



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		VIVEKANANDA DEGREE COLLEGE
• Name of the Head of the institution	Dr. Lingarajaiah	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	08023579511	
• Mobile No:	9008779997	
• Registered e-mail	vdc_principal@rediffmail.com	
• Alternate e-mail	vdciqac@gmail.com	
• Address	Vivekanada Degree College, Dr. Rajkumar Road, Rajajinagar II Stage, Bengaluru - 560055	
• City/Town	Bengaluru	
• State/UT	Karnataka	
• Pin Code	560055	
2.Institutional status		
• Affiliated / Constitution Colleges	Affiliated	
• 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	Dr. K. Shashikala				
• Phone No.	08023579511				
• Alternate phone No.	08023579511				
• Mobile	9964184167				
• IQAC e-mail address	vdcqiqac@gmail.com				
• Alternate e-mail address	vdc_principal@rediffmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://vdcjes.edu.in/wp-content/uploads/2022/04/AQAR-2020-21.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://vdcjes.edu.in/wp-content/uploads/2022/09/Academic-calendar-21-22.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
Cycle 4	A	3.06	2023	10/01/2023	09/01/2028
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			Yes		

NAAC guidelines		
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> • The IQAC has assisted in formulating the annual action plan and monitored its implementation, ensuring that it aligns with the institution's objectives. • Additionally, the IQAC has facilitated the development and implementation of quality enhancement programs for the students. • The IQAC has organized several workshops, training programs, and seminars to enhance the professional development of Faculty Members and Staff in connection with the implementation of NEP and SSR submission. • The IQAC has played a vital role in collecting feedback from students regarding the quality of teaching, infrastructure, learning resources, and overall educational experience. 		
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	
<p>1. Preparation of Academic Calendar.</p>	<p>Academic Calendars have been prepared incorporating College activities, examination schedule, academic and quality enhancing programme.</p>	

2. To promote faculty development.	Teachers have participated in Orientation programmes, Refresher Courses, Short Term Courses as required.
3. To arrange activities for the Inclusiveness of the students.	Several activities like Independence Day Celebration, Gandhi Jayanti, Republic Day, Celebration of International Women's Day, National Science Day, Suggi Kunitha etc have been arranged throughout the year for the inclusiveness of the students.
4. Use of online plat form for academic purpose.	During the restriction period of COVID-19 all classes, meetings are being held online.
5. Organized online Webinars / offline Seminars from each Departments.	Placement department of the College conducted offline Orientation workshop, Certification and skill development program and other placement related programs. The Department of History inaugurated the Heritage Club and organized World Heritage Week.
6. Designed and published digital magazine (e magazine) for the benefit of students.	Published Digital Magazine.
7. Conducting Green audit and Academic audit.	Green audit and Academic audit is done.
8. Extension of Social Participation.	Various programmes are conducted through NSS, NCC, Eco Club
9. Initiation 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.
10. Prepared the list of requirements for the renovation of College infrastructure.	List is prepared and submitted to Building committee of JES Management.

13. Whether the AQAR was placed before statutory body?	No				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Nil	Nil
Name	Date of meeting(s)				
Nil	Nil				
14. Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2021-2022</td> <td>20/01/2023</td> </tr> </tbody> </table>		Year	Date of Submission	2021-2022	20/01/2023
Year	Date of Submission				
2021-2022	20/01/2023				
15. Multidisciplinary / interdisciplinary					
<p>Vivekananda Degree College is affiliated to Bengaluru City University. The affiliating university has implemented multidisciplinary courses for UG Programmes in line with guidelines of NEP. Here is a list of programs for the same:</p> <p>https:// www.bcu.ac.in/new-ug-syllabus-as-per nep-2020-effective-from-2021-22/</p> <p>Students have the provision to choose courses that are not from their discipline which provides flexibility for the students to pursue diverse disciplinary pathways. In addition to regular classes Special Lecture Programmes, Workshops, and Seminars for the students were organised on various topics related to the syllabus to help students to understand topics from a different perspective. The Faculty Members of the institution are encouraged to attend workshops, seminars, and Faculty Development Programmes to adopt their teaching methods to interdisciplinary and multidisciplinary approaches and also to equip them with necessary skills and knowledge.</p>					
16. Academic bank of credits (ABC):					
<p>This is a significant component of NEP. The ABC system provides students with flexibility to earn credits beyond their core discipline. It promotes multi disciplinary learning, allowing students to explore diverse subjects and gain broader understanding of different fields. This concept which has been introduced as part of the NEP brings about flexibility in the system of education, helps to increase the number of pass outs in UG and PG, also</p>					

encourages the student to continue their studies, especially those from a poor economic background. This will definitely bring about a great change in the number of admissions and pass percentages in all programs. This facility will also make the transfer process for a student from one country to another or to another institute in the same country easier and hassle-free. Several faculty have attended workshops on how the Academic bank of credits can be implemented to its best in the institute.

17.Skill development:

Vivekananda Degree College is affiliated to Bengaluru City University. This is part of the NEP syllabus prescribed by the university, find the link below:

<https://www.bcu.ac.in/new-ug-syllabus-as-per-nep-2020-effectivefrom-2021-22/>

Focus on skill development will have a huge positive impact in the employability rate of all students. The current job market keeps going through changes dynamically and it is very much required for the students to hone their skills that are suitable for the current job market. Introducing skill development as part of the curriculum makes this endeavor easier and is very beneficial for the students.

In order to make the students ready for the job market and build their core competencies to face real-life challenges they must have the required knowledge, skills, and abilities both professionally and life skills. Added to the curriculum the institution continuously strives to create a skilling ecosystem through workshops, talks, webinars, interactive sessions, Add-on/Certificate Courses, value added courses etc. The Placement Cell of the institution has arranged several career development programmes in collaboration with various organisations that work in the domain of skilling the students.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Vivekananda Degree College is affiliated to Bengaluru City University. The affiliating university has introduced language, and culture as part of the syllabus. India is a land of diverse cultures, heritage, and languages, integration of the same through NEP helps the students to adapt and understand the same and is sure to bring about a positive outlook and understanding.

In addition to the curricular prospects, the department of history

conducted several co-curricular programmes that foster the dissemination of Indian history, culture, and knowledge traditions among the young students through Heritage Club.

The institution has also organised "Suggi Habba" showcasing the vibrancy and richness of our diverse cultures.

Vivekananda Degree College caters to students from diverse linguistic and economic background even though the medium of instruction is English, to fulfill the learning needs and levels of these students, faculty members of the college engage in a bilingual mode of lecture delivery. Official communications, minutes of meeting, and important college publications are brought out in bilingual mode.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The institution plans to achieve Course outcome, Program Outcome, and Course objective through the use of various applications like PPTs, videos, projectors and other ICT tools. The institution has the mechanism to calculate the attainment. Field studies, practical, projects, and internships are also introduced to help students achieve the required outcome.

One of the objectives of NEP 2020 is the transformation of concepts into practice. Several new initiatives have been taken by the college in this direction:

- Creating a learner centric environment:

Focus on students' understanding of the outcomes of the course; facilitating academic and research as well as problem solving skills-based discussions conducted in the class.

- Mentoring and continuous assessment of learners: Mentor-mentee meeting conducted on regular basis to address several problems of students.
- Encouraging application of knowledge for solutions: Students were sensitized towards the sustainable environmental goals through the classes taken as a part of their curriculum under Environmental Science course.

20.Distance education/online education:

Institution has not implemented the Distance Education/Online Education.

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	226
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	996
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	296
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	349
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	36
File Description	Documents
Data Template	View File

3.2	36
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	20
Total number of Classrooms and Seminar halls	
4.2	23.01
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	147
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Response:

Vivekananda Degree College, affiliated with Bengaluru City University, offers B.A., B.Com, and B.Sc. programs following the CBCS/Elective system as per university guidelines. To excel in education, the institution aligns its academic plans with both the university and its own calendar. These plans include enriching the curriculum through guest lectures, webinars, research visits, internships, workshops, and more. Progress is reviewed in departmental meetings.

Orientation programs help new students transition from pre-university to degree-level studies. Academic and non-academic committees are formed to implement curricular and co-curricular activities. Subject-specific academic planners and lesson plans are developed in departmental meetings, ensuring syllabus coverage on time.

Teaching staff maintain work diaries, monitored by HODs and the Principal, ensuring a well-documented curriculum delivery process. During the COVID-19 pandemic, online classes were conducted using platforms like Microsoft Teams, Google Meet, and Zoom.

Special focus is placed on slow learners, providing simplified study materials, question banks, remedial classes, and guidance. Advanced learners are encouraged to give seminars and conduct projects to enhance their skills.

Throughout the academic year, various co-curricular activities offer experiential learning opportunities to students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://vdcjes.edu.in/lesson-plans/

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

Response:

The college's IQAC creates a semester-wise calendar in alignment with the affiliating university, outlining working days, holidays, guest lectures, internal tests, assignments, certificate programs, and extracurricular activities. The institution employs a robust Continuous Internal Evaluation system, comprising two internal tests and a preparatory exam. Internal assessment considers test performance, attendance, and assignments, with results regularly communicated to parents. Teaching materials and question banks are readily available to students.

To enhance academic skills, faculty assign projects and foster communication skills development. Extracurricular and co-curricular participation is encouraged through various college committees, clubs, and forums. The institution promotes social responsibility via NSS, NCC camps, and the Eco-club. IQAC periodically monitors syllabus coverage, test administration, assignments, and lab sessions.

The Principal and HODs review semester progress and provide necessary interventions through academic committee meetings. This comprehensive approach ensures holistic student development and

academic excellence.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://vdcjes.edu.in/wp-content/uploads/2022/09/Academic-calendar-21-22.pdf

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.

A. All of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

21

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)**

01

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

85

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

85

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Response:

The institution prioritizes holistic development, encouraging student participation in sports and cultural activities. It actively promotes gender equality and women's rights through the Women Cell (SPANDANA), conducting programs to empower women physically, emotionally, and mentally. The Internal Complaints Committee offers counseling and monitors the safety of female students and staff with surveillance cameras in key locations.

Awareness programs covering life skills, soft skills, communication skills, and decision-making are organized by various extensions and the Placement Cell. Courses like Business Communication, Entrepreneurship Principles, Business Law, and Indian Constitution and Human Rights instill values in students.

'Environment Science and Public Health,' a compulsory non-core paper introduced by Bengaluru City University, educates on environmental protection and sustainability. The Eco-club 'Parisara Pragna' collaborates with the NSS wing for tree plantation programs and environmental awareness.

Value and ethical education are emphasized throughout the regular curriculum, with a compulsory non-core paper on Value Education introduced by the university. Professional ethics, including intellectual property rights (IPR), are imparted through lectures and dedicated courses. The institution also celebrates national events to nurture moral, ethical, and social values in students.

File Description	Documents
Any additional information	View File
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

03

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
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

276

File Description	Documents
Any additional information	View File
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)	View File

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	View File
URL for feedback report	http://vdcjes.edu.in/curriculum-feedback-report/

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	View File
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	View File
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

Response:

At the beginning of the academic year, the principal of the college designates the faculty as the class teachers for each section and mentors for a group of students.

The advanced and slow learners are identified by the following strategies:

- (a) Marks secured in the pre university level examination.
- (b) Interaction during bridge course assessment.
- (c) Performance in periodic tests, semester end university examinations.

Activities for Advanced learners:

- (a) Awareness programs on ICAI, ICS, ICWA, CMA and ICA are conducted.
- (b) Online and offline projects are assigned.
- (c) Students are advised to take the advantage of coaching for civil service examinations conducted in the immediate vicinity of the college after the regular classes.

Activities for Slow learners:

- (a) tutorial classes and special classes are conducted.
- (b) Printed study material is provided and circulated among these students to make them perform better.
- (c) Mentors provide personalised attention to slow learners to make them comfortable in the teaching - learning process and gain confidence to be in the mainstream.
- (e) They are suggested to refer to the previous year examination question papers.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
996	36

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Response:

College has adopted following methods for enhancing learning experiences of students.

Participative Learning:

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. Assignments on academic, social, and economic issues of the nation are given. Students are made to participate in debates, pick and speak, treasure hunt, business quiz, conducted within the college and in other colleges in the neighborhood.

Experiential Learning:

Science students are exposed to practical training in laboratories. Commerce students are exposed to practical skill development classes as part of regular curriculum learning. Arts students are exposed to the current trends pertaining to their stream through the seminars and various experts' talks organized by the institution.

Problem Solving Methodologies:

Online and offline projects are given to them in the areas of academics and social issues to promote problem solving methodology. Internship facility will be provided to commerce students with our alumina chartered accountants at the time of return filing for GST and income tax. We also depute some of our commerce students for keeping accounts with chartered accountants as part time accounts assistants.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

Response:

(a) In addition to traditional chalk and talk method of teaching and learning the faculty have extensively used ICT enabled teaching and learning tools such as power point presentations, e-notes, video clippings online educational resources, social networking sites provided enhanced learning experiences not only to the students but also to the teachers.

(b) College has 6 ICT enabled class rooms with LCD projectors. We also convert other class rooms as ICT enabled class rooms with portable LCD projectors that are available in the college on need basis.

(c) The whole campus is Wi-Fi enabled with 50 Mbps network to enhance student learning ICT enabled.

(d) 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.

(e) College library also provides internet facility to access journals and e-books that are freely available in the public domain. The faculty also has access to INLIBNET of the college.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://vdcjes.edu.in/NAAC/criteria-2/2.3.2/ERP%20manual.pdf

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

36

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

36

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

07

File Description	Documents
Any additional information	View File
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

11.41

File Description	Documents
Any additional information	View File
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.

Response:

Yes. College has transparent evaluation process in terms of variety and frequency. Our institution follows the regulations of Bangalore City University for the internal evaluation process of theory & practical subjects.

a). Internal assessment is based on tests, assignment/project work/seminar and attendance.

b) Student attendance is reviewed every month and Attendance shortage is displayed on the college notice board at the end of every month.

c) Two class tests are conducted in all the classes to ensure continuous evaluation during the semester period.

d) To ensure transparency, unit test papers including preparatory

examination papers are distributed to the students within a short span of time immediately after the tests and examinations..

e) In addition to traditional evaluation methods, group discussions, class room presentations, subject wise quiz are conducted for continuous evaluation.

f) The internal assessment marks are displayed on the college notice board to ensure transparency.

g) The above process of continuous evaluation, frequency and mode of evaluation is transparent hence students can interact with teachers and their parents can also interact to ensure the transparency being adopted in the process of evaluation.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Response:

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

a) Test papers and preparatory examination papers are distributed after evaluation among the students within a week after the test or the examination.

b) Students are allowed to go through evaluated papers and get back to the teachers for any discrepancy or grievances.

c) If any grievance is brought to the notice of the concerned teacher measures are initiated to set right the grievances immediately.

d) Internal marks awarded to the students based on tests, attendance and their participation in the presentations etc., will be notified on the dedicated notice board to make the mechanism transparent. Grievances in internal assessment score can be addressed to the concerned HODs. After the grievance is heard, the internal marks are either corrected or the logic behind the evaluation is made clear.

In case the student is not satisfied, the grievance can be taken to the principal in person. The Principal intervenes in the matter and the matter is amicably settled.

File Description	Documents
Any additional information	View File
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.

Response:

Our institution follows the syllabus prescribed by the Bangalore City University. The statutory bodies of the concerned departments have prescribed the Pos and Cos for all the programmes and courses offered by the university. As such, every course teacher articulates on these course outcomes and program outcomes prescribed by the university which makes the teaching learning process more fruitful as students are aware of the relevance of the topic in their pursuit of knowledge.

Programme outcomes and course outcomes offered by the university are known to the teachers and teachers in turn create awareness of the programme outcomes and the course outcomes among the students before the commencement of the course teaching. 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. Students are allowed to offer suggestions if any, regarding the programme and the course outcomes. The soft copy of the university regulations, different programmes outcomes, course outcomes is uploaded in the college website.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://vdcjes.edu.in/igac-web-links/
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.

Response:

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

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 neighbourhood. Certain percentage of our outgoing students continued to pursue post-graduation studies as they have realized programme outcomes and course outcomes. Majority of the outgoing students start working for their livelihood and many of them are placed in good Organisations. Only a small percentage of the 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 Organisations. Placement statistics of the institution reveals attainment of programme outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://vdcjes.edu.in/igac-web-links/

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

300

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	View File
Paste link for the annual report	http://vdcjes.edu.in/wp-content/uploads/2023/09/Result-Annual-Report-2021-22-1.pdf

2.7 - Student Satisfaction Survey

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

<http://vdcjes.edu.in/wp-content/uploads/2023/09/2.7.1.-SSS.pdf>

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)

00

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
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

07

File Description	Documents
Report of the event	View File
Any additional information	View File
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

03

File Description	Documents
Any additional information	View File
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

00

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

Response

The college prioritizes holistic student development and raises awareness about environmental and social issues through various units, including the Eco Club, Science and Research Forum, Yoga and Meditation Club, Electoral Club, and Women Empowerment Cell (SPANDANA). NCC involvement fosters values like patriotism and discipline, and the college celebrates important days to impart cultural values.

Rallies on Earth Day, Plantations, and Swachh Bharat Abhiyaan engage students and the local community. The college promotes eco-friendly Ganesha festivals since 2008, creating clay idols without paint.

Blood donation camps with organizations like RED CROSS and LIONS CLUB promote unity. The Fit India campaign features activities like Walking Day, Yoga, and health checkups.

The Women Empowerment Cell conducts outreach, workshops, and celebrates International Women's Day with informative videos shared online.

NCC/NSS activities empower students to represent the college in various fields, shaping its positive image. The college instills responsible citizenship in its students, going beyond academic degrees.

File Description	Documents
Paste link for additional information	https://vdcjes.edu.in/nss-activities/
Upload any additional information	View File

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

00

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

11

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

759

File Description	Documents
Report of the event	View File
Any additional information	View File
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**

02

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	View File

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	View File
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.

Response:

The institution is well equipped with necessary infrastructure. The campus has adequate number of class rooms ensuring that students can sit comfortably while attending classes. There are 20 class rooms, and most of them 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 cleaned regularly by an outside agency and furniture like closets, almirahs, desks, chairs and tables are dusted to provide a hygienic environment. Our institution has well equipped library, Computer Lab, Business Lab, Mathematics Lab, Language Lab, and Electronics Lab seminar halls, and departmental libraries to cater to the needs of students. Office and Library are also equipped with number of computers. All together, there are 165 computers and laptops in the college. ICT enabled smart classrooms are used in every day class room teaching and Wi-Fi facility is used by the office and library. There are 147 computers with Wi-Fi facility. To facilitate the co-curricular and cultural activities, the institution has one auditorium and one seminar hall with plug and play facility to cater to the needs of the audio-visual necessity of the events, with a seating capacity of 250 in the auditorium. The institution's central library is well equipped with large section of reference books, issue books and a digitalized database and Remote Log access to e-resources.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vdcjes.edu.in/photo-gallery/

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

Response:

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 them, under the guidance and supervision of their teachers, on occasions like Ethnic day, International Women's Day, Vivekananda Jayanthi, College Day and so on. The college has a state-of-the-art auditorium, and an Open-auditorium which are the principal venue for cultural programmes. Yearly Talent Search competitions and activities are conducted by Cultural Committee with active participants. The institution also conducts community outreach programmes which 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 in the institution. Since college is located in the heart of congested mega city, athletic meet is being conducted in some of the play grounds such as HMT ground, IISC playground etc. The annual sports Events are organized in these grounds in which students participate enthusiastically in large numbers.

The Institution has a spacious sports ground to hold regular training and sports events for athletics (shot put, discus throw, javelin throw, high jump, and long jump pits) and also to organize group events like cricket, football, kho-kho, volleyball, and NCC parade. The Institution has a sports room and storeroom for keeping sports equipment. There is a provision for providing TA/DA to players for the participation in University, State, and National level events.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vdcjes.edu.in/nss-activities/

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

07

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

07

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vdcjes.edu.in/photo-gallery/
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)

23.01

File Description	Documents
Upload any additional information	View File
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)

Response:

The college has an Integrated Library Management System. The KOHA software helps in the data entry, issue, and return of books from the library. The details of the reference books, literary books, arts, science etc. have been uploaded in the system for easy accession. There are also various e-resources available for the accession of students and faculty. There is a library gateway available which helps to keep tabs/computers on the number of students and faculty accessing the available e-resources. The Library also has facilities like internet, printer, etc. that can be made use by the faculty and the students. The new students and faculty are oriented about how to use the library and its facilities.

At present ILMS is fully automated and it includes books, non-books, and periodicals. In addition it also provides access to its printed resources such as books, periodicals. The library is equipped with e-resources and INFLIBNET/ NLIST for the use of faculty and students at the college campus.

Library Services:

- 1.E-Resources Facility
2. Library Electronic Services (LES)
- 3.SC/ST Book Bank Facility
- 4.Interlibrary Loan (ILL)
- 5.Reference Service
6. Referral Service.
- 7.Reprographic Service
8. .Wi-Fi
9. Digital Library
10. Computerized Services - Books Circulation through LMS

KOHA-Integrated Library System

Koha is a full featured integrated Library system (ILS) which does not cost for the Licence. We have the liberty to modify the product to adapt it to our needs and requirement. It is currently maintained by a dedicated team of software providers and library technology staff from around the globe.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://vdcjes.edu.in/NAAC/criteria-4/4.2.1/Library%20management%20system.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e- A. Any 4 or more of the above

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

File Description	Documents
Upload any additional information	View File
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)

0.85421

File Description	Documents
Any additional information	View File
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

210

File Description	Documents
Any additional information	View File
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

Response :

The college is well equipped with IT facilities. There is one class room with high end audio system, Smart Board and a classroom for hassle-free digital education, fully automated wireless office with 24*7 internet facility. The campus is fully Wi-Fi enabled. We are equipped with the entire necessary ICT infrastructure to felicitate the Teaching-Learning activities.

To ensure that effective classroom delivery, information sharing, and knowledge assimilation, 04 classrooms are equipped with plug and play LCD projectors the systems are updated as per the need, both in terms of software and hardware in order to cater to the needs of the students in order to complete their practical session as per the university curriculum. There are 147 computers including Laptops equipped with 2GB/4GB RAM with i3/i5 processor, 500GB/ 1 Terabyte HDD with network facility available across the college. The institution is equipped with a free Wi-Fi facility for the staff and the students with a speed of 60 Mbps and a download capacity of 1GB for students and staff per day to gain additional information related to the curriculum. Computer Labs, Library (OPAC), and Mathematics lab are using the latest software. An apple training lab with 30 systems is functional to enrich the knowledge of students. Surveillance cameras are installed at strategic locations of the campus for safety and security purposes.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vdcjes.edu.in/photo-gallery/

4.3.2 - Number of Computers

147

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

File Description	Documents
Upload any additional Information	View File
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)

0.88

File Description	Documents
Upload any additional information	View File
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.

Response:

The college has established a system for maintenance and utilization of computers, classrooms, sports, gymnasium, laboratory along with equipments, 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. All sports facilities, including multi gym, are maintained by the Physical Education Director along with college supporting staff. The IQAC cell plays a major role in reviewing the requirements of the infrastructure. The Requirement for a new equipments or repair of old equipments is placed before

the Management Purchase Committee. Allotment of classes is done as per the lecture schedule in consultation with the timetable committee and the head of the institution. Schedule the activities during non lecture hours and utilization for guest lectures, preparation for competitions, conducting training sessions and workshops for students and staff members.

Conducted regular semester examinations as per the University schedule and also competitive examinations in the campus. Students are instructed to utilize all the classrooms optimally during the working hours.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://jes-edu.in/pdf/procedures-19-20.pdf

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

276

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

32

File Description	Documents
Upload any additional information	View File
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	https://vdcjes.edu.in/placement-cell/
Any additional information	View File
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

105

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

105

File Description	Documents
Any additional information	View File
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

A. All 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	View File

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

55

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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**

127

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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**

01

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.**

01

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

02Response :

The college operates a participatory student council, led by class representatives and chaired by the principal, with faculty mentors. Various committees and clubs involve student members, fostering a sense of participation and teamwork in event management. Student input is actively sought and incorporated during activity planning, encouraging their involvement in academic and administrative committees. This engagement helps students to understand the institution's systems, develop decision-making skills, and acquire leadership abilities.

Student members serve on both college and departmental committees, contributing to discussions on teaching content and syllabus completion for academic success. They organize events like Fresher's day, Farewell functions, recreational activities, and annual cultural and college events.

Students are nominated to the IQAC cell and participate in various college committees and clubs, including the ECO CLUB, SPORTS CLUB, SPANDANA WOMEN WING, Anti-ragging committee, among others. They play a crucial role in maintaining discipline by conveying instructions to fellow students and addressing grievances, ensuring prompt resolution. This inclusive approach encourages responsible and engaged student participation in the college community.

File Description	Documents
Paste link for additional information	http://vdcjes.edu.in/wp-content/uploads/2023/09/student-council-.pdf
Upload any additional information	View File

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

02

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The Alumni Association of Vivekananda Degree College has been 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 stakeholders and Alumni are proactive to achieve this purpose and to re-unite the past and present. Alumni association encourages

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 has nominated Alumni members of the college in 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	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Response:

VISION:

Equity in Higher Education: Our vision is to ensure "Education for All," striving to provide equitable access to higher education for socially and economically underprivileged sections of society.

Holistic Development: We aim to promote holistic education, instilling life skills and nurturing civilized citizens who contribute positively to society.

Gender Equality: Eliminating gender disparities is a core objective by focusing on the quality of higher education for girls.

MISSION:

Affordable Quality Education: Our mission revolves around providing quality education at an affordable cost.

Preparing for Challenges: We aspire to prepare students to tackle economic, social, and environmental challenges effectively.

Active Citizenship: We encourage students to become active participants in shaping the future of our nation.

Character Development: Our mission includes instilling values, leadership qualities, and a sense of community development among students.

These goals are actualized through a well-structured governance system comprising the Managing Committee of Janatha Education Society and the Governing Council VDC. Additionally, department heads, committees, and the Placement Cell contribute to the effective delivery of quality education and the overall development of our students.

File Description	Documents
Paste link for additional information	https://vdcjes.edu.in/vision-and-mission/
Upload any additional information	View File

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

Response:

Janatha Education Society has nominated Governing council of the college which is taking care of administration of the college. Principal ensures that the activities are planned to fulfill the vision and mission of the institution. Academic responsibilities are fairly divided among all staff members, Functional Committees are appointed for various academic and co-curricular activities for 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 executive.

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 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	https://jes-edu.in/directors/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Response:

Strategic plan for admissions (2021-22)

Covid-19 pandemic brought a 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 student 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 pandemic and lockdown.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

Response:

The institution's vision and mission are realized through the collaborative efforts of the Managing Committee of Janatha Education Society and the Governing Council VDC, both of which employ effective organizational structures to monitor and enhance the institution's performance.

The Executive Committee of Janatha Education Society, overseeing various institutions, including Vivekananda Degree College, consists of a President, Vice President, Secretary, Joint Secretary, Treasurer, and Board of Directors. The VDC's Governing Council, led by the Principal, includes members with a university nominee and addresses academic, administrative, and related matters.

The Principal serves as a liaison between the institution's management, staff, and students, facilitating various academic and administrative affairs.

IQAC plays a crucial role in establishing quality parameters for academic and administrative activities, involving students, alumni, and the public in decision-making processes.

Department Heads are responsible for creating timetables, teaching plans, workload allocation, and organizing academic events. They also oversee seminars, symposiums, conferences, workshops, and guest lectures to enhance quality education and manage remedial classes, attendance records, work diaries, and result analysis.

Several functional committees ensure the effective delivery of quality education, while the college office, guided by the Office Superintendent and Principal, is supported by managerial, ministerial, and support staff.

Activities such as community service, NSS, NCC, Spandana women's wing, sports, and cultural programs contribute significantly to students' holistic development.

The Placement Cell plays a pivotal role in counseling and guiding students towards their desired career paths, ensuring their successful future.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://vdcjes.edu.in/wp-content/uploads/2023/09/Organogram-of-VDC-1.pdf
Upload any additional information	View File

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	View File
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

Response:

The following are the welfare measures introduced for Teaching and Non-teaching staff by Janatha Education Society.

- 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.
- ESIC(Employees' State Insurance Corporation) facility is covered for employees of the institution.
- Institution provides Group Health Insurance for all the employees.
- Employees are entitled to avail Earned Leave(EL), Casual and Commuted leaves.
- Extended financial assistance for employees who suffered Covid-19.
- Maternity leave facility is provided.
- Unaided Teaching Faculty are designated as Assistant Professors, Associate Professors and follows the UGC norms.
- Encouragement is given to faculty members to attend FDP programs, Workshops and Conferences.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

0

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**

01

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

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**

09

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
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

Response:

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 the department as well as college activities.

Non - teaching staff performance is also reviewed based on their commitment in their work and maintaining good public relation, staff and supervising relation.

Apart from this confidential feedback is also obtained from all the stakeholders of the organisation for both teaching and non-teaching staff.

Self-appraisal forms are 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	View File

6.4 - Financial Management and Resource Mobilization

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

Response:

Vivekananda Degree College, under the Janatha Education Society, conducts regular internal financial audits with the approval of an appointed auditor who meticulously reviews all financial transactions, receipts, and payments. An audited statement of income and expenditure is then presented to the Management for consideration and approval.

Chartered Accountants and their team conduct quarterly internal audits following established auditing standards. This comprehensive audit includes:

Ensuring compliance with policies, laws, and regulations.

Comparing current financial statements with previous ones.

Assessing the reliability and integrity of financial and operational data, as well as the methods used for classification and reporting.

Evaluating the effectiveness of the internal control system.

Verification of students' fee registers, cash books, bank passbooks, and utilization of funds allocated for various committees.

Examination of admission records and miscellaneous expenses.

Certification of the audit report and regular filing of income tax returns.

External audits are conducted annually by Harish Vasanth and Associates Chartered Accountants, ensuring a thorough review of the college's financial reports. Any objections identified are promptly addressed, and corrective actions are taken transparently. The external audit team verifies salary payments, TDS, Income Tax, EPF, ESI, Professional Tax, gratuity, and other financial aspects.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

86,000

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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

Response:

The strategy is need based whenever; there is requirement of funds for any good purpose. The Donors/ Philanthropists are contacted and appraise 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 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 is made directly to the event/programme of the students for which normally documentary evidence are not maintained.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Response:

The Internal Quality Assurance Cell (IQAC) has led to the institutionalization of several practices aimed at enhancing the overall quality of education. Two such initiatives include:

1. **Continuous Assessment and Feedback Mechanisms:** IQAC has promoted the establishment of robust continuous assessment and feedback mechanisms. This involves the regular assessment of students through assignments, quizzes, and examinations, allowing for timely identification of learning gaps. Additionally, students are encouraged to provide feedback on teaching, infrastructure, and overall college experience. This feedback loop aids in improving teaching methodologies and infrastructure facilities, contributing to a more student-centric approach and overall institutional development.
2. **Infrastructure Development Plan:** IQAC actively monitors and promotes an Infrastructure Development Plan to address the

facility shortcomings. This plan involves allocating resources and budget for the renovation and improvement of classrooms, laboratories, libraries, and other essential facilities. By consistently assessing the state of facilities and prioritizing upgrades, the college can create a more conducive learning environment, making it an attractive place for both students and faculty.

By implementing these IQAC-driven practices, even in the face of limited financial support, the institution can strive to enhance the overall quality of education and maintain its commitment to academic excellence.

File Description	Documents
Paste link for additional information	http://vdcjes.edu.in/wp-content/uploads/2023/09/VDC-IQAC-Minutes-of-the-Meeting.pdf
Upload any additional information	View File

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

Response:

- Student 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.
- Bridge courses are being conducted for freshers to enhance the capability of 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

File Description	Documents
Paste link for additional information	https://vdcjes.edu.in/igac-web-links/
Upload any additional information	View File

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	http://vdcjes.edu.in/wp-content/uploads/2023/09/IQAC-Annual-report.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Response:

Vivekananda Degree College prioritizes gender equity in education. Our orientation program emphasizes equal opportunities for all students, regardless of gender, in various college activities such as cultural events, sports, NSS, NCC, scholarships, and class representation.

To ensure safety and security, we have established redressal cells, including the Anti-Ragging Cell, Students Grievance Cell, and Anti-Sexual Harassment Cell.

Our college actively promotes gender sensitization through annual induction programmes. We've also set up 'SPANDANA' Women's Wing to support the needs and safety of female students and staff. SPANDANA conducts activities, seminars, workshops, and health awareness programs, while the Anti-Sexual Harassment Cell empowers girl students and offers self-employment training.

Facilities Provided For Women:

Safety and security measures include anti-sexual harassment, anti-ragging cells, and professional campus security. CCTV surveillance and restricted automobile access enhance safety.

Regular awareness programs are conducted.

Male and female faculty accompany students during NSS and NCC Camps.

A health care center with medical personnel is available on campus.

Sanitary vending machines are installed in girls' restrooms.

Secured separate hostel facilities are provided for girls.

Counseling services are offered through the Grievances Redressal Cell and SPANDANA, with faculty members providing guidance. Health and lifestyle counseling is provided via yoga classes and awareness programs.

We've also designated separate waiting and rest rooms for female students.

File Description	Documents
Annual gender sensitization action plan	http://vdcjes.edu.in/wp-content/uploads/2023/09/Annual-Gender-Sensitization-Action-Plan-21-22.pdf
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	http://vdcjes.edu.in/wp-content/uploads/2023/09/7.1.1-aqr-link.pdf

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

Response:

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 source level. Institution has a dedicated estate office to supervise and ensure that the waste in each floor is collected at regular time intervals and taken to the dumping yard provided by the college. Sanitary disposal machine is installed to dispose of the sanitary pads.

Liquid waste Management:

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

Chemical waste Management:

Hazardous chemicals are kept separately in the laboratory away from the reach of students. Lab in-charge / 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 using the chemicals inside the Lab. Laboratories display protocols for safe handling and disposal of hazardous chemicals.

E-Waste Management:

The Institution has undertaken a number of E-Waste management initiatives with the objective of creating an eco-friendly environment in the campus. E-Waste such as computers and its peripherals are upgraded regularly to continue usage and to avoid its wastage. E-Waste collection facilities are available in the campus. E -Waste is disposed through an authorized agent ROYAL TOUCH E- WASTE RECYCLING.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for B. Any 3 of the above

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

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 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
Provision for enquiry and information : Human assistance, reader, scribe, soft copies of

A. Any 4 or all of the above

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	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Response:

The institution is committed to providing affordable educational opportunities to all students, regardless of their regional, linguistic, or communal background. It fosters an inclusive environment that embraces diversity in culture, language, religion, and socio-economic status. JES offers scholarships to meritorious and economically disadvantaged students, irrespective of their background, and strictly prohibits discrimination based on regional, linguistic, or communal factors.

Cultural diversity is actively promoted through intra-college competitions, ethnic day celebrations, and a dedicated Heritage Club that raises awareness about our rich cultural heritage. The institution also champions communal harmony by commemorating national and international events, fostering a spirit of tolerance and unity among students.

In addition, the institution's NSS unit engages in various socio-economic activities, including awareness programs, health checkup camps, environmental initiatives, and cultural performances in rural areas. They also contribute to renovating government schools, creating a platform for students to serve society.

Overall, the institution strives to create an inclusive and harmonious educational environment, where students learn the values of teamwork, tolerance, and social responsibility while celebrating their diverse cultural and communal 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

Response:

Vivekananda Degree College is dedicated to instilling constitutional values and civic responsibilities in its students and staff, transcending societal divisions. The institution conducts various programs to foster these ideals:

1. The Electoral Literacy Club promotes voter enrollment and awareness, encouraging informed participation in elections.
2. Celebrations of national events such as Independence Day, Republic Day, Teachers' Day, and Gandhi Jayanti instill patriotism and national unity.
3. The Eco-Club organizes eco-friendly initiatives, including a colorless Ganesh program, to raise awareness about water pollution.
4. The NSS unit conducts voluntary blood donation camps, emphasizing the importance of saving lives.
5. National Voters Day is observed to inspire young voters to engage in the political process.
6. Students and teachers participate in World Environment Day by planting saplings for a greener environment.
7. The college partakes in events like the FIT INDIA FREEDOM RUN 2.0, promoting fitness and wellness.
8. Sadbhavana Diwas is celebrated, with students and staff pledging to foster communal harmony among people of all backgrounds.
9. The NSS unit undertakes the renovation of a government school, providing young minds with a platform for social service.
10. Constitution Day is observed to reinforce constitutional values among students.

Through these diverse initiatives, Vivekananda Degree College strives to nurture responsible and conscientious citizens who uphold the principles of the Indian Constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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** D. Any 1 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

Response:

Institution with lot of enthusiasm celebrates all the National and International Commemorative Days, Events, and Festivals by involving Management members, Sister Institutions, staffs and students.

National and International Commemoration days createan awareness, Patriotism, Social responsibilities and Humanity.

Institution plans to commemorate the days and events well in advance with staff, student coordinators, and volunteers of the various committees.

Commemorative Days like Independence Day, Republic Day, Gandhi Jayanti, National Youth Day, Teachers Day, and International Women's Day is celebrated every year to create an awareness among the students about the National Integrity, Patriotism, civic responsibilities and concern towards the Humanities.

To create an awareness about the Indian constitution and Human Rights we have established an Electrol Literacy Club which Commemorates the National Voters Day and an awareness is created among the students about the voting and its importance.

NSS unit of our college celebrates Black Day to respect the soldiers who sacrificed their life for our Nation.

To commemorate rich tradition and the vibrancy of India's diversified culture and People, the institution celebrates events like Ethnic Day, Annual College day, Sports Day every year for the holistic development of the students and to create inclusive environment in the campus.

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: Student Aid Fund (Merit cum Poverty Scholarship)

Objective: Our institution is dedicated to providing quality education affordably, ensuring access for all, regardless of financial constraints. Objectives include supporting deserving students, fostering holistic development among meritorious students, and promoting equal opportunities.

Practice: JES allocated a Rs. 2.5 crore corpus fund for Student Aid Fund Scholarships/Freeships. During the COVID-19 pandemic, the institution offered freeships and flexible fee payment options upon admission, providing Rs. 4,61,800 in scholarships to around

180deserving students without increasing existing fees.

Evidence of Success: The institution fulfilled its social responsibility, maintaining admissions and receiving positive feedback.

Problems Encountered: Limited resources prevented accommodating all students despite numerous appeals. Scholarships were granted based on predefined criteria, and increasing the corpus fund proved challenging.

Best Practice 2: Health and Hygiene

Objective: Our institution is dedicated to enhancing health and confidence through improved hygiene. Objectives include promoting hygiene principles, implementing government health programs, conducting awareness initiatives.

Practice: We ensured health and hygiene by:

Establishing a Primary Health Care Center.

Organizing yoga classes for well-being.

Installing sanitary vending machines.

Adhering to COVID-19 SOPs, conducting tests, and organizing vaccination drives.

Engaging NSS students in health awareness campaigns.

Evidence of Success: The Health Care Center provided vital services. Adherence to COVID-19 measures kept positivity rates low. Yoga classes supported physical and mental health, and some students received free eye surgery.

Problems Encountered: Organizing programs during the pandemic while adhering to government rules was challenging. Adhering to SOPs posed difficulties, but we prioritized safety and health.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Response:

Our institution's primary goal is to provide comprehensive education with equity and excellence, fostering all-round development in individuals. We prioritize value-based education at the undergraduate level, encouraging active participation in curricular, co-curricular, and extension activities. To enhance learning, our IQAC establishes committees, such as Cultural, NSS, NCC, Women's Wing (Spandana), and Placement Cell, each dedicated to nurturing students' knowledge, competence, and creativity to address global challenges.

The NSS and NCC committees engage students in co-curricular and extension activities, instilling enduring social values. Our NSS Wing collaborates with organizations like Lions Club and Red Cross Society, collecting over 250 units of blood biannually. The NCC Unit effectively trains cadets for various camps. The Placement Cell organizes professional training and career guidance programs to prepare students for corporate life and entrepreneurship.

Spandana Women's Wing conducts gender sensitization programs to empower female students, while the Science and Research Forum promotes scientific temper through seminars with eminent scholars. The Commerce Forum reviews the central budget and hosts lectures on related topics.

Our institution is committed to inclusivity, offering fee concessions, endowment scholarships, and JES Student Aid Scholarships to support a diverse student body, with preference for those from weaker socio-economic backgrounds. Our flexible schedule from 7:30 am to 1:00 pm enables students to work part-time jobs, aiding economically disadvantaged students. By combining technology with education and a focus on conceptual learning, we bridge the knowledge gap between rural and urban students, striving for holistic development.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Response:

Vivekananda Degree College, affiliated with Bengaluru City University, offers B.A., B.Com, and B.Sc. programs following the CBCS/Elective system as per university guidelines. To excel in education, the institution aligns its academic plans with both the university and its own calendar. These plans include enriching the curriculum through guest lectures, webinars, research visits, internships, workshops, and more. Progress is reviewed in departmental meetings.

Orientation programs help new students transition from pre-university to degree-level studies. Academic and non-academic committees are formed to implement curricular and co-curricular activities. Subject-specific academic planners and lesson plans are developed in departmental meetings, ensuring syllabus coverage on time.

Teaching staff maintain work diaries, monitored by HODs and the Principal, ensuring a well-documented curriculum delivery process. During the COVID-19 pandemic, online classes were conducted using platforms like Microsoft Teams, Google Meet, and Zoom.

Special focus is placed on slow learners, providing simplified study materials, question banks, remedial classes, and guidance. Advanced learners are encouraged to give seminars and conduct projects to enhance their skills.

Throughout the academic year, various co-curricular activities offer experiential learning opportunities to students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://vdcjes.edu.in/lesson-plans/

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

Response:

The college's IQAC creates a semester-wise calendar in alignment with the affiliating university, outlining working days, holidays, guest lectures, internal tests, assignments, certificate programs, and extracurricular activities. The institution employs a robust Continuous Internal Evaluation system, comprising two internal tests and a preparatory exam. Internal assessment considers test performance, attendance, and assignments, with results regularly communicated to parents. Teaching materials and question banks are readily available to students.

To enhance academic skills, faculty assign projects and foster communication skills development. Extracurricular and co-curricular participation is encouraged through various college committees, clubs, and forums. The institution promotes social responsibility via NSS, NCC camps, and the Eco-club. IQAC periodically monitors syllabus coverage, test administration, assignments, and lab sessions.

The Principal and HODs review semester progress and provide necessary interventions through academic committee meetings. This comprehensive approach ensures holistic student development and academic excellence.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://vdcjes.edu.in/wp-content/uploads/2022/09/Academic-calendar-21-22.pdf

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/

A. All of the above

Diploma Courses Assessment /evaluation process of the affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File
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	
21	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)	
01	
File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
85	

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

85

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Response:

The institution prioritizes holistic development, encouraging student participation in sports and cultural activities. It actively promotes gender equality and women's rights through the Women Cell (SPANDANA), conducting programs to empower women physically, emotionally, and mentally. The Internal Complaints Committee offers counseling and monitors the safety of female students and staff with surveillance cameras in key locations.

Awareness programs covering life skills, soft skills, communication skills, and decision-making are organized by various extensions and the Placement Cell. Courses like Business Communication, Entrepreneurship Principles, Business Law, and Indian Constitution and Human Rights instill values in students.

'Environment Science and Public Health,' a compulsory non-core paper introduced by Bengaluru City University, educates on environmental protection and sustainability. The Eco-club 'Parisara Pragna' collaborates with the NSS wing for tree plantation programs and environmental awareness.

Value and ethical education are emphasized throughout the regular curriculum, with a compulsory non-core paper on Value Education introduced by the university. Professional ethics, including intellectual property rights (IPR), are imparted through lectures and dedicated courses. The institution also celebrates national events to nurture moral, ethical, and social values in students.

File Description	Documents
Any additional information	View File
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

03

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
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

276

File Description	Documents
Any additional information	View File
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)	View File
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	View File
URL for feedback report	http://vdcjes.edu.in/curriculum-feedback-report/
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	View File
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	View File
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

Response:

At the beginning of the academic year, the principal of the college designates the faculty as the class teachers for each section and mentors for a group of students.

The advanced and slow learners are identified by the following strategies:

- (a) Marks secured in the pre university level examination.
- (b) Interaction during bridge course assessment.
- (c) Performance in periodic tests, semester end university examinations.

Activities for Advanced learners:

- (a) Awareness programs on ICAI, ICS, ICWA, CMA and ICA are conducted.
- (b) Online and offline projects are assigned.
- (c) Students are advised to take the advantage of coaching for civil service examinations conducted in the immediate vicinity of the college after the regular classes.

Activities for Slow learners:

(a) tutorial classes and special classes are conducted.

(b) Printed study material is provided and circulated among these students to make them perform better.

(c) Mentors provide personalised attention to slow learners to make them comfortable in the teaching - learning process and gain confidence to be in the mainstream.

(e) They are suggested to refer to the previous year examination question papers.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
996	36

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Response:

College has adopted following methods for enhancing learning experiences of students.

Participative Learning:

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. Assignments on academic, social, and economic issues of the nation are given. Students are made to participate in debates, pick and speak, treasure hunt, business quiz, conducted within

the college and in other colleges in the neighborhood.

Experiential Learning:

Science students are exposed to practical training in laboratories. Commerce students are exposed to practical skill development classes as part of regular curriculum learning. Arts students are exposed to the current trends pertaining to their stream through the seminars and various experts' talks organized by the institution.

Problem Solving Methodologies:

Online and offline projects are given to them in the areas of academics and social issues to promote problem solving methodology. Internship facility will be provided to commerce students with our alumina chartered accountants at the time of return filing for GST and income tax. We also depute some of our commerce students for keeping accounts with chartered accountants as part time accounts assistants.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

Response:

(a) In addition to traditional chalk and talk method of teaching and learning the faculty have extensively used ICT enabled teaching and learning tools such as power point presentations, e-notes, video clippings online educational resources, social networking sites provided enhanced learning experiences not only to the students but also to the teachers.

(b) College has 6 ICT enabled class rooms with LCD projectors. We also convert other class rooms as ICT enabled class rooms with portable LCD projectors that are available in the college on need basis.

(c) The whole campus is Wi-Fi enabled with 50 Mbps network to

enhance student learning ICT enabled.

(d) 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.

(e) College library also provides internet facility to access journals and e-books that are freely available in the public domain. The faculty also has access to INLIBNET of the college.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://vdcjes.edu.in/NAAC/criteria-2/2.3.2/ERP%20manual.pdf

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

36

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

36

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

07

File Description	Documents
Any additional information	View File
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

11.41

File Description	Documents
Any additional information	View File
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.

Response:

Yes. College has transparent evaluation process in terms of variety and frequency. Our institution follows the regulations of Bangalore City University for the internal evaluation process of theory & practical subjects.

a). Internal assessment is based on tests, assignment/project work/seminar and attendance.

b) Student attendance is reviewed every month and Attendance shortage is displayed on the college notice board at the end of every month.

c) Two class tests are conducted in all the classes to ensure continuous evaluation during the semester period.

d) To ensure transparency, unit test papers including preparatory examination papers are distributed to the students within a short span of time immediately after the tests and examinations..

e) In addition to traditional evaluation methods, group discussions, class room presentations, subject wise quiz are conducted for continuous evaluation.

f) The internal assessment marks are displayed on the college notice board to ensure transparency.

g) The above process of continuous evaluation, frequency and mode of evaluation is transparent hence students can interact with teachers and their parents can also interact to ensure the transparency being adopted in the process of evaluation.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Response:

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

a) Test papers and preparatory examination papers are distributed after evaluation among the students within a week after the test or the examination.

b) Students are allowed to go through evaluated papers and get back to the teachers for any discrepancy or grievances.

c) If any grievance is brought to the notice of the concerned teacher measures are initiated to set right the grievances immediately.

d) Internal marks awarded to the students based on tests, attendance and their participation in the presentations etc., will be notified on the dedicated notice board to make the mechanism transparent. Grievances in internal assessment score can be addressed to the concerned HODs. After the grievance is heard, the internal marks are either corrected or the logic behind the evaluation is made clear. In case the student is not satisfied, the grievance can be taken to the principal in person. The Principal intervenes in the matter and the matter is amicably settled.

File Description	Documents
Any additional information	View File
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.

Response:

Our institution follows the syllabus prescribed by the Bangalore City University. The statutory bodies of the concerned departments have prescribed the Pos and Cos for all the programmes and courses offered by the university. As such, every course teacher articulates on these course outcomes and program outcomes prescribed by the university which makes the teaching learning process more fruitful as students are aware of the relevance of the topic in their pursuit of knowledge.

Programme outcomes and course outcomes offered by the university are known to the teachers and teachers in turn create awareness

of the programme outcomes and the course outcomes among the students before the commencement of the course teaching. 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. Students are allowed to offer suggestions if any, regarding the programme and the course outcomes. The soft copy of the university regulations, different programmes outcomes, course outcomes is uploaded in the college website.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://vdcjes.edu.in/igac-web-links/
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.

Response:

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

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 neighbourhood. Certain percentage of our outgoing students continued to pursue post-graduation studies as they have realized programme outcomes and course outcomes. Majority of the outgoing students start working for their livelihood and many of them are placed in good Organisations. Only a small percentage of the 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 Organisations. Placement statistics of the institution reveals attainment of programme outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://vdcjes.edu.in/igac-web-links/

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

300

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	View File
Paste link for the annual report	http://vdcjes.edu.in/wp-content/uploads/2023/09/Result-Annual-Report-2021-22-1.pdf

2.7 - Student Satisfaction Survey

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

<http://vdcjes.edu.in/wp-content/uploads/2023/09/2.7.1.-SSS.pdf>

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)

00

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
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

07

File Description	Documents
Report of the event	View File
Any additional information	View File
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**

03

File Description	Documents
Any additional information	View File
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**

00

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

Response

The college prioritizes holistic student development and raises awareness about environmental and social issues through various units, including the Eco Club, Science and Research Forum, Yoga and Meditation Club, Electoral Club, and Women Empowerment Cell (SPANDANA). NCC involvement fosters values like patriotism and discipline, and the college celebrates important days to impart cultural values.

Rallies on Earth Day, Plantations, and Swachh Bharat Abhiyaan engage students and the local community. The college promotes eco-

friendly Ganesha festivals since 2008, creating clay idols without paint.

Blood donation camps with organizations like RED CROSS and LIONS CLUB promote unity. The Fit India campaign features activities like Walking Day, Yoga, and health checkups.

The Women Empowerment Cell conducts outreach, workshops, and celebrates International Women's Day with informative videos shared online.

NCC/NSS activities empower students to represent the college in various fields, shaping its positive image. The college instills responsible citizenship in its students, going beyond academic degrees.

File Description	Documents
Paste link for additional information	https://vdcjes.edu.in/nss-activities/
Upload any additional information	View File

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

00

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

11	
File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

759

File Description	Documents
Report of the event	View File
Any additional information	View File
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

02

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	View File

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	View File
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.

Response:

The institution is well equipped with necessary infrastructure. The campus has adequate number of class rooms ensuring that students can sit comfortably while attending classes. There are 20 class rooms, and most of them 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 cleaned regularly by an outside agency and furniture like closets, almirahs, desks, chairs and tables are dusted to provide a hygienic environment. Our institution has well equipped library, Computer Lab, Business Lab, Mathematics Lab, Language Lab, and Electronics Lab seminar halls, and departmental libraries to cater to the needs of students. Office and Library are also equipped with number of computers. All together, there are 165 computers and laptops in the college. ICT enabled smart classrooms are used in every day class room teaching and Wi-Fi facility is used by the office and library. There are 147 computers with Wi-Fi facility. To facilitate the co-curricular and cultural activities, the institution has one auditorium and one seminar hall with plug and play facility to cater to the needs of the audio-visual necessity

of the events, with a seating capacity of 250 in the auditorium. The institution's central library is well equipped with large section of reference books, issue books and a digitalized database and Remote Log access to e-resources.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vdcjes.edu.in/photo-gallery/

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

Response:

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 them, under the guidance and supervision of their teachers, on occasions like Ethnic day, International Women's Day, Vivekananda Jayanthi, College Day and so on. The college has a state-of-the-art auditorium, and an Open-auditorium which are the principal venue for cultural programmes. Yearly Talent Search competitions and activities are conducted by Cultural Committee with active participants. The institution also conducts community outreach programmes which 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 in the institution. Since college is located in the heart of congested mega city, athletic meet is being conducted in some of the play grounds such as HMT ground, IISC playground etc. The annual sports Events are organized in these grounds in which students participate enthusiastically in large numbers.

The Institution has a spacious sports ground to hold regular training and sports events for athletics (shot put, discus throw, javelin throw, high jump, and long jump pits) and also to organize group events like cricket, football, kho-kho, volleyball, and NCC parade. The Institution has a sports room and storeroom for keeping sports equipment. There is a provision for providing TA/DA to players for the participation in University,

State, and National level events.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vdcjes.edu.in/nss-activities/

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

07

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

07

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vdcjes.edu.in/photo-gallery/
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)**

23.01

File Description	Documents
Upload any additional information	View File
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)

Response:

The college has an Integrated Library Management System. The KOHA software helps in the data entry, issue, and return of books from the library. The details of the reference books, literary books, arts, science etc. have been uploaded in the system for easy accession. There are also various e-resources available for the accession of students and faculty. There is a library gateway available which helps to keep tabs/computers on the number of students and faculty accessing the available e-resources. The Library also has facilities like internet, printer, etc. that can be made use by the faculty and the students. The new students and faculty are oriented about how to use the library and its facilities.

At present ILMS is fully automated and it includes books, non-books, and periodicals. In addition it also provides access to its printed resources such as books, periodicals. The library is equipped with e-resources and INFLIBNET/ NLIST for the use of faculty and students at the college campus.

Library Services:

1.E-Resources Facility

2. Library Electronic Services (LES)

3.SC/ST Book Bank Facility

4.Interlibrary Loan (ILL)

5.Reference Service

6. Referral Service.

7.Reprographic Service

8. .Wi-Fi

9. Digital Library

10. Computerized Services - Books Circulation through LMS

KOHA-Integrated Library System

Koha is a full featured integrated Library system (ILS) which does not cost for the Licence. We have the liberty to modify the product to adapt it to our needs and requirement. It is currently maintained by a dedicated team of software providers and library technology staff from around the globe.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://vdcjes.edu.in/NAAC/criteria-4/4.2.1/Library%20management%20system.pdf

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
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)

0.85421

File Description	Documents
Any additional information	View File
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

210

File Description	Documents
Any additional information	View File
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

Response:

The college is well equipped with IT facilities. There is one class room with high end audio system, Smart Board and a classroom for hassle-free digital education, fully automated wireless office with 24*7 internet facility. The campus is fully Wi-Fi enabled. We are equipped with the entire necessary ICT infrastructure to felicitate the Teaching-Learning activities.

To ensure that effective classroom delivery, information sharing, and knowledge assimilation, 04 classrooms are equipped with plug and play LCD projectors the systems are updated as per the need, both in terms of software and hardware in order to cater to the needs of the students in order to complete their practical session as per the university curriculum. There are 147 computers including Laptops equipped with 2GB/4GB RAM with i3/i5 processor, 500GB/ 1 Terabyte HDD with network facility available across the college. The institution is equipped with a free Wi-Fi facility for the staff and the students with a speed of 60 Mbps and a download capacity of 1GB for students and staff per day to gain additional information related to the curriculum. Computer Labs, Library (OPAC), and Mathematics lab are using the latest software. An apple training lab with 30 systems is functional to enrich the knowledge of students. Surveillance cameras are installed at strategic locations of the campus for safety and security purposes.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vdcjes.edu.in/photo-gallery/

4.3.2 - Number of Computers

147

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
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)**

0.88

File Description	Documents
Upload any additional information	View File
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.

Response:

The college has established a system for maintenance and utilization of computers, classrooms, sports, gymnasium, laboratory along with equipments, 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. All sports facilities, including multi gym, are maintained by the Physical Education Director along with college supporting staff. The IQAC cell plays a major role in reviewing the requirements of the infrastructure. The Requirement for a new equipments or repair of old equipments is placed before the Management Purchase Committee. Allotment of classes is done as per the lecture schedule in consultation with the timetable committee and the head of the institution. Schedule the activities during non lecture hours and utilization for guest lectures, preparation for competitions, conducting training sessions and workshops for students and staff members.

Conducted regular semester examinations as per the University schedule and also competitive examinations in the campus. Students are instructed to utilize all the classrooms optimally during the working hours.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://jes-edu.in/pdf/procedures-19-20.pdf

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

276

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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**

32

File Description	Documents
Upload any additional information	View File
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	https://vdcjes.edu.in/placement-cell/
Any additional information	View File
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

105

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

105

File Description	Documents
Any additional information	View File
Number of students benefitted 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

A. All 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	View File

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

55

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

127

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

01

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.**

01

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

02Response:

The college operates a participatory student council, led by class representatives and chaired by the principal, with faculty mentors. Various committees and clubs involve student members, fostering a sense of participation and teamwork in event management. Student input is actively sought and incorporated during activity planning, encouraging their involvement in academic and administrative committees. This engagement helps students to understand the institution's systems, develop

decision-making skills, and acquire leadership abilities.

Student members serve on both college and departmental committees, contributing to discussions on teaching content and syllabus completion for academic success. They organize events like Fresher's day, Farewell functions, recreational activities, and annual cultural and college events.

Students are nominated to the IQAC cell and participate in various college committees and clubs, including the ECO CLUB, SPORTS CLUB, SPANDANA WOMEN WING, Anti-ragging committee, among others. They play a crucial role in maintaining discipline by conveying instructions to fellow students and addressing grievances, ensuring prompt resolution. This inclusive approach encourages responsible and engaged student participation in the college community.

File Description	Documents
Paste link for additional information	http://vdcjes.edu.in/wp-content/uploads/2023/09/student-council-.pdf
Upload any additional information	View File

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

02

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The Alumni Association of Vivekananda Degree College has been 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 stakeholders and Alumni are proactive to achieve this purpose and to re-unite the past and present. Alumni association encourages 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 has nominated Alumni members of the college in 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	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Response:

VISION:

Equity in Higher Education: Our vision is to ensure "Education for All," striving to provide equitable access to higher education for socially and economically underprivileged sections of society.

Holistic Development: We aim to promote holistic education, instilling life skills and nurturing civilized citizens who contribute positively to society.

Gender Equality: Eliminating gender disparities is a core objective by focusing on the quality of higher education for girls.

MISSION:

Affordable Quality Education: Our mission revolves around providing quality education at an affordable cost.

Preparing for Challenges: We aspire to prepare students to tackle economic, social, and environmental challenges effectively.

Active Citizenship: We encourage students to become active participants in shaping the future of our nation.

Character Development: Our mission includes instilling values, leadership qualities, and a sense of community development among students.

These goals are actualized through a well-structured governance system comprising the Managing Committee of Janatha Education Society and the Governing Council VDC. Additionally, department heads, committees, and the Placement Cell contribute to the effective delivery of quality education and the overall development of our students.

File Description	Documents
Paste link for additional information	https://vdcjes.edu.in/vision-and-mission/
Upload any additional information	View File

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

Response:

Janatha Education Society has nominated Governing council of the college which is taking care of administration of the college. Principal ensures that the activities are planned to fulfill the vision and mission of the institution. Academic responsibilities are fairly divided among all staff members, Functional Committees are appointed for various academic and co-curricular activities for 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 executive.

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 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	https://jes-edu.in/directors/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Response:

Strategic plan for admissions (2021-22)

Covid-19 pandemic brought a 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 student 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 pandemic and lockdown.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

Response:

The institution's vision and mission are realized through the collaborative efforts of the Managing Committee of Janatha Education Society and the Governing Council VDC, both of which employ effective organizational structures to monitor and enhance the institution's performance.

The Executive Committee of Janatha Education Society, overseeing various institutions, including Vivekananda Degree College,

consists of a President, Vice President, Secretary, Joint Secretary, Treasurer, and Board of Directors. The VDC's Governing Council, led by the Principal, includes members with a university nominee and addresses academic, administrative, and related matters.

The Principal serves as a liaison between the institution's management, staff, and students, facilitating various academic and administrative affairs.

IQAC plays a crucial role in establishing quality parameters for academic and administrative activities, involving students, alumni, and the public in decision-making processes.

Department Heads are responsible for creating timetables, teaching plans, workload allocation, and organizing academic events. They also oversee seminars, symposiums, conferences, workshops, and guest lectures to enhance quality education and manage remedial classes, attendance records, work diaries, and result analysis.

Several functional committees ensure the effective delivery of quality education, while the college office, guided by the Office Superintendent and Principal, is supported by managerial, ministerial, and support staff.

Activities such as community service, NSS, NCC, Spandana women's wing, sports, and cultural programs contribute significantly to students' holistic development.

The Placement Cell plays a pivotal role in counseling and guiding students towards their desired career paths, ensuring their successful future.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://vdcjes.edu.in/wp-content/uploads/2023/09/Organogram-of-VDC-1.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in

C. Any 2 of the above

**areas of operation Administration Finance
and Accounts Student Admission and
Support Examination**

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
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

Response:

The following are the welfare measures introduced for Teaching and Non-teaching staff by Janatha Education Society.

- 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.
- ESIC(Employees' State Insurance Corporation) facility is covered for employees of the institution.
- Institution provides Group Health Insurance for all the employees.
- Employees are entitled to avail Earned Leave(EL), Casual and Commuted leaves.
- Extended financial assistance for employees who suffered Covid-19.
- Maternity leave facility is provided.
- Unaided Teaching Faculty are designated as Assistant Professors, Associate Professors and follows the UGC norms.
- Encouragement is given to faculty members to attend FDP programs, Workshops and Conferences.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

0

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

01

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

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

09

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
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

Response:

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 the department as well as college activities.

Non - teaching staff performance is also reviewed based on their commitment in their work and maintaining good public relation, staff and supervising relation.

Apart from this confidential feedback is also obtained from all the stakeholders of the organisation for both teaching and non-teaching staff.

Self-appraisal forms are 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	View File

6.4 - Financial Management and Resource Mobilization

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

Response:

Vivekananda Degree College, under the Janatha Education Society, conducts regular internal financial audits with the approval of an appointed auditor who meticulously reviews all financial transactions, receipts, and payments. An audited statement of income and expenditure is then presented to the Management for consideration and approval.

Chartered Accountants and their team conduct quarterly internal audits following established auditing standards. This comprehensive audit includes:

Ensuring compliance with policies, laws, and regulations.

Comparing current financial statements with previous ones.

Assessing the reliability and integrity of financial and operational data, as well as the methods used for classification

and reporting.

Evaluating the effectiveness of the internal control system.

Verification of students' fee registers, cash books, bank passbooks, and utilization of funds allocated for various committees.

Examination of admission records and miscellaneous expenses.

Certification of the audit report and regular filing of income tax returns.

External audits are conducted annually by Harish Vasanth and Associates Chartered Accountants, ensuring a thorough review of the college's financial reports. Any objections identified are promptly addressed, and corrective actions are taken transparently. The external audit team verifies salary payments, TDS, Income Tax, EPF, ESI, Professional Tax, gratuity, and other financial aspects.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

86,000

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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

Response:

The strategy is need based whenever; there is requirement of funds for any good purpose. The Donors/ Philanthropists are contacted and appraise 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 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 is made directly to the event/programme of the students for which normally documentary evidence are not maintained.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Response:

The Internal Quality Assurance Cell (IQAC) has led to the institutionalization of several practices aimed at enhancing the overall quality of education. Two such initiatives include:

1. **Continuous Assessment and Feedback Mechanisms:** IQAC has promoted the establishment of robust continuous assessment and feedback mechanisms. This involves the regular assessment of students through assignments, quizzes, and examinations, allowing for timely identification of learning gaps. Additionally, students are encouraged to provide feedback on teaching, infrastructure, and overall college experience. This feedback loop aids in improving teaching methodologies and infrastructure facilities, contributing to a more student-centric approach and overall institutional development.

2. Infrastructure Development Plan: IQAC actively monitors and promotes an Infrastructure Development Plan to address the facility shortcomings. This plan involves allocating resources and budget for the renovation and improvement of classrooms, laboratories, libraries, and other essential facilities. By consistently assessing the state of facilities and prioritizing upgrades, the college can create a more conducive learning environment, making it an attractive place for both students and faculty.

By implementing these IQAC-driven practices, even in the face of limited financial support, the institution can strive to enhance the overall quality of education and maintain its commitment to academic excellence.

File Description	Documents
Paste link for additional information	http://vdcjes.edu.in/wp-content/uploads/2023/09/VDC-IQAC-Minutes-of-the-Meeting.pdf
Upload any additional information	View File

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

Response:

- Student 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.

- Bridge courses are being conducted for freshers to enhance the capability of 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

File Description	Documents
Paste link for additional information	https://vdcjes.edu.in/iqac-web-links/
Upload any additional information	View File

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	http://vdcjes.edu.in/wp-content/uploads/2023/09/IOAC-Annual-report.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Response:

Vivekananda Degree College prioritizes gender equity in education. Our orientation program emphasizes equal opportunities for all students, regardless of gender, in various college activities such as cultural events, sports, NSS, NCC, scholarships, and class representation.

To ensure safety and security, we have established redressal cells, including the Anti-Ragging Cell, Students Grievance Cell, and Anti-Sexual Harassment Cell.

Our college actively promotes gender sensitization through annual induction programmes. We've also set up 'SPANDANA' Women's Wing to support the needs and safety of female students and staff. SPANDANA conducts activities, seminars, workshops, and health awareness programs, while the Anti-Sexual Harassment Cell empowers girl students and offers self-employment training.

Facilities Provided For Women:

Safety and security measures include anti-sexual harassment, anti-ragging cells, and professional campus security. CCTV surveillance and restricted automobile access enhance safety.

Regular awareness programs are conducted.

Male and female faculty accompany students during NSS and NCC Camps.

A health care center with medical personnel is available on campus.

Sanitary vending machines are installed in girls' restrooms.

Secured separate hostel facilities are provided for girls.

Counseling services are offered through the Grievances Redressal Cell and SPANDANA, with faculty members providing guidance. Health and lifestyle counseling is provided via yoga classes and awareness programs.

We've also designated separate waiting and rest rooms for female students.

File Description	Documents
Annual gender sensitization action plan	http://vdcjes.edu.in/wp-content/uploads/2023/09/Annual-Gender-Sensitization-Action-Plan-21-22.pdf
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	http://vdcjes.edu.in/wp-content/uploads/2023/09/7.1.1-aqar-link.pdf

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

Response:

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 source level. Institution has a dedicated estate office to supervise and ensure that the waste in each floor is collected at regular time intervals and taken to the dumping yard provided by the college. Sanitary disposal machine is installed to dispose of the sanitary pads.

Liquid waste Management:

Liquid waste is mainly sewage waste which is drained out through

proper drainage channels.

Chemical waste Management:

Hazardous chemicals are kept separately in the laboratory away from the reach of students. Lab in-charge / 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 using the chemicals inside the Lab. Laboratories display protocols for safe handling and disposal of hazardous chemicals.

E-Waste Management:

The Institution has undertaken a number of E-Waste management initiatives with the objective of creating an eco-friendly environment in the campus. E-Waste such as computers and its peripherals are upgraded regularly to continue usage and to avoid its wastage. E-Waste collection facilities are available in the campus. E -Waste is disposed through an authorized agent ROYAL TOUCH E- WASTE RECYCLING.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 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 	<p>B. Any 3 of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="92 566 547 633">File Description</th> <th data-bbox="547 566 1445 633">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 633 547 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="547 633 1445 734" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="92 734 547 801">Any other relevant documents</td> <td data-bbox="547 734 1445 801" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	View File	Any other relevant documents	No File Uploaded					
File Description	Documents										
Geo tagged photos / videos of the facilities	View File										
Any other relevant documents	No File Uploaded										
<p>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</p>											
<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities 	<p>D. Any 1 of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="92 1171 547 1238">File Description</th> <th data-bbox="547 1171 1445 1238">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 1238 547 1384">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="547 1238 1445 1384" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1384 547 1485">Certification by the auditing agency</td> <td data-bbox="547 1384 1445 1485" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1485 547 1585">Certificates of the awards received</td> <td data-bbox="547 1485 1445 1585" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1585 547 1653">Any other relevant information</td> <td data-bbox="547 1585 1445 1653" style="text-align: center;">View File</td> </tr> </tbody> </table>	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	
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										
<p>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</p>	<p>A. Any 4 or all of the above</p>										

**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	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Response:

The institution is committed to providing affordable educational opportunities to all students, regardless of their regional, linguistic, or communal background. It fosters an inclusive environment that embraces diversity in culture, language, religion, and socio-economic status. JES offers scholarships to meritorious and economically disadvantaged students, irrespective of their background, and strictly prohibits discrimination based on regional, linguistic, or communal factors.

Cultural diversity is actively promoted through intra-college competitions, ethnic day celebrations, and a dedicated Heritage Club that raises awareness about our rich cultural heritage. The institution also champions communal harmony by commemorating national and international events, fostering a spirit of tolerance and unity among students.

In addition, the institution's NSS unit engages in various socio-economic activities, including awareness programs, health checkup camps, environmental initiatives, and cultural performances in rural areas. They also contribute to renovating government schools, creating a platform for students to serve society.

Overall, the institution strives to create an inclusive and harmonious educational environment, where students learn the

values of teamwork, tolerance, and social responsibility while celebrating their diverse cultural and communal 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

Response:

Vivekananda Degree College is dedicated to instilling constitutional values and civic responsibilities in its students and staff, transcending societal divisions. The institution conducts various programs to foster these ideals:

1. The Electoral Literacy Club promotes voter enrollment and awareness, encouraging informed participation in elections.
2. Celebrations of national events such as Independence Day, Republic Day, Teachers' Day, and Gandhi Jayanti instill patriotism and national unity.
3. The Eco-Club organizes eco-friendly initiatives, including a colorless Ganesh program, to raise awareness about water pollution.
4. The NSS unit conducts voluntary blood donation camps, emphasizing the importance of saving lives.
5. National Voters Day is observed to inspire young voters to engage in the political process.
6. Students and teachers participate in World Environment Day by planting saplings for a greener environment.
7. The college partakes in events like the FIT INDIA FREEDOM RUN 2.0, promoting fitness and wellness.
8. Sadbhavana Diwas is celebrated, with students and staff pledging to foster communal harmony among people of all backgrounds.
9. The NSS unit undertakes the renovation of a government school, providing young minds with a platform for social service.
10. Constitution Day is observed to reinforce constitutional values among students.

Through these diverse initiatives, Vivekananda Degree College strives to nurture responsible and conscientious citizens who uphold the principles of the Indian Constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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

D. Any 1 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

Response:

Institution with lot of enthusiasm celebrates all the National and International Commemorative Days, Events, and Festivals by involving Management members, Sister Institutions, staffs and students.

National and International Commemoration days create an awareness, Patriotism, Social responsibilities and Humanity.

Institution plans to commemorate the days and events well in advance with staff, student coordinators, and volunteers of the various committees.

Commemorative Days like Independence Day, Republic Day, Gandhi Jayanti, National Youth Day, Teachers Day, and International Women's Day is celebrated every year to create an awareness among the students about the National Integrity, Patriotism, civic responsibilities and concern towards the Humanities.

To create an awareness about the Indian constitution and Human Rights we have established an Electoral Literacy Club which commemorates the National Voters Day and an awareness is created among the students about the voting and its importance.

NSS unit of our college celebrates Black Day to respect the soldiers who sacrificed their life for our Nation.

To commemorate rich tradition and the vibrancy of India's diversified culture and People, the institution celebrates events like Ethnic Day, Annual College day, Sports Day every year for the holistic development of the students and to create inclusive environment in the campus.

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: Student Aid Fund (Merit cum Poverty Scholarship)

Objective: Our institution is dedicated to providing quality education affordably, ensuring access for all, regardless of

financial constraints. Objectives include supporting deserving students, fostering holistic development among meritorious students, and promoting equal opportunities.

Practice: JES allocated a Rs. 2.5 crore corpus fund for Student Aid Fund Scholarships/Freeships. During the COVID-19 pandemic, the institution offered freeships and flexible fee payment options upon admission, providing Rs. 4,61,800 in scholarships to around 180 deserving students without increasing existing fees.

Evidence of Success: The institution fulfilled its social responsibility, maintaining admissions and receiving positive feedback.

Problems Encountered: Limited resources prevented accommodating all students despite numerous appeals. Scholarships were granted based on predefined criteria, and increasing the corpus fund proved challenging.

Best Practice 2: Health and Hygiene

Objective: Our institution is dedicated to enhancing health and confidence through improved hygiene. Objectives include promoting hygiene principles, implementing government health programs, conducting awareness initiatives.

Practice: We ensured health and hygiene by:

Establishing a Primary Health Care Center.

Organizing yoga classes for well-being.

Installing sanitary vending machines.

Adhering to COVID-19 SOPs, conducting tests, and organizing vaccination drives.

Engaging NSS students in health awareness campaigns.

Evidence of Success: The Health Care Center provided vital services. Adherence to COVID-19 measures kept positivity rates low. Yoga classes supported physical and mental health, and some students received free eye surgery.

Problems Encountered: Organizing programs during the pandemic while adhering to government rules was challenging. Adhering to

SOPs posed difficulties, but we prioritized safety and health.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Response:

Our institution's primary goal is to provide comprehensive education with equity and excellence, fostering all-round development in individuals. We prioritize value-based education at the undergraduate level, encouraging active participation in curricular, co-curricular, and extension activities. To enhance learning, our IQAC establishes committees, such as Cultural, NSS, NCC, Women's Wing (Spandana), and Placement Cell, each dedicated to nurturing students' knowledge, competence, and creativity to address global challenges.

The NSS and NCC committees engage students in co-curricular and extension activities, instilling enduring social values. Our NSS Wing collaborates with organizations like Lions Club and Red Cross Society, collecting over 250 units of blood biannually. The NCC Unit effectively trains cadets for various camps. The Placement Cell organizes professional training and career guidance programs to prepare students for corporate life and entrepreneurship.

Spandana Women's Wing conducts gender sensitization programs to empower female students, while the Science and Research Forum promotes scientific temper through seminars with eminent scholars. The Commerce Forum reviews the central budget and hosts lectures on related topics.

Our institution is committed to inclusivity, offering fee concessions, endowment scholarships, and JES Student Aid Scholarships to support a diverse student body, with preference for those from weaker socio-economic backgrounds. Our flexible schedule from 7:30 am to 1:00 pm enables students to work part-time jobs, aiding economically disadvantaged students. By combining technology with education and a focus on conceptual

learning, we bridge the knowledge gap between rural and urban students, striving for holistic development.

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 2022-2023

The College IQAC has identified the broad objectives which the College should strive to achieve during this period, which are enumerated as under:

- To introduce new programs of Bangalore City University:

B Com. - Data Analytics

- Establishment of Online Courses to facilitate the requirements as per NEP-2020.
- Increase the number of various certificate courses.
- To establish Heritage club and Language Club.
- Plan to establish a support system for the preservation of Performing Arts.
- To support various Staff Benefit and Welfare measures.
- To implement Structural Repairs to Building and Electrical Repairs, on the basis of need.
- To foster and strengthen relationship of Alumni with the Institution.
- To encourage faculty to Organise Faculty Improvement Programmes.
- To encourage Faculty to Participate in Syllabus Framing (at Board of Studies), Setting Question Papers (at University Examinations), Visit Other Institutions as Resource Persons, etc.
- To continue to provide formal education to needy and deserving students, by providing - fee concessions, fee waiver, book bank facility, etc.
- To continue to organize Extension Activities for the benefit of the Society and to create awareness on various social issues.