



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	VIJAYAM SCIENCE AND ARTS DEGREE COLLEGE
• Name of the Head of the institution	Dr. THEJOMOORTHY MANDALAPU
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	08572236328
• Mobile No:	9440044023
• Registered e-mail	vijayam2000@yahoo.com
• Alternate e-mail	vijayamctr@gmail.com
• Address	Naidu buildings, Mittoor, Chittoor
• City/Town	CHITTOOR
• State/UT	ANDHRA PRADESH
• Pin Code	517001
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Self-financing				
• Name of the Affiliating University	Sri Venkateswara University, Tirupati				
• Name of the IQAC Coordinator	N Ramana Prasad				
• Phone No.	08572233611				
• Alternate phone No.	08572230146				
• Mobile	9848484661				
• IQAC e-mail address	ramanaprasadchittoor@gmail.com				
• Alternate e-mail address	vijayamctr@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://vijayam.edu.in/aqar/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://vijayam.edu.in/academic-calendar/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A+	3.35	2022	26/04/2022	25/04/2027
6.Date of Establishment of IQAC			15/06/2018		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
----- Nil----- ----- -----	----- Nil -----	----- Nil -----	----- Nil----- -----	----- Nil ----- -----	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	6	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> o IQAC adhere to follow academic calendar and preparation of AQAR for the next cycle o Encourage to conduct gender sensitivity guest lectures, awareness programmes. o Management Development Programmes conducted. o Strengthen the Alumni association to harness the potential of Alumni base for the betterment of the institution. o Student Internship programmes to get hands-on-experience for the students. 		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Strengthening the Industry Institute Interaction	14 Linkages with Institutions/Industries for internship, on-the-job training, project work, sharing of required knowledge and know-how are made. 14 MoUs are in force and active.
Preparing and submitting NAAC AQAR report 2021-22	The NAAC AQAR report is finalised in the month of December-2022
Facilitating E-Learning resources to the students	The institution has adopted the practice of collection and dissemination of E-Content to the students through Google Classroom in the subjects related to BCA Artificial Intelligence. ,
Initiating the activities on Gender Awareness and Community Awareness Programs	Sensitized and provided awareness among the students and faculty on Rural Women Health and Hygiene, Bio-diversity and its conservation, AIDS, Traffic Awareness, Legal Services for women, Conservation of Water etc.
Instigate students to participate in management development programs	Enlightened the students and faculty through management development programs on soft skills, entrepreneurship , startups, employability skills and leadership
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Board of Governance	11/12/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	28/02/2022

15. Multidisciplinary / interdisciplinary

The institute adheres to the guidelines of the affiliated university (Sri Venkateshwara University, Tirupati) in all aspects of the academics. The approach of NEP-2020 incorporates the study of humanities, language and arts and more along with the study of science, technology, engineering and mathematics. Hence, the plan and approach of the institution is closely matching with the courses that are offered to the students. The institute encourages the research endeavours to find solutions to society's issues and challenges by involving the students and faculty in the community outreach programmes. The active involvement and participation of the students instil the sense of responsibility and concern towards the societal problems. They could find the feasible solutions to the issues and challenges faced by the community in a more innovative way. Here the institution plays a role of catalyst in shaping the future of students through holistic and multidisciplinary and interdisciplinary education. The institute is prepared to offer at the end of 1st, 2nd and 3rd years of undergraduate education as per the guidelines of the university as a part of institutional preparedness of NEP-2020.

16. Academic bank of credits (ABC):

The institute runs the programmes in the streams of B.Sc., with specialisation in Mathematics, Statistics, Physics, Electronics, Bio-technology, Computer Applications and B. Com with Computer Applications, Bachelor of Business Administration and Hotel Management. Apart from these STEM oriented courses the institute offer flexible and innovative curricula in humanities, language and arts also. The subjects that are taught as a part of the curriculum are Environmental Education, Human Values and Professional Ethics, Indian Science and Culture, Office Secretaryship, Retailing, Leadership Education, Entrepreneurship Development for the attainment of a holistic, multidisciplinary and interdisciplinary education. The institute strictly follows the directions of the university with regards to Academic bank of credits (ABC). It follows the curricular and pedagogical approach as prescribed by the university.

17. Skill development:

As a part of Skill development, the institute is aligned with Andhra Pradesh State Skill Development Corporation which run the periodic programmes on soft skills, Leadership skills, Communication skills, Interview skills and so on. More over the students are taught with human values and professional ethics for the development of humanistic, ethical, constitutional and universal human values of truth, love, righteousness, peace and non-violence. They are guided to improve scientific temper and rational thinking.

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

All the members of faculty are conveniently delivering the content to students in both English and vernacular languages. Telugu and Sanskrit subjects are included as compulsory papers in the curriculum prescribed by the university. The integration of Indian Knowledge system, Indian culture and traditions are provided through offline as well online resources to the students.

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

There is a focus on Outcome based education through the attainment of Programme Outcomes, Course Outcomes and Programme specific outcomes in a structured way.

20.Distance education/online education:

The professional degree course "Bachelor of Hotel Management" is offered by the institute to provide job opportunities for the students in the Hospitality industry domestically and in abroad.The institute is providing online learning resources to the students.

Extended Profile

1.Programme

1.1 303

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

File Description	Documents
Data Template	View File

2.Student

2.1 2793

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **773**

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

File Description	Documents
Data Template	View File

2.3 **892**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **134**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **134**

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	303
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	2793
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	773
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	892
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	134
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	134
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	62
Total number of Classrooms and Seminar halls	
4.2	231.06
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	333
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Vijayam science and Arts Degree college is fully equipped in meeting the demands of the learners regarding delivery of the curriculum, prescribed by the university. The institution follows:

- Curriculum planning
 - Weekly, Monthly and Semester planning
- Appropriate teaching learning process.
- Periodical evaluation of teaching-learning process.
- Review of content delivery

The University regulatory updates the curriculum to meet the demands of the students and the implementation of the same communicated to affiliated university.

The teaching plans are prepared by all the faculties and as per

APSCHE the institution adopts internships for II, IV, and VII Semesters. The timetable for all classes is followed an accordance with the university guidelines.

Teaching-learning process plan:

Course file and teaching material is prepared by the faculty members in advance along with the method of teaching to the slow learners. ICT enabled facilities are made in advance before the commencement of class work during academic year.

Course-Delivery and its review:

Traditional class room delivery, face to face method is adopted in course delivery on daily basis. Corrective measures are taken for every semester on the basis of feedback from the teachers. After monitoring in syllabus coverage if any modifications needed done by the department head.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C1-1.1.1-Additional-Information.pdf

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

The institute follow academic calendar prescribed by the affiliating university which include Continuous Internal Evaluation (CIE). The measures adopted by the institute in this regard are described here with.,

Institute level calendar prepared by the institute which includes total number of working days, holidays, internal evaluation dates, date for institute flagship program. The department co-curricular and extracurricular activities done within the university calendar schedule.

Internal assessment tests, Assignments, Quizzes, Project-viva voce, Internship and Seminars are part and parcel of CIE of the

students. Internal Assessment question paper done by the course instructor as the basis of Bloom's taxonomy along with the scheme of evaluation. The course instructor has to make the scheme of evaluation in advance and handover to the examination center.

The course instructor evaluates the answer scripts and calculation of CO-PO, PSO attainment with in stipulated time. Continuous evaluation also followed for laboratory classes, project work, internships, conduction of laboratory experiments, viva-voce. Submission of records are mandatory to attend laboratory course evaluation. Internal test is conducted at the end of the semester as per academic calendar.

The Head of institute review and provide advices to improve the academic standards. The institute follows the changes of academic calendar if the university instructs so.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/1.1.2-Additional-Information.pdf

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

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

D. Any 1 of the above

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

1.2 - Academic Flexibility**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

09

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

18

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

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

2193

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

2193

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

1.3 - Curriculum Enrichment

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

Vijayam Science and Arts Degree College affirm that solidity of Curriculum definitely lies in the Integration of Cross-cutting issues like Gender Sensitization, Environment and Sustainability, Human Values & Professional Ethics. The revised Choice Based Credit System (CBCS 2020-21) incorporate mandatory Life Skill courses such as Environment Education, Human Values and Professional Ethics, ICT Basic Computer Applications and Entrepreneur Development etc...

Moving to Skill Development Courses 4 courses are offered by the UGC and they are Food Adulteration, Plant and Nursery, Solar Energy and Electrical Appliances. These Courses train students in multiple career-oriented skills. Topics related to Core Courses & Skill Enhancement Courses like Java, Python, Tally, Marketing and AS-DS etc., help students for a wider basic & Practical Experience. Extra-curricular activities also included in the form of self-learning, field-based learning in students. Topics related to Gender Equality & National Integration are included in the curriculum of I, II, III Semesters.

As per APSCHE guidelines students shall undergo Apprenticeship/Internship/Job training. Their training Ensure students to develop hands on technical skill to face the world of work. All these programs designed to reduce the gap between (technical aspect) and sustainable development.

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

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

8

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

890

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://vijayam.edu.in/action-taken-reports/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1340

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

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

supernumerary seats)

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

523

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institute is acknowledged the diversified back ground of the learners. It conducted initial assessment in the areas of weakness, strength, analytical and knowledge level prior to the instruction classes and offered guidance required.

Efforts for slow learners:

- Class coordinators takes care about the learner's academic performance. The suggestions were given to the students by the class coordinator.
- Individual care is taken by the teaching faculty through remedial and special classes to the slow learners.
- Students are assigned additional tasks related to the difficult part of their respective learning part.
- Close monitoring is made on the performance of the students through assessment.
- Motivational sessions were held to motivate and boost the learner's personality development.
- complex concepts are taken care of.
- Incentive program was adopted to motivate the slow learners.

Efforts for advanced learners:

* Group discussions, quizzes, problem-solving methods were

conducted.

* Encouraged to do online certificate programs.

* Guest lectures are provided.

* Industrial visits and internships are conducted to improve the skills.

* Different career options are discussed and career goals are suggested to the learners.

* Introduced incentive program for outstanding performers and felicitations were held in the presence of the parents through parent-lecture interaction hour.

File Description	Documents
Link for additional Information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C2-2.2.1-7.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2793	134

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Student centric methods like experiential learning, participative learning and problem solving methodologies are adopted for enhancing learning experiences to face the challenges.

Experiential learning

- Guest lectures by the subject experts from academic and eminent industrialists are arranged.
- Self-study, team learning, group studies, dissertations are provided
- Real-world projects are encouraged
- Students were involved in experimentation and presenting papers.

Participative/collaborative learnings.

- Individual as well as group learning activities are conducted under teachers' supervision
- Industrial visits and field visits
- The NSS unit conducted Blood donation camp, plantation of samplings, health awareness camps.
- Seminars by students are encouraged.

Problem solving

- Home assignments are given to the learners.
- Quiz programmes are conducted by the teaching faculty
- Project work is a part of the curriculum for final year students at under graduate level.
- To make the learners to improve critical thinking and practical knowledge to develop problem solving ability the senior faculty provide required guidance in research activities to each of the students.

Project based learning

- Through MOUs and collaboration, the students are encouraged to carry out projects in industry.
- Report writing, interpretations of information and present themes in management studies with current trends enhance the learners' skills of project-based learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C2-2.3.1-2.pdf

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

The institute is always on its heel to adopt latest information and communication technology to enhance teaching learning process make opt to the current trends

- Well trained faculty in usage of 100%. ICT enabled classes of the institute is provided.
- The institute is containing multiple seminar halls equipped with multimedia facilities for conducting webinars and interaction with eminent personalities of the industry.
- Provision of online resources like DELNET, NPTEL and spoken Tutorial-IIT Bombay and other learning resources are available
- Besides physical books the institute is providing numerous e-journals in the subjects like maths, science, computers, management etc for the purpose of learning
- Paid and free versions of online tools are used to make learning process easy to the learning
- A copy of class notes is uploaded in college website for the students benefit.
- Recorded class videos are uploaded for the sake of absentee
- Faculty members enhance their teaching skills by attending online and offline workshops
- Free wi-fi on campus enables teachers to access to improve teaching qualities.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C2-2.3.2-7.pdf

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

completed academic year)

2.3.3.1 - Number of mentors

127

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

2.4 - Teacher Profile and Quality

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

134

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

11

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

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

2.4.3.1 - Total experience of full-time teachers

8.51

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Response:

- On receipt of academic calendar from the University, the institute made master academic calendar that includes instructions, internal assessment at institute level. HODs and the Principal guides the faculty members for effective delivery of the content.
- Before the commencement of session, the procedure of continuous assessment include mid-term examinations, assignments, field work, field visits, seminars, presentation etc were mentioned in calendar
- Rubrics are followed for assessment at the time of laboratory courses project course, seminars etc
- The HOD takes the responsibility of review of question papers preparation and internal evaluations.
- Sharing the answer scripts with the respective students to rectify discrepancy and grievances of the students are brought to notice of the faculty for resolve
- Personal guidance is given to the poor performing students after their evaluation. IQAC suggests measures to be adopted in internal evaluation.

File Description	Documents
Any additional information	View File
Link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C2-2.5.1-3PHOTOGRAPHIC-INTERNAL-MARKS.pdf

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

To address an examination grievances of the students the institute established a detailed procedure that is transparent by following University guidelines as mentioned below.

1. Redressel mechanism for grievances prior examination
grievances like non issuance of hall tickets, correction in name etc. The students can approach the principal. After thorough verification necessary corrections are followed at earliest hour.
2. Redressel mechanism for grievances during the examination

Any discrepancy/doubt in question paper reported by the student is forwarded to the chief examiner and cleared the issue of the student immediately

Examination committee gives a hearing and decides the suitable action of the student found guilty at the time of examination

1. Redressel mechanism for grievance after the examination

In case of errata addition and correction process in case of internal examinations, the HOD and the faculty member modifies the marks if the query is meaningful.

File Description	Documents
Any additional information	View File
Link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C2-2.5.2-3-grievances-summary.pdf

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.

The institution has well defined (COs) and (PSOs) apart from Program Outcomes (POs) defined by NBA. The POs, PSOs and COs statements of all the programs are posted on the institute's website under the respective departments.

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	Documents
Upload any additional information	View File
Paste link for Additional information	http://vijayam.edu.in/course-outcomes/
Upload COs for all courses (exemplars from Glossary)	View File

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

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 indirect 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. 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	Documents
Upload any additional information	View File
Paste link for Additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C2-2.6.2-2.pdf

2.6.3 - Pass percentage of Students during the year

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

892

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C2-2.6.3-3.pdf

2.7 - Student Satisfaction Survey

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

<http://vijayam.edu.in/wp-content/uploads/2022/12/SSS-Report.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C3.pdf

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

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

07

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

03

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

45

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

3.3 - Extension Activities

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

Vijayam Science and Arts Degree College is actively organizing the various extension activities to promote the societal and community activities to sensitize the students. Each and every programme is meticulously designed to make them responsible citizens of the nation and imparts holistic development in their career and future.

The extension activities in the neighbourhood community are Traffic Awareness, Blood Donation Camps, Awareness programme on Legal services, Women Empowerment and Conservation Day inculcate the spirit on social issues among the students.

All these mentioned activities have a positive impact on the

students, and they developed community relationships, leadership skills, and self-confidence.

All these initiatives have gone a long way in the holistic development personality of the participants of these programs.

Blood donation camps strengthen the sense of empathy and compassion among donors and also instil the sense of commitment and ethical responsibility.

Program on women empowerment create awareness among girl students of their condition and their rights and among boys a sensitivity towards problems of women.

S.No.

Activity

Impact

1.

Legal Services

Excellent

2.

Conservation of Resources

Very effective

3.

Blood Donation Camp

Excellent

4.

Making Invisible -Visible

Excellent

5.

Traffic Awareness Program**Excellent**

6.

Special Program for Women Empowerment**Excellent**

The NSS students aggressively participates in upliftment of various society and community by organizing awareness and donation programs with the collaboration of the stake holders.

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C3-3.3.3-4.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

03

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

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

community and NGOs) during the year

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

17

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

5715

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

34

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

15

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has more than adequate infrastructure and physical facilities. 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.

The campus has 57 ICT enabled Classrooms each with an average area of 485.82Sqft., well equipped laboratories, well stocked 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. It has the effective ambience for curricular, extra- curricular activities.

Class Rooms:

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:

The Institution has well-maintained domain centric laboratories to conduct experiments.

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.

Other amenities:

The Institution has infrastructure facilities for the activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C4-4.1.1-3.pdf

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

The institution has more than adequate infrastructure and physical facilities. 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.

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File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C4-4.1.2-2.pdf

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

62

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

62

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C4-4.1.3-2.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

231.06

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Library is located in the "Main Block" of the campus with built up area of square meters. The institution has automated the library services to improve the quality and efficiency.

The Integrated Library Management System (ILMS) provides efficient, comfortable and prompt service to all its users including students, faculty and guests. The ILMS facilitates the users to have access and avail facilities from the library 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.

All the active book collection is updated in the DELNET Library Management Software database and the Web OPAC is available for the users. The 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, circulation etc.

Name of the ILMS Software: DELNET Library Management Software

Nature of Automation: OPAC Automated

Version: 2.0

Year of Automation: 2021

S.NO.

Year

Activity Carried Out

1

JUNE 2021

Automation done using DELNET Management Software (ILMS)

VSADC has the Digital Library with 28 Computers connected on LAN and Digital Library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C4-4.2.1-3.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

19.70

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

625

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

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

IT services provide support and facilities to students, faculty, staff and administration to facilitate effective teaching-learning, research, management and administration.

The 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.

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. It has adopted a well suited, comprehensive IT policy. 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 the 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 installing new software.**6. Opensource friendly framework.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C4-4.3.1-4.pdf

4.3.2 - Number of Computers

333

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

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

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

225.389

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

MAINTENANCE SECTION:

This section takes care of plumbing works, electrical, carpentry, masonry and sewage works. By following internal operating procedures.

INTERNAL OPERATING PROCEDURE:

Problems, if any, will be sorted out with the permission of Principal / HODs.

1. Physical Facilities

Electrical Maintenance:

Monthly monitoring of electrical equipment is being done.

Building Maintenance:

Building maintenance will be carried out by following the internal operating procedure.

Furniture Maintenance:

Institute's maintenance wing takes the responsibility of furniture maintenance.

Network / Wi-Fi Maintenance:

Network / Wi-Fi maintenance will be looked after by the Network administrator of Department of Computer Science.

2. Academic Facilities:

Library:

Library committee monitors the effective functioning of library services.

Laboratories:

Equipment in the laboratories are maintained regularly.

Class Rooms:

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

Computer Facilities:

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

3. Supporting Facilities:

Sports:

Sports facilities are maintained and monitored under the supervision of Physical Director regularly.

NSS:

The College encourages the students to participate in social and nation building activities.

4. Other Facilities:

All the other facilities are available

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C4-4.4.2-5.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

2669

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

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

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

237

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to institutional website	http://vijayam.edu.in/life-skills/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

592

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

592

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

557

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

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

5.2.2.1 - Number of outgoing student progression to higher education

174

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

government examinations) during the year

35

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

04

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

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

The institution 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:

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.

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C5-5.3.2-3.pdf
Upload any additional information	View File

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

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

20

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

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.

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C5-5.4.1-3.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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 impart quality education.

Features of the Governance:

1. Active participation of governing body,
2. Inculcation of Leadership skills
3. Statutory committees like finance committee, governing body and 14 other non-statutory committees' amalgamation help the administration.
4. The principal frames rules and closely monitors the regular

functions of teaching, non-teaching staff.

Contribution of teachers in decision making bodies:

HODs monitors the faculty members in the discharge of their duties.

HOD monitors the content delivery, teaching -learning process, evaluation, and required outcomes.

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C6-6.1.1-1.pdf
Upload any additional information	View File

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

Response:

To achieve the goals of the institution, it rests the responsibility to different senior faculty members, Head of Departments (HODs) at different levels. The decentralization, 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 improves the efficiency of teaching learning quality. Several committees are formed to monitor the same

The Governing Body(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 are regularly disseminated. 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.

The Principal, 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	Documents
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C6-6.1.2-1.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Response:

The college formed a strategic plan which was drafted in the year 05-07-2014. It was formulated with the stake holder's participation. The management's vision of facilitating all round Education which imbibes academic excellence and professional ethics among the wards during their learning period at the college, for this , it was also given importance to build efficiency to meet the global competence and inculcating entrepreneurship in young students thus, the college recognized and incorporated plan to create the atmosphere to reach the mission of the institute like Institutional all-round Development, Infrastructure Development, Strengthening Teaching Staff, Student Career Development Cell, Academic Excellence, Examination Reforms and Student - Society Responsibility Cell.

The College since its inception implemented its vision and all the short-term goals have been reached optimally and paving towards its long-term goal i.e. The management believes strengthening the Teaching Faculty is the foundation for the holistic development of the student community and encouraged the Teaching Staff to implement new methodology in Teaching - Learning Process. It also encourages Teaching faculty in the area of research and publications. The management implemented incentives to the faculty for the paper presentation, publications and achievements.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C6-6.2.1-1.pdf
Upload any additional information	View File

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

Response:

The Governing Body (GB) functions regularly for the holistic development of the of college through the Chairman, Vice-principal, Teaching and non-teaching faculty to enable the students to face the challenges.

Governing Body Functions:

The GB directs, frames, amends and approves the principles and policies. Approves the annual financial budget and recruitments.

The GB approves additions, maintenance of infrastructures and other amenities and reviews academic performance.

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.
- It recommends the implementation of 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:

All protocols are followed as prescribed by the UGC, State Government and Commissioner of Collegiate Education.

Grievance Redressal Mechanism:

Grievances are received and resolved with perfectly knitted mechanism.

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/policies-1.pdf
Link to Organogram of the Institution webpage	http://vijayam.edu.in/organogram/
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Response

The following are the welfare measures extended to the teaching and non-teaching staff of the Institute:

Teaching Staff

1. Casual leaves are allowed.

2. Special Casual leave (On Duty) is sanctioned.
3. Service conduct and Leave Rules are available.
4. Provided ICT to all senior faculty and faculty pursuing research.
5. Providing Registration fees, Dearness allowance, Travel grants for faculty attending conferences and workshops.
6. Employee State Insurance (ESI) is offered.
7. Employee Provident Fund (EPF) scheme is provided.
8. Mobile recharge facility available for institutional purposes.
9. Newspaper allowance is granted for the teaching staff.
10. Concession is given in the tuition fee for the children who are pursuing education in the institution.

Non-Teaching Staff

1. Casual leaves are allowed.
2. On-duty leaves are available.
3. Employee State Insurance (ESI) is offered.
4. Employee Provident Fund (EPF) scheme is provided.
5. Service, Conduct, Leave Rules, Half-pay medical leave are available
6. Free medical facility available
7. Uniform is provided for supporting staff
8. Health Awareness Programs conducted.
9. Sports and Fitness facilities

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C6-6.3.1-2.pdf
Upload any additional information	View File

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

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

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

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

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

35

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

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

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

49

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

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

Response:

The VSADC has well designed performance appraisal mechanism.

Teaching faculty works for Professional development and self-growth. Teaching faculty help to reach the goals. Number of workshops, seminars they are going to attend or organize for professional development should be submitted to the concern department HODs.

Discussions, individual counselling will held for the weak performance of the students and collected feedbacks. 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 of 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. Hence, the performance appraisal mechanism is followed in the

institution as per the norms.

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C6-6.3.5-1.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Response:

The institution has the perfect system related to auditing. In addition, the A.P. State Government also conducts audit through Andhra Pradesh State Admission and Fee Regulator Committee (APFRC). The receipts are very transparent. The college accounts department files all the records. The committee (APFRC) considers to revise the fee structure for the next block period the duration of a block period is three years.

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 on a regular basis.

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.

The annual budget is prepared and approved by the GB. The primary source is through collection of Tuition fee and donations from individuals.

Internal Audit:

Internal auditors appointed to audit on regular basis. All the accounts are also subjected to external auditing.

The auditors prepare and submit the final accounts and the audited financial statements are published as the college website.

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/audit-statement/
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Response:

The college aims persistent academic and non-academic reforms to encounter ever changing needs of the society by maintaining excellence, resource mobilization, accountability. 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, includes different co-ordination of cells like NSS, Exam cell, T. P. Cell.

All the major decisions regarding finances are taken by the Institute's General Body under different heads such as T & P upgrading software, Internet charges, Library Books, Journals,

repair and maintains, consumable Furniture, printing, and stationery is adopted.

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

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/audit-statement/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Response:

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

1. FEEDBACK FROM STUDENTS ON FACILITIES

IQAC works for developing their skills in academics, co-curricular, extracurricular activities, feedback is collected from the students.

The students give feedback in the range of 1 to 5 for each parameter. Based on the feedback report, the management prioritizes and make the decision and improving various facilities. The action taken report is prepared by IQAC after the corrective actions taken.

Women Empowerment

"Vijayam Women Empowerment Cell" has been constituted to support, help, guide the female students for their development.

It is a fact that the institute has large number of girl students than boys. Hence, the college resolved to empower female students to face the challenges.

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/6.3.3-Additional-Information.pdf
Upload any additional information	View File

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

Response:

1. Mentoring System

The objectives of the program are to achieve the vision of the institution viz., to develop all round personality of the students, to provide a continuous learning process for both the mentor and the mentee.

Mentoring session is conducted on every Saturday between 3:00 PM to 4:00 PM which every student should attend.

Mentors are assigned 20-25 students for a semester. The mentors also keep track of the mentee's development such as co-curricular activities, discipline, and career related issues.

The system tries to improve discipline, communication skills of mentis thereby building a good relation between them.

2. ICT ENABLED FACILITIES

The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes. The institution deploys and employs ICTs for a range of activities.

Lots of New tools are being developed which has potentiality for making teaching-learning process effective.

The College provides well equipped classrooms with permanently

installed and operational projectors.

Online classes through various platforms like zoom, google classroom, ect., is provided. Google Classroom and WhatsApp were used.

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C6-6.5.2-1.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C6-6.5.3-4.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution believes in gender equity and promotes inclusive environment and good gender relations within the college campus. There is a foundation course on "Human values and professional Ethics" for students. this course work awakens the students to bring equity and human rights for all. Other courses like leadership education and entrepreneurship are taught to include the leadership skills. Thus, the institute guide and helps the students in empowering themselves.

Within the campus, gender sensitization activities are conducted for students. Women's day is celebrated. More over the college has all essential safety and security measures. CCTV for security, wash rooms, first aid room, 24/7 emergency vehicle are provided for female students.

The institution has mentor-mentee system in the ratio of 1:23. The institution conducts orientation programs and counselling sessions to all students. Principal interacts with Class Representative to know if any problems and takes steps to resolve them. One to one counselling is given to address their personal problem, if any. All girl students are given awareness on how to tackle the sexual abuses or molestation against their modesty.

The institute organises many programmes on woman safety.

File Description	Documents
Annual gender sensitization action plan	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C7-7.1.1-2.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://vijayam.edu.in/wp-content/uploads/2022/12/7.1.1-relevant-information.pdf

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Waste Management

To reduce waste at institute, students and staff are educated on paper waste management practices. Waste is collected daily from various sources and is separated as dry and wet waste, bins are used for this. Awareness sessions are conducted on significant topics like eco-friendly and bio-diversity and waste management.

Solid Waste Management:

The segregated solid(dry) waste is disposed with the help of municipal vehicle by the CMC. Vermicomposting plant is also maintained and manure is used for the garden in the college.

Liquid Waste Management:

Institution has RO drinking water facility for students and staff. Waste water from RO is used for gardening and cleaning. Rain water harvesting pits are maintained in the campus

Bio-medical Waste Management:

Biomedical waste generated from the laboratory is handed over to authorized personnel of Chittoor Municipality

E-Waste Management:

The E-Waste collected is stored in the store room and disposed every year accordingly. The electronic items are sold as scrap to ensure their safe recycling old monitors and CPUs are repaired by our technician and reused.

Waste Recycling System:

Waste food and grass is used to produce vermicompost are used as manure for plants in campus.

Hazardous waste materials are carefully disposed.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C7-7.1.3-3.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

A. Any 4 or all of the above

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

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

A. Any 4 or all of the above

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,

tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution 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. The atmosphere is conducive to creativity and productive learning. It accelerates individuality and creativity. The learning experience enables participation, and learning strategies.

The college provides an inclusive environment for everyone. For religious harmony the college celebrates commemorative days like Pongal, Ganesh Chaturthi, Diwali, Eid and Christmas and also woman's Day, Yoga, Alluri Sitarama Raju birth anniversary.

Every year the college celebrates college annual day to show case achievements. Students are awarded who excelled in academics or extracurricular activities. The college invites great people as our esteemed guest to motivate the students.

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. Students are guided to practice ethical values, to connect socially and respect the culture, communal, socio-economic and linguistic values.

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

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

The institute conducts different programs to make students and staff to be sensitized to the constitutional obligation: Values, Rights, Duties and Responsibilities of the students.

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.

The college celebrates the Constitution Day, Independence Day, and Republic Day to make the students aware of the fundamental rights, duties and values the sacrifices of freedom fighters. Students are always reminded about their fundamental duties to respect the national flag and National anthem.

The institution conducts elocution and debates to sensitize the students to constitutional obligation. National Voters Day is conducted to educate students for voter registration and importance of voting as a part of strengthening the democratic system in the country.

Various programmes are conducted for females on gender equity, role of women in nation building, self-defence training sessions etc., NSS volunteers conduct various programs on right for health, clean environment and education. As a part of social responsibility, the institution constructed RO water plant in Puthalapattu which serves more than 5000 people per day with safe drinking water.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are

organized

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

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

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, a holistic approach to health and well-being.

Independence Day (15th August): The institution celebrates Independence Day every year to instil the patriotism among the students.

National Unity Day (31st October): Institution celebrate National Unity Day to mark the birth anniversary of Sardhar Vallabhai patel and different programmes are conducted for the students to inculcate the knowledge on "National Integrity and Unity"

Indian Constitution Day (26th November): The institution celebrates Indian Constitution Day with NSS team to bring the importance of our constitution.

National Mathematics Day (22nd December): This day is celebrated every year honouring mathematical genius Srinivasa Ramanujan, the importance of mathematics for the development of skills

Republic Day (26th January): The Day honours India's constitution as an independent nation. The principal hoists the Indian National Fag.

Science Day (28th February): Every year the college celebrates Science Day. All the students take participation in this programme

with their innovative projects.

International Women's Day on 8th March: It is celebrated every year to mark and celebrate the social, economic cultural achievements of women.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Objective:

Objective is to save lives by donating blood, help orphanages, provide drinking water facility to some of the villages.

The Context:

It is to save the suffering humanity; the institution motivates the young minds to value voluntary services and vitalize them to donate blood and help needy people.

The Practice:

The college is organizing Blood Donation Camps for 18 years in association with the Indian Red Cross society, Chittoor. Every year students enthusiastically come to donate blood. The volunteers visit orphanage and old age homes to provide necessary help.

Evidence of Success

Our students have donated 203 units of blood during this academic year voluntarily and the same is given for the needy persons. Our students are ready to donate blood during emergency cases. 20 villages are benefited by mineral water plant.

Problems encountered and resources required

While donating blood some of the students were noticed by the para medical staff that they are lagging behind the required hemoglobin levels. So, the parents need to be sensitized.

Note

Th NSS wing of the college is planning to adopt and implement the best practices of the institution in other institutions with students' participation. Students are enthusiastic to involve themselves.

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

7.3 - Institutional Distinctiveness

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

Context :

The institution's aimed to bring holistic development among the students. The consistent and perennial efforts are put to achieved academic excellence. The institution recruits qualified faculty infrastructure to have better learning experience. Hence, the vision and mission are premeditated to enlighten the students in their holistic development.

Institution's Initiatives:

The institution concentrates on the social development by which a student learns to interact with the people and perceive their own individuality with in community, to gain skills handling

challenges.

Objectives:

- Development of social competencies, team spirit
- Inculcate Human values, professional ethics

The Practice:

In the process of developing social competencies among students, the institution motivated to take part of awareness programs like "Hygiene and health", "plantation", "sensitization on preserving Biodiversity", "environmental protection "etc. and programs on life skills like Yoga, health and hygiene, fitness, games and sports etc along with human values.

Skills Upgradation for future success:

The Institution made record in results and placements.

Evidence Of Success:

The students participated in the above said all programmes

The unique features of the institute are self-designed to the futuristic country through inculcating standard education with values in the minds of students

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Vijayam science and Arts Degree college is fully equipped in meeting the demands of the learners regarding delivery of the curriculum, prescribed by the university. The institution follows:

- Curriculum planning
 - Weekly, Monthly and Semester planning
- Appropriate teaching learning process.
- Periodical evaluation of teaching-learning process.
- Review of content delivery

The University regulatory updates the curriculum to meet the demands of the students and the implementation of the same communicated to affiliated university.

The teaching plans are prepared by all the faculties and as per APSCHE the institution adopts internships for II, IV, and VII Semesters. The timetable for all classes is followed in accordance with the university guidelines.

Teaching-learning process plan:

Course file and teaching material is prepared by the faculty members in advance along with the method of teaching to the slow learners. ICT enabled facilities are made in advance before the commencement of class work during academic year.

Course-Delivery and its review:

Traditional class room delivery, face to face method is adopted in course delivery on daily basis. Corrective measures are taken for every semester on the basis of feedback from the teachers. After monitoring in syllabus coverage if any modifications needed done by the department head.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C1-1.1.1-Additional-Information.pdf

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

The institute follow academic calendar prescribed by the affiliating university which include Continuous Internal Evaluation (CIE). The measures adopted by the institute in this regard are described here with.,

Institute level calendar prepared by the institute which includes total number of working days, holidays, internal evaluation dates, date for institute flagship program. The department co-curricular and extracurricular activities done within the university calendar schedule.

Internal assessment tests, Assignments, Quizzes, Project-viva voce, Internship and Seminars are part and parcel of CIE of the students. Internal Assessment question paper done by the course instructor as the basis of Bloom's taxonomy along with the scheme of evaluation. The course instructor has to make the scheme of evaluation in advance and handover to the examination center.

The course instructor evaluates the answer scripts and calculation of CO-PO, PSO attainment with in stipulated time. Continuous evaluation also followed for laboratory classes, project work, internships, conduction of laboratory experiments, viva-voce. Submission of records are mandatory to attend laboratory course evaluation. Internal test is conducted at the end of the semester as per academic calendar.

The Head of institute review and provide advices to improve the academic standards. The institute follows the changes of academic calendar if the university instructs so.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/1.1.2-Additional-Information.pdf

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

D. Any 1 of the above

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

1.2 - Academic Flexibility

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

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

09

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

18

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

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

2193

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

2193

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

1.3 - Curriculum Enrichment

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

Vijayam Science and Arts Degree College affirm that solidity of Curriculum definitely lies in the Integration of Cross-cutting issues like Gender Sensitization, Environment and Sustainability, Human Values & Professional Ethics. The revised Choice Based Credit System (CBCS 2020-21) incorporate mandatory Life Skill courses such as Environment Education, Human Values and Professional Ethics, ICT Basic Computer Applications and Entrepreneur Development etc...

Moving to Skill Development Courses 4 courses are offered by the UGC and they are Food Adulteration, Plant and Nursery, Solar Energy and Electrical Appliances. These Courses train

students in multiple career-oriented skills. Topics related to Core Courses & Skill Enhancement Courses like Java, Python, Tally, Marketing and AS-DS etc., help students for a wider basic & Practical Experience. Extra-curricular activities also included in the form of self-learning, field-based learning in students. Topics related to Gender Equality & National Integration are included in the curriculum of I, II, III Semesters.

As per APSCHE guidelines students shall undergo Apprenticeship/Internship/Job training. Their training Ensure students to develop hands on technical skill to face the world of work. All these programs designed to reduce the gap between (technical aspect) and sustainable development.

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

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

8

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

890

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://vijayam.edu.in/action-taken-reports/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1340

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

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

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

523

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institute is acknowledged the diversified back ground of the learners. It conducted initial assessment in the areas of weakness, strength, analytical and knowledge level prior to the instruction classes and offered guidance required.

Efforts for slow learners:

- Class coordinators takes care about the learner's academic performance. The suggestions were given to the students by the class coordinator.
- Individual care is taken by the teaching faculty through remedial and special classes to the slow learners.
- Students are assigned additional tasks related to the difficult part of their respective learning part.
- Close monitoring is made on the performance of the students through assessment.
- Motivational sessions were held to motivate and boost the learner's personality development.
- complex concepts are taken care of.
- Incentive program was adopted to motivate the slow learners.

Efforts for advanced learners:

- * Group discussions, quizzes, problem-solving methods were conducted.
- * Encouraged to do online certificate programs.
- * Guest lectures are provided.

* Industrial visits and internships are conducted to improve the skills.

* Different career options are discussed and career goals are suggested to the learners.

* Introduced incentive program for outstanding performers and felicitations were held in the presence of the parents through parent-lecture interaction hour.

File Description	Documents
Link for additional Information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C2-2.2.1-7.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2793	134

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Student centric methods like experiential learning, participative learning and problem solving methodologies are adopted for enhancing learning experiences to face the challenges.

Experiential learning

- Guest lectures by the subject experts from academic and eminent industrialists are arranged.
- Self-study, team learning, group studies, dissertations are provided

- Real-world projects are encouraged
- Students were involved in experimentation and presenting papers.

Participative/collaborative learnings.

- Individual as well as group learning activities are conducted under teachers' supervision
- Industrial visits and field visits
- The NSS unit conducted Blood donation camp, plantation of samplings, health awareness camps.
- Seminars by students are encouraged.

Problem solving

- Home assignments are given to the learners.
- Quiz programmes are conducted by the teaching faculty
- Project work is a part of the curriculum for final year students at under graduate level.
- To make the learners to improve critical thinking and practical knowledge to develop problem solving ability the senior faculty provide required guidance in research activities to each of the students.

Project based learning

- Through MOUs and collaboration, the students are encouraged to carry out projects in industry.
- Report writing, interpretations of information and present themes in management studies with current trends enhance the learners' skills of project-based learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C2-2.3.1-2.pdf

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

The institute is always on its heel to adopt latest information and communication technology to enhance teaching learning process make opt to the current trends

- Well trained faculty in usage of 100%. ICT enabled classes of the institute is provided.
- The institute is containing multiple seminar halls equipped with multimedia facilities for conducting webinars and interaction with eminent personalities of the industry.
- Provision of online resources like DELNET, NPTEL and spoken Tutorial-IIT Bombay and other learning resources are available
- Besides physical books the institute is providing numerous e -journals in the subjects like maths, science, computers, management etc for the purpose of learning
- Paid and free versions of online tools are used to make learning process easy to the learning
- A copy of class notes is uploaded in college website for the students benefit.
- Recorded class videos are uploaded for the sake of absentee
- Faculty members enhance their teaching skills by attending online and offline workshops
- Free wi-fi on campus enables teachers to access to improve teaching qualities.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C2-2.3.2-7.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors**

127

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

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

134

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

11

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

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

2.4.3.1 - Total experience of full-time teachers

8.51

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Response:

- On receipt of academic calendar from the University, the institute made master academic calendar that includes instructions, internal assessment at institute level. HODs and the Principal guides the faculty members for effective delivery of the content.
- Before the commencement of session, the procedure of continuous assessment include mid-term examinations, assignments, field work, field visits, seminars, presentation etc were mentioned in calendar
- Rubrics are followed for assessment at the time of laboratory courses project course, seminars etc
- The HOD takes the responsibility of review of question papers preparation and internal evaluations.
- Sharing the answer scripts with the respective students to rectify discrepancy and grievances of the students are brought to notice of the faculty for resolve

- Personal guidance is given to the poor performing students after their evaluation. IQAC suggests measures to be adopted in internal evaluation.

File Description	Documents
Any additional information	View File
Link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C2-2.5.1-3PHOTOGRAPHIC-INTERNAL-MARKS.pdf

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

To address an examination grievances of the students the institute established a detailed procedure that is transparent by following University guidelines as mentioned below.

1. Redressel mechanism for grievances prior examination grievances like non issuance of hall tickets, correction in name etc. The students can approach the principal. After thorough verification necessary corrections are followed at earliest hour.
2. Redressel mechanism for grievances during the examination

Any discrepancy/doubt in question paper reported by the student is forwarded to the chief examiner and cleared the issue of the student immediately

Examination committee gives a hearing and decides the suitable action of the student found guilty at the time of examination

1. Redressel mechanism for grievance after the examination

In case of errata addition and correction process in case of internal examinations, the HOD and the faculty member modifies the marks if the query is meaningful.

File Description	Documents
Any additional information	View File
Link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C2-2.5.2-3-grievances-summary.pdf

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.

The institution has well defined (COs) and (PSOs) apart from Program Outcomes (POs) defined by NBA. The POs, PSOs and COs statements of all the programs are posted on the institute's website under the respective departments.

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	Documents
Upload any additional information	View File
Paste link for Additional information	http://vijayam.edu.in/course-outcomes/
Upload COs for all courses (exemplars from Glossary)	View File

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

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. 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	Documents
Upload any additional information	View File
Paste link for Additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C2-2.6.2-2.pdf

2.6.3 - Pass percentage of Students during the year

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

892

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C2-2.6.3-3.pdf

2.7 - Student Satisfaction Survey

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

<http://vijayam.edu.in/wp-content/uploads/2022/12/SSS-Report.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C3.pdf

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

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

07

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

03

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

45

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

3.3 - Extension Activities

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

Vijayam Science and Arts Degree College is actively organizing the various extension activities to promote the societal and community activities to sensitize the students. Each and every programme is meticulously designed to make them responsible citizens of the nation and imparts holistic development in their career and future.

The extension activities in the neighbourhood community are Traffic Awareness, Blood Donation Camps, Awareness programme on Legal services, Women Empowerment and Conservation Day inculcate the spirit on social issues among the students.

All these mentioned activities have a positive impact on the students, and they developed community relationships, leadership skills, and self-confidence.

All these initiatives have gone a long way in the holistic development personality of the participants of these programs.

Blood donation camps strengthen the sense of empathy and compassion among donors and also instil the sense of commitment and ethical responsibility.

Program on women empowerment create awareness among girl students of their condition and their rights and among boys a sensitivity towards problems of women.

S.No.

Activity

Impact

1.

Legal Services

Excellent

2.

Conservation of Resources

Very effective

3.

Blood Donation Camp

Excellent

4.

Making Invisible -Visible

Excellent

5.

Traffic Awareness Program**Excellent**

6.

Special Program for Women Empowerment**Excellent**

The NSS students aggressively participates in upliftment of various society and community by organizing awareness and donation programs with the collaboration of the stake holders.

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C3-3.3.3-4.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

03

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

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

community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

17

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

5715

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

34

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

15

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has more than adequate infrastructure and physical facilities. 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.

The campus has 57 ICT enabled Classrooms each with an average area of 485.82Sqft., 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. It has the effective ambience for curricular, extra-curricular activities.

Class Rooms:

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:

The Institution has well-maintained domain centric laboratories to conduct experiments.

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.

Other amenities:

The Institution has infrastructure facilities for the activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C4-4.1.1-3.pdf

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

The institution has more than adequate infrastructure and physical facilities. 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.

The campus has 57 ICT enabled Classrooms each with an average area of 485.82Sqft., well equipped laboratories, well stocked library, spacious playground and facilities for sports & games.

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All the classrooms are ICT enabled and are equipped with fans, lights, LAN/WIFI connectivity.

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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.

Other amenities:

The Institution has infrastructure facilities for the activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C4-4.1.2-2.pdf

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

62

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

62

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C4-4.1.3-2.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

231.06

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Library is located in the "Main Block" of the campus with built up area of square meters. The institution has automated the library services to improve the quality and efficiency.

The Integrated Library Management System (ILMS) provides efficient, comfortable and prompt service to all its users including students, faculty and guests. The ILMS facilitates the users to have access and avail facilities from the library 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.

All the active book collection is updated in the DELNET Library Management Software database and the Web OPAC is available for the users. The 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, circulation etc.

Name of the ILMS Software: DELNET Library Management Software

Nature of Automation: OPAC Automated

Version: 2.0

Year of Automation: 2021

S.NO.

Year

Activity Carried Out

1

JUNE 2021

Automation done using DELNET Management Software (ILMS)

VSADC has the Digital Library with 28 Computers connected on LAN and Digital Library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C4-4.2.1-3.pdf

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

19.70

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login

data for online access) (Data for the latest completed academic year)

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

625

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

4.3 - IT Infrastructure

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

IT services provide support and facilities to students, faculty, staff and administration to facilitate effective teaching-learning, research, management and administration.

The 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.

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. It has adopted a well suited, comprehensive IT policy. 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 the 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 installing new software.

6. Opensource friendly framework.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C4-4.3.1-4.pdf

4.3.2 - Number of Computers

333

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

225.389

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

MAINTENANCE SECTION:

This section takes care of plumbing works, electrical, carpentry, masonry and sewage works. By following internal operating procedures.

INTERNAL OPERATING PROCEDURE:

Problems, if any, will be sorted out with the permission of Principal / HODs.

1. Physical Facilities

Electrical Maintenance:

Monthly monitoring of electrical equipment is being done.

Building Maintenance:

Building maintenance will be carried out by following the internal operating procedure.

Furniture Maintenance:

Institute's maintenance wing takes the responsibility of furniture maintenance.

Network / Wi-Fi Maintenance:

Network / Wi-Fi maintenance will be looked after by the Network administrator of Department of Computer Science.

2. Academic Facilities:**Library:**

Library committee monitors the effective functioning of library services.

Laboratories:

Equipment in the laboratories are maintained regularly.

Class Rooms:

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

Computer Facilities:

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

3. Supporting Facilities:**Sports:**

Sports facilities are maintained and monitored under the supervision of Physical Director regularly.

NSS:

The College encourages the students to participate in social and nation building activities.

4. Other Facilities:

All the other facilities are available

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C4-4.4.2-5.pdf

STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
2669	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
237	
File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and	A. All of the above

hygiene) ICT/computing skills	
File Description	Documents
Link to institutional website	http://vijayam.edu.in/life-skills/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
592	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
592	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

557

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

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

5.2.2.1 - Number of outgoing student progression to higher education

174

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

government examinations) during the year

35

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

04

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

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

The institution 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:

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.

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C5-5.3.2-3.pdf
Upload any additional information	View File

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

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

20

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

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.

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C5-5.4.1-3.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year

E. <1Lakhs

(INR in Lakhs)	
File Description	Documents
Upload any additional information	View File
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>Response</p> <p>Vision:</p> <p>Empower the students through quality education by providing a conducive learning environment and make a transformational impact on students' lives and society.</p> <p>Mission:</p> <p>M1: Imbibe required skills, knowledge, and attitude to the students to enable them to succeed in life</p> <p>M2: Provide quality and affordable education to all segments of the society</p> <p>M3: Create a conducive learning environment, which is enjoyable and rewarding</p> <p>M4: Contribute to solve local and global societal problems by inculcating moral, spiritual, and social values among students</p> <p>Goal:</p> <p>The college is committed to impart quality education.</p> <p>Features of the Governance:</p> <ol style="list-style-type: none"> 1. Active participation of governing body, 2. Inculcation of Leadership skills 3. Statutory committees like finance committee, governing body and 14 other non-statutory committees' amalgamation help the administration. 	

4. The principal frames rules and closely monitors the regular functions of teaching, non-teaching staff.

Contribution of teachers in decision making bodies:

HODs monitors the faculty members in the discharge of their duties.

HOD monitors the content delivery, teaching -learning process, evaluation, and required outcomes.

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C6-6.1.1-1.pdf
Upload any additional information	View File

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

Response:

To achieve the goals of the institution, it rests the responsibility to different senior faculty members, Head of Departments (HODs) at different levels. The decentralization, 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 improves the efficiency of teaching learning quality. Several committees are formed to monitor the same

The Governing Body(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 are regularly disseminated. 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.

The Principal, 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	Documents
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C6-6.1.2-1.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Response:

The college formed a strategic plan which was drafted in the year 05-07-2014. It was formulated with the stake holder's participation. The management's vision of facilitating all round Education which imbibes academic excellence and professional ethics among the wards during their learning period at the college, for this , it was also given importance to build efficiency to meet the global competence and inculcating entrepreneurship in young students thus, the college recognized and incorporated plan to create the atmosphere to reach the mission of the institute like Institutional all-round Development, Infrastructure Development, Strengthening Teaching Staff, Student Career Development Cell, Academic Excellence, Examination Reforms and Student - Society Responsibility Cell.

The College since its inception implemented its vision and all the short-term goals have been reached optimally and paving towards its long-term goal i.e. The management believes strengthening the Teaching Faculty is the foundation for the holistic development of the student community and encouraged the Teaching Staff to implement new methodology in Teaching - Learning Process. It also encourages Teaching faculty in the area of research and publications. The management implemented incentives to the faculty for the paper presentation, publications and achievements.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C6-6.2.1-1.pdf
Upload any additional information	View File

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

Response:

The Governing Body (GB) functions regularly for the holistic development of the of college through the Chairman, Vice-principal, Teaching and non-teaching faculty to enable the students to face the challenges.

Governing Body Functions:

The GB directs, frames, amends and approves the principles and policies. Approves the annual financial budget and recruitments.

The GB approves additions, maintenance of infrastructures and other amenities and reviews academic performance.

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.
- It recommends the implementation of 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:

All protocols are followed as prescribed by the UGC, State Government and Commissioner of Collegiate Education.

Grievance Redressal Mechanism:

Grievances are received and resolved with perfectly knitted mechanism.

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/policies-1.pdf
Link to Organogram of the Institution webpage	http://vijayam.edu.in/organogram/
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Response

The following are the welfare measures extended to the teaching and non-teaching staff of the Institute:

Teaching Staff

1. Casual leaves are allowed.
2. Special Casual leave (On Duty) is sanctioned.
3. Service conduct and Leave Rules are available.
4. Provided ICT to all senior faculty and faculty pursuing research.
5. Providing Registration fees, Dearness allowance, Travel grants for faculty attending conferences and workshops.
6. Employee State Insurance (ESI) is offered.
7. Employee Provident Fund (EPF) scheme is provided.
8. Mobile recharge facility available for institutional purposes.
9. Newspaper allowance is granted for the teaching staff.
10. Concession is given in the tuition fee for the children who are pursuing education in the institution.

Non-Teaching Staff

1. Casual leaves are allowed.
2. On-duty leaves are available.
3. Employee State Insurance (ESI) is offered.
4. Employee Provident Fund (EPF) scheme is provided.
5. Service, Conduct, Leave Rules, Half-pay medical leave are available
6. Free medical facility available
7. Uniform is provided for supporting staff
8. Health Awareness Programs conducted.
9. Sports and Fitness facilities

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C6-6.3.1-2.pdf
Upload any additional information	View File

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

49

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

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

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

35

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

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

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

49

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

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

Response:

The VSADC has well designed performance appraisal mechanism.

Teaching faculty works for Professional development and self-growth. Teaching faculty help to reach the goals. Number of workshops, seminars they are going to attend or organize for professional development should be submitted to the concern department HODs.

Discussions, individual counselling will held for the weak performance of the students and collected feedbacks. 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 of 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. Hence, the performance appraisal

mechanism is followed in the institution as per the norms.

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C6-6.3.5-1.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Response:

The institution has the perfect system related to auditing. In addition, the A.P. State Government also conducts audit through Andhra Pradesh State Admission and Fee Regulator Committee (APFRC). The receipts are very transparent. The college accounts department files all the records. The committee (APFRC) considers to revise the fee structure for the next block period the duration of a block period is three years.

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 on a regular basis.

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.

The annual budget is prepared and approved by the GB. The primary source is through collection of Tuition fee and donations from individuals.

Internal Audit:

Internal auditors appointed to audit on regular basis. All the accounts are also subjected to external auditing.

The auditors prepare and submit the final accounts and the audited financial statements are published as the college website.

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/audit-statement/
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Response:

The college aims persistent academic and non-academic reforms to encounter ever changing needs of the society by maintaining excellence, resource mobilization, accountability. 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, includes different co-ordination of cells like NSS, Exam cell, T. P. Cell.

All the major decisions regarding finances are taken by the Institute's General Body under different heads such as T & P

upgrading software, Internet charges, Library Books, Journals, repair and maintains, consumable Furniture, printing, and stationery is adopted.

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

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/audit-statement/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Response:

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

1. FEEDBACK FROM STUDENTS ON FACILITIES

IQAC works for developing their skills in academics, co-curricular, extracurricular activities, feedback is collected from the students.

The students give feedback in the range of 1 to 5 for each parameter. Based on the feedback report, the management prioritizes and make the decision and improving various facilities. The action taken report is prepared by IQAC after the corrective actions taken.

Women Empowerment

"Vijayam Women Empowerment Cell" has been constituted to

support, help, guide the female students for their development.

It is a fact that the institute has large number of girl students than boys. Hence, the college resolved to empower female students to face the challenges.

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/6.3.3-Additional-Information.pdf
Upload any additional information	View File

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

Response:

1. Mentoring System

The objectives of the program are to achieve the vision of the institution viz., to develop all round personality of the students, to provide a continuous learning process for both the mentor and the mentee.

Mentoring session is conducted on every Saturday between 3:00 PM to 4:00 PM which every student should attend.

Mentors are assigned 20-25 students for a semester. The mentors also keep track of the mentee's development such as co-curricular activities, discipline, and career related issues.

The system tries to improve discipline, communication skills of mentis thereby building a good relation between them.

2. ICT ENABLED FACILITIES

The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes. The institution deploys and employs ICTs for a range of activities.

Lots of New tools are being developed which has potentiality for making teaching-learning process effective.

The College provides well equipped classrooms with permanently installed and operational projectors.

Online classes through various platforms like zoom, google classroom, ect., is provided. Google Classroom and WhatsApp were used.

File Description	Documents
Paste link for additional information	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C6-6.5.2-1.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C6-6.5.3-4.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution believes in gender equity and promotes inclusive environment and good gender relations within the college campus. There is a foundation course on "Human values and professional Ethics" for students. this course work awakens the students to bring equity and human rights for all. Other courses like leadership education and entrepreneurship are taught to include the leadership skills. Thus, the institute guide and helps the students in empowering themselves.

Within the campus, gender sensitization activities are conducted for students. Women's day is celebrated. More over the college has all essential safety and security measures. CCTV for security, wash rooms, first aid room, 24/7 emergency vehicle are provided for female students.

The institution has mentor-mentee system in the ratio of 1:23. The institution conducts orientation programs and counselling sessions to all students. Principal interacts with Class Representative to know if any problems and takes steps to resolve them. One to one counselling is given to address their personal problem, if any. All girl students are given awareness on how to tackle the sexual abuses or molestation against their modesty.

The institute organises many programmes on woman safety.

File Description	Documents
Annual gender sensitization action plan	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C7-7.1.1-2.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://vijayam.edu.in/wp-content/uploads/2022/12/7.1.1-relevant-information.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the

A. 4 or All of the above

**Grid Sensor-based energy conservation
Use of LED bulbs/ power efficient
equipment**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Waste Management

To reduce waste at institute, students and staff are educated on paper waste management practices. Waste is collected daily from various sources and is separated as dry and wet waste, bins are used for this. Awareness sessions are conducted on significant topics like eco-friendly and bio-diversity and waste management.

Solid Waste Management:

The segregated solid(dry) waste is disposed with the help of municipal vehicle by the CMC. Vermicomposting plant is also maintained and manure is used for the garden in the college.

Liquid Waste Management:

Institution has RO drinking water facility for students and staff. Waste water from RO is used for gardening and cleaning. Rain water harvesting pits are maintained in the campus

Bio-medical Waste Management:

Biomedical waste generated from the laboratory is handed over to authorized personnel of Chittoor Municipality

E-Waste Management:

The E-Waste collected is stored in the store room and disposed every year accordingly. The electronic items are sold as scrap

to ensure their safe recycling old monitors and CPUs are repaired by our technician and reused.

Waste Recycling System:

Waste food and grass is used to produce vermicompost are used as manure for plants in campus.

Hazardous waste materials are carefully disposed.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://vijayam.edu.in/wp-content/uploads/2022/12/NAAC-C7-7.1.3-3.pdf
Any other relevant information	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

A. Any 4 or all of the above

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

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

A. Any 4 or all of the above

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

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

The institution 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. The atmosphere is conducive to creativity and productive learning. It accelerates individuality and creativity. The learning experience enables participation, and learning strategies.

The college provides an inclusive environment for everyone. For religious harmony the college celebrates commemorative days like Pongal, Ganesh Chaturthi, Diwali, Eid and Christmas and also woman's Day, Yoga, Alluri Sitarama Raju birth anniversary.

Every year the college celebrates college annual day to show case achievements. Students are awarded who excelled in academics or extracurricular activities. The college invites great people as our esteemed guest to motivate the students.

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. Students are guided to practice ethical values, to connect socially and respect the culture, communal, socio-economic and linguistic values.

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

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

The institute conducts different programs to make students and staff to be sensitized to the constitutional obligation: Values, Rights, Duties and Responsibilities of the students.

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.

The college celebrates the Constitution Day, Independence Day, and Republic Day to make the students aware of the fundamental rights, duties and values the sacrifices of freedom fighters. Students are always reminded about their fundamental duties to respect the national flag and National anthem.

The institution conducts elocution and debates to sensitize the students to constitutional obligation. National Voters Day is conducted to educate students for voter registration and importance of voting as a part of strengthening the democratic system in the country.

Various programmes are conducted for females on gender equity, role of women in nation building, self-defence training sessions etc., NSS volunteers conduct various programs on right for health, clean environment and education. As a part of social responsibility, the institution constructed RO water plant in Puthalapattu which serves more than 5000 people per day with safe drinking water.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

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

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

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, a holistic approach to health and well-being.

Independence Day (15th August): The institution celebrates Independence Day every year to instil the patriotism among the students.

National Unity Day (31st October): Institution celebrate National Unity Day to mark the birth anniversary of Sardhar Vallabhai patel and different programmes are conducted for the students to inculcate the knowledge on "National Integrity and Unity"

Indian Constitution Day (26th November): The institution celebrates Indian Constitution Day with NSS team to bring the importance of our constitution.

National Mathematics Day (22nd December): This day is celebrated every year honouring mathematical genius Srinivasa Ramanujan, the importance of mathematics for the development of skills

Republic Day (26th January): The Day honours India's constitution as an independent nation. The principal hoists the Indian National Fag.

Science Day (28th February): Every year the college celebrates Science Day. All the students take participation in this programme with their innovative projects.

International Women's Day on 8th March: It is celebrated every year to mark and celebrate the social, economic cultural achievements of women.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Objective:

Objective is to save lives by donating blood, help orphanages, provide drinking water facility to some of the villages.

The Context:

It is to save the suffering humanity; the institution motivates the young minds to value voluntary services and vitalize them to donate blood and help needy people.

The Practice:

The college is organizing Blood Donation Camps for 18 years in association with the Indian Red Cross society, Chittoor. Every year students enthusiastically come to donate blood. The volunteers visit orphanage and old age homes to provide necessary help.

Evidence of Success

Our students have donated 203 units of blood during this academic year voluntarily and the same is given for the needy persons. Our students are ready to donate blood during emergency cases. 20 villages are benefited by mineral water plant.

Problems encountered and resources required

While donating blood some of the students were noticed by the para medical staff that they are lagging behind the required hemoglobin levels. So, the parents need to be sensitized.

Note

The NSS wing of the college is planning to adopt and implement the best practices of the institution in other institutions with students' participation. Students are enthusiastic to involve themselves.

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

7.3 - Institutional Distinctiveness

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

Context:

The institution's aimed to bring holistic development among the students. The consistent and perennial efforts are put to achieved academic excellence. The institution recruits qualified faculty infrastructure to have better learning experience. Hence, the vision and mission are premeditated to enlighten the students in their holistic development.

Institution's Initiatives:

The institution concentrates on the social development by which a student learns to interact with the people and perceive their own individuality with in community, to gain skills handling challenges.

Objectives:

- Development of social competencies, team spirit
- Inculcate Human values, professional ethics

The Practice:

In the process of developing social competencies among students, the institution motivated to take part of awareness programs like "Hygiene and health", "plantation", "sensitization on preserving Biodiversity", "environmental protection "etc. and programs on life skills like Yoga, health and hygiene, fitness, games and sports etc along with human values.

Skills Upgradation for future success:

The Institution made record in results and placements.

Evidence Of Success:

The students participated in the above said all programmes

The unique features of the institute are self-designed to the futuristic country through inculcating standard education with values in the minds of students

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

7.3.2 - Plan of action for the next academic year

The institution plans to focus more on research and development in the next academic year by increasing the publications of faculty and also motivating students to write and publish papers in collaboration with business schools.

To organise training programme for the students in the emerging technologies like Artificial Intelligence, Machine Learning, Data Science, Cloud Computing, Blockchain Technology, E-commerce and Internet of Things in compliance with the esteemed tech organisations.

To increase ICT enabled capacity in teaching-learning process and also create new e-content development facilities.

The New Education Policy has reformed the higher education in a way that has never been done before. The institution aspires to prepare better for NEP. More focus will be given in the future to follow the guidelines of NEP-2020.

To introduce job-oriented and skill development courses like Business Accounting and Taxation, Digital Marketing, Business Analytics, Data Visualization, Big Data and Hadoop, Certified financial planner for the students in association with the linkages in the industry.

Already the college has the reputation in campus placements.

Apart from this additional thrust will be given to campus placement training and initiatives.

To obtain better NIRF ranking

To obtain Autonomous status for the college.