YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**VIVEKANANDA DEGREE COLLEGE**
• Name of the Head of the institution	**Dr. B.G. Bhaskara**
• Designation	**Principal**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**08023579511**
• Mobile No:	**9448853742**
• Registered e-mail	**vdc_principal@rediffmail.com**
• Alternate e-mail	**bgbhaskar2002@yahoo.co.in**
• Address	**Dr. Rajkumar Road, Rajajinagar II Stage**
• City/Town	**Bangalore**
• State/UT	**Karnataka**
• Pin Code	**560055**
2.Institutional status	
• Type of Institution	**Co-education**
• Location	**Urban**
• Financial Status	**Grants-in aid**

• Name of the Affiliating University	**Bengaluru City University**
• Name of the IQAC Coordinator	**Prof. K.M. Thipperudra Swamy**
• Phone No.	**08023579511**
• Alternate phone No.	**08023579511**
• Mobile	**9449655513**
• IQAC e-mail address	**vdciqac@gmail.com**
• Alternate e-mail address	**thipperudra.swamy@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://vdcjes.edu.in/wp-content/uploads/2022/01/AQAR-2019-20-Resubmitted-on-26.10.2021.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://vdcjes.edu.in/wp-content/uploads/2022/02/VDC-calendar-2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**83.75**	**2004**	**16/09/2004**	**15/09/2009**
Cycle 2	**B**	**2.87**	**2010**	**04/09/2010**	**03/09/2015**
Cycle 3	**B++**	**2.92**	**2017**	**02/05/2017**	**01/05/2022**

6.Date of Establishment of IQAC	**01/07/2010**

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
VDC	**NA**	**NIL**	**0**	**0**

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	04	
• 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	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

? IQAC Meetings are conducted regularly and follow-up the progress of over all activities. ? All Departments are instructed to prepare Department Academic calendar and adhere to the same. ? Timely submitted AQAR of 2018-19 and 2019-20 to NAAC. ? Efforts are made to shift the PG courses from VIMS to VDC. ? Feedback from outgoing students on curriculum, Teaching Learning & Evaluation process and Basic facilities is collected and analyzed.

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
Prepare Academic calendar for the year 2020-21	Academic calendar is prepared and uploaded to College website.
Commencement of Value added / Skill development / Certificate courses.	Could not start courses due to Covid-19 Pandemic.
Organization of online / offline webinars / Seminars from each Departments.	Placement department of the College conducted offline Orientation workshop, Certification and skill development program and other placement related programs. Mathematics Department conducted One day workshop on "Python

	Tools", Physics Department organised Webinar on "Photoelectric effect", Computer Science Department conducted Webinar on "Microsoft.Net", Commerce Department conducted Workshop on "NEP for Commerce".
Prepare and publish digital magazine (e magazine) for the benefit of students	Efforts are being made and now published
Conducting coaching classes for competitive exams	Could not be achieved due to Covid 19 pandemic situation.
Conducting Green audit and Academic audit by e-patashala organization.	Process is underway, not yet done.
Intiation to conduct student satisfaction survey (SSS) on teaching and learning process.	Student satisfaction survey (SSS) is conducted and report has been prepared.
Intiation to Motivate the teachers to involve in research activities and take up Minor and Major projects.	Some faculty are involved in research activities and presented the papers.
Prepare the list of College infrastructure facilities requirements.	List is prepared and submitted to Building committee of JES Management.
To follow up the process to shift PG Courses from VIMS to VDC.	Process is underway, not yet completed.

13.Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	**14/08/2020**

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**05**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**955**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**888**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**346**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**34**

File Description	Documents
Data Template	<u>View File</u>

3.2 Number of Sanctioned posts during the year	**38**

File Description	Documents
Data Template	<u>View File</u>

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**24**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**13.976**
4.3 Total number of computers on campus for academic purposes	**150**

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

The college is affiliated to Bengaluru City University, Bangalore and follows the CBCS curriculum prescribed by the University. With the objective of achieving excellence in education, the institution ensures timely preparation of academic calendar and timetable, distribution of workload and periodic assessment through assignment and internal tests. Various co-curricular activities are planned and held throughout the academic session to provide experiential learning to students under the able guidance of our College Principal.

Timetable is prepared in advance before reopening ofsemesters and circulated through whatsApp enabling the students to attend classes right from the beginning of the academic session. Accordingly, individual departments prepare department time-table along with

syllabus allocation to the faculties. The faculty members prepare lesson plans in advance enabling a good preparation for the students.

Curriculum enrichment takes place through various measures like field visits, internships and educational trips, conducting workshops, seminars/webinars, Guest lectures and conferences. Various committees in the college such as Heritage club, Business lab., Science & Research Forum, Language lab., Spandana (Women's cell), Commerce Club, Cultural Committee, Career Guidance and Placement Cell, have also contributed immensely to curriculum enrichment.

As a part of NEP-2020 implementation, Karnataka State Higher Education Council nominated Dr..B.G. Bhaskara, Department of Commerce and Prof. Lingarajaiah Department of Kannada to state level Curriculum Development Expert Committee.

Our college is involved in socially responsible activities like community out-reach programmes. The college NSS, NCC, Eco Club (PARISARA PRAGNA) and SPANDANA (WOMEN'S WING) provide a unique platform for the holistic development of an individual by inculcating a sense of responsibility, discipline, compassion and service to mankind.

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

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

The Institution practices the system of Continuous Internal Evaluation to assess the skills of the students. As per the University guidelines, the Institution conducts two internal tests as a part of Internal Assessments. A preparatory examination is also conducted at the end of each semester. In addition to this, their attendance and subject related assignments are also considered to award Internal assessment marks as a part of continuous evaluation. Academic evaluation of students is communicated to the parents on a regular basis. The study material and question bank are made available to students.

The continuous evaluation helps the college to identify slow learners and advanced learners among the students. The slow learners are encouraged to take up remedial classes, and to have personal interactions with concerned faculty for counseling sessions. Advanced students are provided additional academic assistance in the form of Student Seminars, Guest lectures, Group Discussions, Projects, Inter-Collegiate.

To strengthen academic skills of students, faculty assigns online Projects which are executed by students in the Business Lab. Language Lab to improve LSRW (Listening, Speaking, Reading and Writing) abilities through WORDSWORTH English Language Lab Software.

An effort is made by the institution to make the students socially responsible citizens through NSS, NCC, Eco-club & Spandana (Women's wing).

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University   B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

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

05

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

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

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

0

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

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs 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

Institute encourages boys and girls to participate in sports and cultural activities for the holistic development of the students.

The various programmes as a part of our curriculum are arranged related to gender equality, sustainability, human values, professional ethics and environmental awareness. The college teachers engage students in various curricular and Co-curricular activities. Issues related with environment and environmental sustainability is integrated into university curricula. The non-core paper of environmental studies (EVS) is taught to B.A., B.Com., and B.Sc. students and awareness regarding environment is done through Eco-club (Parisara Pragna).

Each course of university offers at least one issue that integrates issues related to either gender, or environment, or human values or professional ethics.

The courses such as Languages, Political science, instill gender equality, sustainability, human values and professional ethics among students. The College celebrates days of National importance such as Independence day, Republic-day, Women's day, Teacher`s day, Human Right Day, International Yoga Day, AIDS Day, National Sport Day, N.S.S. Day, etc. These celebrations nurture the moral, ethical and social values in the students. The college has Women Cell (SPANDANA)& Anti Ragging Committee to provide counseling to students, promote gender equity among students and also deal with related issues of safety and security of female students. There is an ongoing tree plantation program by NSS, and Eco-club (parisara pragna).

Institute has given equal importance about professional ethics along with academics. As a part of professional development, "soft skills" programmes are organised by placement cell to increase the employability.

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	View File

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

4

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

305

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://vdcjes.edu.in/iqac-web-links/

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 sanctioned seats during the year

592

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

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

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

270

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

2.2 - Catering to Student Diversity

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

The institution functions under the umbrella of the Janatha Education Society that operates with a motto to impart value based quality education to the needy with key focus to serve the students, who belong to the economically weaker sections and also students from the rural background. Keeping in view the holistic development of the students and also to cater to the diversity of the learners who get admitted to the institution, the institution also adopts the mentoring system. The principal of the college designates the faculty as the class teachers for each section at the beginning of the academic year. Based on marks and performance of the students, they are identified as advanced and slow learners. To cater the diverse needs of these students different programmes are initiated for both advanced and slow learners.

Advanced learners:

Class teachers ascertain the expectations and requirements of advanced learners and accordingly programmes are offered to them incorporating latest changes in the field of study. Some of such programmes are:

1. An awareness programme on professional courses such as ICAI, ICS, ICWA, CMA and ICA will be conducted with the help of professionals and experts from the institute and industry.
2. A special programme on analysis of Central and State Budget will also be organized to the learners to understand the impact on budgetary provisions on different sections of the society.
3. Students are encouraged to aim high and are helped by timely supply of reference books, study materials from various E portals. They are also motivated to use the INFLIBNET subscribed by the college.
4. Some online and offline projects are assigned to these

students through our business lab to promote creative thinking and out of box thinking. Seminars allotted to Science Students.

Slow learners:

1. In addition to regular classes, tutorial classes, special classes are engaged to inspire them and to perform better in their academics.
2. A printed study material will be provided and circulated among these students to make them to perform better.
3. Lecture programmes on different issues are organized to inculcate in them creative and critical thinking.
4. Mentors provide personalized attention to slow learners to make them comfortable in the campus and off the campus.

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

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

Number of Students	Number of Teachers
955	34

File Description	Documents
Any additional information	No File Uploaded

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

The philosophy of the college is to make learning student centric and experiential and participative. In this direction the college and mentors effort is worth appreciating. Following are some of the illustrations:

1. Students are encouraged to interact in the class rooms in the process of teaching by creating a conducive and a friendly rapport with students in the class rooms.

2. Simple topics from the syllabus are selected and given to students for their presentations in the class room to promote experiential learning.
3. Online and offline projects are given to them in the areas of academics and social issues to promote problem solving methodology.
4. Students are motivated to make literary contributions to the college magazine "NIVEDITHA".
5. Assignments on certain academic,social andeconomic issues of the nation are also given to them to encourage their critical thinking and make the learning holistic.
6. Students of all the streams are encouraged to participate in group studies, group discussions, seminars and workshops conducted by the college and other colleges in the neighborhood.
7. Students are encouraged to participate in voluntary services through community service and they are also encouraged to participate in NSS, NCC, Cultural activities and activities of different forums of the college to inculcate the knowledge of experiential learning.
8. Students are made to participate in debates, pick and speak, treasure hunt, business quiz, and best manager programmes conducted within the college and in other colleges in the neighborhood to enhance their problem solving ability.

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

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

To enhance and upgrade the quality of education, the institution uses ICT enabled teaching and learning process in addition to the traditional class room teaching and learning. Efforts are being made by the institute to provide e-learning atmosphere in the class room.

1. Academic year 2020-2021 made the whole campus and class rooms ICT enabled teaching and learning platform. ICT was extensively used during this year due to Covid-19 pandemic.
2. In addition to traditional chalk and talk method of teaching and learning, faculty extensively used ICT enabled teaching and learning tools such as power point presentation, e-notes,

video clippings, online education resources and social media platforms which enhances learning experience not only to the students but also to the teachers.

3. College has 8 ICT enabled class rooms with LCD projectors, which are used on need basis.
4. The whole campus is Wi-Fi enabled with a strong network to enhance student learning ICT enabled.
5. College has well equipped Computer lab, Business lab, Language lab, Mathematics lab, Physics lab, Chemistry lab and Electronics lab with internet facility to promote independent learning.
6. College library also provides internet facility to access journals and eBooks that are freely available in the public domain. The faculty and students can also access to INLIBNET of the college.
7. During 2020-2021 online platforms such as Google class rooms, Zoom, Microsoft teams were extensively used for teaching and learning in addition to mobile applications for conducting tests upload study materials, to address queries of students etc.

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

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

34

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

34

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

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

11

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

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

2.4.3.1 - Total experience of full-time teachers

34

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

2.5 - Evaluation Process and Reforms

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

Yes, College has transparent evaluation process in terms of variety and frequency.

1. **Two class tests are conducted to ensure continuous evaluation during the semester.**
2. **A preparatory examination will also be conducted to ensure continuous evaluation and to increase the frequency of the evaluation of the students.**
3. **In addition to traditional evaluation methods group discussions, class room presentations are conducted for continuous evaluation.**
4. **Assignments on academic topics and on socio economic issues are given to the students to evaluate self-learning and their critical thinking.**
5. **Students shall conduct projects on social, economic and business models including projects on self-help groups to motivate their critical thinking and thinking out of the box.**
6. **Community service has been made mandatory and students are made to participate in local community services and asked to submit a report on the service rendered. This enables the students to understand the social environment and to apply their mind in solving social problems.**
7. **The above process of continuous evaluation, frequency and mode of evaluation is transparent hence students and parents can interact with teachers to ensure transparency being adopted in the process of evaluation.**
8. **To ensure transparency unit test papers including preparatory examination papers are distributed to students within a short span of time.**
9. **Students are asked to get their test and examination papers evaluated by the teachers counter signed by their parents.**

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

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

Yes. The mechanism to deal with internal examination related grievances is transparent, time bound and most efficient.

1. Test papers and preparatory examination papers are distributed after evaluation among the students within a week after the test or the examination.
2. Students are allowed to go through evaluated papers and get back to the teachers for any discrepancy or grievances.
3. If any grievance is brought to the notice of the concerned teacher measures are initiated to set right the grievances immediately.
4. The above exercise is time bound, for solving the grievances in front of the students with immediate effect.
5. Internal marks awarded to the students based on tests, attendance and their participation in the presentations etc. will be notified on the College notice board to make the mechanism transparent.

The above approach in dealing with internal examination related grievances is appreciated by the student fraternity and by their parents, which indicates the efficiency with which grievances are redressed.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

1. Yes, Programme outcomes and course outcomes offered by the university are known to the teachers and teachers in turn create awareness of programme outcomes and the course outcomes among the students before the commencement of the course teaching.
2. In the induction programme conducted by the institution at the beginning of the academic year, heads of the departments and principal of the college elaborate outcomes of different programmes offered by the institution and the affiliated university.
3. Respective teachers create awareness among the students relating to course outcomes and its importance and relevance of it in general and course in particular.
4. Students are allowed to offer suggestions if any regarding the programme and the course outcomes.

5. If stated programme outcomes and course outcomes are achieved during the semester period, students can ensure their role and responsibilities of their placements in employment and knowledge network.
6. Once the stated outcomes are achieved students can think in terms of becoming job givers than the job seekers.
7. The soft copy of the university regulations, different programmes related outcomes both the programme and course are uploaded for the reference of the students in particular and parents in general in the college website.

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

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

Yes, Institution has made a continuous attempt in evaluating attainment of programme outcomes and course outcomes.

1. The quality of outgoing students in terms of academics, social responsibilities, ethical and emotional quotients are comparable with any of the prestigious institutions in the neighborhood in particular and university in general.
2. Good percentage of our outgoing students continued to pursue post-graduation studies as they have realized programme outcomes and course outcomes.
3. Majority of the outgoing students start working for their livelihood and many of them are placed in good Organizations.
4. Outgoing students have realized the programme outcomes and the course outcomes and have become self-employed and also providing employment to many of their classmates in their own Organizations.

Placement statistics of the institution reveal attainment of programme outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

236

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

2.7 - Student Satisfaction Survey

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

https://vdcjes.edu.in/iqac-web-links/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
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)	**No File Uploaded**

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

4

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

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

02

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

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

The college believes in holistic development of the students and in sensitizing them to the prevailing social issues. For this purpose the college has functional units of NCC and NSS Besides these the following clubs/ Forums/societies have also been formed.

1. Eco Club (PARISARA PRAGNA)
2. Science and Research forum
3. Yoga and Meditation Club
4. Electoral Club
5. Library Forum
6. Equal Opportunity Cell
7. Women Empowerment Cell(SPANDANA)

Students are encouraged to participate in various community development programs to develop their all round personality.

Patriotism, Self – discipline, Loyalty and respect are nurtured among the NCC students.

All the significant dates such as Science day, Environmental day , Yoga day, Women's day , Teachers day, Kannada Rajyotsava, etc are celebrated to familiarize students with the values of our culture and traditions.

In our bid to encourage more and more students to be responsible citizens, we organize rallies on special issuestheir by sensitizing not only our own students but also the immediate community/neighborhood. In the last year, rallies on Awareness Programme for Women on Cancer, Hearthon, Plantations and Swatch Bharat had been organized.

The college is also working on the project on the Environmental friendly Celebration of Ganesha Festival through worship of Unpainted Idols (Eco friendly Ganesha),the Eco Club students are participating continually since 2008 to conduct the rally to encourage the immediate community / Neighborhood to use Eco friendly ,biodegradable clay, unpainted Idols.

Blood donation camps are organized in association with RED CROSS,LOINS CLUB etc. to promote a feeling of humane brother hood among students and faculty.

All these endeavors ensure that our students emerge as good human beings with feelings compassion and nationalism as hallmark of their personalities'.

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

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies 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)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.3.3 - 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

3.3.3.1 - 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

09

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

477

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)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

03

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

03

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

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.

Our institution has adequate number of class rooms to ensure that students can sit comfortably while attending classes. There are 15 class rooms, and some are large enough to accommodate students of those departments having higher sanctioned seats. The class rooms have proper lighting, fans, and also windows to allow natural light and air. They are regularly cleaned and furniture like closets, almirahs, desks, chairs and tables are dusted to provide a hygienic

environment. There are well established Library, well equipped Computer Lab, Business Lab, Mathematics Lab, Language Lab and Electronics Lab to cater to the needs of students. There is a computer center where compulsory computer classess and training are done. Almost every department has been allocated a computer system / laptop. Office and Library are also equipped with number of computers and all together, there are 150computers and 05 laptops in the college. Wi-fi facilities, smart classrooms, ICT is used in every day class room teaching, office and library works.

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

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

Many of our students are very prolific in cultural activities and are torch bearers of the rich cultural legacy of karnataka. Vibrant cultural programmes are presented by themunder the guidance and supervisions of their teacherson occasions like Ethnic day, International Women's Day, Vivekananda Jayanti, College Day and so on. The college has a state-of-the-art auditorium, Open- auditorium which are the principal venue for cultural programmes.

Yearly Talent Search competitions and activities are conducted by Cultural Committee with active participants, community outreach programmes, provide a platform to our culturally proficient students to showcase their talents. Students are awarded many prizes for their accomplishments. A gymnasium, well equipped with modern fitness gadget, has been set up. Athletic meet is being conducted in some of the play grounds such as HMT ground, IISC playground etc. since college is located in the heart of congested mega city. The annual sports takes place in these grounds in which students participate enthusiastically in large numbers.

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

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

08

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

08

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

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

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

250.95

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

4.2 - Library as a Learning Resource

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

Data requirement for year: Upload a description of library with, Name of ILMS software -Moodle Nature of automation (fully or partially) - Fully Version - 3.20.0.2.000 Year of Automation -2004

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   **B. Any 3 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)	[View File](#)

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

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

0.06

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

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

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

106

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

The college is well equipped with IT facilities. There is one class rooms with high end audio system, Smart T.V. The classroom for hassle-free digital education, fully automated wireless office with 24*7 internet facility, and fully wifi enabled campus with high speed internet facility, for seamless and uninterrupted connectivity.

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

4.3.2 - Number of Computers

150

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

22.92

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

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

The college has established system for maintenance and utilisation of computers, classrooms, sports gymnasium, laboratories equipment's and physical facilities. The procedure and policy for the maintenance of various infrastructural facilities are presented in this document.

The physical and academic facilities are implemented with policies to optimize the use of resources based on needs of education, research and administration.

The coordination between facility allocation and utilization ensures the optimal usage of resources like laboratories, sports gymnasium, library and classrooms inside the campus.For this IQAC of the college plays important role. The committee reviews the requirements of infrastructure.

All sports facilities, including multi gym, are maintained by the Physical Education Director along with college support staff. Requirement for new equipment or repair of old equipment is placed before the Management Purchase Committee.

Class rooms allotment is done as per the lecture schedule in consultation with the timetable committee and the head of the institution. The Class rooms are utilised during non lecture hours

for activities such as Guest Lectures,Preparation for competitions. Conducting training sessions and workshops for students and staff members.

All class rooms are utilised for conducting regular semester examinations as per the University schedule and also competitive examinations in the campus. Students are instructed to utilize all classrooms optimally during the daylong working hours

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

189

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

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

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

06

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

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

D. 1 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)	View File

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

542

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

542

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

D. Any 1 of the above

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

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

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

22

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

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

31

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

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

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

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

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.

0

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)	**No File Uploaded**

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

The college has a participatory student council constituted with class representatives as members under the chairmanship of the principal, and nominated faculty members as mentors in the council. Its main motive is to function with a commitment in dealing student related activities. And to consider Student opinions, thoughts and proposals while compiling future measures. This encourages student participation in various academic activities and administrative committees. Which enables students to comprehend academic and administrative system and also helps stake holders to learn decision making and leadership skills. Student members are involved in various college and Departmental level committees with consistent participation, class representatives committee is contributory in discussing about teaching approach and syllabus to facilitate and organise fresher's day / Orientation programmes, Fare well function, recreational activities, Annual cultural fest and college day etc. Student representatives are nominated by the principal for IQAC cell from all departments. Student representatives are selected as the members in almost committees of the college. Student clubs like ECO CLUB, SPORTS CLUB, and SPANDANA WOMEN WING. Anti-ragging committee is also instituted to ensure the campus is free from any such related activities they always assist the faculty in organizing every event of the college. Student representatives play a vital role in discipline maintenance by disseminating time to time instructions amongst students and any grievance of the students expressed in interactions and meetings brought to the notice of the concerned to facilitate and resolve at the earliest.

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

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

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

0

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
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)	**No File Uploaded**

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

The Alumni Association of Vivekananda Degree College conceptualized with an aim of building a union between academicians, entrepreneurs and other professionals of our college alumnus and students. So as to create a platform and a professional outlook to our students to face current career challenges of competitive world. VDC Alumni strives to provide job opportunities to our fresh graduates, through professional reference and by conducting orientation / training programs to students on several topics to enhance their ability and skills in the job market. Both the stake holders and Alumni are proactive to achieve this purpose and to re-unite the past and present. To encourage students' participation in social well-being activities such as Blood Donation Camp, Free Medical and eye test camp, tree plantation, Health awareness and Social awareness rallies to prevent increasing social evils such as Suicides, drug addiction and Alcohol etc. to exhibit social accountability and responsibility. Institution and nominated Alumni members of the college is conducting intermittent meetings to form plan of action to speed up the registration process of Vivekananda Degree College Alumni Association.

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

5.4.2 - Alumni contribution during the year   **E. <1Lakhs**

(INR in Lakhs)

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the college "Education for all", Aims,

To meet the learning needs of all those deprived of higher education because of social or economical backwardness.

Topromote learning, life skills to develop civilized citizens.

To eliminate Gender disparities by focusing on girls quality higher education.

The mission of the college "Quality Education at affordable cost" .To enlighten the students to meet Economic, Social and Environmental challenges and to become active participants in shaping the future of the Nation. To impart Quality education to the students from weaker sections of the society so also from rural areas. To conduct different Curricular and Co-Curricular activities to enhance the Academics. To develop a Community sense, moral values, leadership Qualities amongst the students.

The college administration is headed by principal and is involved in coordinating the functions of the college. Various Committees comprising members of teaching and non-teaching are involved in curricular and co-curricular activities and administrative functions of the institution.

The Heads of the department are authorized to monitor the routine functions at the departmental level. The Governing council regularly undertake the review of working of the college in its executive council meeting. The necessary guidance and directives are issued through these meetings. Periodical reviews are taken by top Management relating to implementation of objectives specially designed to attain quality Teaching and learning aspects of the college.

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

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

JES has nominated Governing Council of the college which is taking care of administration of the college. Principal, the academic head of the institution functions in order to fulfill the vision and mission of the institution. Academic responsibilities is fairly divided among all staff members, Functional Committees are appointed for various academic and co-curricular activities to be conducted during the course of the Academic year. The conveners of the committees and mentors are nominated in a staff meeting. The responsibilities are communicated to the faculty members through regular staff meetings. This ensures transparency in policy execution.

The Participative decision: The principal of the college holds regular meetings with teaching and non-teaching staff to discuss and decide various issues pertaining to college administration. The Heads of the Departments monitor the functioning of the various activities of the departments. Personnel and Departmental decentralization helps in participative decision in the college administration.

Participative Management: The management is always opened for discussion with the principal, teaching and non-teaching staff, which in turn encourages the involvement of the staff for the improvement and efficiency of the institutional process.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic plan for admissions (2020-21)

Covid-19 pandemic brought lot of hurdles in the education system. Loss of employment and migration disturbed the continuation of education to a large number of students. In this critical times, with a well thought out strategy we could persuade a good number of students who are about to discontinue their studies and come back to continue their education.

Class teachers and mentors were asked to contact the students and make them to attend the online classes. 60 to 70% of students attended classes however due to various reasons around 30% of the students could not attend these classes. When physical classes were commenced, the students who had gone back to their native places were not ready to come back. Class teachers and mentors with a continuous contact with the students and parents persuaded them to attend physical classes and examinations. Once exams were over, management offered concession in fees and payment of fees in installments. This kind gesture of the management ensured readmission of more than 90 Percentage.

College administration collected the class 12th student's data through various means. Digital campaign for admissions was made using a few social media. Data collected were segregated and distributed to the faculty members for admission persuasion. This enabled to admit at least 3/4th of our intake even during worldwide pandamic and lockdown.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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.

The vision and mission of the institution is being realized through Managing Committee of JES and The Governing Council VDC.

The organizational Structure of the institution.

JES consists of President, Vice President, Secretary, joint

secretary, Treasurer, and Board of Directors. GC of VDC comprises the Chairman and the members with a nominee of the university, Principal being the convener. They review the academic, administration and other related matters.

Principal co-ordinates with the Management, Staff and students on various matters pertaining to the Academic and administrative affairs of the college.

IQAC is focusing on all quality parameters which are pertinent for the achievement of quality education in the institution. All the academic tasks will be placed before this cell for the effective and efficient implementation of the same. It is represented by Students, Alumni and general public.

HODs of various departments prepare timetable, teaching plan, workload allotment, as per the university norms. They coordinate with their colleagues in organizing seminars symposiums, conferences, workshops, and Guest lecturers for the quality enhancement. They also co-ordinate for conducting remedial class, monitoring of Attendance registers, work diaries, result analysis etc.

Several functional committees are constituted for the effective delivery system in order to ensure quality education.

Manager, ministerial staff and supporting staff assist in the working of the institution.

Supporting activities such as community service, NSS, NCC and Cultural Activities contributes for the overall development of the student's personality.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://vdcjes.edu.in/wp-content/uploads/2022/03/6.2.2.pdf
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

Vivekananda Degree college management enrich the faculty performance using faculty empowerment strategies.

- **Provident funds and pension are covered for every staff member of the institution. Management also contributes for the employee provident fund.**
- **Gratuity will be paid for an employee who completes 5 years of service in the Institution.**
- **ESI facility is covered for every employee of the institution.**
- **Institution proposed for introducing Group Health Insurance for all the employees.**
- **Employees are entitled to avail earned , casual and commuted leaves.**
- **Extended financial assistance for employees suffered from covid-19.**
- **Maternity and Paternity leave facility is available.**

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

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

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

01

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

0

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

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

01

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

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

Vivekananda degree college has performance appraisal system for both teaching and non-teaching staff. Teachers' performance is reviewed based on the students results, Students and parents' feedback, punctuality and commitment in work and involvement in other department as wells as college activities.

Non – teaching staff performance are also reviewed based on their commitment in their work and maintaining good public relation, staff and supervisor relation.

Apart from this confidential feedback is also obtained from all the stake holders of the organisations for both teaching and non-teaching staff.

Self-appraisal forms are also been collected from both teaching and non-teaching staff to provide annual increments and other increments.

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

6.4 - Financial Management and Resource Mobilization

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

Janata education society of Vivekananda degree college conducts internal and external financial audits regularly. A team including management member conducts internal audit every year regularly. The external financial audit is done by charted accountants and their team. All the financial statement of the institutions are openly presented before the auditing team as soon as the financial year ends. All the receipts and payment amount, income and expenditure, bank statements, cash balance, funds etc. are presented before them, after the auditing work, the auditor provide the final report of the financial year, which gives the true and fair view in conformity of the accounts. All the auditor's records are updated in the account section year wise. The auditors appreciate the finance section and also give suggestions for the better functioning for the next financial year.

Our grant in aid staff donated Rs 3,60,000/- to the management to overcome the financial crisis aroused due to covid pandemic.

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

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

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

3.6

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

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

The strategy is need based. Whenever, there is a requirement of funds for any good purpose, the Donors/ Philanthropists are

contacted and appraised the need and purpose. The society has been built by the generous contributions of such Donors/ Philanthropists. Many members of Janatha Education Society have been identified in the society as great personalities for their achievements and social service. The College make use of the great people whenever the need arises. The staff of our college also generously contribute to various student activities in the college in an informal way. The funds received from the Donors / Philanthropists are used for the purpose with every care and accountability. The staff contribution are made directly to the event / programme of the students for which normally documentary evidences are not maintained.

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

6.5 - Internal Quality Assurance System

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

The various strategies adopted to enhance the quality of the institution which are mentioned below

- The staff meetings will be conducted regularly by the head of the institution Principal to provide academic updates, announcements, and teacher's feedback and to maintain team environment.
- Similarly, the head of the department conducts the periodical meeting at department level.
- To enhance the teaching and research skill the IQAC gives opportunity to all the faculties to organize conference, workshop's and seminar's
- All the faculty members are encouraged to Enrol in PhD course and also act as a research guide for scholars. Our faculty members are the part of approved guide panel in many recognised universities.
- Faculties are motivated to publish articles and research papers along with the financial support.
- The financial assistance are provided to the students who have come from poor economic background. Fee concession is also provided for the meritorious students.
- Internet and Wi-Fi facilities are provided within the campus premises.

- Management provides scholarship for the different category of students from its own corpus fund kept for the same.
- Free transportation facilities provided for both faculty and students to attend various NSS camps NCC camps Heritage club activities and industrial visits.
- Various skill enhancement and awareness programmes were conducted through Spandana women's wing, anti-sexual harassment and anti-ragging cells.
- Business lab, audio visual teaching aids and language labs are set up to provide quality education and training for the students.
- Various training programmes are conducted from placement cell and business lab to enhance the soft skills among our students.
- Cultural club and eco-club are established to promote extra activities and provide overall personality development among the students.

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

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

Student's feedback on faculty is collected regularly and reviewed periodically by the Principal and also presented before the governing council when annual increments are to be sanctioned. Alumni feedback is also obtained by the college and used for academic and infrastructural improvements. Parent teachers meetings are conducted to obtain feedback regarding college facilities, academic and other development of the students. Academic process monitoring is conducted by the principal and discussed with the HoDs for further improvements. Special coaching will be conducted for the needy students by the teachers along with revision for the students. Principal and HoDs monitor syllabus coverage to ascertain the quantum of syllabus completed. Internal tests are conducted twice in the semester to evaluate the student's performance; apart from this faculty development programmes are conducted. Academic review is conducted by the Principal in consultation with IQAC towards achieving the set goals.

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

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

C. Any 2 of the above

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

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

Gender equality is one of the key challenges that society is facing in recent days. Equal opportunities are provided to all individuals irrespective of gender.

Women's play a key role in building the nation and every country is being known for the women's power. It has been proved that they are potential and contributed a lot for the betterment of the world.

We have established "SPANDANA" (Women's wing) to take care of the needs and safety of girl students and women staff. Spandana conducts several activities focusing for the empowerment of women. Many of

our college students have achieved extraordinarily in different fields.

Annual Gender Sensitization Action Plan:

- Health awareness programs for girl students.
- Cultural programs for girl students.
- Women's day celebration.

Women's wing activities:

Women's day celebrated on 24-03-2021, the chief guests Smt. Aarathi Ananda, KAS, Registrar, Bengaluru City University and Smt. C G Manjula, Senior Journalist, Prajavani inaugurated the program and addressed the gathering about the women empowerment.

Gender sensitivity is an inherent value in the cultural ethos of the institute and its neighboring community as it is evident by the following facilities.

Safety and Security:

- Security checkpoints are installed at entry and exit points in the campus.
- The entire campus is under CCTV surveillance.
- Anti-Sexual Harassment Cell, Anti-Ragging and Student Grievance Cell are established.
- Awareness programs on Gender Sensitivity organized during NSS camp.
- Hostel facility for women with dedicated warden.

Counseling:

Grievances Redressal Cell and Spandana(women's wing) addresses all the problems of girl students.

Common Rooms:

In terms of common rooms, the institution has provided a separate waiting and rest rooms for the girl students.

Other measures:

Institution encourages girl students to actively participate in co-curricular activities, sports, NCC, NSS etc., which is a part of curriculum.

File Description	Documents
Annual gender sensitization action plan	• Health awareness programs for girl students. • Cultural programs for girl students. • Women's day celebration.
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	Safety and Security: • Security checkpoints are installed at entry and exit points in the campus. • The entire campus is under CCTV surveillance. • Anti-Sexual Harassment Cell, Anti-Ragging and Student Grievance Cell are established. • Awareness programs on Gender Sensitivity organized during NSS camp. • Hostel facility for women with dedicated warden. Counseling: Grievances Redressal Cell and Spandana(women's wing) addresses all the problems of girl students. Common Rooms: In terms of common rooms, the institution has provided a separate waiting and rest rooms for the girl students. Other measures: Institution encourages girl students to actively participate in co-curricular activities, sports, NCC, NSS etc., which is a part of curriculum.

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

D. Any 1 of the above

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

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

Solid waste management:

The waste is generated by all sorts of routine activities carried out in the college that includes paper, plastics, glass, metals, food etc. The waste is segregated at each level. The estate office ensures that the waste in each floor is collected at designated time intervals and taken to the dumping area provided by the college.

Liquid waste management:

Liquid waste is mainly sewage waste which is drained out through proper drainage system.

Chemical waste management:

Hazardous chemicals are kept away from the reach of students. Lab in-charge and Lab assistants take care of the chemicals. Safety norms in the laboratory are strictly followed. Students are made aware of the hazardous chemicals and safety aspects before utilizing the chemicals.

E-waste management:

The Institution has undertaken a number of E-waste management initiatives with the objective of creating eco-friendly environment in the campus. Computers and peripherals are upgraded regularly to continue its usage for avoiding wastage.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	https://vdcjes.edu.in/iqac-web-links/
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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

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

D. Any 1 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	View File

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

C. Any 2 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	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).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic communal socioeconomic and other diversities.

Admissions are given to all communities of different regional and linguistic diversities.

Cultural activities are organized by cultural committee of the college. Ethnic Day is celebrated every year in the college. Commemorative days like women's day, yoga day, Vivekananda Jayanti and Sadbhavana divas are celebrated in the college. This establishes positive interaction among students of different racial and cultural backgrounds. There are different grievance redressal cells in the institute like Anti -Ragging Cell, Anti-Sexual harassment Cell, Students Grievance Cell/Students Welfare Officer, Women's Cell which deals with grievances without considering racial or cultural backgrounds.

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

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

Vivekananda Degree College organizes several programs to sensitize the students and employees of the institution for the accomplishment of constitutional obligations transcending sectional diversities of our society focusing on inculcating values and to perform duties and responsibilities for making dutiful citizens.

The students are enriched by participating in various programs conducted by the institution:

- **College has established an Electoral Literacy Club which encourages, facilitate and maximize the enrollment, especially for the new voters. Also spread awareness among voters for promoting informed participation in the Electoral process.**
- **NSS unit organized "Black Day" on 14th Feb 2021 for the commemoration of our soldiers who have sacrificed their life for the nation.**
- **Renovation work of Government school at Hosakote, Bangalore Rural District was undertaken by NSS unit.**
- **Teachers and students took part in World Environment Day on 5th June, 2021 by planting saplings.**
- **Eco-Club organized Eco-Friendly colorless Ganesha program for creating awareness to avoid water pollution.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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   **C. Any 2 of the above**

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

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

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

- **Gandhi Jayanti was celebrated on 02/10/2021. Program was inaugurated by Secretary, members of JES, Heads of various institution, faculty members and student representatives by offering flowers to Gandhi's portrait.**

- **Constitution Day was celebrated on 26/11/2020 by Electrol Literacy Club to commemorate the adoption of constitution of India.**

- **Vivekananda Jayanti is celebrated as National Youth Day on 12/01/2021.**

Dr Muralidhar, Writer & devotee of Ramakrishna Mission graced the occasion.

- **Republic Day was celebrated on 26/01/2021. Program was attended by Secretary, Members of JES, Principal, Staff and students of our institution. National flag was hoisted and NCC cadets performed a parade.**

- **International Women's Day was celebrated on 24/03/2021. Smt. Arathi Ananda, Registrar, Bengaluru City University and Smt. C G Manjula, Senior Journalist, Prajavani, were honored for**

their achievements.

- World Environmental Day was celebrated on 05/06/ 2021 by planting saplings around the campus by secretary, members of JES, Principal, Staff & NSS unit

- 75th Independence Day was celebrated on 15/08/2021. National Flag was hoisted and NCC cadets performed a parade. Program was addressed by Secretary and other members of JES. NSS volunteer performed various cultural programs such as DOLLU Dance, KAMSALE the ethnic dance.

- Sadbhavana Divas was celebrated on 20/08/2021 by Electrol Literacy Club. The students and Staff took oath to promote National integration & Communal Harmony among people of all religions, language & regions.

- Teacher's Day was celebrated on 16/09/2021 by felicitating Retired Teachers and Teachers obtained PhD during that year. The Chief Guest Dr. M D Karvekar, Retd. Professor, Government College of Pharmacy, Bangalore graced the occasion.

- NSS Wing organized NSS Day Orientation program for volunteers on 30/09/2021.The guest on the occasion was Smt. Poornima Jogi, NSS program implementation officer, GoK.

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

7.2 - Best Practices

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

BEST PRACTICE 1:

1. Title of the Practice:Student Aid Fund (Merit cum Poverty Scholarship)
2. Objective:

The Institution aims to impart quality education "at an affordable cost to all the sections of society" besides, the college management is of the firm view that no student should be deprived of education due to the want of resources. Thus with this motto, our institution caters to the needs of students out of student Aid Fund. The following are the objectives:

- To support for deserving students without any discrimination.
- To encourage meritorious students for their holistic development.
- To provide equal opportunities for all the sections of society irrespective of their background.

3.Context:

This is one of the unique programmes being followed by Janata Education Society that in addition to the scholarships received from government and other agencies, the society offers merit cum poverty scholarship/freeship(Fee concession) for the needy from the corpus fund generated by the society.

Majority of the students who aspire to pursue higher education in our institution are talented and they are from semi urban, rural, economically and socially weaker section of the society. Financing their education is a big challenge for such students. Thus JES has instituted students Aid Fund in order to cater to the needs of such students who encounter the barriers for higher education. A committee is constituted by the management in this respect and this committee selects all the eligible students and they are extended financial assistance.

4.The Practice:

The Janata Education Society has committed in endeavoring towards the Students Aid Fund Scholarships/Freeships with a corpus fund of

Rs.2.5 crores. During Covid-19 pandemic the institution offered freeships and also provided installments for the payment of fees at the time of admission which helped the students to overcome their financial constraints.

Selection process is made on the basis of verification of the parents and students background considering their requisitions.JES was offering scholarships to nearly 35 to 40 deserving students approximately costing an amount of Rs.2,50,000/-. In view of amid covid-19 pandemic this was increasedto nearly one hundred freeships

which incurred an amount of Rs. 3, 37,380/- for the current academic year without enhancing the existing fee structure.

5.Evidence of Success:

It is clearly evident from the fact that students who have been benefited from the aforementioned programme excelled in their studies by securing good percentage of marks in the university examinations. Especially, this helped in easing out the financial burden of parents amid covid-19 pandemic. The institution has reached out to the expectations of students and parents by shouldering the social responsibility towards realizing the welfare of society. The responses from the parents and the students are positive for the fulfillment of the task. The institution was able to admit good number of students to various available programmes despite of covid-19 pandemic.

6.Problems Encountered:

In spite of large number of appeals made by parents and students for getting Scholarships/Freeships offered by the institution, we could not be able to accommodate all such students because of resource crunch. Out of all such appeals made by them institution has offered Freeships/Scholarships for only meritorious and the needy taking in to consideration on the basis of parameters fixed. JES has intended to increase the corpus fund but it was quite a difficult task for the management to accomplish the task in view of various constraints.

Best Practice 2:

   1. Title of the Practice: Health and Hygiene
   2. Objective:

"Better hygiene leads to better health, confidence and overall growth" the slogan coined by the UNICEF, the institution adheres to the objectives listed here under:

   • To promote and maintain the principles of hygiene and sanitation.
   • To implement all those programmes chalked out by central and state government.
   • To conduct various Health Awareness Programmes.
   • To impart the knowledge of health and hygiene for students.
   • To undertake projects on health and hygiene in collaboration particularly with NGOs and other organizations in general.

3.Context:

There were several challenges/problems confronted for conducting programmes on this aspect. The context during Pandemic demanded to take several steps in order to prevent the spread of disease which affects the life of large number of people. People were insecure of their health because of limited resources considering the demographic factors despite of measures adopted by the government from time to time. And the most challenging aspect on the part of teaching community was to conduct offline classes and examinations. For that reason we had taken herculean task to achieve some of the objectives of this programme.

4.The Practice:

Keeping in view of the above stated objectives, institution had prepared to organize good number of programmes for ensuring Health and Hygiene.

Focused on providing facilities in the campus to maintain health and hygiene viz., sanitized class rooms, library, laboratories, office room, staff rooms and toilets.

Primary Health Care Centre is provided in the campus with a qualified Medical staff for constant monitoring the health of teachers and students.

Displayed Covid rules (SOPs) in the Notice Board, corridors, class rooms and at the entry and exit points in the campus.

RTPCR Tests were conducted at regular intervals.

Successfully conducted vaccination camp for all the staff and students.

Institution organized Covid-19 vaccination drive campaign in the college campus which was inaugurated on 29th June 2021 by Dr.C N Ashwath Narayan, Deputy Chief Minister, Government of Karnataka. It is placed on record that as many as 540 students and staff were vaccinated (co-vaccine) on the same day.

Covishield vaccination was administered for students and staff on 01st August 2021.

Second dose vaccination drives were arranged at regular intervals.

Committee on Yogic Science organized programmes regularly.

Yoga classes and other related programmes for the students and staff were organized by the committee in order to create awareness regarding the maintenance of physical and mental health.

NSS students participated in Walkathon program organized by the PEOPLE TREE HOSIPTAL, GORGUNTEPALYA, to create an awareness of the side effects caused by the sedimentary life and to reduce weight and have a good healthy heart.

5.Evidence of Success:

The institution had taken sufficient measures for successfully organizing the above mentioned programs efficiently and diligently for the utmost satisfaction of students and staff. All the programs are effectively utilized .The large number of students and public were vaccinated through vaccination drive campaign which helped students to take part in the learning process by attending offline classes. It also helped for the smooth functioning of the college.Yoga classes contributed a lot for students to improve their physical and mental health in the midst of Covid- 19 crisis.

6.Problems Encountered:

It was a laborious task for the institution to organize programmes especially during Covid -19 pandemic. The problems faced by the organizers are variety in nature. One of the greatest challenges for organizing these programmes was to comply standard operating procedures which are in force. The institution conducted these programmes with challenges and limitations faced in the conformity of the rules and regulations of the government.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

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

Vivekananda Degree College is located in metropolitan city of Bengaluru, adjacent to sub-urban and rural parts of Bengaluru District. This institution caters to the needs of cross section of

the society. Preference in admissions are given to students from weaker sections of the society, rural and agricultural background without insisting their percentage of marks in the qualifying examinations. The college not only provide them an opportunity to enter in to higher education, but also help them with financial support through Fee-Concession, Endowment Scholarships and JES Student Aid-Fund Scholarship.

Fee structure of the college is also based on the vision "Education for all" and the mission "Quality Education at affordable cost" to ensure quality education with exclusive encouragement and exposure to the urban trend and culture through various cultural, curricular, extra-curricular and other instructional activities offered by the institution through NCC, NSS and many other clubs enthusiastically instruct to imbibe resilient Social values amongst our students. Monitoring at all levels with a dedicated faculty support & proper guidance.

Professional training and career guidance provided through Placement Cell striving to escalate the ability to face the challenges in life and to make students gladly acceptable in the corporate world and also to uphold entrepreneurship capabilities in the young generation of the country. College timings is scheduled in such a manner, that a student who are willing to earn to fund their educational requirements and support their family needs.

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

The college is affiliated to Bengaluru City University, Bangalore and follows the CBCS curriculum prescribed by the University. With the objective of achieving excellence in education, the institution ensures timely preparation of academic calendar and timetable, distribution of workload and periodic assessment through assignment and internal tests. Various co-curricular activities are planned and held throughout the academic session to provide experiential learning to students under the able guidance of our College Principal.

Timetable is prepared in advance before reopening ofsemesters and circulated through whatsApp enabling the students to attend classes right from the beginning of the academic session. Accordingly, individual departments prepare department time-table along with syllabus allocation to the faculties. The faculty members prepare lesson plans in advance enabling a good preparation for the students.

Curriculum enrichment takes place through various measures like field visits, internships and educational trips, conducting workshops, seminars/webinars, Guest lectures and conferences. Various committees in the college such as Heritage club, Business lab., Science & Research Forum, Language lab., Spandana (Women's cell), Commerce Club, Cultural Committee, Career Guidance and Placement Cell, have also contributed immensely to curriculum enrichment.

As a part of NEP-2020 implementation, Karnataka State Higher Education Council nominated Dr..B.G. Bhaskara, Department of Commerce and Prof. Lingarajaiah Department of Kannada to state level Curriculum Development Expert Committee.

Our college is involved in socially responsible activities like community out-reach programmes. The college NSS, NCC, Eco Club (PARISARA PRAGNA) and SPANDANA (WOMEN'S WING) provide a unique platform for the holistic development of an individual by inculcating a sense of responsibility, discipline, compassion and

service to mankind.

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

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

The Institution practices the system of Continuous Internal Evaluation to assess the skills of the students. As per the University guidelines, the Institution conducts two internal tests as a part of Internal Assessments. A preparatory examination is also conducted at the end of each semester. In addition to this, their attendance and subject related assignments are also considered to award Internal assessment marks as a part of continuous evaluation. Academic evaluation of students is communicated to the parents on a regular basis. The study material and question bank are made available to students.

The continuous evaluation helps the college to identify slow learners and advanced learners among the students. The slow learners are encouraged to take up remedial classes, and to have personal interactions with concerned faculty for counseling sessions. Advanced students are provided additional academic assistance in the form of Student Seminars, Guest lectures, Group Discussions, Projects, Inter-Collegiate.

To strengthen academic skills of students, faculty assigns online Projects which are executed by students in the Business Lab. Language Lab to improve LSRW (Listening, Speaking, Reading and Writing) abilities through WORDSWORTH English Language Lab Software.

An effort is made by the institution to make the students socially responsible citizens through NSS, NCC, Eco-club & Spandana (Women's wing).

File Description	Documents
Upload relevant supporting documents	[View File]
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File]
Any additional information	**No File Uploaded**

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

05

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

0

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

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs 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

Institute encourages boys and girls to participate in sports and cultural activities for the holistic development of the students.

The various programmes as a part of our curriculum are arranged related to gender equality, sustainability, human values, professional ethics and environmental awareness. The college teachers engage students in various curricular and Co-curricular activities. Issues related with environment and environmental sustainability is integrated into university curricula. The non-core paper of environmental studies (EVS) is taught to B.A., B.Com., and B.Sc. students and awareness regarding environment is done through Eco-club (Parisara Pragna).

Each course of university offers at least one issue that integrates issues related to either gender, or environment, or human values or professional ethics.

The courses such as Languages, Political science, instill gender equality, sustainability, human values and professional ethics among students. The College celebrates days of National importance such as Independence day, Republic-day, Women's day, Teacher`s day, Human Right Day, International Yoga Day, AIDS Day, National Sport Day, N.S.S. Day, etc. These celebrations nurture the moral, ethical and social values in the students. The college has Women Cell (SPANDANA)& Anti Ragging Committee to provide counseling to students, promote gender equity among students and also deal with related issues of safety and security of female students. There is an ongoing tree plantation program by NSS, and Eco-club (parisara pragna).

Institute has given equal importance about professional ethics along with academics. As a part of professional development, "soft skills" programmes are organised by placement cell to increase the employability.

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	<u>View File</u>

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

4

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

305

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://vdcjes.edu.in/iqac-web-links/

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 sanctioned seats during the year

592

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

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

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

270

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

2.2 - Catering to Student Diversity

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

The institution functions under the umbrella of the Janatha Education Society that operates with a motto to impart value based quality education to the needy with key focus to serve the students, who belong to the economically weaker sections and also students from the rural background. Keeping in view the holistic development of the students and also to cater to the diversity of the learners who get admitted to the institution, the institution also adopts the mentoring system. The principal of the college designates the faculty as the class teachers for each section at the beginning of the academic year. Based on marks and performance of the students, they are identified as advanced and slow learners. To cater the diverse needs of these students different programmes are initiated for both advanced and slow learners.

Advanced learners:

Class teachers ascertain the expectations and requirements of advanced learners and accordingly programmes are offered to them incorporating latest changes in the field of study. Some of such programmes are:

1. **An awareness programme on professional courses such as ICAI, ICS, ICWA, CMA and ICA will be conducted with the help of professionals and experts from the institute and industry.**
2. **A special programme on analysis of Central and State Budget will also be organized to the learners to understand the impact on budgetary provisions on different sections of the society.**
3. **Students are encouraged to aim high and are helped by timely supply of reference books, study materials from various E portals. They are also motivated to use the INFLIBNET subscribed by the college.**
4. **Some online and offline projects are assigned to these**

students through our business lab to promote creative thinking and out of box thinking. Seminars allotted to Science Students.

Slow learners:

1. In addition to regular classes, tutorial classes, special classes are engaged to inspire them and to perform better in their academics.
2. A printed study material will be provided and circulated among these students to make them to perform better.
3. Lecture programmes on different issues are organized to inculcate in them creative and critical thinking.
4. Mentors provide personalized attention to slow learners to make them comfortable in the campus and off the campus.

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

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

Number of Students	Number of Teachers
955	34

File Description	Documents
Any additional information	No File Uploaded

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

The philosophy of the college is to make learning student centric and experiential and participative. In this direction the college and mentors effort is worth appreciating. Following are some of the illustrations:

1. Students are encouraged to interact in the class rooms in the process of teaching by creating a conducive and a friendly rapport with students in the class rooms.

2. Simple topics from the syllabus are selected and given to students for their presentations in the class room to promote experiential learning.
3. Online and offline projects are given to them in the areas of academics and social issues to promote problem solving methodology.
4. Students are motivated to make literary contributions to the college magazine "NIVEDITHA".
5. Assignments on certain academic,social andeconomic issues of the nation are also given to them to encourage their critical thinking and make the learning holistic.
6. Students of all the streams are encouraged to participate in group studies, group discussions, seminars and workshops conducted by the college and other colleges in the neighborhood.
7. Students are encouraged to participate in voluntary services through community service and they are also encouraged to participate in NSS, NCC, Cultural activities and activities of different forums of the college to inculcate the knowledge of experiential learning.
8. Students are made to participate in debates, pick and speak, treasure hunt, business quiz, and best manager programmes conducted within the college and in other colleges in the neighborhood to enhance their problem solving ability.

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

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

To enhance and upgrade the quality of education, the institution uses ICT enabled teaching and learning process in addition to the traditional class room teaching and learning. Efforts are being made by the institute to provide e-learning atmosphere in the class room.

1. Academic year 2020-2021 made the whole campus and class rooms ICT enabled teaching and learning platform. ICT was extensively used during this year due to Covid-19 pandemic.
2. In addition to traditional chalk and talk method of

teaching and learning, faculty extensively used ICT enabled teaching and learning tools such as power point presentation, e-notes, video clippings, online education resources and social media platforms which enhances learning experience not only to the students but also to the teachers.

3. College has 8 ICT enabled class rooms with LCD projectors, which are used on need basis.
4. The whole campus is Wi-Fi enabled with a strong network to enhance student learning ICT enabled.
5. College has well equipped Computer lab, Business lab, Language lab, Mathematics lab, Physics lab, Chemistry lab and Electronics lab with internet facility to promote independent learning.
6. College library also provides internet facility to access journals and eBooks that are freely available in the public domain. The faculty and students can also access to INLIBNET of the college.
7. During 2020-2021 online platforms such as Google class rooms, Zoom, Microsoft teams were extensively used for teaching and learning in addition to mobile applications for conducting tests upload study materials, to address queries of students etc.

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

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

34

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

34

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

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

11

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

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

2.4.3.1 - Total experience of full-time teachers

34

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

2.5 - Evaluation Process and Reforms

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

Yes, College has transparent evaluation process in terms of variety and frequency.

1. Two class tests are conducted to ensure continuous evaluation during the semester.
2. A preparatory examination will also be conducted to ensure continuous evaluation and to increase the frequency of the evaluation of the students.
3. In addition to traditional evaluation methods group discussions, class room presentations are conducted for continuous evaluation.
4. Assignments on academic topics and on socio economic issues are given to the students to evaluate self-learning and their critical thinking.
5. Students shall conduct projects on social, economic and business models including projects on self-help groups to motivate their critical thinking and thinking out of the box.
6. Community service has been made mandatory and students are made to participate in local community services and asked to submit a report on the service rendered. This enables the students to understand the social environment and to apply their mind in solving social problems.
7. The above process of continuous evaluation, frequency and mode of evaluation is transparent hence students and parents can interact with teachers to ensure transparency being adopted in the process of evaluation.
8. To ensure transparency unit test papers including preparatory examination papers are distributed to students within a short span of time.
9. Students are asked to get their test and examination papers evaluated by the teachers counter signed by their parents.

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

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

Yes. The mechanism to deal with internal examination related grievances is transparent, time bound and most efficient.

1. **Test papers and preparatory examination papers are distributed after evaluation among the students within a week after the test or the examination.**
2. **Students are allowed to go through evaluated papers and get back to the teachers for any discrepancy or grievances.**
3. **If any grievance is brought to the notice of the concerned teacher measures are initiated to set right the grievances immediately.**
4. **The above exercise is time bound, for solving the grievances in front of the students with immediate effect.**
5. **Internal marks awarded to the students based on tests, attendance and their participation in the presentations etc. will be notified on the College notice board to make the mechanism transparent.**

The above approach in dealing with internal examination related grievances is appreciated by the student fraternity and by their parents, which indicates the efficiency with which grievances are redressed.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

1. **Yes, Programme outcomes and course outcomes offered by the university are known to the teachers and teachers in turn create awareness of programme outcomes and the course**

outcomes among the students before the commencement of the course teaching.
2. In the induction programme conducted by the institution at the beginning of the academic year, heads of the departments and principal of the college elaborate outcomes of different programmes offered by the institution and the affiliated university.
3. Respective teachers create awareness among the students relating to course outcomes and its importance and relevance of it in general and course in particular.
4. Students are allowed to offer suggestions if any regarding the programme and the course outcomes.
5. If stated programme outcomes and course outcomes are achieved during the semester period, students can ensure their role and responsibilities of their placements in employment and knowledge network.
6. Once the stated outcomes are achieved students can think in terms of becoming job givers than the job seekers.
7. The soft copy of the university regulations, different programmes related outcomes both the programme and course are uploaded for the reference of the students in particular and parents in general in the college website.

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

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

Yes, Institution has made a continuous attempt in evaluating attainment of programme outcomes and course outcomes.

1. The quality of outgoing students in terms of academics, social responsibilities, ethical and emotional quotients are comparable with any of the prestigious institutions in the neighborhood in particular and university in general.
2. Good percentage of our outgoing students continued to pursue post-graduation studies as they have realized programme outcomes and course outcomes.
3. Majority of the outgoing students start working for their livelihood and many of them are placed in good

   Organizations.
4. Outgoing students have realized the programme outcomes and the course outcomes and have become self-employed and also providing employment to many of their classmates in their own Organizations.

Placement statistics of the institution reveal attainment of programme outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

236

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

2.7 - Student Satisfaction Survey

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

https://vdcjes.edu.in/iqac-web-links/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
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)	**No File Uploaded**

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

4

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

02

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.3 - Extension Activities

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

The college believes in holistic development of the students and in sensitizing them to the prevailing social issues. For this

purpose the college has functional units of NCC and NSS Besides these the following clubs/ Forums/societies have also been formed.

1. Eco Club (PARISARA PRAGNA)
2. Science and Research forum
3. Yoga and Meditation Club
4. Electoral Club
5. Library Forum
6. Equal Opportunity Cell
7. Women Empowerment Cell(SPANDANA)

Students are encouraged to participate in various community development programs to develop their all round personality.

Patriotism, Self – discipline, Loyalty and respect are nurtured among the NCC students.

All the significant dates such as Science day, Environmental day , Yoga day, Women's day , Teachers day, Kannada Rajyotsava, etc are celebrated to familiarize students with the values of our culture and traditions.

In our bid to encourage more and more students to be responsible citizens, we organize rallies on special issuestheir by sensitizing not only our own students but also the immediate community/neighborhood. In the last year, rallies on Awareness Programme for Women on Cancer, Hearthon, Plantations and Swatch Bharat had been organized.

The college is also working on the project on the Environmental friendly Celebration of Ganesha Festival through worship of Unpainted Idols (Eco friendly Ganesha),the Eco Club students are participating continually since 2008 to conduct the rally to encourage the immediate community / Neighborhood to use Eco friendly ,biodegradable clay, unpainted Idols.

Blood donation camps are organized in association with RED CROSS,LOINS CLUB etc. to promote a feeling of humane brother hood among students and faculty.

All these endeavors ensure that our students emerge as good human beings with feelings compassion and nationalism as hallmark of their personalities'.

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

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies 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)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.3.3 - 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

3.3.3.1 - 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

09

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

477

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)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

03

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

03

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

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.

Our institution has adequate number of class rooms to ensure that students can sit comfortably while attending classes. There are 15 class rooms, and some are large enough to accommodate students of those departments having higher sanctioned seats. The class rooms have proper lighting, fans, and also windows to allow natural light and air. They are regularly cleaned and furniture like closets, almirahs, desks, chairs and tables are dusted to provide a hygienic environment. There are well established Library, well equipped Computer Lab, Business Lab, Mathematics Lab, Language Lab and Electronics Lab to cater to the needs of students. There is a computer center where compulsory computer classess and training are done. Almost every department has been allocated a computer system / laptop. Office and Library are also equipped with number of computers and all together, there are 150computers and 05 laptops in the college. Wi-fi facilities, smart classrooms, ICT is used in every day class room teaching, office and library works.

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

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

Many of our students are very prolific in cultural activities and

are torch bearers of the rich cultural legacy of karnataka. Vibrant cultural programmes are presented by themunder the guidance and supervisions of their teacherson occasions like Ethnic day, International Women's Day, Vivekananda Jayanti, College Day and so on. The college has a state-of-the-art auditorium, Open- auditorium which are the principal venue for cultural programmes.

Yearly Talent Search competitions and activities are conducted by Cultural Committee with active participants, community outreach programmes, provide a platform to our culturally proficient students to showcase their talents. Students are awarded many prizes for their accomplishments. A gymnasium, well equipped with modern fitness gadget, has been set up. Athletic meet is being conducted in some of the play grounds such as HMT ground, IISC playground etc. since college is located in the heart of congested mega city. The annual sports takes place in these grounds in which students participate enthusiastically in large numbers.

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

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

08

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

08

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

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

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

250.95

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

4.2 - Library as a Learning Resource

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

Data requirement for year: Upload a description of library with, Name of ILMS software -Moodle Nature of automation (fully or partially) - Fully Version - 3.20.0.2.000 Year of Automation -2004

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-	B. Any 3 of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.06

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

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

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

106

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

4.3 - IT Infrastructure

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

The college is well equipped with IT facilities. There is one

class rooms with high end audio system, Smart T.V. The classroom for hassle-free digital education, fully automated wireless office with 24*7 internet facility, and fully wifi enabled campus with high speed internet facility, for seamless and uninterrupted connectivity.

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

4.3.2 - Number of Computers

150

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

22.92

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

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

The college has established system for maintenance and utilisation of computers, classrooms, sports gymnasium, laboratories equipment's and physical facilities. The procedure and policy for the maintenance of various infrastructural facilities are presented in this document.

The physical and academic facilities are implemented with policies to optimize the use of resources based on needs of education, research and administration.

The coordination between facility allocation and utilization ensures the optimal usage of resources like laboratories, sports gymnasium, library and classrooms inside the campus.For this IQAC of the college plays important role. The committee reviews the requirements of infrastructure.

All sports facilities, including multi gym, are maintained by the Physical Education Director along with college support staff. Requirement for new equipment or repair of old equipment is placed before the Management Purchase Committee.

Class rooms allotment is done as per the lecture schedule in consultation with the timetable committee and the head of the institution. The Class rooms are utilised during non lecture hours for activities such as Guest Lectures,Preparation for competitions. Conducting training sessions and workshops for students and staff members.

All class rooms are utilised for conducting regular semester examinations as per the University schedule and also competitive examinations in the campus. Students are instructed to utilize all classrooms optimally during the daylong working hours

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

189

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

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

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

06

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	D. 1 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)	View File

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

542

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

542

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	D. Any 1 of the above

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

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

22

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

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

31

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

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

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

government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

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.

0

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)	**No File Uploaded**

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

The college has a participatory student council constituted with class representatives as members under the chairmanship of the principal, and nominated faculty members as mentors in the council. Its main motive is to function with a commitment in dealing student related activities. And to consider Student opinions, thoughts and proposals while compiling future measures. This encourages student participation in various academic activities and administrative committees. Which enables students to comprehend academic and administrative system and also helps stake holders to learn decision making and leadership skills.

Student members are involved in various college and Departmental level committees with consistent participation, class representatives committee is contributory in discussing about teaching approach and syllabus to facilitate and organise fresher's day / Orientation programmes, Fare well function, recreational activities, Annual cultural fest and college day etc. Student representatives are nominated by the principal for IQAC cell from all departments. Student representatives are selected as the members in almost committees of the college. Student clubs like ECO CLUB, SPORTS CLUB, and SPANDANA WOMEN WING. Anti-ragging committee is also instituted to ensure the campus is free from any such related activities they always assist the faculty in organizing every event of the college. Student representatives play a vital role in discipline maintenance by disseminating time to time instructions amongst students and any grievance of the students expressed in interactions and meetings brought to the notice of the concerned to facilitate and resolve at the earliest.

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

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
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)	No File Uploaded

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

The Alumni Association of Vivekananda Degree College conceptualized with an aim of building a union between academicians, entrepreneurs and other professionals of our college alumnus and students. So as to create a platform and a professional outlook to our students to face current career challenges of competitive world. VDC Alumni strives to provide job opportunities to our fresh graduates, through professional reference and by conducting orientation / training programs to students on several topics to enhance their ability and skills in the job market. Both the stake holders and Alumni are proactive to achieve this purpose and to re-unite the past and present. To encourage students' participation in social well-being activities such as Blood Donation Camp, Free Medical and eye test camp, tree plantation, Health awareness and Social awareness rallies to prevent increasing social evils such as Suicides, drug addiction and Alcohol etc. to exhibit social accountability and responsibility. Institution and nominated Alumni members of the college is conducting intermittent meetings to form plan of action to speed up the registration process of Vivekananda Degree College Alumni Association.

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

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

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the college "Education for all", Aims,

To meet the learning needs of all those deprived of higher education because of social or economical backwardness.

Topromote learning, life skills to develop civilized citizens.

To eliminate Gender disparities by focusing on girls quality higher education.

The mission of the college "Quality Education at affordable cost" .To enlighten the students to meet Economic, Social and Environmental challenges and to become active participants in shaping the future of the Nation. To impart Quality education to the students from weaker sections of the society so also from rural areas. To conduct different Curricular and Co-Curricular activities to enhance the Academics. To develop a Community sense, moral values, leadership Qualities amongst the students.

The college administration is headed by principal and is involved in coordinating the functions of the college. Various Committees comprising members of teaching and non-teaching are involved in curricular and co-curricular activities and administrative functions of the institution.

The Heads of the department are authorized to monitor the routine functions at the departmental level. The Governing council regularly undertake the review of working of the college in its executive council meeting. The necessary guidance and directives are issued through these meetings. Periodical reviews are taken by top Management relating to implementation of objectives specially designed to attain quality Teaching and learning aspects of the college.

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

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

JES has nominated Governing Council of the college which is taking care of administration of the college. Principal, the

academic head of the institution functions in order to fulfill the vision and mission of the institution. Academic responsibilities is fairly divided among all staff members, Functional Committees are appointed for various academic and co-curricular activities to be conducted during the course of the Academic year. The conveners of the committees and mentors are nominated in a staff meeting. The responsibilities are communicated to the faculty members through regular staff meetings. This ensures transparency in policy execution.

The Participative decision: The principal of the college holds regular meetings with teaching and non-teaching staff to discuss and decide various issues pertaining to college administration. The Heads of the Departments monitor the functioning of the various activities of the departments. Personnel and Departmental decentralization helps in participative decision in the college administration.

Participative Management: The management is always opened for discussion with the principal, teaching and non-teaching staff, which in turn encourages the involvement of the staff for the improvement and efficiency of the institutional process.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic plan for admissions (2020-21)

Covid-19 pandemic brought lot of hurdles in the education system. Loss of employment and migration disturbed the continuation of education to a large number of students. In this critical times, with a well thought out strategy we could persuade a good number of students who are about to discontinue their studies and come back to continue their education.

Class teachers and mentors were asked to contact the students and make them to attend the online classes. 60 to 70% of students attended classes however due to various reasons around 30% of the students could not attend these classes. When physical classes

were commenced, the students who had gone back to their native places were not ready to come back. Class teachers and mentors with a continuous contact with the students and parents persuaded them to attend physical classes and examinations. Once exams were over, management offered concession in fees and payment of fees in installments. This kind gesture of the management ensured readmission of more than 90 Percentage.

College administration collected the class 12th student's data through various means. Digital campaign for admissions was made using a few social media. Data collected were segregated and distributed to the faculty members for admission persuasion. This enabled to admit at least 3/4th of our intake even during worldwide pandamic and lockdown.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

The vision and mission of the institution is being realized through Managing Committee of JES and The Governing Council VDC.

The organizational Structure of the institution.

JES consists of President, Vice President, Secretary, joint secretary, Treasurer, and Board of Directors. GC of VDC comprises the Chairman and the members with a nominee of the university, Principal being the convener. They review the academic, administration and other related matters.

Principal co-ordinates with the Management, Staff and students on various matters pertaining to the Academic and administrative affairs of the college.

IQAC is focusing on all quality parameters which are pertinent for the achievement of quality education in the institution. All the academic tasks will be placed before this cell for the effective and efficient implementation of the same. It is

represented by Students, Alumni and general public.

HODs of various departments prepare timetable, teaching plan, workload allotment, as per the university norms. They coordinate with their colleagues in organizing seminars symposiums, conferences, workshops, and Guest lecturers for the quality enhancement. They also co-ordinate for conducting remedial class, monitoring of Attendance registers, work diaries, result analysis etc.

Several functional committees are constituted for the effective delivery system in order to ensure quality education.

Manager, ministerial staff and supporting staff assist in the working of the institution.

Supporting activities such as community service, NSS, NCC and Cultural Activities contributes for the overall development of the student's personality.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://vdcjes.edu.in/wp-content/uploads/2022/03/6.2.2.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

Vivekananda Degree college management enrich the faculty performance using faculty empowerment strategies.

- **Provident funds and pension are covered for every staff member of the institution. Management also contributes for the employee provident fund.**
- **Gratuity will be paid for an employee who completes 5 years of service in the Institution.**
- **ESI facility is covered for every employee of the institution.**
- **Institution proposed for introducing Group Health Insurance for all the employees.**
- **Employees are entitled to avail earned , casual and commuted leaves.**
- **Extended financial assistance for employees suffered from covid-19.**
- **Maternity and Paternity leave facility is available.**

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

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

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

01

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

0

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

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

01

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

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

Vivekananda degree college has performance appraisal system for both teaching and non-teaching staff. Teachers' performance is reviewed based on the students results, Students and parents' feedback, punctuality and commitment in work and involvement in other department as wells as college activities.

Non – teaching staff performance are also reviewed based on their commitment in their work and maintaining good public relation, staff and supervisor relation.

Apart from this confidential feedback is also obtained from all the stake holders of the organisations for both teaching and non-teaching staff.

Self-appraisal forms are also been collected from both teaching and non-teaching staff to provide annual increments and other increments.

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

6.4 - Financial Management and Resource Mobilization

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

Janata education society of Vivekananda degree college conducts internal and external financial audits regularly. A team including management member conducts internal audit every year regularly. The external financial audit is done by charted accountants and their team. All the financial statement of the institutions are openly presented before the auditing team as soon as the financial year ends. All the receipts and payment amount, income and expenditure, bank statements, cash balance, funds etc. are presented before them, after the auditing work, the auditor provide the final report of the financial year, which gives the true and fair view in conformity of the accounts. All the auditor's records are updated in the account section year wise. The auditors appreciate the finance section and also give suggestions for the better functioning for the next financial year.

Our grant in aid staff donated Rs 3,60,000/- to the management to overcome the financial crisis aroused due to covid pandemic.

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

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

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

3.6

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

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

The strategy is need based. Whenever, there is a requirement of funds for any good purpose, the Donors/ Philanthropists are contacted and appraised the need and purpose. The society has been built by the generous contributions of such Donors/ Philanthropists. Many members of Janatha Education Society have been identified in the society as great personalities for their achievements and social service. The College make use of the great people whenever the need arises. The staff of our college also generously contribute to various student activities in the college in an informal way. The funds received from the Donors / Philanthropists are used for the purpose with every care and accountability. The staff contribution are made directly to the event / programme of the students for which normally documentary evidences are not maintained.

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

6.5 - Internal Quality Assurance System

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

The various strategies adopted to enhance the quality of the institution which are mentioned below

- The staff meetings will be conducted regularly by the head of the institution Principal to provide academic updates, announcements, and teacher's feedback and to maintain team environment.
- Similarly, the head of the department conducts the periodical meeting at department level.
- To enhance the teaching and research skill the IQAC gives opportunity to all the faculties to organize conference, workshop's and seminar's
- All the faculty members are encouraged to Enrol in PhD course and also act as a research guide for scholars. Our faculty members are the part of approved guide panel in many recognised universities.
- Faculties are motivated to publish articles and research papers along with the financial support.
- The financial assistance are provided to the students who

- have come from poor economic background. Fee concession is also provided for the meritorious students.
- Internet and Wi-Fi facilities are provided within the campus premises.
- Management provides scholarship for the different category of students from its own corpus fund kept for the same.
- Free transportation facilities provided for both faculty and students to attend various NSS camps NCC camps Heritage club activities and industrial visits.
- Various skill enhancement and awareness programmes were conducted through Spandana women's wing, anti-sexual harassment and anti-ragging cells.
- Business lab, audio visual teaching aids and language labs are set up to provide quality education and training for the students.
- Various training programmes are conducted from placement cell and business lab to enhance the soft skills among our students.
- Cultural club and eco-club are established to promote extra activities and provide overall personality development among the students.

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

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

Student's feedback on faculty is collected regularly and reviewed periodically by the Principal and also presented before the governing council when annual increments are to be sanctioned. Alumni feedback is also obtained by the college and used for academic and infrastructural improvements. Parent teachers meetings are conducted to obtain feedback regarding college facilities, academic and other development of the students. Academic process monitoring is conducted by the principal and discussed with the HoDs for further improvements. Special coaching will be conducted for the needy students by the teachers along with revision for the students. Principal and HoDs monitor syllabus coverage to ascertain the quantum of syllabus completed. Internal tests are conducted twice in the semester to evaluate

the student's performance; apart from this faculty development programmes are conducted. Academic review is conducted by the Principal in consultation with IQAC towards achieving the set goals.

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

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

C. Any 2 of the above

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

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

Gender equality is one of the key challenges that society is facing in recent days. Equal opportunities are provided to all individuals irrespective of gender.

Women's play a key role in building the nation and every country

is being known for the women's power. It has been proved that they are potential and contributed a lot for the betterment of the world.

We have established "SPANDANA" (Women's wing) to take care of the needs and safety of girl students and women staff. Spandana conducts several activities focusing for the empowerment of women. Many of our college students have achieved extraordinarily in different fields.

Annual Gender Sensitization Action Plan:

- Health awareness programs for girl students.
- Cultural programs for girl students.
- Women's day celebration.

Women's wing activities:

Women's day celebrated on 24-03-2021, the chief guests Smt. Aarathi Ananda, KAS, Registrar, Bengaluru City University and Smt. C G Manjula, Senior Journalist, Prajavani inaugurated the program and addressed the gathering about the women empowerment.

Gender sensitivity is an inherent value in the cultural ethos of the institute and its neighboring community as it is evident by the following facilities.

Safety and Security:

- Security checkpoints are installed at entry and exit points in the campus.
- The entire campus is under CCTV surveillance.
- Anti-Sexual Harassment Cell, Anti-Ragging and Student Grievance Cell are established.
- Awareness programs on Gender Sensitivity organized during NSS camp.
- Hostel facility for women with dedicated warden.

Counseling:

Grievances Redressal Cell and Spandana(women's wing) addresses all the problems of girl students.

Common Rooms:

In terms of common rooms, the institution has provided a separate

waiting and rest rooms for the girl students.

Other measures:

Institution encourages girl students to actively participate in co-curricular activities, sports, NCC, NSS etc., which is a part of curriculum.

File Description	Documents
Annual gender sensitization action plan	• Health awareness programs for girl students. • Cultural programs for girl students. • Women's day celebration.
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	Safety and Security: • Security checkpoints are installed at entry and exit points in the campus. • The entire campus is under CCTV surveillance. • Anti-Sexual Harassment Cell, Anti-Ragging and Student Grievance Cell are established. • Awareness programs on Gender Sensitivity organized during NSS camp. • Hostel facility for women with dedicated warden. Counseling: Grievances Redressal Cell and Spandana(women's wing) addresses all the problems of girl students. Common Rooms: In terms of common rooms, the institution has provided a separate waiting and rest rooms for the girl students. Other measures: Institution encourages girl students to actively participate in co-curricular activities, sports, NCC, NSS etc., which is a part of curriculum.

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

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

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

Solid waste management:

The waste is generated by all sorts of routine activities carried out in the college that includes paper, plastics, glass, metals, food etc. The waste is segregated at each level. The estate office ensures that the waste in each floor is collected at designated time intervals and taken to the dumping area provided by the college.

Liquid waste management:

Liquid waste is mainly sewage waste which is drained out through proper drainage system.

Chemical waste management:

Hazardous chemicals are kept away from the reach of students. Lab in-charge and Lab assistants take care of the chemicals. Safety norms in the laboratory are strictly followed. Students are made aware of the hazardous chemicals and safety aspects before utilizing the chemicals.

E-waste management:

The Institution has undertaken a number of E-waste management initiatives with the objective of creating eco-friendly environment in the campus. Computers and peripherals are upgraded regularly to continue its usage for avoiding wastage.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://vdcjes.edu.in/iqac-web-links/
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

D. Any 1 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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	View File

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	**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).

Institution provides an inclusive environment for everyone with

tolerance and harmony towards cultural, regional, linguistic communal socioeconomic and other diversities.

Admissions are given to all communities of different regional and linguistic diversities.

Cultural activities are organized by cultural committee of the college. Ethnic Day is celebrated every year in the college. Commemorative days like women's day, yoga day, Vivekananda Jayanti and Sadbhavana divas are celebrated in the college. This establishes positive interaction among students of different racial and cultural backgrounds. There are different grievance redressal cells in the institute like Anti -Ragging Cell, Anti-Sexual harassment Cell, Students Grievance Cell/Students Welfare Officer, Women's Cell which deals with grievances without considering racial or cultural backgrounds.

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

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

Vivekananda Degree College organizes several programs to sensitize the students and employees of the institution for the accomplishment of constitutional obligations transcending sectional diversities of our society focusing on inculcating values and to perform duties and responsibilities for making dutiful citizens.

The students are enriched by participating in various programs conducted by the institution:

- College has established an Electoral Literacy Club which encourages, facilitate and maximize the enrollment, especially for the new voters. Also spread awareness among voters for promoting informed participation in the Electoral process.
- NSS unit organized "Black Day" on 14th Feb 2021 for the commemoration of our soldiers who have sacrificed their life for the nation.

- **Renovation work of Government school at Hosakote, Bangalore Rural District was undertaken by NSS unit.**
- **Teachers and students took part in World Environment Day on 5th June, 2021 by planting saplings.**
- **Eco-Club organized Eco-Friendly colorless Ganesha program for creating awareness to avoid water pollution.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

- **Gandhi Jayanti was celebrated on 02/10/2021. Program was inaugurated by Secretary, members of JES, Heads of various institution, faculty members and student representatives by**

offering flowers to Gandhi's portrait.

- Constitution Day was celebrated on 26/11/2020 by Electrol Literacy Club to commemorate the adoption of constitution of India.

- Vivekananda Jayanti is celebrated as National Youth Day on 12/01/2021.

Dr Muralidhar, Writer & devotee of Ramakrishna Mission graced the occasion.

- Republic Day was celebrated on 26/01/2021. Program was attended by Secretary, Members of JES, Principal, Staff and students of our institution. National flag was hoisted and NCC cadets performed a parade.

- International Women's Day was celebrated on 24/03/2021. Smt. Arathi Ananda, Registrar, Bengaluru City University and Smt. C G Manjula, Senior Journalist, Prajavani, were honored for their achievements.

- World Environmental Day was celebrated on 05/06/ 2021 by planting saplings around the campus by secretary, members of JES, Principal, Staff & NSS unit

- 75th Independence Day was celebrated on 15/08/2021. National Flag was hoisted and NCC cadets performed a parade. Program was addressed by Secretary and other members of JES. NSS volunteer performed various cultural programs such as DOLLU Dance, KAMSALE the ethnic dance.

- Sadbhavana Divas was celebrated on 20/08/2021 by Electrol Literacy Club. The students and Staff took oath to promote National integration & Communal Harmony among people of all religions, language & regions.

- Teacher's Day was celebrated on 16/09/2021 by felicitating Retired Teachers and Teachers obtained PhD during that year. The Chief Guest Dr. M D Karvekar, Retd. Professor, Government College of Pharmacy, Bangalore graced the occasion.

- NSS Wing organized NSS Day Orientation program for volunteers on 30/09/2021.The guest on the occasion was Smt. Poornima Jogi, NSS program implementation officer, GoK.

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

7.2 - Best Practices

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

BEST PRACTICE 1:

1. **Title of the Practice:Student Aid Fund (Merit cum Poverty Scholarship)**
2. **Objective:**

The Institution aims to impart quality education "at an affordable cost to all the sections of society" besides, the college management is of the firm view that no student should be deprived of education due to the want of resources. Thus with this motto, our institution caters to the needs of students out of student Aid Fund. The following are the objectives:

- **To support for deserving students without any discrimination.**
- **To encourage meritorious students for their holistic development.**
- **To provide equal opportunities for all the sections of society irrespective of their background.**

3.Context:

This is one of the unique programmes being followed by Janata Education Society that in addition to the scholarships received from government and other agencies, the society offers merit cum poverty scholarship/freeship(Fee concession) for the needy from the corpus fund generated by the society.

Majority of the students who aspire to pursue higher education in our institution are talented and they are from semi urban, rural, economically and socially weaker section of the society.

Financing their education is a big challenge for such students. Thus JES has instituted students Aid Fund in order to cater to the needs of such students who encounter the barriers for higher education. A committee is constituted by the management in this respect and this committee selects all the eligible students and they are extended financial assistance.

4.The Practice:

The Janata Education Society has committed in endeavoring towards the Students Aid Fund Scholarships/Freeships with a corpus fund of

Rs.2.5 crores. During Covid-19 pandemic the institution offered freeships and also provided installments for the payment of fees at the time of admission which helped the students to overcome their financial constraints.

Selection process is made on the basis of verification of the parents and students background considering their requisitions.JES was offering scholarships to nearly 35 to 40 deserving students approximately costing an amount of Rs.2,50,000/-. In view of amid covid-19 pandemic this was increasedto nearly one hundred freeships which incurred an amount of Rs. 3, 37,380/- for the current academic year without enhancing the existing fee structure.

5.Evidence of Success:

It is clearly evident from the fact that students who have been benefited from the aforementioned programme excelled in their studies by securing good percentage of marks in the university examinations. Especially, this helped in easing out the financial burden of parents amid covid-19 pandemic. The institution has reached out to the expectations of students and parents by shouldering the social responsibility towards realizing the welfare of society. The responses from the parents and the students are positive for the fulfillment of the task. The institution was able to admit good number of students to various available programmes despite of covid-19 pandemic.

6.Problems Encountered:

In spite of large number of appeals made by parents and students for getting Scholarships/Freeships offered by the institution, we could not be able to accommodate all such students because of

resource crunch. Out of all such appeals made by them institution has offered Freeships/Scholarships for only meritorious and the needy taking in to consideration on the basis of parameters fixed. JES has intended to increase the corpus fund but it was quite a difficult task for the management to accomplish the task in view of various constraints.

Best Practice 2:

1. Title of the Practice: Health and Hygiene
2. Objective:

"Better hygiene leads to better health, confidence and overall growth" the slogan coined by the UNICEF, the institution adheres to the objectives listed here under:

- To promote and maintain the principles of hygiene and sanitation.
- To implement all those programmes chalked out by central and state government.
- To conduct various Health Awareness Programmes.
- To impart the knowledge of health and hygiene for students.
- To undertake projects on health and hygiene in collaboration particularly with NGOs and other organizations in general.

3.Context:

There were several challenges/problems confronted for conducting programmes on this aspect. The context during Pandemic demanded to take several steps in order to prevent the spread of disease which affects the life of large number of people. People were insecure of their health because of limited resources considering the demographic factors despite of measures adopted by the government from time to time. And the most challenging aspect on the part of teaching community was to conduct offline classes and examinations. For that reason we had taken herculean task to achieve some of the objectives of this programme.

4.The Practice:

Keeping in view of the above stated objectives, institution had prepared to organize good number of programmes for ensuring Health and Hygiene.

Focused on providing facilities in the campus to maintain health

and hygiene viz., sanitized class rooms, library, laboratories, office room, staff rooms and toilets.

Primary Health Care Centre is provided in the campus with a qualified Medical staff for constant monitoring the health of teachers and students.

Displayed Covid rules (SOPs) in the Notice Board, corridors, class rooms and at the entry and exit points in the campus.

RTPCR Tests were conducted at regular intervals.

Successfully conducted vaccination camp for all the staff and students.

Institution organized Covid-19 vaccination drive campaign in the college campus which was inaugurated on 29th June 2021 by Dr.C N Ashwath Narayan, Deputy Chief Minister, Government of Karnataka. It is placed on record that as many as 540 students and staff were vaccinated (co-vaccine) on the same day.

Covishield vaccination was administered for students and staff on 01st August 2021.

Second dose vaccination drives were arranged at regular intervals.

Committee on Yogic Science organized programmes regularly.

Yoga classes and other related programmes for the students and staff were organized by the committee in order to create awareness regarding the maintenance of physical and mental health.

NSS students participated in Walkathon program organized by the PEOPLE TREE HOSIPTAL, GORGUNTEPALYA, to create an awareness of the side effects caused by the sedimentary life and to reduce weight and have a good healthy heart.

5.Evidence of Success:

The institution had taken sufficient measures for successfully organizing the above mentioned programs efficiently and diligently for the utmost satisfaction of students and staff. All the programs are effectively utilized .The large number of students and public were vaccinated through vaccination drive

campaign which helped students to take part in the learning process by attending offline classes. It also helped for the smooth functioning of the college.Yoga classes contributed a lot for students to improve their physical and mental health in the midst of Covid- 19 crisis.

6.Problems Encountered:

It was a laborious task for the institution to organize programmes especially during Covid -19 pandemic. The problems faced by the organizers are variety in nature. One of the greatest challenges for organizing these programmes was to comply standard operating procedures which are in force. The institution conducted these programmes with challenges and limitations faced in the conformity of the rules and regulations of the government.

File Description	Documents
Best practices in the Institutional web site	[View File]()
Any other relevant information	No File Uploaded

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

Vivekananda Degree College is located in metropolitan city of Bengaluru, adjacent to sub-urban and rural parts of Bengaluru District. This institution caters to the needs of cross section of the society. Preference in admissions are given to students from weaker sections of the society, rural and agricultural background without insisting their percentage of marks in the qualifying examinations. The college not only provide them an opportunity to enter in to higher education, but also help them with financial support through Fee-Concession, Endowment Scholarships and JES Student Aid-Fund Scholarship.

Fee structure of the college is also based on the vision "Education for all" and the mission "Quality Education at affordable cost" to ensure quality education with exclusive encouragement and exposure to the urban trend and culture through various cultural, curricular, extra-curricular and other instructional activities offered by the institution through NCC, NSS and many other clubs enthusiastically instruct to imbibe resilient Social values amongst our students. Monitoring at all levels with a dedicated faculty support & proper guidance.

Professional training and career guidance provided through Placement Cell striving to escalate the ability to face the challenges in life and to make students gladly acceptable in the corporate world and also to uphold entrepreneurship capabilities in the young generation of the country. College timings is scheduled in such a manner, that a student who are willing to earn to fund their educational requirements and support their family needs.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

Future plans of action for next academic year

- **Transfer of M.Com program from Vivekananda Institute of Management to Vivekananda Degree College**
- **To introduce new programs of Bangalore City University:**
    - **B Com.,- Data Analytics**
    - **B Com., - Honors**
    - **M Sc., - Computer Science**

- **Establishment of Online Courses to facilitate the requirements as per NEP-2020**
- **To begin various certificate courses.**
- **Construction of sheet roof to cover the Quadrangle.**
- **Face-lifting of the south side of the college building.**
- **To establish Heritage club to preserve and to conserve our culture and traditions of the region.**
- **Plan to establish a support system for the preservation of Performing Arts.**