



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

VIJAYAM SCIENCE AND ARTS DEGREE COLLEGE

NAIDU BUILDINGS, MITTOOR, CHITTOOR.

517001

www.vijayam.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

September 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Vijayam Science and Arts Degree College is located at the prime area in Chittoor town, Rayalaseema region of Andhra Pradesh state within the vicinity of bus stand and railway station. Chittoor is known for its cultural diversity, ethnicity, multi-lingual geography and Sri Varasiddhi Vinayaka Swamy Temple, Kanipakam. It gave birth to prominent personalities like world renowned philosopher Jiddu Krishnamurthy, great educationist Sri Kattamanchi Ramalinga Reddy, former speaker of Lok sabha Sri Ananthasayanam Iyengar, industrialists, writers, film personalities, politicians, philanthropists, lawyers, doctors, scientists – all contributed a lot in shaping Chittoor to put in higher echelons of success.

Imbued by these qualities, Vijayam Science and Arts Degree College, affiliated to Sri Venkateswara University, Tirupati (the abode of Lord Sri Venkateswara) was established in the academic year 2003-04 with a humble beginning in a rented building. Institution was started with two programs B.Sc and B.Com and a total intake of 90.

Over the years, the Institute created records in University results and campus placements better than the engineering stream. Many of the major multinational companies rated the institution as the available source of the best cream of human resources. The Institute has very good infrastructure facilities for curricular, Co-curricular and Extra-curricular activities. At present the total strength of the institution is three thousand and thirty eight in 1st, 2nd and 3rd year degree courses, supposed to be one of the highest student intake in the area. A whopping 1894 number of students got placements in various MNCs in the last five academic years, a record in the region of affiliating university.

The educational journey of the institution is unique and peculiar in many ways. Right from the beginning the academic pursuits of the students were shaped, molded and designed to achieve the holistic development. In the process they were imparted quality education with values, ethical code of conduct, and respect to other gender, social service, and involvement in the community related aspects with social responsibilities. All these all elements are the determinant force in all our initiatives towards attaining the following seven criteria for our first cycle of NAAC accreditation.

Vision

Empower the students through quality education by providing a conducive learning environment and make a transformational impact on students' lives and society.

Mission

M1: Imbibe required skills, knowledge, and attitude to the students to enable them to succeed in life

M2: Provide quality and affordable education to all segments of the society

M3: Create a conducive learning environment, which is enjoyable and rewarding

M4: Contribute to solve local and global societal problems by inculcating moral, spiritual, and social values among students

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Strategically located in the prime area of the town.
- Committed and visionary management.
- Dedicated, knowledgeable, dynamic and young faculty.
- Adequate and well developed infrastructure to support and enhance the academic growth.
- Student centric teaching.
- Incremental growth in the campus placements.
- Focused and skill-based teaching leading to very good pass percentage.
- One of the largest degree colleges in the state of Andhra Pradesh in terms of intake.
- Transport facility is available for a radius of 35 kilometers.
- Remarkable growth of rural students is an asset of the institution.
- Student support system and mentoring process.
- Involvement of students in social service activities through its NSS wing.
- Participation of students at state and national level events.
- Energy saving initiatives by installing solar power plant in the premises.
- Offering fee concessions and scholarships for the poor and marginalized students.
- Uplift various strata of the society through numerous philanthropic activities.
- Imparting continuous trainings to students to enhance technical skills and personality development.
- Presence of Alumni across the globe with remarkable career achievements.
- Encouragement to students to do equally well in co-curricular and extra-curricular activities.
- Proactive and Visionary management
- Sprawling and enthralling landscape.
- Conducting remedial classes for slow learners and additional support for advanced learners.
- Vision, Mission, Programme Educational Objective are well defined and followed
- Availability of Strategic Planning
- Well stacked library of text books, journals and digital resources
- Robust network infrastructure in place
- Use of ICT tools by all faculty members
- Well-equipped and neatly maintained Laboratories
- Alumni engagement for the institute's growth & development
- Indoor and outdoor sports facilities
- Training students on life skills from beginning of the program
- Empowerment of faculty and decentralization of administration
- Welfare schemes for faculty and students

Institutional Weakness

- Low research output due to absence of more faculty with Ph.D qualification.

- Limited Research and Development, and consultancy works.
- Lack of diversity of students
- Delay in release of scholarship amount, thereby affecting various institutional activities planned as per strategic plan.
- Being affiliated to a state university, the Institution has limited scope for adopting an interdisciplinary innovative curriculum.

Institutional Opportunity

- Conduct a greater number of Faculty Development Programs.
- Offer add-on courses on emerging areas of technology to make the students industry ready.
- Facilitate the students to avail the MOOCS in emerging technologies.
- Increase the presence of students from other states.
- Establish academic links with renowned national and international institutions for student exchange and interactions to enhance the level of their knowledge in the respective areas
- Enhance faculty exposure to industry by sending them to industries and use the experience to improve the curriculum from time to time
- The Industrial visits for students to increase industry interactions and employability
- Students exposure to real world problems and solutions
- Scope to harness potential of strong Alumni base for betterment of the Institution
- Transform pedagogical practices and adopt latest technological relevant courses in curriculum
- Possibility of networking among academia, R&D institutions and local industry to form R&D clusters.
- Increased access to get funds from various government and non-government agencies for Research and Development Activities.

Institutional Challenge

- Enable Telugu medium students to cope with the curriculum in English medium.
- Retention of the faculty
- Inclination of students to pursue Engineering than joining Science / Arts courses.
- Creeping commercialization posing challenges to quality education in higher education.
- Elevating the institution to the Autonomous status.
- Continuous change in technology that challenges the employability of the students and poses challenge in setting the right curriculum

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Vijayam Science and Arts Degree College, which is affiliated to Sri Venkateswara University, follows the curriculum designed by the university. The curriculum is revised by the affiliating university keeping in mind the changing social and global needs of employment to the students. The Institution plans various curricular, co-curricular and extra-curricular activities based on the academic calendar issued by the affiliating university.

The institution strictly adheres to the academic calendar issued by the affiliating university from time to time.

The Institution is currently offering Eight UG programs and Choice Based Credit System (CBCS)/elective course system has been implemented in all the programs. The institute strives to educate students on emerging technologies through add-on or value-added courses. Furthermore, the college offered about 10 value added courses per year and more than 70% of the students took part in these courses during last five years.

The curriculum of the university not only focusses on the technical and core areas of the programs, but also addresses and integrates into curriculum crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability. The curriculum has about 40% of the courses belong to project work or field work or internship and all enrolled students successfully completed these courses. Majority of the students were benefited from experiential learning through field trips, project works and internships in the last five years.

The Institution believes in equal participation of all stakeholders for overall development of the students and the institution. Through does not have direct control over the curriculum, the institution takes feedback on design and review of curriculum from Students, Teachers, Alumni and Employers and analyzes it. Corrective actions are taken to make the curriculum relevant and useful to the current needs of the industry.

Teaching-learning and Evaluation

The institution follows the process of admitting students to the programs through a transparent and well administered mechanism. Seats are filled against the reserved categories as per the reservation policy of the Government. The teacher assesses the academic proficiency of the students based on their performance in classroom discussions, tests and assignments. Equal attention is paid to slow and advanced learners. Remedial courses are conducted for students to strengthen their basics in various subjects. Advanced learners are motivated to explore their knowledge and share with the slow learners.

The institute has been recruiting faculty through a transparent mechanism and provides equal opportunity to all the faculty. The institute has been maintaining more than required number of faculty for imparting quality education. The teaching learning methods include both ICT and traditional classroom practices that make learning more effective. Teachers are encouraged to adopt innovative methods in teaching. The institute has mentoring system in place where each mentor is assigned about 25 mentees to look after their performance and guide for a better career.

The college maintains a robust internal assessment mechanism to monitor the process and progress of assessment. After thorough assessment, the internal assessment marks that were allotted to the students are sent to the university to publish the final results. Assessment related grievances are addressed by the concerned faculty. Moreover, the escalation mechanism is also available to the students if the grievances are not resolved.

Program outcomes and course outcomes are outlined by the university and they are designed to equip students to gain required knowledge and skills. Student's performance is seen as the realization of learning outcomes on a successful completion of course or program. As a result, many students got placed during the campus drives.

The institution takes utmost care to make sure that all students pass the semester end examinations with high score. The institute has an average pass percentage of about 90% during last five years. Furthermore, feedback is taken from the students on teaching-learning process and actions are taken based on the analysis of the feedback received.

Research, Innovations and Extension

The institution takes an initiative to support research interests and innovation skills amongst the faculty members and students. The college encourages its teachers to submit research papers to publish in the journals. Many teachers in the college have published their research findings in the peer-reviewed journals with good impact factors. Furthermore, many faculty members have published books/book chapters.

The institution has been actively taking part in extension activities to help the needy and underprivileged in the society through its services. Apart from the academic aspect, opportunities are created to support for the holistic development of the students through several community outreach programs organized by NSS Unit of the institution. More than 80% of the students took part in extension activities during last five years.

The college has two NSS Units through which college renders its social and community services. The NSS unit organizes a wide range of activities that contribute to environmental protection, AIDS awareness rally, Blood Donation Camps, Sapling Plantation, Water Conservation, Health and Hygiene. The Institute conducted more than 50 extension and outreach activities during last five years. Special focus is given to outreach programs that contribute to environmental sustainability, awareness of gender (in)equalities, and promotion of well-being of students and staff. As a result of these activities, the received more than 15 recognitions and awards during last five years.

The institution through the collaboration maintains a closer contact with the local community and industry. It helps to keep the academic activities more realistic and also expand the scope of learning experience to the students. About 35 collaborations are made with the industries of various sectors for the purpose of training the students to upgrade their and knowledge transfer in their career growth.

Every effort is made to establish enriching meaningful collaboration with academic and non-academic institutions. In the last five years the college signed about 20 MoUs with reputed companies to train and enhance the skills of the students through internships, projects, and industrial visits. These collaborations provide opportunities for internship and career growth and overall development of the students.

Infrastructure and Learning Resources

Vijayam Science and Arts Degree College has well established infrastructure for curricular, co-curricular and extra-curricular activities. Moreover, the college has been consistently upgrading its physical, academic and technological infrastructure to keep abreast of changing times and evolving needs of the students. The administrative facilities include Principal Office, Management Room, Staff Rooms, Laboratories, Training and Placement Room, Seminar Halls, Administrative Room, and Common Room for girls among others.

The college has sports facilities that include volleyball, tennis, basketball court and cricket practicing net for outdoor games chess and carom boards for indoor games. In addition, the institute has facilities to conduct cultural events. The college promotes socialization by organizing cultural activities in the open stage. The sound system and musical instruments are also available for conducting cultural activities. Facilities like Gym and First Aid are provided for fitness of the student.

The institution adopts policies and strategies for adequate technology for deployment and maintenance. The college campus is Wi-Fi enabled and has 100% ICT enabled classrooms and seminal halls. The institute has fiber internet connection of speed 100 Mbps (FTTH) to cater to various academic needs. Adequate computers

are also available in the institution so that each student can make use of them. In addition, some of the students are provided with laptops for doing their project works and reports.

Uninterrupted power supply is ensured in the campus through UPS and invertors along with alternative power supply resources using generators and solar power. Purified drinking water is supplied to the students to ensure the health of the students. The institute offers transport facility even to remote areas where public transport is unavailable.

The library has a diverse collection of books, print journals, news papers and magazines, access to e-journals and e-books through DELNET. Maintenance of computers, library, laboratories, classrooms and sports is done periodically. The institute also arranges for preventive maintenance of various facilities so as to reduce the breakdown. Maintenance of various facilities is done through Annual Maintenance Contracts. The institute has developed adequate infrastructure and adequate resources in the campus to achieve its objective of quality education.

Student Support and Progression

The institution admits the students as per the norms and regulations set by the government and affiliating university from time to time. More than 87% of the students receive scholarship from the government of Andhra Pradesh. Additionally, the institute offers scholarship to the enrolled students. The institution provides maximum support to students in their education and progression through fee concessions to help the meritorious students in completing their education.

The institution encourages the students by conducting programs that enhance soft skills, life skills and ICT computing skills and prepares them in perceiving their professional goals. Various career advancement activities including training and placement, career counseling, entrepreneurship development programs for guiding students towards better career are also conducted.

The institution also has a various committees and cells to address student grievances with time bound schedule. Students' grievances and concerns are also addressed through Anti ragging Committee, Discipline Committee, Grievance Redressal Committee, Student Advisory Committee and Counseling Cell. For the support and care of girl students and women faculty the college has provided a well-developed women empowerment cell. Moreover, girls' rest rooms are recreation rooms provided.

Quality education provided and skills enhancement activities conducted by the institution are evident in the placement offers to the students. More than 46% of students get placements every year in Multi-National Companies. The institute also motivates the students to pursue higher education.

Several co-curricular, extra-curricular and sports activities are conducted to facilitate holistic development of the student and emerge as a socially natural individual. The students are provided with quite encouraging atmosphere in the college. Students won more than 20 awards at university/state/national levels events. The college provides a plethora of opportunities in the arena of sports and cultural activities. The institute conducts more than 20 sports and cultural events per year.

The college has an active registered alumni association that has been involved in guiding the students on the contemporary developments in software as well as in other related industry. The Alumni of the institute are spread across the globe with significant progress in their careers.

Governance, Leadership and Management

The institute is committed to provide quality education in a conducive learning environment and make a transformational impact on students. The leadership of the institute provides clear vision and mission to the institution. The institute has a Board of Governors (BOG) to plan and monitor various activities of the institution. This governance enabled to introduce new course Bachelor of Hotel Management in the year 2017. The institution functions with the objective of academic development. The institute has a prospective plan and strategic plans to achieve its vision. Strategic plans are monitored periodically so as to achieve the set goals.

Governance and leadership at VSADC entail participative management by the governing body, the principal, teaching and non-teaching staff and the students. These stakeholders collaborate in carrying out their professional responsibilities and in accomplishing the vision and mission of the college. Various committees are framed for the purpose of smooth and effective functioning of the institution.

The institute has implemented e-governance in various areas for effective functioning. Various welfare measures have also been in place for both teaching and non-teaching staff. The Institute extended financial support to more than 30% of the faculty every year to attend conferences and workshops. In addition, the institute also organized more than 20 professional and administrative training programs to its employees. On an average more than 30% of the faculty undergo FDPs every year. The institute has an effective appraisal system in place to shape the career of the faculty.

The institution has system for internal and external auditing procedures. The institute mobilizes its resources effectively for the effective development of the institution.

IQAC has been instrumental in improving teaching-learning activities at the institution level. Moreover, IQAC has brought in various quality initiatives. IQAC implemented Feedback from students on infrastructure and established women empowerment cell to enhance quality aspects at the institute level. In order to improve teaching-learning, the IQAC implemented mentor system and ICT enabled facilities. In addition, IQAC has been taking up various quality initiatives such as ISO certification, IQAC meetings and workshops on quality initiatives from time to time.

Institutional Values and Best Practices

Vijayam Science and Arts Degree College maintains a well-balanced gender equity not only in terms of number of job opportunities given to women but also their representation in the Institution. Various strategic steps are taken from time to time to bring sensitivity on the gender related issues and provide an equal opportunity for all the genders. Women empowerment Cell was established to maintain safety and security of the women faculty and girl students. The Institute has taken various steps to minimize, recycle and reuse different types of wastes generated by the Institute.

Natural water resources are effectively utilized by keeping in place waster harvesting pits at various important locations on campus. The Institute has implemented various green practices and promoted and improved eco-friendly environment on the campus. Various audits such as energy, green, and environment are conducted for the Institution. The Institute provides access to various facilities for *divyangans* through its infrastructural facilities.

The Institute regularly celebrates birth/death anniversaries of the great Indian personalities and national festivals every year. Philanthropic activities of the institution to address local societal problems and skill-based training and campus placements have been two best practices implemented by the Institution. Various philanthropic activities such as blood donation, helping the needy and free mineral water to the poor have been some of the activities regularly undertaken by the institution as a part of its social responsibility and for development of the students with awareness on social issues. The Institute also provides skill-based training to the students from first semester onwards. This helped the students to secure a better placement before completion of the graduation.

Vijayam Science and Arts Degree College strives for the holistic development of the students from the first semester of the program. Students are given training on various life skills and are also involved in various outreach and extensions activities so that the students develop responsibility towards society and achieve pinnacle in their careers. As a result of these skill enhancement programs, the institute has developed many entrepreneurs, administrators and professionals across the globe.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	VIJAYAM SCIENCE AND ARTS DEGREE COLLEGE
Address	Naidu buildings, Mittoor, Chittoor.
City	CHITTOOR
State	Andhra Pradesh
Pin	517001
Website	www.vijayam.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Thejomoorthy Mandalapu	08572-236328	9440044023	08572-230145	vijayam2000@yahoo.com
IQAC / CIQA coordinator	N Ramana Prasad	08572-233611	9848484661	08572-230146	ramanaprasadchittoor@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	12-06-2003

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

State	University name	Document
Andhra Pradesh	Sri Venkateswara University	View Document

Details of UGC recognition

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

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

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

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Naidu buildings, Mittoor, Chittoor.	Urban	2.57	6119.71

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCA,Computer Science	36	Intermediate	English	240	202
UG	BCom,Commerce	36	Intermediate	English	360	326
UG	BBA,Management	36	Intermediate	English	180	89
UG	BHM,Management	36	Intermediate	English	50	48
UG	BSc,Life Sciences	36	Intermediate	English	53	53
UG	BSc,Life Sciences	36	Intermediate	English	50	0
UG	BSc,Mathematical Sciences	36	Intermediate	English	50	0
UG	BSc,Mathematical Sciences	36	Intermediate	English	250	185
UG	BSc,Mathematical Sciences	36	Intermediate	English	50	32
UG	BSc,Mathematical Sciences	36	Intermediate	English	100	48

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				10				119			
Recruited	1	0	0	1	9	1	0	10	70	49	0	119
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				50
Recruited	37	13	0	50
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	6	1	0	0	0	0	8
M.Phil.	0	0	0	0	0	0	3	1	0	4
PG	0	0	0	0	0	0	67	46	0	113
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	0	0	0	0	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	2	0	2
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1438	27	0	0	1465
	Female	1543	30	0	0	1573
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	64	51	67	53
	Female	48	67	48	52
	Others	0	0	0	0
ST	Male	2	2	1	2
	Female	3	3	4	2
	Others	0	0	0	0
OBC	Male	258	238	218	201
	Female	255	251	267	221
	Others	0	0	0	0
General	Male	174	197	193	137
	Female	179	218	230	214
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		983	1027	1028	882

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
272	277	277	277	203
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
8	8	8	8	7

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3038	2937	2747	2548	2383
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
640	620	587	543	476

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
947	837	788	727	683

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
130	122	119	115	106

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
130	122	119	115	106

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 61

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
191.6466	304.3612	344.2403	311.7427	235.9984

4.3

Number of Computers

Response: 333

4.4

Total number of computers in the campus for academic purpose

Response: 320

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Vijayam Science and Arts Degree College is affiliated to Sri Venkateshwara University, Tirupati. The Institute makes every effort in delivering the curriculum prepared and shared by the affiliating university. Effective curriculum delivery is ensured through the following mechanism.

- Curriculum planning
- Well-designed teaching-learning process
- Effective course delivery and its review

Curriculum Planning

The affiliating university regularly updates its curriculum all programs and ensures that the updated curriculum meets the industry expectations from the students in the current and near future job market conditions. Department Academic Committee (DAC) of each department discusses the new updated curriculum at a length to identify the curriculum gaps in the curriculum and proposes the ways to bridge /address the curriculum gaps. The identified curricular gaps are communicated to the affiliating university for enhancing the curriculum and bridge the gaps.

Institute prepares its own semester wise Academic Calendar well in advance before Commencement of semester considering based on Academic Calendar of the University. Subjects are allotted to the faculty members their specialization, experience, and workload for the forthcoming semester, after the end of the previous semester, on finalization of Curriculum Planning. Moreover, faculty are encouraged to get enrolled in courses such as NPTEL, Coursera etc.

The teaching plan is prepared by the individual faculty under the guidance of the Head of the Department. Timetables are prepared for each class, and they are monitored by the class in charges and HoD. It is ensured that the minimum contact hours for theory and laboratory as specified in the university syllabus is strictly maintained. The course coverage is periodically assessed, and any related issues/discrepancies /modifications are discussed in the DAC meeting for effective curriculum delivery. The feedback of the students is regularly obtained through CRs which is an integral and indispensable part of curriculum planning and implementation.

Well-planned teaching-learning process

Faculty members prepares course file for each of the courses and keep all teaching material ready well before commencement of the classes. In addition, faculty identifies and keeps the course specific method of delivery to achieve the course outcomes. Class notes are made available on Institute's website for easy access of the students. All teaching-learning infrastructure facilities, including ICT enabled facilities, are

checked and made ready before commencement of the classes in each academic year.

Effective course delivery and its review

Course delivery is done as per the lesson plan initially prepared. However, teaching diaries are used to document the actual content coverage on daily basis. Feedback on teaching of the faculty is taken twice in a semester and corrective actions are taken wherever required based on the feedback. HoD of each department monitors the syllabus coverage from time to time and makes sure that effective curriculum delivery is done within given time frame. If, for any reason, any faculty fails to finish his/her syllabus within accurate time (s) he is asked to arrange extra classes for his/her subject to complete the syllabus effectively.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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

Response:

The institution makes every effort to adhere to academic calendar provided by the affiliating university in all aspects including conduct of Continuous Internal Evaluations (CIE). Various measures taken by the institute in adhering to academic calendar are explained below.

- Academic calendar is received from the affiliating university before commencement of every academic year / semester.
- The academic calendar is displayed on the notice boards, shared with students and class teachers, and communicated to parents as well.
- This academic calendar is shared with all other stakeholders, and it is also made available on the institute's website for better dissemination.
- All faculty members prepare lesson plans based on the academic calendar and they plan the syllabus coverage accordingly keeping in mind the dates given for conducting internal examinations.
- Master academic calendar is prepared at the department and institute level in line with the academic calendar incorporating all curricular, including CIE, co-curricular and extra-curricular activities.
- Review of syllabus coverage was taken to check if the teaching-learning process and the content delivery is within the schedule as mentioned in the academic calendar.
- Various co-curricular activities such as workshops, add-on courses, seminars etc. are scheduled and executed keeping mind the schedule given in the academic calendar.
- Extra-curricular activities such as sports and cultural events are also conducted with in the academic schedule.
- HOD conducts review of various activities of the respective departments from time to time to see to it that all activities are going on as per the master calendar.
- Principal also conducts review meetings to check if all activities are within schedule as mentioned

in the academic calendar and takes corrective actions if any discrepancies are found.

- CIE of various theory, laboratory, project and other courses are done as per the guidelines given in the regulations from time to time while adhering to the schedule given in the academic calendar.
- The schedule for various internal examinations is prepared by examination in charge after consulting the principal while adhering to the academic calendar. CIEs are conducted as per the dates mentioned in the academic calendar.
- The Institute reviews various activities mentioned as a part of master even calendar to check if any deviations are found.
- HoDs, in consultation with the head of the institution, approve extra classes to cover the syllabus if found lagging behind schedule.
- Various events such as NSS activities, celebration of traditional festivals and commemorative days are also planned and celebrated while adhering to academic calendar.
- Any changes or modification in the academic calendar are communicated to the institute by the affiliating university. On receipt of the revised academic calendar, the Institute makes changes to its various activities.

The Institute has been complying 100% with the academic calendar shared by the affiliating university with no deviations so far.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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

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

Response: D. Any 1 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 8

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 51

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
10	14	09	09	09

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 71.64

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2707	2937	1465	1813	1063

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

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 institute implements the curriculum given by the affiliating university. The curriculum addresses crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability.

Gender sensitization:

The course on Gender Sensitization is being offered every academic year in the form of both curricular, Co-curricular and extra-curricular activities. This course enables the entire peer group to interface with real life situation such as field work, seminars and social events etc.

The essential objectives of this course include:

- To generate the awareness regarding equality in law, social system and democratic activities
- To provide an integrated and interdisciplinary approach to understand the social and cultural construction of gender
- To make the young boys' and girls' gender sensitive and create positive values that supports the girls and their rights.
- To educate to the students on the status of women and the impact on development of the nation.
- To enable students to reflect upon their own socialization process and attempt to break the influence.

Furthermore, the institution is conducting several programs with the help of women empowerment cell to address women related issues. This women empowerment cell especially focuses on the awareness and redress of gender sensitive issues, if any. On International Women's Day women empowerment cell conducts various activities regularly through technical associations of the institution. Different topics such as gender equality, respect, and empowerment are discussed in the cell periodically.

Environment and Sustainability:

This course helps the students to understand the importance of ecological balance for overall development and critical thinking skills to provide sustainable solutions. The course “environmental studies” helps to strengthen the students with the importance of environment and its sustainability. To make students strengthen to understand the importance and depth of these areas the Institution conducts debates and group discussion on various topics related to environment and sustainability. On special days like Environmental Day, Earth Day, and World Water Day the institution organising seminars, field visits, Guest Lectures. Students are sensitized about environment and sustainability issues.

Human Values and Professional Ethics:

In every semester the institution is offering a course on human values and professional ethics to create awareness about moral values, character building, cooperation, sustainable relationship among people, and empathy involved in technical activity. This course ultimate aim is to develop professional ethics among students and faculty through the use of software tools to check plagiarism online. Students are guided by the faculty to organise awareness campaigns, blood donation camps, health check-up camps, hygiene, and health awareness programmes. Moreover, the activities related to Swatch Bharat are regularly conducted by the NSS students of the institution.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

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

Response: 2.23

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

2020-21	2019-20	2018-19	2017-18	2016-17
8	8	6	6	2

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 23.37

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

Response: 710

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

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

Response: A. All of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

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

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

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 83.02

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

2020-21	2019-20	2018-19	2017-18	2016-17
983	1027	1028	882	837

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1280	1240	1176	1086	964

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 76.61

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

2020-21	2019-20	2018-19	2017-18	2016-17
488	483	461	424	344

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

After the student joining a programme, the institution identifies the learning levels of the students throughout the duration of the program and take necessary steps at all the stages. Learning levels of the students are identified through the following means.

- **Initial Assessment:** The initial assessment is conducted to assess the student's individual strengths, weaknesses, knowledge level, and analytical abilities prior to instruction. It forms a basis to strategize student specific plan for their overall development. It is done based on the student's performance in intermediate examinations before joining the undergraduate program at the Institution.
- **Continuous assessment (internal assessment) and semester end examinations:** They provide the means to assess the learning levels of the students in all courses and slow/fast learners are identified accordingly to take up further measures.

Programs adopted to encourage advanced learner

- Students are advised to participate in group discussions, technical quizzes to develop analytical and problem-solving abilities in them and thereby to improve their presentation skills.
- Bright students are motivated and inspired to top the exams at university level.
- Encourage students to take part in discussions or seminar on the advanced topic.
- Various career opportunities are discussed with the students and career plan is suggested to the students.
- The students are encouraged to take part in Industrial visits and industry sponsored internship to explore their talent and enhance their skills.
- Guest lectures are arranged for the students to help them acquire more knowledge about the subject from the experts.
- The mentors give higher goals and tasks and also make the advanced learners get higher levels of personality development and stress management trainings.
- Students are rewarded with incentives to keep up the best performance throughout the period of studies.

Programs adopted to address slow learners

- Personal counseling is done through class coordinators, who take care of the students and entire academic record of the student which is also conveyed to the parents from time to time by the class coordinator.
- Remedial and extra classes are conducted with appropriate focus on the course topic in which the students are found to be slow learners.
- Extra classes are organized to address any questions, if the students have, and critical topics are taught again for better understanding of the students.
- Students are given the additional assignments and are regularly counseled by class coordinator.

- Performance of the students in mid-term exams and end exams are closely monitored for further improving the performance of the students.
- Detailed class notes are made available to the students for better understanding of the complex science concepts.
- Remedial classes are conducted and key concepts are taught to reinforce the understanding of the concepts.
- Students are motivated through various personality development and motivational sessions to excel in studies.

File Description	Document
Upload any additional information	View Document
Paste link for additional Information	View Document

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

Response: 23:1

File Description	Document
Any additional information	View Document

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:

The Institution believes in the adoption of student centric methods to enhance student involvement as a part of experiential learning, participative learning and problem-solving methodologies. In addition to traditional teaching learning methods, the Institute also adopts innovative methods for enriching the learning experience. This learning leads to a holistic development of students beyond the classroom.

Experiential learning

- Guest lectures by eminent experts from industry and academics are organized to supplement the teaching process and provide experiential learning.
- Active learning like students as teachers, teamwork, presentations and self-study and dissertations provide experiential learning.
- Students are encouraged to take up innovative and real-world projects.
- Lecturers foster learning environment by engaging in experiential content of teaching through demonstration, experimentation, visual aids and presenting papers.
- Learning by doing is fostered through lab courses also.

Participative learning

- Individual and group leaning activities under teacher's guidance are conducted to enhance participative learning.
- NSS unit of the Institute organizes student's activities to promote the spirit of teamwork and social responsibility. Various events such as blood donation camps, plantation of saplings, health awareness camps, Swatch Bharath activities are organized regularly.
- Students are encouraged to take MOOCs offered by premier institutions of the country.
- Field visits and industrial visits for students to provide the opportunity of Participative learning.

Problem solving methods

- Research activities are conducted in each department under the guidance of the senior faculty to make the students develop critical thinking and practical knowledge to develop problem solving ability.
- Home assignments are given to the students to enhance the problem-solving skills.
- Quizzes are conducted by faculty in all programs. Final year projects are also done at undergraduate level.

Project based learning

- The institute encourages the students through MOUs and collaborations to carry out projects in industry.
- Report writing, Interpretation of information and current themes in management studies with present trends enhance the student skills of project based learning.

ICT enabled learning

- Faculty members use ICT enable tools for effective learning process. All Classrooms are equipped with ICT enabled facilities.
- Information and communication technology tools used in the teaching learning process such as LCD projectors, smart class etc.

Internships

The institution, as a part of curriculum, makes it mandatory for the students of Bachelor of Hotel Management program to pursue a seven-week internship in collaboration with the respective industry. As a part of industrial training, students are made to work for different departments of the hotel and get hands-on experience even before their graduation.

The entire academic process of planning, delivery of curriculum and assessment is designed to be the student centric to enhance the learning experience of the students.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

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

Response:

The institute always adopts the latest Information and Communication Technology (ICT) tools and infrastructure for use by its faculty and students on the campus. The use of latest state-of-the-art educational technologies by the teachers certainly enriches the learning experience of the students. The teaching-learning process has been made effective with optimum utilization of ICT enabled tools.

- The Institute has 100% ICT enabled classrooms for imparting quality education.
- All faculty members are well trained to use the available ICT infrastructure at the Institution.
- The institute has multiple seminar halls equipped with multimedia facilities using ICT tools. ICT tools have been every effective for conducting webinars and invited talks at the institution.
- All teachers are encouraged by the institute to make use of modern teaching aids for better teaching-learning experience.
- Faculty members prepare PowerPoint Presentations (PPTs) and other materials like relevant videos and animations, etc. to deliver the lectures to create the best learning environment for the students with the help of ICT enabled tools.
- Grooming Classes/communication skill classes/Mock tests are conducted with the help of ICT enabled tools to face campus interviews.
- Online resources such as DELNET, NPTEL, and SPOKEN TUTORIAL-IIT Bombay and other e-learning resources are available.
- The Audio-Visual Aids are utilized effectively by the faculty members to demonstrate the concepts to the students to enhance the learning experience.
- Besides printed books and journals, the library subscribes to a large number of e-journals in the field of Science, and Management with facilities for accessing online and offline databases.
- Google Platform is extensively used by the faculty members for sharing recorded lectures. Frequently regular class evaluations are done using this platform to check the learning level of the students.
- The institute uses the integrated academic management system of the university to manage the entire academic process.

- These innovative teaching techniques help the learning experience of students effective, enjoyable, attentive, interactive and communicative.
- Paid and free versions of online tools are used for seamless and effective teaching to the students.
- Teaching material and class notes are shared with the students using various latest applications.
- Class notes are made available on the institute's website for ready access of the students.
- Recorded class videos are uploaded and made available to the students.
- Faculty members have been attending online workshops from time to time for enhancing their skills and knowledge.
- Faculty often suggest the various online resources to the students for enhancing their knowledge.
- Free Wi-Fi on campus enables faculty to have access to numerous learning resources any time.
- Faculty also makes use of available digital library for effective teaching-learning.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

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

Response: 26:1

2.3.3.1 Number of mentors

Response: 118

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

2.4 Teacher Profile and Quality

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

Response: 100

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 4.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
11	6	5	3	3

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 8.24

2.4.3.1 Total experience of full-time teachers

Response: 1071

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

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

Response:

The institute has transparent and robust internal evaluation process in terms of frequency and variety. The institute's internal assessment is in line with the regulations framed by the affiliating university from time to time.

- Master academic calendar, which includes dates for spell of instructions, dates for various internal assessments etc., is prepared by the Institution on receipt of academic calendar from the affiliating university well before commencement of the semester.
- The principal and HoDs hold meetings with faculty members and guides them to ensure effective implementation of the evaluation process. Students are assessed continuously through various evaluation processes at college level and university level during the study of the program.
- The continuous assessment includes Mid-term examinations, Assignments, Field visits, Field work and Seminar presentation. Schedule of Mid-term examinations and assignments are given in academic calendar which is displayed well in advance before the commencement of session.
- Internal examinations are conducted as per the time slots mentioned in the academic calendar and their dates are made known to all the stakeholders well in advance.
- The frequency of the internal assessment as per the prevailing academic regulations are made known to the students and parents during orientation program conducted before commencement of classes in I year of the study.
- Rubrics are prepared for assessing different types of courses namely laboratory courses, project courses, Seminars etc. and are disseminated to students before start of the semester.
- Syllabus of each course is shared with the students and various assessments involved for different types of course are also shared with the students.
- Question papers set by the faculty for internal examinations are reviewed by the head of the department.
- Answer scripts of the internal assessment are evaluated and shared with the students for any discrepancy.
- Any grievances of the students with respect to the internal assessments are brought to the notice of the faculty. The faculty reviews and resolves the grievances.
- Marks obtained by the students in the internal assessment are also displayed on the respective notice boards of the departments to foster transparency. Personal guidance is given to the poor performing students after their assessment.
- Students are notified of changes, if any, in master academic schedule through the mentors and in class.
- Improvements required in the internal assessments are suggested by IQAC from time to time.
- Various assessment tools used and their frequency during last five years for different courses are mentioned below.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

The affiliating university has established a detailed procedure that is transparent, time bound and efficient to address any examination related grievances of the students. The Institute follows the guidelines and rules issued by the affiliating university in dealing with examination related grievances. The institute has a well-structured mechanism to address examination related grievances in an efficient manner which is time-bound and transparent, as explained below.

- The Institute has a dedicated examination cell headed by examination in-charge and supporting by other faculty and staff members.
- A Roving Committee headed by the Principal consisting of all Heads of the Departments and Senior faculty members monitor the total examination system during the Continuous Internal Examinations and Semester End Examinations.
- Evaluated scripts of internal examinations are shown to the students. If student has any questions regarding the evaluation, (s)he approaches the faculty directly and gets doubts clarified. However, if the grievance remains unresolved, a committee is formed by the head of the department /head of the institute to address the issue.
- If any student fails to appear for the internal exam due to valid reason, then the examination is conducted for the student as per norms outlined by the affiliating university.
- Internal evaluation of lab records is done in the presence of students so as to minimize the grievances and make the process transparent. Moreover, Project seminars and student seminars are conducted in the presence of all the students to foster transparency in internal assessment.
- The institute makes every effort not to have any malpractices on campus. However, if any malpractices are found during SEE, then they are referred to the Examination Cell of the institute and are dealt in accordance with the guidelines of the affiliating university.
- If the student has any grievances after publishing final results by the university, (s)he can approach the university through the examination cell of the Institution. Students can apply for recounting/ re-evaluation of the answer scripts as per the guidelines of the affiliating university to address his/her grievances. The institute informs the students once the grievance is redressed by the affiliating university.
- Final internal marks obtained by the students are displayed on notice boards of the respective departments so that students can check them and bring to the notice of concerned faculty if there is any discrepancy.
- Students' grievances related to Admit Card, Registration Card etc. before appearing for SEE are resolved by the examination cell of the institution while working in tandem with the affiliating university.

Therefore, the examination system implemented in the Institute for CIE and SEE is transparent, time-bound and efficient.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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:

The institution has well defined Course Outcomes (COs) and Program Specific Outcomes (PSOs) apart from Program Outcomes (POs) defined by NBA.

Course Outcomes for all Programs:

COs are defined for all the courses in the syllabus books and they are widely disseminated. COs of selected courses of all the programs are also attached.

Display on Website:

The POs, PSOs and COs statements of all the programs are posted on the institute's website under the respective departments. For instance, the POs/PSOs for B. Sc (Mathematics, Physics and Computer Science) are made available at the following location on institution's website.

<https://vijayam.edu.in/peos-pos/>

Display in Prominent places:

The statements are displayed in Principal office, HODs office, Notice boards, Common facilities, and all other important points.

Communication to the teachers:

The Institution has a multi-layered, multi-point and multi-faceted process related to communicating the POs, PSOs and COs to the teachers and students.

POs/PSOs and COs are developed in each programme of courses involving all the faculty of the program and are reviewed in the Department Academic Committee meeting after thorough discussion.

Approved POs/PSOs and COs are distributed to the faculty.

Communication to the Students:

COs, POs/PSOs are communicated to the students through the following means.

First year Induction Programme: Dedicated lecture-demos are organized as a part of the Induction Programme in which POs/PSOs are presented and explained to the students.

Introduction of Course Outcomes: Respective COs are presented at the beginning of each course all through the programme

Display of Outcomes in the Department Corridors: Multi-coloured Foam boards depicting the POs are

placed for wider awareness among students regarding the matter.

Question papers of Continuous Assessment: The questions of continuous assessment exams are set reflecting the COs of the particular course along with cognitive levels of learning.

Trainings and Workshops on OBE: The Institution has been conducting training programs and workshops on OBE to the students, faculty and Non-teaching staff to inculcate the spirit of OBE and disseminate the relevant information.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Upload any additional information	View Document
Paste link for Additional information	View Document

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

Response:

Initially attainments of Course Outcomes (COs) are computed using both direct and indirect methods. Attainments of Program Outcomes (POs) and Program Specific Outcomes (PSOs) are done from the attainment of COs through course and program articulation matrices. The level of attainment of POs, PSOs and COs are done through faculty course assessment report with thoroughly designed evaluation rubrics. This will help indicating the learning outcomes of the students, employability levels and further progression.

Attainment Procedure of COs: It is done using direct method and in-direct method. As a part of the direct method, CO attainment is computed using marks obtained by the students in Continuous Internal Examinations (CIE) and Semester End Examinations (SEE). Weightages of 25% and 75% are assigned to CIE and SEE respectively to compute direct CO attainment. Course end survey is conducted for each course and indirect attainment of COs is computed. Now 80% and 20% weightages are assigned to direct and indirect CO attainment to calculate total attainment of COs for each course.

Attainment Procedure of POs/PSOs: Attainment of POs/PSOs is done from the attainment of COs. From the attainment of CO and course articulation matrix, direct PO/PSO attainment is done for each course. By using program articulation matrix and PO/PSO attainment of each course, direct PO/PSO attainment for the program is calculated. Indirect attainment of POs/PSOs is done using Program exit survey, Employer survey and Alumni survey. Final attainment of PO/PSO is done by assigning weightages of 80% and 20% to direct and indirect attainments respectively.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 88.64

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

2020-21	2019-20	2018-19	2017-18	2016-17
840	752	702	639	591

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

2020-21	2019-20	2018-19	2017-18	2016-17
947	833	794	726	673

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.7

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Institutional data in prescribed format

Document

[View Document](#)

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	5	5	5

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**Response:** 0**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2 Research Publications and Awards****3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response:** 0.06**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
03	04	00	00	00

File Description**Document**

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 0.51**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
33	09	07	07	04

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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 last five years.

Response:

The Institution has ignited and raised the level of environment consciousness among youth and made them responsible towards the conservation and preservation of the green environment, through its curriculum and extension activities. Our institution's education, research and extension are based upon the human values to help community as a whole to lead a successful in changing our neighbourhood society which is also the surviving strength of our institute.

The NSS Units of the college are actively involved in community networking. Almost of their activities and programs throughout the session focus on socially relevant issues. Some of the activities and programs attended by students, which have contributed to good citizenship, service orientation and holistic development of students are listed below.

- The students and staff organize Vanam-Manam program and plant saplings in the adopted villages.
- The students and faculty visited villages of local farmers and guide them about the latest seed varieties of crops, optimum use of fertilizers and pesticides. Farmers were encouraged to do bio-fertilizers and bio-pesticides.
- Awareness rallies on social issues like Save Water, Save Earth, Say no to Plastic, Aids awareness etc., are organized by the students and staff.
- Voluntary Blood Donation Camps are organized to aid the society.
- Health and Hygiene awareness rally was organized in the villages by students.
- Conducting traffic mindfulness rallies and Road safety.
- Books, clothes, blankets and food material is donated by students and staff to old age homes and orphanages.
- Through NSS the volunteers create awareness of importance of women's education and women empowerment.
- Mineral Water Plant, Puthalapattu provides unadulterated water for the locals to decrease the contamination in the surrounding.

The faculty and the students are actively involved in the outreach activities. Major extension activities

carried out by the college in collaboration with NGOs as follows:

- The joint ventures among NSS and other NGOs assist with serving the destitute like “Sisuvihar”, “Abhayakshetra” old age and orphanage serving them with garments, food materials and individual requirements for ordinary exercises.
- On the polling day students worked in conducting elections in coordination with the police and election officials.
- Blood Donation Camp was conducted with the support of Red Cross in collaboration with Government Hospitals.
- Vanam-Manam program launched by the State government to enhance green cover. The event was successfully organized under the guidance of Program Officer of NSS.
- Emergency donations were sent during natural calamities of Kerala flood in 2018. With the support extended to Janavignana Vedika one truck load of relief materials like blankets, sanitary needs, educational equipment were delivered with the help of volunteers and faculty.

The following extension activities were conducted during last five years and their impact is mentioned below:

S.No.	Year	Activity	Impact
1.	2016	NSS Special Camp	Excellent
2.	2017	Vanam – Manam Plant Sapling Program	Very effective
3.	2018	Mega Blood Donation Camp	Excellent
4.	2019	Blood Donation Camp	Excellent
5	2020	Special Program for Women Empowerment	Excellent

The activities listed above programs create an opportunity of understanding among students and contribute to balanced holistic development of personality. The institution encourages a lifelong journey of community service.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 16

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	5	2	3	5

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 50

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
07	09	12	11	11

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 82.76

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., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
420	2937	2747	2548	2383

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.4 Collaboration

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

Response: 49

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
31	15	01	01	01

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	View Document
Any additional information	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 34

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

2020-21	2019-20	2018-19	2017-18	2016-17
13	09	05	04	03

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The institution has more than adequate infrastructure and physical facilities for teaching and learning process. However, with the changing technology impacting teaching learning process there is a need for constant improvement. Therefore, it is further improving the learning environment by providing modern infrastructure on par with the premier institutes in the state based on the requirements. It has serene green surroundings (land) which provides an eco-friendly environment on campus, adequate built-up area, impressive infrastructure, and laboratories to conduct experiments and simulations.

The infrastructure of the Institution ensures adequate facilities for academic activities and research. The campus is beautified by gardening and landscaping. The campus has 56 ICT enabled Classrooms each with an average area of 485.82 Sqft., well equipped laboratories, well stacked library, spacious playground and facilities for sports & games.

The Institution is equipped with LCD and smart boards to facilitate the modern teaching methods and ICT resources have been sufficiently strengthened in the institution. The other supportive facilities on the campus are developed to contribute to the effective ambience for curricular, extra- curricular and administrative activities. The overall physical and academic facilities are catering to all kinds of personal, professional, recreational and relational needs of the students and faculty members.

Various physical and infrastructure facilities available for teaching-learning at the Institution are mentioned below:

Class Rooms:

The institution has well-furnished, spacious classrooms with good ventilation to conduct classes. Classrooms are maintained as per norms for proper visibility of blackboard and audibility. All the classrooms are ICT enabled and are equipped with fans, lights, LAN/WIFI connectivity.

Seminar Halls:

The institution has vibrant and modern five seminar halls with ICT enabled facilities to conduct seminars, conferences, guest lectures, webinars, and workshops for students and faculty.

Laboratories:

As per the regulations of APSICHE and S.V. University (Affiliating university), the Institution has well-maintained domain centric laboratories to conduct experiments. In addition, facilities are also developed to impart life skills to the students.

Library:

The institution has a modern automated central library, which is well equipped and furnished with spacious seating capacity for referring books, has access to various e-resources. Furthermore, the Institute has a dedicated digital library to cater to the needs to students.

Other amenities:

Apart from regular office spaces to administrators and faculty members, the Institution has infrastructure facilities for curricular, co-curricular and extra-curricular activities.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Sports and physical activity have been intrinsically tied to the campus life of the students at VSADC. It has adequate facilities for sports and other extra-curricular activities. The department of Physical Education has enough facilities for both outdoor and indoor games. The institute provides very good sports facilities and encourages all its students and staff to take up the sports. The Sports Office of the Institution works towards the goals of providing access to fitness and exercise for all the students, faculty and staff maximizing opportunities to improve sporting performance, building and promoting a sporting culture in the campus and training sports volunteers and involving them in the organisation of sports activities in the campus. The department of Physical Education has also been supporting the participation of students in games and sports tournaments at the inter-university level, state level and national level.

Another hallmark of institution vibrant campus life is the range and diversity of cultural activities happening on the campus round the year. Co-curricular activities are conducted through a range of societies and clubs, which are largely initiated and managed by the students. Adequate slots are allotted in to ensure that enough scope is provided to extra-curricular engagement of students.

Various infrastructural facilities available at the Institution and their usage rate are mentioned below.

Outdoor games:

Adequate facilities are provided for Cricket, Volleyball, Ball badminton, Kho-Kho, Kabaddi, Tennikoit, Throwball and Basketball. One cricket practice net is available for the students to practice and play. Facilities for Sports such as long jump, high jump, shotput, disc throw are provided.

Usage Rate: 65%

Indoor games:

The college has Indoor games facility to facilitate the indoor games such as Chess Carroms.

Usage Rate: 80%

Encouragement for Participation:

Sports material and uniform is provided to the college teams to participate in the events. Annual Intra-mural competitions for boys and girls are conducted. Annual Sports day is celebrated and meritorious sports persons of the college are honoured.

Usage Rate: 50%

Cultural Activities:

To promote cultural events among students in the campus, cultural events were constituted by the college. It encourages the students to participate in District, State, National level, Inter Collegiate and Inter University cultural festivals. Different clubs are constituted at both department level and Institute level. Cultural festival is conducted every year in the month of March and invites supremo delegates as chief guests from different sectors. Institute is having open area with make shift stage to conduct cultural events.

Usage Rate: 45%

Gymnasium:

To maintain good physic and hygiene among the students in the campus, Gymnasium is provided by the college under the supervision of the trainer to train the students.

Usage Rate: 40%

Yoga Centre:

To maintain good health among the students in the campus, Yoga is conducted by the college under the supervision of the yoga trainer to train the students.

Usage Rate: 80%

Auditorium:

To conduct Functions, meetings and other extracurricular activities, a huge auditorium is provided by the college.

Usage Rate:100%

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 61

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste link for additional information	View Document

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

Response: 33.08

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

2020-21	2019-20	2018-19	2017-18	2016-17
112.3152	77.1891	41.1480	138.8516	58.9004

File Description	Document
Upload audited utilization statements	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)**Response:**

The Library is located in the “**campus-1**” with built up area of **91.60 square meters** and in “**Campus-2**” with the builtup area **83.73 square meters**. The institution has automated the library services to improve the quality and efficiency of the services that the library provides.

The Integrated Library Management System (ILMS) provides efficient, comfortable and prompt service to all its users including students, faculty and guests. Besides regular updates on new arrivals through Online Public Access Catalogue, users can access the details of borrowings by them at any time of the day. The ILMS facilities also help users to check the availability of books. Users have access to and avail facilities from the library and from anywhere within the campus. Web OPAC (Online Public Access Catalogue) facility is made available through DELNET Library Management Software to know the bibliographical details and availability.

The LMS provides an extensive searching facility by various fields like the Title, Author, ISBN, Keyword, publishers, and domain. All the active book collection is updated in the DELNET Library Management Software database and the Web OPAC is available for the users. The issue and return of books has been activated with the DELNET Library Management Software. ILMS of the Library is an essential foundation for handling all its day-to-day activities i.e., receiving of books, ordering process, cataloguing, classification of books, serial control, circulation etc. Library is automated using the following Integrated Library Management System:

Name of the ILMS Software: **DELNET Library Management Software**

Nature of Automation: **OPAC Automated**

Version: **2.0**

Year of Automation: **2021**

The institution library was fully automated in a phased manner and the details of which are given below:

S.NO.	Year	Activity Carried Out
1	2019	Automation done using DELNET Management Software
2	2020	Automation done using DELNET Management Software

VSADC has Digital Library with 28 Computers which are connected on LAN and Digital Library has large database of NPTEL videos of 8 TB for easy access to students and faculty with dedicated Library server. Students can access all e-resources available.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

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

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 14.38

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

2020-21	2019-20	2018-19	2017-18	2016-17
11.2617	15.7924	14.2126	18.6098	12.0292

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

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

Response: 3.16

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

Response: 100

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

IT services provide support and facilities to students, faculty, staff and administration to facilitate effective teaching-learning, research, management and administration. The infrastructure and applications support are constantly updated to meet the ever-changing needs of the institute.

Vijayam Science and Arts Degree College is committed to develop a modern, secure and sturdy IT infrastructure to manage the teaching-learning and administrative activities of the institute. With this purpose, the institute has developed a comprehensive information security policy to protect the availability, integrity, and confidentiality of the institute's information technology (IT) resources. This policy applies to all faculty, staff, and students of the institute, and anyone who uses the institute's resources.

The institute has well established IT infrastructure with over 333 computing devices, 5000 meters of networking and over 10 switches providing gigabit network and 100Mbps of internet speed. Such infrastructure requires a detailed IT policy for its proper management. The institute has adopted a well suited, comprehensive IT policy for its IT infrastructure after elaborate deliberation at various levels including various internal meetings and requisite approvals by the management. This IT policy is available on institute's website (https://www.vijayam.edu.in/Policies/IT_Policy.pdf), in Central Library, IT Services office, and IQAC office.

Institute's IT policy defines following items:

1. Process for requisition of an IT infrastructure
2. Process for reporting problem and tracking service response.
3. Process for requesting for WiFi by registering MAC address of the device.
4. Allocation of email, WiFi and LMS password.
- 5 Procedure for requisitioning installing new software.

6. Open source friendly framework.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 9:1

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

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 74.66

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

2020-21	2019-20	2018-19	2017-18	2016-17
158.810	207.626	245.188	221.795	188.375

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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 institution has defined procedures for maintaining physical, academic and support facilities as per the maintenance policy.

MAINTENANCE SECTION:

There is a centralized maintenance section which is headed by a Maintenance Engineer and supported by skilled technicians. This section takes care of maintenance of infrastructural facilities which includes plumbing works, electrical, carpentry, masonry and sewage works. The section receives maintenance requirements from the departments and other sections and undertakes the necessary work following internal operating procedures under the directions given by the concerned head of the department.

INTERNAL OPERATING PROCEDURE:

Any problem that persist in a department is represented to the maintenance in charge through a letter/mail. The in-charge deputs a skilled person/technician to attend the problem. The skilled person resolves the problem on site immediately, if no additional material is required. In case of material requirement, it is received from the maintenance section through an indent. If the material is to be procured from outside, permission is obtained from the maintenance in charge / Head of the Institution and arranged for procurement of material to fix the problem.

1. Physical Facilities

Electrical Maintenance:

Monthly monitoring of electrical equipment such as Generator, UPS, and Batteries is done and its status is entered in the Log/Stock Book. The suppliers/service providers are approached in case of any major fault.

For replacement of any part, quotations are invited and part is procured as per the centralized purchase procedure.

The work done by the service provider are be verified by the respective authorities and a report on completion of work is submitted to the Principal.

Annual inspection of Electrical installations maintenance and safety of Electric supply is done by

Directorate of Electrical Safety, Government of Andhra Pradesh.

Building Maintenance:

A Civil Engineer and a Supervisor are responsible for new construction works and the civil maintenance of buildings including laying and maintenance of the plumbing, water pipe lines, and sanitary fittings following the internal operating procedure.

Annual inspection is done for Fire Safety by Andhra Pradesh State Disaster Response and Fire Service Department. Pest Control maintenance is done periodically.

Furniture Maintenance:

Institute's maintenance wing maintains the central workshop facility which provides the services including custom fabrication of cabinets, desks, counter tops, installation of doors and windows, and frames for displaying banners.

The internal operating procedures are followed for maintaining the furniture in the institution.

Network / Wi-Fi Maintenance:

The functioning of college intranet and internet facility is monitored and maintained by the hardware technicians in association with Network administrator of Department of Computer Science.

Any up gradations or modifications to the existing Network Model are be carried out by inviting quotations from external agencies following central purchase procedure.

2. Academic Facilities:

Library:

Central library supports text books, reference books, journals and periodicals for issuing to students, staff and faculty.

Digital library caters e-books, e-journals and online resources that can be utilized within the library and also within the campus with proper user credentials.

Library committee monitors the effective functioning of library services.

Laboratories:

Equipment in the laboratories are maintained regularly.

The in-house maintenance and repairs are addressed by the respective department technicians who are qualified and trained.

Major problems and repairs are attended in consultation with the suppliers following the central purchase procedure.

Class Rooms:

Every Department has a faculty in-charge who periodically checks the condition of class room/laboratory amenities like benches, chairs, black boards, fans, lights and LCD's.

The in-charge resolves the problem through the Head of the Department following the internal operating procedure.

Computer Facilities:

Around 333 computers, 03 printers and sufficient scanners are available for the staff and students.

Computers and software in the laboratories are maintained by computer hardware technicians under the supervision of a senior faculty.

3. Supporting Facilities:

Sports:

The playground and sporting equipment are regularly available and they are maintained under the supervision of Physical Director.

NSS:

The College encourages the students to participate in social and nation building activities. It aims to motivate the students to identify the needs and problems of the community and involve them in problem solving process.

4. Other Facilities:

The Institute has RO plant, which provides 24X7 drinking water facility. Sufficient number of water coolers is available in each of the departments to provide clean drinking water.

The institute has fleet of busses to cater to the transportation needs of the students. In addition, frequent and ample public transport facility is also available as the institution is situated on the main road connecting the town.

Adequate man power is employed to maintain cleanliness of the campus, Classrooms, Staff rooms, Seminar halls and Laboratories, etc. Wash rooms and rest rooms are well maintained.

The Green Cover of the campus is well maintained by full time gardeners.

The campus security is monitored through surveillance Cameras and is maintained by supplier under AMC.

The Institution has a tie-up with Hospitals for providing medical assistance in case of need.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 86.64

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
2884	2657	2443	2151	1774

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information

[View Document](#)

Institutional data in prescribed format

[View Document](#)

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

Response: 5.41

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
111	107	153	163	186

File Description

Document

Upload any additional information

[View Document](#)

Institutional data in prescribed format

[View Document](#)

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

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

Response: B. 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

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

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
3038	2937	2747	2548	2383

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

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

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Response: 46.97

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

2020-21	2019-20	2018-19	2017-18	2016-17
432	530	438	225	269

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

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

Response: 32.42

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 307

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 0

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) year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

5.3 Student Participation and Activities

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

Response: 10

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	05	0	05

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

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

Response:

The institute strongly believes that outcome based learning is possible only with active participation of the students. In pursuit of quality education, the Institute provides equal stakes in decision making process by involving students in several statutory and non-statutory bodies. These students and alumni are encouraged to participate in decision making.

Student participation in Academic & Non-academic Activities:

Students participation and their feedback on various aspects of the institution have vital in achieving vision of the institution. Alumni are made a part of various institutional bodies and they represent student's aspirations in key academic activities of the Department.

The Feedback from the student is collected several times during their study. They provide feedback on Teaching & Learning practice, that helps Institute decide on requirement of extra content, additional classes, higher industry orientation and efficacy of faculty members in teaching. Students give feedback on college amenities and facilities such as canteen, hostel, mess, sports infrastructure, co-curricular, extracurricular activities and Internships. In turn, the institute focuses on improving the facilities.

Students of Institute are involved in its several committees to present their views for their development and the college as well. The committees include IQAC, Disciplinary committee, women empowerment cell, Grievance Redressal Committee and anti-ragging committee.

At the institute, student council is designated as Student Affair Centre (SAC). This Student Council takes care of complete range of academic, co-curricular and extra -curricular activities. Major activities performed by the SAC are:

1. Organise Student Conferences, Workshops & Seminars in various Curricular & co-curricular areas.
2. Support organising Institute level workshops, Conferences, seminars etc.
3. Organise sports and games at Institution level.
4. Organise cultural activities like: Annual Cultural Event, Independence Day, Republic Day, Teachers Day, Rallies etc.
5. Support uplifting neighbouring villages of the Institution by adopting them and providing educational, health & sanitation services and plantation events.
6. Support state Govt., in local administration, assisting Police in traffic, rural awareness and election poll management.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 20.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
10	23	26	19	23

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Institutional data in prescribed format	View Document

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 of Vijayam Science and Arts Degree College are the key stake holders in its Academic and other development activities. The Institute consults its alumni on important aspects ranging from setting Vision and Mission of the institute, taking feedback on review of syllabus, creation of amenities, Industry Institute needs and placements. Alumni are member of IQAC of the institute.

The institute is 18-year-old Institute and its alumni are there in every part of the world. To facilitate effective alumni connection and services, Alumni Association was formed and it was registered in August, 2021, vide Reg No :122/2021.

The institute organizes annual Alumni event which is attended by its Alumni. This event, which is organized tentatively in July of Every Year, generally attended by more than three hundred members. Alumni Feedback is an important tool to assess efficacy of the institute's academic performance and

alumni survey is used for indirect PO attainment, which carries 25% of total weightage.

Alumni of the institute help the institute in following ways:

1. Supporting the institute by delivering Guest Lectures in the area of their expertise.
2. Helping the institute by providing placement contacts for student's placement.
3. Providing amenities in their respective Departments.
4. Helping the Students of the institute going abroad for Higher educations by providing temporary accommodation and hand holding services.
5. Providing material to the students.

The institute helps its alumni in following way:

1. By organizing Conference, Workshop, Seminar which can support Alumni in their career growth.
2. By extending placement services even after passing out.

Vijayam Science and Arts Degree College is proud of achievements of its Alumni. Some noted Alumni members are attached in supporting Document.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision:

Empower the students through quality education by providing a conducive learning environment and make a transformational impact on students' lives and society.

Mission:

M1: Imbibe required skills, knowledge, and attitude to the students to enable them to succeed in life

M2: Provide quality and affordable education to all segments of the society

M3: Create a conducive learning environment, which is enjoyable and rewarding

M4: Contribute to solve local and global societal problems by inculcating moral, spiritual, and social values among students.

Goal:

The college is committed to making meaningful value addition to the large interests of society with clear focus on the need aspirations of each individual.

Features of the Governance:

- 1.Practice of management and stakeholders is adopted for the growth of the institution.
- 2.All the members of the Governing body take part actively, and with the rich experience and leadership skills donate to the development of the institution.
- 3.Statutory committees like finance committee, governing body and 14 other non-statutory committees' amalgamation help the administration.
- 4.The principal mount (Prepares / frames) rules and regulations for both academic and nonacademic issues, under the supervision of governing body. He also ensures the appointment of teaching and non-teaching faculty.

Contribution of teachers in decision making bodies:

Ameliorate of laboratory is the responsibility of HODs. Allotment of work load and timetable preparation will be carried out by HOD in consultation with the faculty members.

HOD is responsible for deliver of content, teaching and learning process, maintenance of monitoring system.

The senior faculty act as conveners of the non-statutory committees and support the principal on regular administration and academic processes. Teachers play an active role in academic and administrative functions of the institution.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The development of an institution is completely influenced by its bottom-line. The college management has full faith on this, it's taking all the precautions to get academic results as well as non-academic aspects too. To achieve this aim, it rests the responsibility to different senior faculty members, Head of Departments (HODs) at different levels. The amalgamation of management, senior faculty and HODs provide a smooth function of the institution. The decentralization and democratic decisions in all aspects that include academic and administrative became transparent.

Systematic college function became easier due to the effective involvement of stake holders in constructing various guide lines. The governance codifies decentralization of power to improve the efficiency of teaching learning quality. The several committees are formed to administer the effective governance of the institute.

With due consultation of stakeholders, the members of Governing Body (GB) concentrated on the performance of the institution. The GB took the sole responsibility in developmental activities of the institution. The democratic approach of GB stimulates the stakeholders to offer their helping hands for the development of the institute. The decisions taken by the GB, on the academic and non-academic committees are published in the college website periodically for the sake of parents and students. The same thing is shared with the employees through meetings and circulars immediately. Achieving excellence in academic is not possible by the mere GB, the co-operation and coordination of the staff and teaching faculty at different levels also required. Hence, the management provided responsibility at different levels to define role and responsibility to an individual which provides excellence in various areas.

To uphold total development of the students there are many active committees in the institute which function continuously. The GB and different committees strive for the overall growth among the student which in turn the development of the institute. The Principal and HODs play a key role in implementing dos and don'ts in academic, extra-curricular and co-curricular activities. The purpose of monitoring discipline in the college campus, reflects the positive image of the institute in the society.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The perspective and strategic plan is made by the institution to fulfil the requirements of industry and to address real world problems of local and global by providing quality education to produce technically competent graduates to serve the nation. The students' progress towards technical and social excellence is achieved with well-established systems and processes. The institute has developed a strategic plans and prospective plan to ensure quality in teaching and learning, promote outcome-based education and implement various quality initiatives.

One of the best strategies executed for effective quality of education is given below.

Establishment of Internal Quality Assurance Cell (IQAC)

Vijayam Science and Arts Degree College (VSADC) was established in the academic year 2003-04 with an aim of imparting quality education with values and achieved marvellous progress in various performance parameters. Strategic plans and prospective plans were prepared taking in account the vision and mission of the statements. Due to dynamic changes in education sector and change in requirement of deployable resources in the job market, the institute felt that a structured and well-established IQAC is required to enhance various quality aspects of the institution.

The institute included establishment of IQAC as one of the goals in Strategic Plan 2014-19 of the Institution. After understanding the complete functioning of IQAC and processes required for various aspects, the institute established IQAC on 15-06-2018. IQAC was constituted as per the norms laid down by the NAAC and UGC. Regular IQAC meetings were conducted, various actions were initiated and successfully implemented numerous quality initiatives across the institution. In addition, IQAC has established a procedure to compute CO-PO attainment and advised the academic departments on setting CO/PO targets and achieving them.

Here are some of the quality initiatives implemented by IQAC of the Institution at various functions and teaching-learning process.

1. Established of various non-statutory committees/cells, reviewed the functioning of them and took corrective actions wherever required.
2. Developed a process to capture feedback on facilities from the students. The gathered data is analysed, and corrective actions are taken wherever required to keep the infrastructure updated to meet the changing needs to the job market.
3. Advised various contemporary teaching-learning methods for better understanding of the complex

topics to the students.

4. Defined a process to compute attainment of COs and POs. The defined process includes both the direct and indirect methods. Surveys such as Course end survey, Program exit survey, Employer survey and Alumni survey are incorporated in the attainment process.
5. Development of Prospective and strategic plans to achieve Vision and Mission of the Institution.
6. Various audits such as Energy Audit, Environmental Audit and Green Audits have been conducted regularly to keep both the campuses environment friendly.

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

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

Response:

The **Governing Body (GB)** is an authoritative body, Chairman act as commissioner of the Collegiate Education. The Principal is the Chief Executive Officer (CEO) of the college regarding academic and administration. The Vice-Principal and the Administrative Officer (AO) are aid in exercising the power. Different Committees, HODs and Office Staff assist in executing the policies for the betterment of college functioning.

Governing Body Functions:

In order to achieve pre-determined goals, the GB directs the college employees to reach them. It frames, amends and approves principles and policies. Approves the annual financial budget and recommends for recruitment of Staff on Temporary / Contract / Permanent bases.

The GB approves additions, maintenance of infrastructures and other amenities. It reviews academic performance of the college and all other functions in the interest of college development.

Department Academic Committee Functions:

- It prepares comprehensive developmental plan of the college.
- Recommends the introduction of add on courses.
- Encourages academic collaborations.
- Use of technology in teaching and learning.
- Promotes research activities among staff and students.
- Plans and discusses annual budget of the college and taking prior approval by the GB.
- It recommends the implementation of staff and student welfare measures.
- It makes appropriate recommendations on the annual quality assurance report of the college after

discussion.

- Admission process reviewed and adhere to the norms.

Service Rules and Regulations:

At the time of recruitment and promotion, the specified rules and regulations of Government of Andhra Pradesh and protocols prescribed by the UGC, State Government and Commissioner of Collegiate Education are strictly followed.

Grievance Redressal Mechanism:

The Vice-Principal of the college, Grievances committee head caters the issues related to Teaching and Non-Teaching Staff. The Committee in co-ordination with the principal ensures timely action on service rules, Promotional Policies as well as recruitment notification. Student Grievances are convergent through class Representative or IQAC or complaint box and reparation by the intervention conveyed of the Grievance Committee in an appropriate manner.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
ERP (Enterprise Resource Planning) Document	View Document
Any additional information	View Document

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 extended to the teaching and non-teaching staff of the Institute:

Teaching Staff

1. Casual leave for staff members
2. Special Casual leave (On Duty) is sanctioned for attending conferences and workshops.
3. Maternity Leave for female staff members.
4. Management organizing Tour facilities and incurring entire expenditure.
5. Providing Registration fees, Dearness allowance, Travel grants for faculty attending conferences and workshops.
6. Incentives for publication in Journals and Conferences
7. Reduction of workload for the faculty during their final submission of the Ph.D. thesis
8. Service, Conduct and Leave Rules are made available.
9. Provision of exclusive computing facilities to all senior faculty and faculty pursuing research.
10. Recognition of the faculty with "Best Teacher Award" and incentive
11. Sports and Fitness facilities
12. Free medical facility available in emergency at Vishnu Hospital
13. Health Awareness Programs like blood donation, organ donation, etc. is conducted in every semester.

Non-Teaching Staff

1. Service, Conduct and Leave Rules are made available for all staffs.
2. Free medical facility available
3. Maternity Leave for female employees
4. Half-pay medical leave for staff members
5. Uniform is provided for supporting staff
6. Health Awareness Programs like blood donation, organ donation, etc. is conducted in every semester.
7. Sports and Fitness facilities

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 34.22

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

2020-21	2019-20	2018-19	2017-18	2016-17
47	38	38	36	43

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 25.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
24	23	25	28	27

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	View Document
Reports of Academic Staff College or similar centers	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 36.45

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

2020-21	2019-20	2018-19	2017-18	2016-17
60	38	36	36	46

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

The Vijayam Science and Arts Degree College motivates its employees with structured performance appraisal method that was blue printed to cultivate individual growth and recognize chances for extra support that leads to productivity to reach good results among the wards. The appraisal system which the institute chose motivates the staff of the college to perform best of their ability.

Teaching faculty decided to carry out at least two of chores annually besides teaching, publishing one research paper, service to the institution and Professional development / self-growth. At the beginning of the semester, teaching faculty should mention the expected pass percentage and measures adopting to reach the goal, faculty has to mention how many papers they can publish, they are also expected to reveal how they are going to assist the institute i.e. the name of the additional work they will be taking up. How many workshops, seminars they are going to attend or organize for professional development should be submitted to the concern department HODs. The HODs review the goal setting of the individual and approve after consulting of the principal.

The college principal along with concern HOD discussed on the weak performers teaching learning process. Individual counselling will be held to identify the care reason for the weak performance and prepare the list of measures along with weekly evaluation of implementation of the suggestions given to the concern staff by the HOD. After completion of a weeks of class, the feed back will be collected one more time in the absence of the faculty to find the performance and if the positive results are found, he/she will be appreciated by both the HOD and principal otherwise call for counselling for further. Most of the weak performers charged their work efficiently by observing their seniors and maintained healthy competition teaching learning process.

At the end of even semester HODs evaluation the progress of the teacher according to the document submitted by the concern faculty, give feedback and suggest measures to improve his performance if necessary. At the end of odd semester, the individual's performance is evaluated along with the principal,

chairman and decide the increments after thorough perusal of self-appraisal form.

For non-teaching staff the performance is evaluated on regularity, punctuality and sincerity in service rendered, the immediate reporting authority presents to discuss the performance of the individual to decide salary increment at the end of academic year.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Response:

Coinage of Financial Planning and Management is the forethought of the Institution in achieving systematic development activities. The institution has a strong Financial Management System which conducts regular Internal Audit by authorized Auditors. In addition, the A.P. State Government also conducts audit through Andhra Pradesh State Admission and Fee Regulator Committee (APFRC). It may note that the State Government pay the fee. (Through Reimbursement) of all the eligible students who got admission in the college. Hence, the receipts are very transparent. The college accounts department maintains all the expenditures and income, duly submitted to the Government for every Financial year. The committee (APFRC) considers to revise the fee structure for the next block period the duration of a block period is three years.

The college has a Finance Committee, reviews the financial Planning periodically. The Institute is registered under section 12 A of Income Tax Act. The finance Committee acts as advisory body to GB, On the matters of Finance to the College. The institutions accounts are audited both Internal and External auditors to check the financial compliance. The finance committee makes institute level budget for every financial year.

The Finance Committee reviews the Income and Expenditure Statements and report the same to the Governing body (G.B) for future plan of action regarding the financial matters. Optimal utilization and execution of the budget is monitored through internal and external auditing.

At the beginning of financial year, the annual budget for institute is prepared and proposed, for recurring and non-recurring potential income and expenditure for the year. The departmental budget proposals are made by the H.O. Ds and submitted for the approval of the G.B. through proper channel. The primary source is through collection of Tuition fee and donations from individuals.

Internal Audit:

Qualified and certified internal auditors appointed to audit on regular basis the college auditors conduct audit of accounts on Quarterly basis, verifies all the payments, receipts, vouchers of transactions, cash books, ledgers and bank statements in a financial year. The accounts are also subjected to external auditing.

The auditors prepare and submit the income and expenditure statement and balance sheet and depreciation statement. All the Government scholarships and donations from individuals are audited separately by the auditors. As an act of transparency, the audited financial statements are published as the college website.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

The college aims persistent academic and non-academic reforms to encounter ever changing needs of the society by maintaining excellence, resource mobilization, accountability. The fees paid by the students at the time of joining the course is primary receipt to the college. Any shortage in the receipts would be met in the form of overdraft from the banks. These funds are utilized mainly for the laboratory updating for the betterment of the students' community. The college has a defined system to evaluate effective and efficient utilization of available financial funds for the growth of academic and infrastructure areas.

The power rests in the hands of the principal in preparing the institutional budget by considering recurring and non-recurring expenses. The H.O.Ds and Administrative Departments are requested to prepare and

present the budget for the forth coming year. This includes different co-ordination of various cells like NSS, Exam cell, T. P. Cell.

All the major decisions regarding finances are taken by the Institute's General Body. Verification and analyzation by the G.B. under different heads such as T & P upgrading software, Internet charges, Library Books, Journals, repair and maintains, consumable Furniture, fixtures, printing and stationery is adopted.

At the time of insufficient financial funds, the management seeks loans to meet the expenditure. The College Management never took a backward step on providing high quality education with an affordable cost to the students. It clearly shows sincere contribution in the provision of education is social commitment in the form of serving the society by the institute, through empowering the young wards.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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 IQAC has been consistently striving to institutionalize quality assurance strategies and processes at every level of the institution's functioning. Here are the two practices Institutionalized by as a result of IQAC initiatives.

QUALITY INITIATIVE - 1

FEEDBACK FROM STUDENTS ON FACILITIES

The provision of good faculty, infrastructure, and other resources are essential for the students to face emerging challenges in order to achieve their goals. The students, faculty, and other staff are the benchmarks of an institution's image. Besides regular academic support, the students are provided with other facilities such sports & games, cafeteria, accommodation, and library for excelling academics for their holistic development.

IQAC strives to provide a pleasant ambience to the students for developing their skills in academics, co-curricular and extracurricular activities. Therefore, providing key infrastructure and maintaining them in sound condition goes a long way in providing quality education to the students. Through the institute has been maintaining various facilities from time to time, students are also involved in providing the outright feedback on various facilities of the Institution.

The students give feedback in the range of 1 to 5 for each parameter in the feedback form. The received

feedback forms are analyzed by the IQAC and identified issues are prioritized for maintenance and upgradation. IQAC continuously monitors the pending actions and ensures that those observed deficiencies are sorted out with time bound schedule.

QUALITY INITIATIVE - 2

Women Empowerment

Since the inception of the institution, the enrolment of female students in to various degree courses is accumulating year after year. This incremental growth in the enrolment testifies the commitment of the institution towards women empowerment. Hence Women Empowerment Cell was constituted at the institution to support, help and guide the female students for their holistic development. The main objective of the cell is to encourage women students to excel in academic, co-curricular and extra-curricular activities. In addition, the cell arranges for various programs to motivate and provide career guidance to the women so they excel in their career. The cell also addresses various opportunities available for women in India to turn in to success entrepreneurs.

Women empowerment cell is constituted every year under the leadership of the head of the institution. The cell consists of mostly women faculty and students. This cell meets at least once in a semester to plan the various activities and review the action points.

The establishment and effective functioning of the cell has not only motivated the students during the course of study, but also helped chasing their dreams. The institute witnessed more pass percentage among women, more placements and achievements in co and extra-curricular activities. Various programs conducted by the cell also helped and guided many women to become successful entrepreneurs. As a result the institute continues to attract more girl students to its UG programs every year.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Initiative on Teaching -Learning Reforms - 1

Mentoring System

Mentoring system, which is nothing but a handholding program for the students, is implemented by the institution for holistic development of the students. This system provides a platform for the students to interact one to one with mentor and share his/her difficulties and other personal issues that are stopping the students from excelling well in studies and other career-oriented activities.

IQAC has taken an initiative to implement mentor system for improving the academic performance and prepare student for industry requirements. Head of the institution approves the list of mentors from each department and the approved list is shared with the concerned HODs. Each HOD assigns mentees to the mentor and hands over the mentor diaries for recording various activities and data for further reference. Each mentor meets the mentee at least once in 15 days or as often as required and gets to know the about various aspects such as attendance status, academic performance, any personal issues etc. and offers the solutions then and there.

The key points transpired during the discussion are also recorded in the mentor diary. The mentor keeps track of issues reported by the mentee and keeps a record of action taken on the reported issue. The mentoring also goes beyond the campus. The mentor also contacts the parents of the students, is needed, to resolve issues of the students. Once a mentor is assigned to a mentee, the same faculty will continue to be the mentor of the mentee till completion of the program. The mentoring system yielded good results in terms of pass percentage, placements, participation in extension activities etc.

Initiative on Teaching-Learning Reforms - 2

ICT ENABLED FACILITIES

As a part of its process to deploy technology to reform teaching-learning process, the IQAC of the institution transformed the conventional teaching learning resources into ICT enabled facilities. Digitalization is taking place in all walks of life and its use has made life smooth and comfortable. Providing various ICT enabled facilities at the institution is part of digitalization. Currently the institution has almost 100% ICT enabled classrooms and seminar halls.

IQAC explained the advantages of having ICT enabled classrooms and received BOG approval for providing ICT enabled facilities in phased manner in the Institution. The Institution has spent more than 13.90 Lakhs during last five years in upgrading and adding new infrastructure as a part of providing ICT enabled facilities. ICT enabled facilities include Project with screen, LAN, Wi-Fi, access to google classrooms and access to various teaching learning e-resources.

Provision of ICT enabled facilities has been helping the students to understand complex concepts easily. Moreover, the presentation of huge volume of teaching materials is now a click away. Online classes were also conducted through a paid online meeting platform and ICT enabled facilities. The efforts and initiative of providing ICT enabled facilities has been yielding the good results. Increase in pass percentage of students, Faculty's contribution of publishing book chapters, research publications, and access to learning material online are the direct benefits of implementing ICT enabled facilities by the institution.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

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

Response: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

Gender disparity is a complex issue and needs creative solutions. Vijayam Science and Arts Degree College, believes gender equality in society is not possible without gender equality in education/at work place. In reaction to that, the institution takes the possible number of initiatives in promoting inclusive environment and transforming gender relations within the college campus.

In the university course structure, all the students are provided with foundation course on “Human Values and Professional Ethics”. It helps the students to inculcate the human values, social and professional ethics for their and society well being. Part of this course work, instructors take day-to-day real incidents on news in order to open student’s eyes and minds to the realities of the world, and awakens them to bring about a world of greater justice, equity and human rights for all. Other foundation courses Leadership education and Entrepreneurship are taught to inculcate the leadership skills and, to guide students setting up their own business in future and be independent. Thus the institute helps in empowering its students.

Within the campus, gender sensitization activities are organized for students like debates, Essay writing, Elocution competitions, role play and opinion sharing etc. Women’s Day (08th Mar) is celebrated every year on the campus. Moreover, the institution has balanced count of lady staff in different departments. Female students are always accompanied by lady staff when they are out for placements or industrial visits etc. The college has all essential safety and security measures: - security, separate wash rooms with sanitary napkins, girls common rooms, first aid room, doctor on demand, 24/7 emergency vehicle, CC TV monitoring, lady attendant, Day care for staff kids etc. Committees against discipline and Grievance redressal are formed and have been functional. College bus transport with GPS tracking and speed governors are installed. Self defense sessions are provided for female students as well.

The institution has a well established and functional mentor-mentee system in the ratio of 1:23. Students (mentees) can approach their respective mentors for support or guidance anytime. The institution conducts orientation programs and counseling sessions to all the fresh students so as to create a mindset conducive to learning. Counseling sessions are conducted on the issues such as health and hygiene, harassment, gender conflict etc. Principal interacts with class representatives (CR) to understand the problems if any and takes steps to resolve them.

The institute organizes many programs on women safety, women empowerment, awareness programs on Nirbhaya act and Disha act, health and hygiene etc. in association with private and government bodies in/around Chittoor. Chief guests (Telugu film celebrities: Sri. Gangadharasastri, Sri. Ananth Sri Ram, Sri. Thanikella Bharani and many more) also addressed students on human and spiritual values as part of college annual day celebrations.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Annual gender sensitization action plan	View Document

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

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

Response: A. 4 or All of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

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

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

Response:

Waste Management

Minimize the waste to Maximize the life is the institution's motive. If not avoidable, reduce, recycle and reuse, before disposing any hazardous waste is the chosen thought of responsible minds to enhance the green efforts in maintaining eco-balanced campus. Consistent efforts are made to set paperless office and see the campus as Plastic Free Zone. Waste collection bins are kept maintained at different locations in the campus for the users' convenience.

Awareness sessions and seminars are conducted for students and faculty on significant topics like waste management, eco-friendly and bio-diversity.

Solid Waste Management:

The segregated solid (dry) waste is disposed with the help of municipal vehicle/waste collectors deployed by the Chittoor Municipal Corporation. In addition, Plastic free zone Sign boards are exposed to public view in the campus. Paper and card board wastage is disposed from time to time.

Vermicomposting plant is maintained in the college to convert garden waste and kitchen waste into bio-fertilizer, which is used to supplement greenery and plantation on the campus.

Liquid Waste Management:

Institution has a setup of rain water harvesting pits through which water level is maintained in the bore wells situated in the college campus.

College has RO drinking facility connected with overhead storage tanks to ensure safe water for students and staff all the time. Diluted waste water generated from RO is used for gardening and cleaning kitchen utensils. Sign boards on water conservation are also displayed in the campus.

Bio-medical Waste Management:

Bio-Medical Waste which is generated in the Bio-technology lab during the practical experiments including samples, sample collection container, gloves or any intermediate product is cautiously packed and handed over to municipal vehicle deployed by the Municipal Corporation of Chittoor.

E-Waste Management:

The Institute has a dedicated place to store E-waste which is generated from the Computers lab, Electronics lab, Physics lab and other areas of the institute.

E-waste is reduced through following practices:

- The possible functioning spares are identified and are re-used in the possible areas
- Exchanging of non-functional equipment during the purchase of new equipment

Waste Recycling System:

Special site is allotted for vermicompost pit on the campus. Waste food and grass in the college is used as raw material to produce vermicompost on campus. The produced Vermicompost is used as organic manure for plants on campus.

Hazardous waste management

- Hazardous Waste Disposal in Biotechnology and Chemistry Labs like used / broken test tubes, beakers, left over / spilled chemicals are disposed cautiously.
- Standard precautions are taken while receiving, storing and issuing the hazardous materials and label the safety instructions with regard to waste minimization.
- All the chemicals used in the laboratories are well diluted and mixed with enough water before

flushed out through the college drain into municipal corporation drain system.

File Description	Document
Geotagged photographs of the facilities	View Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

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

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

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

Response: Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

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

1. Green audit

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

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Details of the Software procured for providing the assistance	View Document
Any other relevant information	View Document

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

Response:

Vijayam Science and Arts Degree College is located at the heart of Chittoor town. It is a niche for civility, coalition, and cheerful learning. The institution has a great bunch of students and experienced staff.

Students can freely meet and discuss with the faculty member which boosts to create an excellent learning environment for the students. The students benefit from these caring efforts and invigorate themselves. The atmosphere is conducive to creativity and productive learning. It accelerates individuality and creativity. The college identifies learners' entitlement to a learning experience that respects, diversity, enables participation, removes barriers, and anticipates and considers a variety of different learning strategies.

The college provides an inclusive environment for everyone with tolerance and harmony towards culture, regional, linguistic communal socio-economic, and other diversity.

Different sports and cultural activities are organized in the college. The student's cultural program has always themed communal and religious harmony. The college celebrates commemorative days like Women's Day, Yoga Day, *Alluri Sitarama Raju's* birth anniversary. Many regional festivals like *Pongal*, *Ganesh Chaturthi*, *Diwali*, *Eid* and Christmas are celebrated in the college to maintain harmony.

Every year the college celebrates College Annual Day to showcase achievements. It is one of the most awaited events for the students. The institution encourages students to participate in the program to showcase their hidden potentiality. Few students are awarded who excelled in academics or extracurricular activities. Our college invites a high-impact keynote rhetorician and great depth of potential people as our esteemed guests to motivate our students with their ideas and best practices.

The institute also has a code of ethics for students. The college takes extra effort in providing help for the people who are in need. Through Youth Red Cross Association our students volunteered for *Godavari Pushkaralu*. Blood Donation camps are conducted in and by the institution. Students are guided to practice ethical values, to connect socially with the rural people residing in and around the college, and respect the cultural, communal socio-economic and linguistic values.

File Description	Document
Any other relevant information.	View Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

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

Response:

Vijayam Science and Arts Degree College conducts different initiatives by organizing different activities to make students and staff to be sensitized to the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens.

In the university course structure, all the students are provided with foundation course on “Human Values and Professional Ethics”. It helps the students to inculcate the human values, social and professional ethics for their and society well being. Part of this course work, instructors take day-to-day

real incidents on news in order to open student's eyes and minds to the realities of the world, and awakens them to bring about a world of greater justice, equity and human rights for all.

Constitution day has been celebrated at Vijayam Science and Arts Degree College campus every year to make the students aware of the fundamental rights, Duties, Values and responsibilities of citizens as per Indian Constitution. Independence Day (15th August) and Republic Day (26th January) are celebrated regularly and students are sensitized to understand the freedom struggle and sacrifices. Students are always reminded about their fundamental duty to respect the National Flag and National Anthem.

Lakshmi Prasad, a student of "Vijayam Science and Arts Degree College" got an opportunity to participate in "National Youth Parliament Festival" and to speak in Parliament of India. He was the only student, selected at state level to be part of it. Our Student, Sudharshan Elumalai participated in Republic Day parade in Red Fort, New Delhi and in NSS pre-Republic Day Parade camp at Maharaja Siyajirao University of Baroda, Vadodara. Female students participated in in the three-day National Women's Parliament, was organised by Andhra Pradesh Legislative Assembly with the theme of 'Empowering Women - Strengthening Democracy', in the state capital region Amaravati.

The institution conducts elocution and debates to sensitize the students to constitution obligation. National Voter's Day (25th January) is conducted every year to educate students and the general public on voter registration and importance of voting as part of strengthening the democratic system in the country.

Various programs were conducted for female students and female staff on gender equity, role of women in nation building as per constitution of India. Self-defence training sessions were conducted for female students as per the self-defence act in constitution. NSS volunteers conducted various programs in the rural area on right for health, right for clean environment and right for education. Institution spent around Rupees 10 Lakhs to construct RO water plant to ensure safe drinking water in rural areas around Puthalapattu Madal as a part of Corporate-Social responsibility and it is serving more than 5000 people per day with safe drinking water.

File Description	Document
Any other relevant information	View Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

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

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

Response: A. All of the above

File Description	Document
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.	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

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

Response:

The Institution evolved as trust worthy heaven for any student, whose pursuits are sincerely destined to academic and intellectual nourishment. The multifaceted flourishing became cynosure of the college.

Fests provide a break from the monotonous routine of academics and also it show cases one's unique talents and are important in the holistic development of the personality of the students.

National Yoga Day (21st June):

The International day of Yoga is conducted in the college on 21st June. It embodies unity of mind and body, though and action, restraint and fulfilment, harmony between man and nature, a holistic approach to health and well-being.

Independence Day (15th August): Vijayam Science & Arts Degree College celebrates Independence Day every year in the college premises. The chief guest/Principal hoists the Indian Flag and followed by patriotic events performed by students that showcase the sacrifice of freedom fighters.

National Unity Day (31st October): Institution celebrates National Unity to mark the birth anniversary of Sardhar Vallabhay Patel and different activities/programs are conducted for to students to inculcate the knowledge on "national integrity - security"

Indian Constitution Day (26th November): Vijayam Science & Arts Degree College celebrates Indian Constitution day by the NSS unit to bring the importance of our constitution.

National Mathematics Day (22nd December): National Mathematics Day is celebrated every year on December 22nd, honouring the birth anniversary of mathematical genius *Srinivasa Ramanujan*. The main objective behind celebrating the day is to raise awareness among students about the importance of mathematics for the development of humanity.

Republic Day (26th January): Republic Day is celebrated every year in the college campus. Chief guests/Principal hoists the Indian National Flag followed by speeches and events on, like the diversity and rich heritage of our country etc.,

The students participated in Republic Day Parade in Red Fort and in NSS pre-Republic Day Parade camp at Maharaja Siyajirao University Of Baroda, Vadodara. The students participated in republic day parade held in Amaravathi (Capital of AP) in association with government Red Cross unit

Science Day (28th February):

Every year we celebrate Science day. All the students took participation in this programme with their innovative project works and elocution competition.

International Women's Day on 8th March:

In view of the International Women's Day the college organizes spectacular programs commemorating the importance of woman in one's life. As the Institution's strength is mostly girl students, we felt it is mandatory to conduct the Women's Day that reflects the importance, power and potential of girls around the world.

In addition, many National Festivals such as: Pongal, Eid, Christmas are celebrated.

File Description	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

Best Practice-1

(Philanthropic Activities - Addressing Societal Needs Through Philanthropic Activities)

Vijayam Science and Arts Degree College was established in 2003. Since then, the college is committed to identify and encourage good practices.

Objective:

- To save lives of people through blood donation
- To assist the needy people and help the orphans, old-age homes
- To contribute to the societal goals
- To solve water scarcity problem in the nearby villages

The Context:

The noble objective had its teething as well as challenging designing and implementation. To save the suffering humanity, the students are guided and motivated for voluntary services. The institution inculcates the young minds to value voluntary services and vitalize them to donate and recognize the importance of blood donation. There have been cases where people were unable to find exact blood group.

Blood Donation:

Some people need blood for emergency cases; they don't even know the means to approach the blood bank. With all these concerns the college has set up a team for voluntary blood donations.

Helping the Needy:

Many Orphanages and Old Age Homes are waiting for a helping hand. They always need a kind assistance. Philanthropic help to the needy lead to initiate the concept of 'One-rupee collection' by the institution. The institute lends the help to the needy after assessing various parameters.

Societal Goals:

Swachh Bharat mission focus to maintain healthy and disease-free India. A small action of helping in the achievement of clean India, greenery is maintained in the public places.

Safe RO drinking water:

One of the basic needs of the mankind is safe drinking water. There has been water scarcity in the most of the rural areas nearby institution. The lack of safe drinking water is one of the main reasons behind various water-borne diseases in rural people.

The Practice:

Blood Donation:

To cater to all of the above-mentioned issues the college has been active in organizing Blood Donation Camps for 18 years. In 2004 the institution associated with the Indian Red Cross society and started organizing blood donation camps. The college has been consistently in collaboration with the Indian Red Cross society. The head of the Institution is also a member of the Indian Red Cross Society. So far 19 Blood Donation Camps has been conducted and approximately 3000 units of blood have been donated to the blood banks. Every year students enthusiastically come forward to donate blood and help the people in need.

Helping the needy:

The volunteers visit orphanage and old age homes every month to provide necessary commodities and medical help. The institution always helps the student families who are in the dire necessity. There was a fire accident in a student's house and the family was ruined with the fire accident. The institution rendered immediate financial help and provided shelter to the student's family.

Social Responsibility:

The volunteers from the institution rendered their service in creating awareness on road safety for 90 days after college hours in association with traffic Police.

As a part of corporate social responsibility, institution funded for greenery initiation, seating arrangements and their maintenance in the public places like RTC bus station and Chittoor Government hospital.

Safe RO Drinking Water:

The College set up RO water plant in *Puthalapattu*, to ensure safe drinking water in rural areas. This RO plant serves more than 20,000 liters of purified drinking water per day. Institution under takes the maintenance of the RO plant.

The institution created consciousness of valuing voluntary services. Through these activities the energy of the students is channelized for social cause of communal harmony and participation in social activities.

Evidence of Success:

On an average every year, students donate 114 units of blood. The needy persons approach the college desk when they are in need of blood. Our students are ready to donate blood during emergency cases. Institution received “**Seva (service) award**” from *Biswabhusan Harichandan (the hon’ble governor of AP)* for the meritorious services rendered for mobilizing resources and undertaking activities during the year 2018 – 2019. In the previous year too, the institute received “**Seva (service) award**” from *E.S.L Narasimhan (The hon’ble governor of AP)*. Many honorary awards have been awarded for this noble practice to the institution.

The students have donated 469 units of blood over the past five years and the summary for the past five academic years (2016-21) is shown in below table.

Academic Year	2016 – 17	2017 – 18	2018 - 19	2019-20	2020-21
Number of units donated	87	125	140	105	12

Around 20 villages are benefited by mineral water plant irrespective of their locality. This plant has been serving more than 20,000 liters of purified drinking water per day.

Problems Encountered

The institute came across a lot of myths and misconceptions among students regarding blood donation. Many students did not have basic or clear thought about the importance and use of blood donations. On many occasions the parents acted negatively through their ward was willing to come forward for blood donation. Few students did not come forward to contribute or help the needy.

Students expressed growing apprehension that the funds collected for the purpose would be misused. Institute took lots of pain in motivating and convincing the students. The institute itself contributed more funds for the needy when the collected funds were insufficient to meet the requirements of the needy.

Though had good intention of extending helping hand to the victims of natural calamities, the institute faced more logistical issues in distributing food and clothes to the needy in time.

Finally, the institute believes that giving a helping hand to a needy one is not only a responsibility but also an act of humanity.

Best Practice-2

(Campus Recruitment Training (CRT) and Placement Activities - Focused and Skill Based Training)

One of the salient features of the institute is CRT program. Sensing the future needs of corporate sector and skills that are in demand, the institution established a separate cell to improve the skill development among the students. The training experts monitor the students in all three year tenure of the graduation. In the final year nearly 6 months are allotted exclusively for the training. The students are given vigorous training in areas like Aptitude, Reasoning, Technical skills, and Communication skills.

Context:

It is the cherished dream of the institution to share the fruits of knowledge and play a vital role in molding young minds towards designed destinations. Aptly designed and properly implemented programs are blessing the institution with immaculate and imminent triumphs. The purposeful journey of the institution with an averted distinction is highly hopeful to make miraculous and thumping success in the educational spectrum. The unified target is being ventured with an association of stalwarts, who are the makers of remarkable achievements. The distinctive and majestic programs of the institution are designed to facilitate the confluence of knowledge, attitude and executions skills into.

Objectives:

- To create awareness of placement and selection process in the campuses to the students.
- To prepare students for placement activities
- To understand the importance of preparations before the placements
- To organize pre-placement training / workshops / mock-interviews / seminars for students.
- To provide resources and activities to facilitate the career planning process
- To impart oral and written communication skills and knowledge essential to successfully navigate the placement process
- To assist students to obtain placements in reputed companies.

The Practice:

The rigorous training program is meticulously planned and implemented by senior faculty members who possess meritorious record in their respective knowledge areas. CRT is an intense placement oriented drill. The training is conducted to train students for upcoming drives. Intensive training on technical and core knowledge of all streams are provided. Aptitude training programs are conducted to assess and enhance the candidate's problem solving capability. Analytical and Logical reasoning tests are conducted regularly to improve their ability. Conducting Group Discussion among the students on contemporary topics and guide them where they went wrong.

Exclusive training on communication, attitude, confidence, enthusiasm, behavior skills are provided to boost up the confidence. Mock interviews / Resume writing practices are conducted to enlighten their performance.

Evidence of Success:

The program is initiated with high expectation and vision to provide placements for the rural background students in and around 50 km radius of Chittoor. The ardent and sincere steps that the institution has taken started yielding very good results.

It is honor to bring the following details of the total placements achieved by the college so far since 2016-21. The data over the years show that the students of the college stood exemplary and they became role models for their junior wards.

The summary of student placement data for the past five academic years (2016-21) is shown in below table.

Academic Year	2016-17	2017-18	2018-19	2019-20	2020-21
Number of outgoing students	683	730	790	838	983
Number of students placed	269	225	438	530	431
Percentage of placements	39.38	30.82	55.44	63.25	43.84

The summary of number of companies visited, average and highest packages for the past five academic years (2016-21) are presented in below table.

Academic Year	2016 – 17	2017 – 18	2018 - 19	2019-20	2020-21
Number of companies visited	13	12	16	14	13
Average salary package (in INR Lakhs)	1.91	2.02	1.93	1.95	1.98
Highest Salary package (in INR Lacks)	3.10	3.50	3.25	8.00	5.00

Problems encountered:

Most of the students of the college are from rural background, and they are from Telugu medium. Lack of Communication skills is one of the major hurdles for campus interview. Therefore, students faced issues with the communication in their interviews. Therefore, special attention is needed to improve their skills like communication, Personality development etc. Periodically CRT classes are conducted beyond the college class hours. However, a few students could not attend the classes due to logistic issues.

Another major challenge faced was many MNCs hesitate to come to our campus as the institute is located in semi-urban area.

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

7.3 Institutional Distinctiveness

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

Response:

Institutional Distinctiveness: Holistic Development of the Students

Context:

Since its inception, the institution aimed at bringing holistic development among the students. The Institution is committed to usher in social-economic transformation by providing inclusive innovative quality education of global standards to fully meet the expectations of all the students who enrolled themselves to pursue their graduation. Hence, the vision and mission of the institution is premeditated accordingly and it inherited the core values which are required to enlighten the student in their holistic development.

Institution's Initiatives:

Apart from concentrating on achieving academic pursuits, the institution led the way for the social development through many outreach programs with the participation and involvement of students. As they develop and perceive their own individuality within their community, they also gain skills to communicate with other people and process their actions. The institution insists the academic think tank and teachers to integrate the curriculum with various outreach programs to achieve holistic development of students.

Objectives:

- Development of social competencies: this involves abilities to interact and communicate with others, working in a team with co-ordination and co-operation.
- Develop resilience and team spirit and boost the morale of a student.
- Discuss the relationship among physiological, cognitive, psychological, spiritual and social development to understand his or her thoughts, feelings and behavior.
- To inculcate human values and professional ethics among the students and make them realize the spirit of humanism and sense of belongingness.
- To make them understand the skills that is required for future success in work life.

The Practice:

Development of Social Competencies:

In the process of developing social competencies among students, the institution, in all its outreach programs, motivated the students to involve voluntarily. They interacted with the local communities in the awareness programs like “hygiene and health”, “Sapling plantations” “Sensitization on preserving Biodiversity” “Environmental Protection” etc.

Development of team spirit and morale of the students:

To develop team spirit and morale of the students many events and programs are conducted in and out of the premises of the institution. Conducting Elocution, Essay Writing competitions, Drawing competitions, Oral presentations, Seminars, Orientation Programs, Workshop etc roused interest and enthusiasm among the students.

Holistic Development:

Holistic Development is aimed at bringing changes in the aspects of physiological, cognitive, psychological, spiritual and social development. All the programs are tailored and planned in the institution to bring behavioral changes among the students. To name a few, the institution conducted programs on life skills (Yoga, Health and Hygiene, Fitness), Quiz competitions, modal group discussions, mock interviews, model competitive exams, games and sports etc to broaden their mental horizons.

Inculcation of Human Values and Professional Ethics:

As a part of curriculum coverage all the students are given extra classes by experienced faculty in the subject of human values and professional ethics. It is observed that there is a considerable change in the general behavior of the students particularly towards the girl students. The most peculiar findings and outcomes of the program are reflected in No Grievances reported to anti-ragging committee of the institution.

Skill up gradation for future success:

Through the rigorous classes conducted by the faculty on campus recruitment training and career guidance, majority of the students got placed in various multinational companies. The institutions hold the record in university results and placements. The performance and achievements of the students in the institution made them fit and eligible for job ready and future success.

Evidence of Success:

All the practices undertaken by the institution resulted in the overall participation of the students in the programs and events as shown below. Moreover, the wonderful success stories of the institution caught the attention of the media only to appreciate the initiations of the institution.

- Students participated in the "Jil Jil Jiga" program conducted by Eenadu television, Andhra Pradesh and it was telecasted by Endau channel.
- An exclusive documentary on the institution “VIJAYAM VIDYA SUMAM” was telecasted on

HMTV NEWS channel.

- A news article on the institution was published in AndhraJyothi on 20th October, 2019.

Students' participation in National Level programmes:

- A Student, Mr. Lakshmi Prasad from B.Com got an opportunity to participate in the “National Youth Parliament Festival” and to speak in the Parliament of India. He was the only student got selected for this program from Andhra Pradesh.
- A student, Mr. Sudarshan from B.Sc participated in the Republic day parade in Red Fort New Delhi.
- 11 girls (accompanied by woman faculty) got an opportunity to participate in the program on women empowerment i.e., National Women's Parliament organized by the Andhra Pradesh Legislative Assembly in Amravati, the capital of Andhra Pradesh.

The unique features are self designed by the institution for the futuristic needs of country through inculcating standard education with values in the minds of youngsters.

Achieving the mere academic excellence alone cannot assure the success and happiness in life. Holistic development through education has become more indispensable in the present day scenario.

The college encouraged the students to participate in all the activities which helped them to build their confidence. Few Students after graduation became entrepreneurs and few students settled in the different parts of the world.

Problems encountered:

- Unable to involve some of the female students in the outreach programs as their parents show reluctance to agree.
- Social stigma is noticed among some of the students especially from the marginalized sections of the society.
- The sense of inclusiveness and dynamism is lagging behind among certain students and the same to be inculcated still further.
- It is observed that some of the students are highly sensitive and could not maintain their emotional balance. In such cases the institution pays attention to bring changes in their perception towards holistic development.
- As Chittoor district is in the process of development economically and industrially, students find it difficult to get jobs locally. They are forced to find employment in nearby bordering states like Karnataka and Tamilnadu.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

NAAC

5. CONCLUSION

Additional Information :

Vijayam Science and Arts Degree College aims to create a policy of quality assurance to address, monitor and evaluate the academics offered to the students. Thus, promoting effective teaching practices for the benefit of students and making the college a preferred choice for building bright careers of the students. The institute implements distinctive practices, successful student engagement for holistic development, and societal consciousness

Significant Features:

- The institute has grown from an intake of 90 in 2003 to 1000+ in 2020-21.
- Through the institute started with two programs, it is now offering 8 programs with significant admissions.
- The Institute has been a hub and top choice for many MNCs for providing human resources and thereby helping students in terms of placements.
- Imparts life skills from the first year onwards for the holistic development of the students.
- Providing 100% ICT enable classrooms and seminar halls for effective teaching-learning.
- Offers spectrum of welfare measures to the students, staff and faculty.
- All stakeholders are involved from time to time for overall development of the institution.
- Best teaching methodologies resulted best pass percentages in examinations.
- Conducted numerous extension, outreach and philanthropic activities as a part of its social responsibility.
- The Institute has a strong linkage with the industry to provide internships, industry exposure, project opportunities.
- Wi-Fi enabled campus.
- Follows various eco-friendly practices and implements various green practices.
- Developed many successful Alumni who are spread across the globe.

Concluding Remarks :

Vijayam Science and Arts Degree College has been striving continuously to enhance quality in all facets so that it stands tall in the top league of institutions in the state. The management has spent wisely during last five years not only in expanding and enhancing academic and other infrastructure facilities but also developing intellectual and quality human resources for the nation.

The vision of the management, commitment of the teachers and brilliance of the students has brought laurels to the institution. The institution has achieved very good placements, better performance in examinations and produces strong Alumni who are spread across the globe. The institution is the preferred choice of students who want to pursue a career in Science and Arts.

Above all, the institution is blessed with lots of trust of the stakeholders, resulting in steady growth year after year. The self-study report has been drafted in line with the manual covering all the criteria and aspects laid down by NAAC.

Given the credentials and the vision, the institution is pleased to submit its first filled-in application to National Assessment and Accreditation Council for the grant of accreditation with a deserving grade

Future Plans

- To encourage and motivate the faculty members to pursue doctoral programs.
- Focus on Research and Development and publish more Journal publications.
- Intensify the training on communication skills to the students.
- Invite local industries to the campus to facilitate the students to have an interaction in the process of encouraging the entrepreneurial qualities of the budding graduates.
- Organize the national and international seminars and conferences.
- Start NCC wing of the institution to inculcate the spirit of discipline and willingness to serve the country among the students.
- Obtain Autonomous status of the Institution.
- Introduce more Programs in the emerging areas

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.3.2	<p>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</p> <p>1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>116</td> <td>116</td> <td>112</td> <td>105</td> <td>75</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>8</td> <td>6</td> <td>6</td> <td>2</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	116	116	112	105	75	2020-21	2019-20	2018-19	2017-18	2016-17	8	8	6	6	2
2020-21	2019-20	2018-19	2017-18	2016-17																	
116	116	112	105	75																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
8	8	6	6	2																	
1.3.3	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year</p> <p>1.3.3.1. Number of students undertaking project work/field work / internships</p> <p>Answer before DVV Verification : 2796</p> <p>Answer after DVV Verification: 710</p>																				
3.2.1	<p>Number of papers published per teacher in the Journals notified on UGC website during the last five years</p> <p>3.2.1.1. Number of research papers in the Journals notified on UGC website during the last five years.</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>03</td> <td>04</td> <td>00</td> <td>00</td> <td>02</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>03</td> <td>04</td> <td>00</td> <td>00</td> <td>00</td> </tr> </tbody> </table> <p>Remark : Value has been changed as per attachment considering Journals notified on UGC website</p>	2020-21	2019-20	2018-19	2017-18	2016-17	03	04	00	00	02	2020-21	2019-20	2018-19	2017-18	2016-17	03	04	00	00	00
2020-21	2019-20	2018-19	2017-18	2016-17																	
03	04	00	00	02																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
03	04	00	00	00																	
3.3.2	<p>Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years</p>																				

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
04	08	08	07	06

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	5	2	3	5

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

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

Answer before DVV Verification : 614

Answer after DVV Verification: 100

Remark : Value has been changed by our own assessment , as the attendance sheet provided by HEI doesn't seem to be a copy of original Library attendance register .

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

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3038	2937	2747	2548	2383

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17

3038	2937	2747	2548	2383
------	------	------	------	------

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
01	03	09	0	07

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	05	0	05

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

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

Answer before DVV Verification : A. Any 4 or all of the above

Answer After DVV Verification: A. Any 4 or all of the above

2.Extended Profile Deviations

Extended Profile Deviations

No Deviations