



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

##### 1.Name of the Institution

VIDHYA SAGAR WOMEN'S COLLEGE

- Name of the Head of the institution **Dr.C.Shalini**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **08754048030**
- Mobile no **9952415025**
- Registered e-mail **a\_sprincipal@vswc.in**
- Alternate e-mail **naac@vswc.in**
- Address **GST Road,Vedanarayanapuram**
- City/Town **Chengalpattu**
- State/UT **Tamil Nadu**
- Pin Code **603111**

##### 2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Women**
- Location **Rural**
- Financial Status **Self-financing**

- Name of the Affiliating University **MADRAS UNIVERSITY**
- Name of the IQAC Coordinator **Dr.R.Arunadevi**
- Phone No. **9500059784**
- Alternate phone No. **8754048030**
- Mobile **9500059784**
- IQAC e-mail address **iqac@vswc.in**
- Alternate Email address **naac@vswc.in**

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

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

**4.Whether Academic Calendar prepared during the year?**

**Yes**

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

<http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2019/10/1.AC ADEMIC-CALENDAR-PART-A.pdf>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>A</b>	<b>3.02</b>	<b>2016</b>	<b>17/03/2016</b>	<b>16/03/2021</b>

**6.Date of Establishment of IQAC**

**20/06/2013**

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

**8.Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

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

**8**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

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

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

- If yes, mention the amount

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

Organized Webinar for students on Communication 2.0 - 4th June 2020 around 160 students participated

Webinar on Personal & Professional Skills for your post college life - 8th June 2020 around 100 students participated

Webinar on Self Analysis - 12th June 2020 around 100 students participated

Power Seminar on Opportunities in Financial Sectors - Post Covid'19 - 22nd June 2020

Conducted Internal Academic Audit on 17th December to 24th December 2020 to all the departments, Clubs and Committees.

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

Plan of Action	Achievements/Outcomes
Planning of Conducting Webinar for Students & Faculties	Webinar for students on Communication 2.0 - 4th June 2020, Personal & Professional Skills for your post college life - 8th June 2020 & Self Analysis - 12th June 2020
Conduct of Virtual Seminar - ICT ACADEMY	Opportunities in Financial Sector - Post Covid-19- 22.06.2020
Allotment of new criterion incharges	Discussion about updated NAAC files with new criterion incharges on 10.08.2020
Schedule for IQAC-Internal Audit	Conduct of IQAC Internal Audit from 17.12.2020 to 24.12.2020

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Management	19/01/2022

14. Whether institutional data submitted to AISHE

**Part A****Data of the Institution**

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<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://arts.vidhyasagar.in/aqar/">http://arts.vidhyasagar.in/aqar/</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2019/10/1.ACADEMIC-CALENDAR-PART-A.pdf">http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2019/10/1.ACADEMIC-CALENDAR-PART-A.pdf</a>				
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<b>2020</b>	<b>18/02/2020</b>				
<b>15. Multidisciplinary / interdisciplinary</b>					
<b>16. Academic bank of credits (ABC):</b>					
<b>17. Skill development:</b>					
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>					
<b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>					
<b>20. Distance education/online education:</b>					

## Extended Profile

### 1. Programme

1.1

476

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

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**2.1 666

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 512Number of seats earmarked for reserved category as per GOI/  
State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 852

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**3.1 78

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2 82

Number of sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>476</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>666</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>512</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>852</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>78</b>
File Description	Documents
Data Template	No File Uploaded

3.2	82
Number of sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1	61
Total number of Classrooms and Seminar halls	
4.2	2,03,49,504.25
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	283
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

#### Response:

Vidhya Sagar Women's College focuses in providing a good education to the rural students. The institution follows the choice based curriculum prescribed by the University. Any revision or updation is followed by the institution as and when intimated by the University. Due to the pandemic situation classes are held up through zoom video app. To enhance the teaching-learning process video lectures, power point presentations, content related videos etc., shared through Zoom video app. These ICT enabled facilities being provided to the students which help in effective implementation of the curriculum. Traditional learning method is also followed which is supplemented by interactive session. Course out line is submitted by the faculties every semester. Progress of the syllabus is monitored through the system of Internal Academic Audit. Students undergo internships and projects based on the

curriculum requirement. This enables the students to have better exposure and hands on experience. As per University regulations, students' performance evaluation is done by conducting two Continuous Internal Assessment Tests (IA) and one Model Examination every semester. Exams are conducted through online mode and evaluation done as same as. Library also plays a pivotal role in providing e-learning resources to the students ,through the digital resources center.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2019/10/1.1.1-CURRICULUM-PLANNING.pdf">http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2019/10/1.1.1-CURRICULUM-PLANNING.pdf</a>

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

**Response:**

According to the exam schedule of the affiliated university, the college adjusts the academic calendar for the internal examination . 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, unittest, open book exam 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 is conducted separately by the respective departments. Due to the

pandemic there must be a slight changes in conducting continuous internal assessment.

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. Planning and Conducting Sports day, Annual Day & Covocation Day.

Due to the pandemic planned activities were called off.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2019/10/1.1.2-CALENDER-PROOF.pdf">http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2019/10/1.1.2-CALENDER-PROOF.pdf</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 year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

14

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

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

### 1.3 - Curriculum Enrichment

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

#### Response:

Value-based education is essential to develop an individual and help her lifelong in many ways. It gives a positive direction to the students to shape their future and even helps them to know the purpose of their life. It teaches them the best way to live that can be beneficial to individuals as well as the people around them. Value education also helps the students to become more and more responsible and sensible. It helps them to understand the perspective of life in a better way and lead a successful life as a responsible citizen. It also helps students to develop a strong relationship with family and friends. It develops the character and personality of the students. Value education develops a positive view of life in the student's mind. Clearly, value-based education is essential for the holistic development of a human life. Value education develops a well-balanced individual with a strong character and value.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

5

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

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

111

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

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above
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File Description	Documents
URL for stakeholder feedback report	<a href="http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2019/10/1.4.1--1.4.2-FEEDBA CK-2021.pdf">http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2019/10/1.4.1--1.4.2-FEEDBA CK-2021.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	<a href="#">View File</a>

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

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2019/10/1.4.1--1.4.2-FEEDBA CK-2021.pdf">http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2019/10/1.4.1--1.4.2-FEEDBA CK-2021.pdf</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

666

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

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

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

666

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

### 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, quiz competition, etc.

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

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

Number of Students	Number of Teachers
2223	78

File Description	Documents
Any additional information	<a href="#">View File</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:**

**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 online class room interaction. To expand the subject knowledge 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, projects, seminars, group discussions, quizzes, etc.

**Academic Calender:**

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

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

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

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

**2.3.3.1 - Number of mentors**

77

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

## 2.4 - Teacher Profile and Quality

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

82

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

1

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

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

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

552

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

## 2.5 - Evaluation Process and Reforms

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

### 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 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	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

### 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	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

**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 online 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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://arts.vidhyasagar.in/programme-outcome/">http://arts.vidhyasagar.in/programme-outcome/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

**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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

852

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2022/02/Annual-Report-2020-2021.pdf">http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2022/02/Annual-Report-2020-2021.pdf</a>

### 2.7 - Student Satisfaction Survey

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

<http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2022/02/STUDENT-SATISFACTION-SURVEY.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
NIL	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>
<b>3.1.2 - Number of teachers recognized as research guides (latest completed academic year)</b>	
<b>3.1.2.1 - Number of teachers recognized as research guides</b>	
0	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

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

#### Response:

The college has created an ecosystem for innovation and transfer of knowledge: Solar Power Plant and 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. Solar Power Plant: The College has mounted 32 solar plates which is 15 KWP. The Institution ensuring a greener environment by using Solar Energy.

#### Industry institute interaction/placement cell:

We create a great platform and awareness for the students and Faculty Members to develop their skills and meet their industry expectations. This enables students to be aware of the lacunae in their skills and provides an opportunity to upgrade them. It helps along way in enhancing a student's interpersonal skills and making her industry-ready The college has institutional membership and MoUs with ICT Academy, Madras Management Association & YUVA. The college creates an interface with the industry through "PRAYAAS - Placement Training Programme" by inviting eminent Industrialist, Resource Persons in various fields to interact with the students and gain students the present knowledge and skills required in Industrial Development during the Pandemic.

Placement Cell of our college thrives at delivering the best jobs to the potential students even in this pandemic situation

and help the students to accomplish their dreams by providing quality placement and to assure a challenging career. The placement cell actively sheds light on the role of career counseling and helps the student to determine their career goals and their achievements by conducting various Webinars. VSWC offers these training and career development programs with greater privilege towards student's community in order to increase the skills related to job aspirants also to build an effective leadership qualities among themselves, which strives them to be a successful person in the society.

In the academic year 2020-2021, Campus recruitment for the final year graduate and post graduate students started in the month of December and around 30 students have been placed in various companies.

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

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

2

File Description	Documents
URL to the research page on HEI website	<a href="http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2021/03/3.3.1.Research.pdf">http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2021/03/3.3.1.Research.pdf</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

3

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</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 the year

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

NIL

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</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 year

**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. Students and 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. . 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. Every year we will make our students to participates But due to the current Pandemic situation we were not able to involve are students directly in the extension activities this year, But every year we will be implementing the above visions for the development of the

students and the community.

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

0

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

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

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

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

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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:

The College has modern infrastructure and learning resources spread over an area of 10.23 acres of land including 58 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, 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 900 students benefitted through this process. Vidhya Sagar Library Book Bank has provided 1257 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 55 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:

- CCTV Camera are fixed and provided at important points in the college campus for security and monitoring purpose.
- Public Address System for announcements.
- Canteen provides healthy and quality food varieties to the students.
- Pure drinking water is provided in the college through RO Water Facility.
- Stationery and photo copy shop is also available in the campus.
- For water conservation, provision for Rain Water Harvesting is made in the campus.
- Solar Panel Systems are installed in the college campus, to generate continuous electrical energy. This helps in power conservation.
- Sanitary napkin vending machines and incinerators are installed to maintain hygiene.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.youtube.com/watch?v=WWJsImOpeJ4">https://www.youtube.com/watch?v=WWJsImOpeJ4</a>

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

**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, kabaddi, 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.

**SPORTS:** 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, folk dance, 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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://vidhyasagar.in/naac21/Criteria4/4.1.2.Cultural-and-Activities.pdf">http://vidhyasagar.in/naac21/Criteria4/4.1.2.Cultural-and-Activities.pdf</a>

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

61

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2021/03/4.1.3.ICTFacilities.pdf">http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2021/03/4.1.3.ICTFacilities.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

4,21,404.00

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

### Response:

For the Academic Year 2020-2021

Name of ILMSsoftware :COLS (College Library Software)

Nature of automation (fully or partially): Partially

Version: VB-6

Year of Automation: 1999

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.youtube.com/watch?v=2S8DLiLJC">https://www.youtube.com/watch?v=2S8DLiLJC</a> <a href="#">TE</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**E. None of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

NIL

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

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

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

20

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

#### 4.3 - IT Infrastructure

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

##### 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 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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2021/03/4.3.1.IT-Infrastructure-1.pdf">http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2021/03/4.3.1.IT-Infrastructure-1.pdf</a>

<b>4.3.2 - Number of Computers</b>	
283	
File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>
<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	B. 30 - 50MBPS
File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)</b>	
<b>4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)</b>	
12,75,489.00	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</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.	
<b>Response:</b>	
<b>Procedures and Policies:</b>	

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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2021/03/4.4.2.Procedures-and-Policies.pdf">http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2021/03/4.4.2.Procedures-and-Policies.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

23

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

191

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

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

E. none of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

0

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

472

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**C. Any 2 of the above**

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

## **5.2 - Student Progression**

### **5.2.1 - Number of placement of outgoing students during the year**

#### **5.2.1.1 - Number of outgoing students placed during the year**

**30**

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

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

### 5.2.2.1 - Number of outgoing student progression to higher education

145

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

1

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

## 5.3 - Student Participation and Activities

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

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

**NIL**

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

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

**Response:**

**STUDENTS' COUNCIL(2020-2021)**

The student's council uphold and cherish democratic principles and to inculcate the values of democracy amongst the students.

The purpose of the student's council is to give students an opportunity to develop leadership by organizing and carrying out college activities and service projects. In addition to planning events that contribute to college spirit and community welfare, the student's council is the voice of the student body. They help share student ideas, interests and concerns with the college wide community. The students those who are interested in leadership, organizational behavior, event planning are welcomed to be involved in all students' council activities. It also plays a constructive role in diverse academic and extracurricular activities of our College.

Student's council forum has proven to be very effective in establishing a meaningful role in the academic, socio-cultural

life and healthy communication between the student and staff of our College. This report is an overview of the council's activities.

The objectives of the Students' Council are:

- To transfer and execute the ideals of the College in an appropriate manner.
- To encourage the students to participate in co-curricular and sports activity.
- To ensure the general welfare and well-being of the student body.
- To enhance communication between students, management, staff and parents.
- To maintain contacts and co-operate with various companies and organisation for conducting seminars, workshops and campus interviews.
- To establish links with the local communities through fund raising projects.

The Student Council for the year 2020-21 consists of the following members:-

Ms. P.Namratha, III B.Com General (Commerce) - Chairman

Ms. K.Vaishali, II B.Com General (Commerce) - Vice-Chairman

Ms. D.Latha, II BBM (Commerce) - General Secretary

Ms. G.S Ruby Prathisha III BCA (Comp.Science) - Treasurer

Ms. Shalom Rose Kamalraj, I BA (English) - Joint Secretary

Ms. R.J.Akksheya I BBA (Business Adm.) - Joint Treasurer

The Council -In Charges Ms. Kayathri, Mrs. Sukaranjani, and Mrs. Shadhika leads the team to bring out the success of the Students' Council for the academic year 2020-21.

During the academic year 2020-21 the council had involved themselves in various activities and events like Fresher's

Welcoming Ceremony, Orientation Programme for Freshers, ICT Academy Youth Talk Competition and students' Council Installation & Women's Day.

File Description	Documents
Paste link for additional information	<a href="https://youtu.be/VQ17IWSIN9k">https://youtu.be/VQ17IWSIN9k</a>
Upload any additional information	<a href="#">View File</a>

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

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

5

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</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:**

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. But due to current Pandemic situation this year we were unable to conducted Alumini meet for our students.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

##### 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.

File Description	Documents
Paste link for additional information	<a href="http://arts.vidhyasagar.in/vision-and-mission/">http://arts.vidhyasagar.in/vision-and-mission/</a>
Upload any additional information	<a href="#">View File</a>

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

**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.

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 .**

As per the communications received from the University, Management suggestions would be invited from the heads to introduce new courses which are need based. 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	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.2 - Strategy Development and Deployment**

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Response:**

The College has a perspective plan for development, based on the master plan comprising goals, objectives and action plans.

- 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

As we are in the Pandemic state we focussed on the job opportunity and development of Industrial skills to the students communiuty. So duringthe Academic Year 2020 - 2021 we mainly

focussed on the Industry Interaction.

#### Industry interaction:

We create a great platform and awareness for the students and Faculty Members to develop their skills and meet their industry expectations. This enables students to be aware of the lacunae in their skills and provides an opportunity to upgrade them. It helps along way in enhancing a student's interpersonal skills and making her industry-ready. The college has institutional membership and MoUs with ICT Academy, Madras Management Association & YUVA. The college creates an interface with the industry through "PRAYAAS - Placement Training Programme" by inviting eminent Industrialist, Resource Persons in various fields to interact with the students and inculcate the students with the present knowledge and skills required in Industrial Development during the Pandemic.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://youtu.be/8rRn85NTATQ">https://youtu.be/8rRn85NTATQ</a>
Upload any additional information	<a href="#">View File</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:

VidhyaSagar Women's College follows a flat organizational structure, which ensures 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 meet the Principal once a month to discuss and deliberate upon the institutional requirements and unanimously take 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	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="http://vidhyasagar.in/naac21/Criteria6/6.2.2.B.Organogram.pdf">http://vidhyasagar.in/naac21/Criteria6/6.2.2.B.Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

B. Any 3 of the above

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

### 6.3 - Faculty Empowerment Strategies

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

#### Response:

#### Teaching Staff:

- The Public Provident Fund is provided for teaching staff.
- The College provides free transportation to all staff.
- Faculties attending seminars, workshops and refresher are encouraged by providing them On Duty status so they don't lose on the salary for the day.
- The entire faculty benefits from one month of paid leave during the summer holidays.
- Special honor for qualified NET/SET teachers.
- Maternity leave of 6months is provided for female teaching staff.
- For some faculties, the ESI structure is also available.

The percentage of staff benefiting from social protection schemes varies from one scheme to another.

- Free refreshment is provided to all staff (teaching and non-teaching) during breaks.
- The college provides a grant to employee if their children study in our institutions.
- Management provides mobile data charges for the management of online courses in a pandemic situation.
- Management has a habit of encouraging and motivating teaching faculties by honoring them on Teachers' Day.

#### Non-teaching staff:

- A Provident fund is provided for non-teaching staff. The college provides free transportation services to all staff.
- The ESI service is also available for certain faculties. The percentage of staff benefiting from social schemes varies according to the scheme chosen.
- Management grants the concession in compensation for employee services.
- Management focuses on employee well-being. Each year the Management rewards non-teaching staff in recognition of the work accomplished on the occasion of the Annual Day.

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

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

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

5

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

10

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

##### **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 based on University result analysis and online class performance 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. 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	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### **6.4 - Financial Management and Resource Mobilization**

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

**Response:**

Budgets and proposals are presented to the management with the help of the finance team, the needs are mapped with the previous year while waiting to arrive at the budget for the following year. Once the budgets are approved, the purchase of the necessary equipment and materials is initiated and the ordering of quotes from current and new suppliers is based on quality assurance and the best quote.

Orders are placed and delivered to the college. The items are verified at the main gate and the items are registered in the main store and then delivered to the respective departments. Copies of invoices are checked at the counter by the Principal, the store manager, the administrative staff and finally sent for release of payment.

Once finances/accounts are received, invoice payments are processed according to the payment terms agreed at the time of order placement. The accounting team, after having prepared the payments, the supporting documents are authorized by the Financial Controller and then by the Treasurer/Trustee. The above constitutes an internal review process. Daily expenditure is authorized by the Accounts Manager up to an amount of Rs.1000/ and subsequently controlled by the Financial Controller. All expenses above Rs.1000/ are authenticated by the Financial Controller/Director and only then are payments released.

**External Audit Process:** External and legal audits are carried out by M/s S.Kishore Kumar and Co, Old No.4, New No. 7 Letangs Road, 1st Floor, Purushawalkam Chennai 600007. Audit team visits Campus 2-3 times a year and an in-depth audit is carried out. The audit team verifies supporting documents, purchase orders, invoices, receipts and reconciliations, 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 needs for the academic year in consumables, equipment, necessary computers and also proposes the budget for each event planned for the academic year. Payments are carefully checked and any discrepancies are reported to the accounting team and management. The audit team also performs physical verification of goods purchased during the year, inspection of buses,

inspection of stores to check whether the items are in accordance with the purchase invoice. The external audit also proposes improvements to the existing working style. The external audit carried out by M/s. S Kishore Kumar and Co and the date of signature of the legal audit report is 12-01-2022

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

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

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

0

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

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

##### Response:

The predominant supply of revenues for any group of institutions is through the collection of fees.

The Institution collects semester fees two times in a year.

The college students are given a choice of paying the fees in two to three installments every semester.

The college runs buses in approximately 20 routes and the fees for the same are collected in two - four installments.

The above moneys are collected in separate accounts for the benefit of information and operations. All the amounts collected in the respective accounts are transferred to the OD Account by the end of the next day through the Escrow Route

All the bill payments made by the college are routed through the OD Accounts and accounted separately. Thus ensuring any surplus cash isn't always kept ideal even for a day.

Any primary purchase or infrastructure spending the college mobilization of financethroughTerm loans from the banks via way of means of sharing 30% funded by the college and acquiring 70% throughthe financial institution/Banks time period of mortgage payable within 5-7 years.

This facilitates the easy management of cash for supporting the expenses and infrastructure spending and all statutory and employee benefit payments by the college.

Any surplus generated after the expenditure is kept in reserve for the procurement of assets, moveable, like computers, lab equipment's and primary upkeep of the buildings.

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

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. 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. .

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. 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	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</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

**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. Faculty members have their own Educational You tube Channels where they upload subject related videos. It also provides another source of renewing the knowledge toStudents community.

**Practice 2:Quality Enhancement through Internal 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

.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.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2022/02/Annual-Report-2020-2021.pdf">http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2022/02/Annual-Report-2020-2021.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

**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 are allowed
- Students are not allowed into the campus without ID-card.
- Visitor's Pass and ID is provided for guests to enter 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	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2021/03/7.1.1.A.Safety-and-Security-2.pdf">http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2021/03/7.1.1.A.Safety-and-Security-2.pdf</a>

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>D. Any 1 of the above</b>
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File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**Response:**

**Solid Waste Management:**

- 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.
- 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.
- 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	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

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

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

E. None of the above

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

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

E. None of the above

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

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

**Response:**

Vidhya Sagar Women's College is the first women's college incepted in the year 2005 in Chengalpattu. 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, even in the pandemic COVID'19 situation teachers deliver lectures with an acceptance and appreciation for different ideas, opinions, and learning styles of the students using ICT tools and make an earnest effort to understand the racial and cultural characteristics of students.

Along with curriculum, additional communication and soft skill classes are conducted to make the students from different backgrounds communicate effectively. The institute provides merit scholarships as financial support and deliver books through RYA book bank at low cost for students.

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

the cell is to look into the complaints lodged by any student of college. Anyone with a genuine grievance may approach the department staff members in person and the complaint will reach The Principal, or in consultation with the officer in-charge Students' Grievance Cell or Students' Council. The students' council also organizes an inauguration of various clubs and welcoming ceremony of freshers to the college to understand the environment which would be conducive for all-round development of the student community towards the diversified environment.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**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." As an initiative of this, 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.

Democracy cannot succeed unless those who express their choice are prepared to choose wisely. The real safeguard of democracy, therefore, is education. To encourage the youth to participate in the electoral process and to focus the Right to vote is the basic right is the 11th National Voters' Day. The day was celebrated on 25th January which was organized through online mode by the Students' Council.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2019/10/7.1.9-A_B.pdf">http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2019/10/7.1.9-A_B.pdf</a>
Any other relevant information	<a href="http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2019/10/7.1.9-A_B.pdf">http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2019/10/7.1.9-A_B.pdf</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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Response:**

Celebrating the national festivals with great enthusiasm and patriotic spirit is in practice in the Institution.

Student's Council investiture and Women's day was celebrated on March 8, 2021. International Women's Day is celebrated every

year, focusing on creating awareness and educating the community on the challenges faced by women.

World water day was celebrated on March 22, 2021 on behalf of Water Day online E-Quiz was conducted and the contest toppers were given E certificates.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</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:

#### BEST PRACTICE - 1: PROMOTING THE FUNDAMENTAL RIGHTS OF VOTING THROUGH STUDENTS COUNCIL ELECTION

##### Introduction

Students of Vidhya Sagar Women's college, keeping in view the contributory role of the students in the process of the flourishing of academic and social life in the society, do hereby resolve to constitute a democratic body of the students' community called students council union. STU. It has aims and objectives

1. To bring about an intellectual development.
2. To produce a secular image.
3. To promote the idea of social justice
4. To strengthen the concept

##### OBJECTIVES

- .To promote the sense of service, sacrifice and duty to the people of the society
- To promote the idea of sense of responsibility towards the development of the college
- To promote the idea of leadership, social justice and mutual respect among the students.
- To promote the youth for excellence, strength of character, determination, a will to surpass and yet a desire to work in union and spirit of co-operation.
- To promote the idea for the protection of basic human rights and self-determination.

### The Context

The students' council election at Vidhya Sagar Women's College comes around once a year. It gives New Students Council Office Bearer the opportunity to make a difference in the student's body and the students had an opportunity to democratically elect the New Students Council Office Bearer. The Students' Council comprises of the following post

- Chairman from Final Year
- Vice Chairman from Second Year
- Treasurer from Final Year
- General Secretary from Second Year
- Joint Secretary from First Year
- Joint Treasurer from First Year

The Election process begins with Nomination. The Students will nominate themselves for the posts they want to contest based on the following eligibility criteria

1. The student must have good leadership quality & maintain a good academic record
2. The student must be an all-rounder
3. There must not be any complaints regarding the student in the past

(No Objection Certificate from Head of the Department must be

obtained).

4. The student should have played a leadership role in the past or currently holding any post (as Class Rep, Club Member etc.)

The practice

Initial evaluation for Students Council Election is conducted through Written Examination, followed by one-one interview with all the Head of the departments. Based on the performance in the interview, the list of the candidates contesting the election are finalised.

To solicit votes and support, the students engage in open canvassing followed by class to class canvassing. During the canvassing the candidates brief the students about their proposal, causes they would support and issues they are going to address and provide solutions. These canvassing play a major role in influencing the students to select the candidates.

In the Academic Year 2020-2021 31 students were nominated and 14 students were selected and contested for various post of Students Council.

This year for the first time the students of Vidhya Sagar Women's college casted their vote in the election through Google Forms (electronic voting technology) which was held on 1st March 2019.

All the First, Second & Third year students casted their votes and the voting process was held in a fair way upholding the principles of security, verifiability and integrity.

The results were announced on the same day by our Management Members and Madam Principal.

The students who won the election will be the part of Students' Council and the all other contestants will also be given responsibility and role according to their interest and choice.

Evidence of Success

Through this election the students not only learn about leadership skills but also learn, to exercise their democratic right of voting in a responsible way. The students are emphasized on the importance of choosing the candidates based on

credentials and not on their likes or dislikes and affiliations.

An educated, enlightened and informed population is one of the surest ways of promoting the health of a democracy. The Students' Council election is one way of making the students to realize the importance of choosing their leader by voting

#### Problems Encountered and Resources Required

No specific problem was encountered. Resources are needed to supplement our human resources and also to enhance the available physical infrastructure. They have to be provided with some material for reading and reference in promoting the health of a democracy.

#### BEST PRACTICE -2 BUILDING LEADERSHIP TRAITS AMONG STUDENTS

Objectives of the practice:

- Building Youth Leadership with the futuristic thought process
- Developing Responsible Youth for the Future - Engaging in Nation-building
- Skilling & Training of Youth
- Be the Voice of Young India.

#### The Context

Yuva club is a platform for young Indians to realize their dream. From this point of view Vidhya Sagar Women's college create the club name called "Yuva Club". In this club projects and activities divided primarily into three areas; "Youth Leadership", "Nation Building" and "Thought Leadership. Through this club students are works effectively for promoting leadership skills through programs in entrepreneurship and innovation. The main aim of this club is "We Can, We Will".

#### The practice

In Vidhya Sagar Women's College this yuva club was started in 2020-2021. This club divided into verticals like

- Health
- Road safety

- Innovative
- Entrepreneurship

Each verticals have two persons. Named as Members. These members are Chair and co-chair persons. They are the beam of this club. These buddies were elected from their students group. They discuss their club information via WhatsApp group which was created by them. Their main aim is to motivate the young Indians. According to this they conduct the seminar, conference and competition to students through online. They practice events that have taken place from February to October of the academic year 2021. Every month Yuva club have conducted 2 to 3 events based on special days and non-special days.

#### Evidence of success

At the initial stage, very few students have interested to join the club. As the time proceeds the number of students have been increased and motivated to join this Yuva club. The club conducted various competitions through, online mode. Nearly 30 students were participated. First 3 event toppers were rewarded with E-certificates.

#### Resources

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

File Description	Documents
Best practices in the Institutional website	<a href="http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2019/10/3.BEST-PRACTICES7.2-2020-2021.pdf">http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2019/10/3.BEST-PRACTICES7.2-2020-2021.pdf</a>
Any other relevant information	<a href="http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2019/10/7.2.B-ADDITIONAL.pdf">http://arts.vidhyasagar.in/wp-content/uploads/sites/2/2019/10/7.2.B-ADDITIONAL.pdf</a>

### 7.3 - Institutional Distinctiveness

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

**Response:**

'SMART' - SPECIFIC, MEASURABLE, ACHIEVABLE REALISTIC AND TIME TO THE STUDENTS.

Vidhya Sagar Women's College, Chengalpattu visualizes with a view to translating the vision in to 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 intuitiveness
- Social class and self-Ruling
- Empathetic
- Support to service
- Mentally strong

This Institution was started especially to motivate students from rural background. Where large number of students are 1st generation learners. 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. The eco- friendly campus of this varsity on a teaching-learning environment based primarily on the principles of intimacy between nature and man. The various departments conducted virtual conferences which support to the student to improve their ability. The best protection any women can have been the 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. 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.

The management is strongly committed towards the women empowerment and innovative ideas for the betterment of the institution. To achieve this, it has planned to organize a periodic meeting with all the club student coordinators and student representatives of all the classes of departments.

During the meeting the academic as well as general discussions about the students existing and future activities will be reviewed. Various suggestions will be given by the principal, club coordinators and representatives. The suggestions were analyzed by the management members for execution.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

#### Response:

Vidhya Sagar Women's College proposes to carry out the following quality sustenance and quality enhancement activities in the next academic year (2021-22).

1. Proposed to implement Library-Inflibnet
2. Planning to introduce Research department in Commerce
3. Facilitating blended learning intensively among students to enable them to keep in pace with technological advancement
4. To organize inter and intra institutional workshops, seminars and Webinars on quality related themes for dissemination of information on various quality parameters of higher education.
5. Improvements in the structured feedback mechanism and analysis of response from students, parents and other stakeholders on quality related institutional processes.
6. Focus on minor and major projects
7. Signing of MOUs with leading Industries and Institutions.
8. To encourage Post Graduate Students to publish papers in reputed Journals.