, Conference, and Workshops on Faculty Development Program. Incollaboration with ICSSR and NAAC (Sponsorship) many National and International seminars and conferences, are organized where many highly experienced professional faculties from various states participate and share their experiences and knowledge together. In order to strengthen the practical learning of faculties, IQAC organizes Faculty Development Program with highly experienced corporate professionals through a MOU with ICT Academy. This provides a laboratory of experience learning to the faculties. To provide experiential learning to faculties, IQAC makes sure that faculties are given hands on experience through workshop. To upgrade faculty's knowledge to the current scenario, they are

encouraged to participate in MMA organized seminars. A separate research committee is initiated to enhance research work amongst the faculties, insists to concentrate more on research publications, participation and presentation of papers in seminar, conference and journals. PG students are also encouraged to participate and publish papers in Journals and conferences.

### Practice 2: Support for Student Community

The college is a student centered institution which gives holistic experience to the students and it focuses on understanding and demonstrating the values, nurturing skills, and moving towards knowledge. IQAC emphasizes on different quality learning ability levels and ensures the effectiveness of mentoring system focusing on student performance. IQAC also pays special attention towards developing communication skills of students through Language lab. At regular intervals IQAC calls meeting with mentors and guides them to take students to next level. A Mentor - Mentee Record for each student is maintained and through regular meetings proper guidance and assistance is provided. The remedial measure includes conducting remedial courses for slow learners.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

**Response:**

The approach of IQAC has always been focused on learner-centric teaching learning process. Accordingly, IQAC complements the Teaching, Learning activities and modify after taking the review, suggestions. In order to perceive learning outcomes, the IQAC periodically reviews teaching learning process and suggests gradual and regular expansion, up gradation and addition of the requisite material, equipment, infrastructure etc. Therefore college has identified two examples of institutional reviews and implementation of teaching learning reforms facilitated by IQAC

### Practice 1 : Learning & Implementing ICT tools and resources in quality enhancement

In the second phase of NAAC cycle, college has adapted more of ICT tools and resources rather than using traditional way of chalk and talk method. At present the faculty members are conducting on line classes. Through online classes our faculty members wield the resources of PPTs, e-content, lesson based videos are uploaded in youtube.. The faculty members develop subject related e-content and blogs for the welfare

of the student community and which will be shared and deliberated with the students. As a result, students are experiencing joyful learning and the better understanding. Faculties are using LMS like YouTube Channel, Google Classroom, and Google Forms for conducting Online Exams and Google Sheets are used for maintaining Online Attendance. The purpose of starting College YouTube channel is to emphasize modernized learning. In YouTube Channel various placement programmes like Life skills and personality enrichment, mind mapping, interview skills are uploaded and perform live interactive session with the subject expertise and students. Faculty members have their own Educational YouTube Channels where they upload subject related videos. It also provides another source of renewing the knowledge skills Students community. The College IQAC enriches the learning of both faculties and students through established SWAYAM - NPTEL Local chapter in collaboration with IIT. NPTEL courses help to progress knowledge in a short span of time. It stimulates the participation of both teachers and students. Faculty also motivates the students to join the courses to get more knowledge and certificates along with their degree.

### **Practice 2: Title of the practice: Quality Enhancement through Internal and External Academic Audit**

The mission statement of the college states that rural empowerment through quality education. After the first cycle of NAAC, it was the duty of IQAC to sustain the quality culture in the HEIs.

Therefore IQAC has always been trying to enhance and update its academic and administrative audit

Academic audit is a best practice to be continued in any organization for better results. The main aim of conducting academic audit is to assess the academic performance of both individual faculty and the whole department. The Internal Academic Audit conducted once during every semester. The audit is conducted by IQAC constituted by the Principal of the Institute. By conducting academic audit, the strength and weakness of the department can be assessed. The quantification of the academic performance helps us to compare the academic performance of departments and members of faculty. The IQAC team checks for the quality of department teaching and learning methodologies they practiced and during the beginning of every semester the staff members have to present the course outline for the subject they handle. At the end of every month faculties have to present the report of the portions they have completed in the academic audit note book which will be reviewed by the IQAC team and Head of the Institute.

**External Academic Audit** was conducted during the month of February with the experts from outside college. After the review of academic audit, it was highly useful for the faculties to learn and implement how to construct development tools in Higher Education, innovation in teaching learning and evaluation, skill of presentation, documentation and etc.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### **6.5.3 Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
- 2.Collaborative quality initiatives with other institution(s)
- 3.Participation in NIRF
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

**Response:** C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	<a href="#">View Document</a>
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

**7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.**

**Response:**

**Response:**

**Institution shows gender sensitivity in providing facilities such as**

a) Safety and Security

b) Counselling

c) Common room

**a) Safety and Security**

- . Only approved visitors with prior appointment only are allowed
- . Students are not allowed into the campus without ID-card.
- . Visitor's Pass and ID is provided for guests entering the campus
- . Security personnel are posted all around the campus, to ensure the safety and security.
- . We ensure the homely stay for girls in the campus hostels.
- . CCTV to monitor campus security
- . Anti Ragging cell is active to monitor and address any issues.

**b) Counselling**

- Effective counselling cell of the college and Mentor-Mentee system in all the departments to provide psychological support to students
- Yoga classes to ensure holistic care and karate for self defense.
- Mandatory Courses such as Value Education which includes Gender Studies and Social Studies for students, address issues such as women's safety and challenges faced by women in the present society.

**c) Common room**

- Common room available for students to rest during times of illness.
- Separate staff rooms for men and women.

File Description	Document
Link for annual gender sensitization action plan	<a href="#">View Document</a>
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

**Response:** C. 2 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

**Response:**

#### **Solid waste management**

ü Waste is segregated as biodegradable and non-biodegradable at the collection points by the housekeeping staff and accumulated at central collection points. These collection points are cleared once in a week.

ü Leaf litter from trees in the campus is collected in a pit and is left for decomposition and

vermicomposting, which are used in organic farming.

ii Paper waste is sold to vendors for recycling, at regular intervals.

#### **E-waste management:-**

Majority of e-waste is from the department of Computer science. The e-waste includes CPU, Monitors, projector, motherboard, mouse, etc. The e-waste generated in the college premises is very less in proportion. The cartridges of Printers are refilled reused. The e-waste and defective items from the computer laboratory are stored until disposal. It is sold to vendors for recycling periodically.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>

#### **7.1.4 Water conservation facilities available in the Institution:**

1. Rain water harvesting
2. Borewell / Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

**Response:** B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### **7.1.5 Green campus initiatives include:**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants



**Response:** Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:**

- 1.Green audit
- 2.Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions / awards
- 5.Beyond the campus environmental promotion activities

**Response:** D.1 of the above

File Description	Document
Any other relevant information	<a href="#">View Document</a>

**7.1.7 The Institution has disabled-friendly, barrier free environment**

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

**Response:** C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).**



**Response:****Response:**

Vidhya Sagar Women's College is the first women's college inceptioned in the year 2005 in Chengalpet. The college has got sprawling scenic campus of around 20 acres. The College paves way for students to face the challenges in the present educational scenario. Empowerment and Enhancement is given to rural and poor women through Education. Most of the students taking admissions in the college are local and belong to the nearby villages. As per government rules the admission process is carried out. Enough care is taken for specific earmarked seats of each category are filled up.

To achieve the goal of enhancement and empowerment, teachers deliver lectures with an acceptance and appreciation for different ideas, opinions, and learning styles of the students and make an earnest effort to understand the racial and cultural characteristics of students.

Along with curriculum, additional communication and soft skills classes are conducted to make the students from different backgrounds communicate effectively.

Grievance Redressal cell aims at giving awareness to students on social protection, ensuring tolerance and harmony, empowering women and girls, cultural and regional inclusion.

Industrial visits expose students to the practical challenges and also make the students from different backgrounds which helps to adapt one another in various organizations.

During national festivals and other events of the college, eminent personalities are invited to emphasize the importance of harmony towards cultural, regional, linguistic, socioeconomic and other diversities

NSS and NCC activities of our institution mitigate the students to progress their life and to lead without communal differences.

Cultural committee and other clubs organize plays, skits, competitions and invited lectures, educate the students and make them aware of their social responsibilities and understand the implications of their actions. In cultural programs, traditions of various regions are respected.

Students are involved and encouraged to participate in various co-curricular and extracurricular activities to share their opinions and disagreements in a harmonious manner.

The institute provides merit scholarships as financial support and deliver books through RYA book bank at low cost for students.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

**Response:**

**Response:**

The vision of the institute is “To educate women students, empower them with wholesome development of their innate potential and enhance their contribution towards being socially responsible citizens.”The institute invites eminent persons to inspire students and staff by educating them on values, rights to emphasize the duties and responsibilities of citizens. The students are inspired by conducting various programs on culture, traditions, values, duties and responsibilities by inviting people from various organizations, and competitions are conducted among students for Rangoli, Mehendi and ancient technologies.

The personality development of the citizen in the aspects of intellectual, mental, physical and spiritual is the rich heritage of our composite culture. As an initiative of this, the institute conducts yoga and karate classes. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and every one should obey the conduct rules. Voting is the fundamental right of every citizen. To promote this value Students’ Council election is organized by the college which reflects actual election done in our country.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** B. 3 of the above

File Description	Document
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

**Response:**

**Response:**

Celebrating the national festivals with great enthusiasm and patriotic spirit is in practice in the Institution. The **Independence Day** is celebrated every year with the chair person of the college and with great personalities as the chief guests. This practice is followed to involve youth in national activities and to infuse patriotism in them. Similarly **Republic Day** is also celebrated every year with the management and with great personalities as the chief guest.

As a tribute to Dr. **Radhakrishnan**, the former president and a distinguished philosopher and Great Teacher, Teachers' Day is celebrated in the college. Teachers are honored by the management on that day. The birth day of the great scientist **Sir. C. V. Raman** (Science Day) and **Dr. APJ Abdul Kalam, the Indian missile man are celebrated**. Students are motivated to show their talents on the day. The National Service Scheme and National Cadet Corps jointly celebrate the Swachh Bharat Week, performing various activities like campus cleaning, organizing awareness programmes within and outside college campus.

**International Women's day** is celebrated every year, focusing on creating awareness and educating the community on the challenges faced by women. The National festival like Navratri, Ayudha pooja, Pongal, Christmas is also celebrated every year. The uniqueness of the festival reminds us of the importance of natural resources, especially when the entire world is battling environmental change.

File Description	Document
Link for Geotagged photographs of some of the events	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:****Response :****BEST PRACTICE -1 Meritorial scholarship for the deserving students****Objectives of the Practice**

- To appreciate the talented girl students who has won the first place in academics at their +2 level
- To motivate the students to excel in academics at college and University levels.
- To encourage the students to perform well in sports.

**The Context**

The college is surrounded by many villages. The ultimate aim this institution is to educate women so as to educate the entire family. By giving them the opportunity to get scholarships which will indirectly motivate the students as well the parents to bring their children and neighboring children to educate.

**Practice**

Vidhyasagar Women's College encourages the girl children as they are the pillars of the family by providing them Meritorial scholarships. 100% and 50% fees waiver is given to the students from various schools exceed in academics. Sports concession (50% &100%) is given to the state and National level players at the time of their admission. It is being practiced by the institution from the inception period till date to encourage rural women education. The first three toppers of every class in the university exams are awarded 50% deduction in the tuition Fee for every academic year in order to boost the competitiveness among the students.

**Evidence of success**

At the initial stage very few students have received scholarships. As the time proceeds the no of scholarship awardees have been increased to 105. Students are motivated not only to serve as college toppers but are also motivated to serve as University toppers.

**Resources**

As the provision of scholarship is the voluntary decision of the Management, the finance needed is taken care by management.

**BEST PRACTICE 2-MANTRA OF SUCCESS – MOS 3.O****Objectives of the practice:**

- To educate young minds to face challenges in the present world
- To create awareness among the students about the addiction of gadgets and to create awareness about cyber crime.
- To promote health and hygiene.

**The context:**

Students' council contributes actively to the development of vibrant student community and to ensure overall wellbeing of students. It plays a constructive role to encourage individual talents and ideas to flourish through cultivation of leadership skills. Students' council encourages students to contribute a vital role in the academic and socio-cultural life of our college.

As a part of social initiative every year Students Council of Vidhya Sagar Women's College conducts various awareness programmes such as organ donation, eye donation, workshop on Project Smart Girl and Mantra of Success. During the academic year 2019-20 our college students designed a workshop MOS 3.0 (mantra of success 3.0) which emphasis on,

- Health & Hygiene
- Gadgets Addiction & Cyber Crime Awareness
- Stress & Time Management

Through this workshop, our students have created awareness among school children residing in and around Kanchipuram and Chengalpattu district.

**The practice:**

The workshop was designed in power point presentation and in addition to this the students demonstrated yoga, karate for self-defense and mime show. Group of 20 students executed the MOS 3.0 workshop. Through this workshop the school students have learnt to defend themselves physically, mentally and socially. It aims to educate students to use their full potential and face challenges in the present world by enhancing intelligence in decision making capacity, increasing self-esteem and protecting them self .

**Evidence of Success:**

In the year 2019-20 feedback system was introduced in the MOS 3.0 workshop. Feedback forms received from school students and the respective school Principal has shown profound effect of MOS 3.0 workshop on school students. Around 1300 girl students from 13 schools had a fruitful and enlightening learning experience during the session and actively participated in karate, yoga demo session. Our students are empowered to play an active role as coordinators of MOS 3.0 which gives the opportunity to students to develop their leadership skills and builds team spirit.

**Resources.**

It is a voluntary work. Transport facilities needed are taken care by the management.

File Description	Document
Link for Best practices in the Institutional web site	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

### 7.3 Institutional Distinctiveness

#### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

**Response:**

**Response:**

Vidhya Sagar Women's College, Chengalpattu visualizes with a view to translating the vision into reality. The college is committed to identify, encourage good learning practices leading to holistic development of rurally based women students in a conducive environment for participative and proactive learning. It is aimed

- To provide the future responsible and self reliant citizens.
- Academic excellence
- Sense of economic and social independence
- Self confidence
- Social awareness
- Service to the community
- Mentally strong.

This Institution was started especially to motivate students from rural background. Its thrust is to motivate their parents rather than motivating the students. The ultimate focus is to bring in a total transformation from the day of students' entry into the college till their graduation. In this institution, the stress is not just on the academic performance but to train them to be independent, morally upright, socially committed and spiritually inspired women, through value added courses and monitored practical learning. The best protection any women can have is courage. To build the self confidence and boost the boldness, all the students undergo karate training classes. The institution strongly believes that healthy practices make the body and mind so strong which will help to grow healthier. That is exactly what yogic sciences emphasizes. To balance the academic and adolescent pressure, yoga training is given to all the students as a regular session. The main thrust of this training is to aim in making the students physically and mentally strong. The institution stands for academic excellence, development of skills and character building based on the motto "Service to humanity is service to the God". Various clubs like Karuna, Enviro CCC and YRC also NSS serve the purposes.

File Description		Document	
Link for appropriate web in the Institutional website		<a href="#">View Document</a>	
Link for any other relevant information		<a href="#">View Document</a>	

NAAC

## 5. CONCLUSION

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### Additional Information :

The institution provides additional facilities to students in the light of the following:

- **Transport:** The College plies nearly 24 buses within the radius of 45Km covering 14 routes in and around Chengalpattu , extending even to remote areas in certain routes. Availability of bus facility is well appreciated by parents , as this assures safety for their wards.
- **Canteen** provides quality vegetarian food at subsidized rate to suit the needs of the students who hail from economically weaker sections.
- **Rain Water Harvesting** The college has provision for rain water harvest to facilitate water conservation.
- **Solar Panel System** was installed during the year 2013 as the college was subject to frequent power cuts, thereby posing a constraint to the functioning of labs and conducive environment for students. It generates 5 KW. Such an initiative on the part of the management has enabled uninterrupted power supply to the advantage of the students.
- **RO Water Facility** is also provided in the college to ensure availability of pure drinking water.
- **Health Care Unit & Centre for Counselling** is made available for the students to provide immediate medical assistance. A lady nurse is available round the clock during college working hours. Student mentor system monitors the academic progress and psychological perspective of the students.
- **Language Lab:** This facility is available for all the students to enhance their Spoken and Language Skills. This programme is designed by the software provided by Wordsworth.
- **Stationery shop & Photo Copy** is also available within the campus, for the convenience of the students.

### Concluding Remarks :

The Institution has been functioning efficiently and successfully for past fifteen years not considering the fact of being situated in a rural area. The student enrolment is on the increase over the past fifteen years. The institution has moved from a phase of gradual development to a fully well equipped state of art infrastructure, to suit the dynamism in curriculum and technology .Apart from academics, the institution has also focussed on the overall development of the students by giving equal importance to co-curricular and extracurricular activities. Much emphasis is also laid on placements for students, both on campus and off campus. The college has been identified as best for women education within the vicinity of Chengalpattu. The contribution made by the institution to the regional development bears a testimony towards community development.

The Management, teaching fraternity and non –teaching staff of the institution believe that “ Educating a girl, is educating the nation” and success is a journey, not a destination.