



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE

VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS),
KOVAIPUDUR POST, COIMBATORE.

641042

www.vlbjas.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

January 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE (Autonomous), a Co-educational Institution and one of the pioneering Educational Institutions in Coimbatore was established in the year 1992 by the eminent industrialist and philanthropist of Coimbatore, Late Shri. V. L. Balakrishna Naidu. Mr.N. Suryakumar, Chairman and Managing Trustee of the VLBJ Trust is an untiring leader who guides dynamically. Mrs. Jaishree S. Santhosh, the Secretary and CEO, plays a vital role to accelerate the growth and to bring innovation to this Trust with her futuristic vision. She belongs to the third generation of the VLB family.

The aim at imparting education is not only to propel the students up in their career ladder, but also make them responsible citizens. The avowed motto of the institution is to inculcate the discipline in the human mind ultimately leading to inner freedom and harmony.

VLBJCAS is one of Coimbatore city's fastest developing colleges. The institution is committed to the pursuit of Academic Excellence for the last 28 years. It strives to produce Young Graduates, Post-Graduates and Research Scholars in the fields of Arts, Science and Management. The institution is affiliated to Bharathiar University, approved by AICTE and received the status of **Autonomy** in the year 2010. It has 20 departments through which 17 UG Programmes, 5 PG Programmes, various Diploma and Certificate programmes offered. In addition, the college has a recognized research centre through which 10 research programmes offered by the parent university. Also our institution gives equal importance to Extra and Co-curricular activities. It was accredited with 'B' Grade by NAAC in the first cycle in 2008 with 2.83 CGPA. Adding a diamond to the crown of the VLBJCAS, it was Re-Accredited with 'A' Grade by NAAC in the second cycle in 2014 with **3.04** CGPA. The college has been recognized with **2(f) and 12(B)** status of UGC Act on 22.07.2002. It became an ISO 9001:2000 certified institution in the year 2007, upgraded with 9001:2008 Standard from 2010 to 2018 and re-certified in the year 2018 with **ISO 9001:2015**.

Vision

Accomplishing excellence in academic and holistic development by fostering values and commitments.

Mission

- To inculcate knowledge and empower the younger generation,
- To provide a rigorous education in principles of arts, commerce and science education and to provide broad knowledge of the fundamentals,
- To Equip students with transferable skills-critical thinking, communication, and complex problem solving skills-that are needed to adapt and succeed in a rapidly evolving world,
- To develop skills that will enable graduates to become leaders in and make significant contributions to their chosen profession and to the social environment in which it functions, and
- To instill in our graduates the highest ethical standards and sense of professionalism, cultivating curiosity in the arts, sciences and humanities and providing the background and encouragement necessary to support lifelong learning.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Renowned institution with 28 Years of Service Excellence.
- Pioneering Higher Education Institution of the region.
- Supportive Management.
- UGC Autonomy status enjoyed since 2010 and renewed in 2016.
- Institute accredited by NAAC with 'A' grade in the year 2013.
- Excellent infrastructure facilities with 14,392.34 square meters of built-up area.
- Academic audit done by external experts.
- Revised Curriculum to satisfy local and global needs which focus on Employability, Skill development, Entrepreneurship.
- Progressive interaction with experts from industry.
- Regular conduct of Guest lecturers/Workshops/conferences/departmental seminars, symposia and training programmes to upgrade the knowledge of the students.
- Teaching professionals from excellent academic backgrounds with expert domain knowledge and experience.
- Remedial classes for academically weaker students.
- Feedback from stakeholders, robust grievance redressal mechanism, student mentoring and guidance services.
- Affordable fees structure.
- Management Scholarship for meritorious and sports students.
- Excellent research climate with a vibrant research policy including financial assistance/incentive for professional development.
- E-governance and e-varsity with ERP.
- Well equipped laboratories/ computer centre with internet facility.
- Well equipped Library with volumes in all subjects.
- Holistic development of students through 'The Creative Clubs' (ED Club, Community and Social Service Club, Literary Club, Photography Club, Vocal and Instrument Club) effectively functioning in the college.
- Variety of extra-curricular activities (NSS, NCC, YRC, Women's Forum)
- Exclusive training for placement and excellent placement records.
- Adequate, purified, protected drinking water.
- Student amenities like fitness centre, stores and canteen facilities inside the campus.
- Clean, green eco-friendly environment.
- Hygienic toilet facilities for students and staff.
- Excellent transport facility is made available to the students and the staff for commuting from various parts of the city.
- Progression towards e-Campus with Wi-Fi Networking.
- Separate Hostels for boys and girls with modernized facilities and Wi-Fi.

Institutional Weakness

- Less amount of scholarship from Government to economically weaker students.
- Less financial contribution from alumni.

- Difficulty to attract sizeable research funds from the Government funding agencies being a self financing college.
- Poor communication skill of the students leads to less placement.
- Less involvement of the faculty and students in research works.
- Socio and economic status of the students' hinders them from pursuing post graduation programmes.
- Lack of motivation among the students to stay longer than working hours and holidays to utilize the campus.

Institutional Opportunity

- Developing more linkages as Coimbatore is having strong industry presence.
- Alumni support in placements.
- Setting up of incubation centre.
- Empowerment to utilize the excess income for institutional development.
- Funding support from funding agencies for research.
- Training inputs from Infosys, TCS, ICTACT.
- Smart class rooms for effective instructional delivery.
- Utilization of UGC Swayam portal for NPTEL courses.
- Making a global impact on society through education, research, innovation and philanthropic activities.
- Contributing to green energy initiatives for sustainable development of nation and society.

Institutional Challenge

- Mushrooming of new colleges leads to stiff competition.
- Fast changing technology and pedagogical innovations.
- Keeping pace with global developments in higher education and research.
- Attracting competent faculty for Associate Professor and Professor cadre.
- Retention of qualified and competent faculty members.
- Attracting admissions for Post graduate programmes.
- Relatively low funding opportunities for research related projects for self financing colleges.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curriculum Design and Development

- The curriculum development process is aimed at designing an effective curriculum by Nine Stage mechanism through which feedback from various stakeholders are collected to ensure quality curriculum.
- The academic programmes offered by the institute are designed to meet the changing needs based on Local, Regional and Global requirements adhering to regulatory requirements.
- PO, PSO and CO for all Programmes and courses is framed as to meet out the Regional, National and Global requirements.
- The courses offered across all programmes do focus on nurturing employability/entrepreneurship/skill

development.

Academic Flexibility

- The Scheme and Syllabus have been restructured under CBCS pattern by introducing new courses as per the requirements from time-to-time in the Board of Studies (BOS) and passed in the Academic Council based on the feedback from all the stakeholders.

Curriculum Enrichment

- Gender, environment and sustainability, human values and professional ethics are incorporated in core theories and electives to enable the students to lead a purposeful and independent life filled with moral and ethical values.
- To impart transferable life skills & professional skills, the curriculum framework is designed, so that students can opt value-added courses such as Diploma in Cyber Security, GST, TCS F&A, MS OFFICE, Tally, MS-EXCEL, Web Designing, Mobile Servicing, etc., that had been offered.
- Students' participation and experiential learning such as internships, industrial visits, field trips and research projects have been enshrined in the curriculum to develop independent thinking.

Feedback System

- Feedback on design of curriculum sought from students, teachers, employers and alumni are analyzed and appropriate action is taken to enrich the curriculum.
- The updated syllabus imparting sound theoretical knowledge and practical training for skill acquisition serve to equip the students to face real-time challenges and societal needs.

Teaching-learning and Evaluation

Students Enrollment and Profile

- Merit based, transparent admission procedures are adopted and reservation policies of GOI are strictly followed to ensure equity.

Catering to Students Diversity

- The institute encourages advanced learners in earning additional credits and provides supportive measures for slow learners. This is obvious through student-teacher ratio maintained at 2325 students against 130 teachers.
- Students are supported and guided for availing scholarships.

Teaching – Learning Process

- The lesson plan is made by the faculty members for all the courses as per the guideline by IQAC and academic calendar.
- Every faculty member practices student-centric methods in the form of experiential and participative learning in order to enhance the learning capabilities through ICT methods.

- Counseling sessions are organized to facilitate students in dealing with academics, attendance, personal and disciplinary related issues through mentor-mentee ratio.

Teacher Profile and Quality

Faculty appointments are made as per the requirements and UGC norms.

Evaluation Process and Reforms

- The evaluation process carried out by the examination cell is very effective and fast with the support of 100 percent automation. We do have a mechanism to address the complaints/grievances about evaluation and the reevaluation count is 2 out of 2325 students during the last academic year which reflects our system transparency and effective mechanism.

Students Performance and Learning Outcomes

- The well defined PO, PSO and CO for all the courses is displayed programme-wise in our college website.
- Students' learning outcome is evaluated employing different assessment tools suited for the subject under study using both continuous and end semester examinations.
- Students are graded relative to their peers in the class, in a scale of 0-10, from the marks they have earned in the evaluation process. Minimum marks for passing a course are 40% at the UG level and 50% at the PG level.
- Because of our effective teaching learning process we are able to achieve remarkable success rate every year. Out of 750 students attended in the last examination, 725 students have passed their examinations and have obtained their degree. (96.67%).

Research, Innovations and Extension

Research Facilities Promotion

- The quest for search of new knowledge is made vibrant by promoting basic and interdisciplinary research activities with focus on emerging societal needs and innovation. A well defined research policy & Centre of Research (CoR) with state-of-art departments and laboratories ensures smooth conduct of research activities.
- The research centre includes Tamil, Commerce, Computer Science, Mathematics and Management subjects recognized by Bharathiar University to take up research activities.
- The faculty members are supported and motivated to concentrate more on research by way of providing them seed money

Resource Mobilization for Research

- The resource mobilization for research is improved by way of promoting research funds through government, non-government and research projects.
- The college has received research grants from Government organizations like UGC, ICSSR and TNCST

funded with around Rs. 3.5 to 4 lakhs for each project to upgrade research.

Research Publications

- Centre of research plays a major role among the faculty members to promote quality research publications by guiding them through research experts.
- The publication includes Journals with UGC and Non UGC: 213, Book and paper published through Conference proceedings: 209, Scopus publication: 16, h-Index: 5.

Extension Activities

- The various extension activities are organized for benefitting the neighborhood communities such as Senior Citizens, Women, Adolescents, Addicts/Afflicted, Children, Diviyagnan and Students.
- Self-Tuning and Character Grooming of the students are achieved through 127 Extension activities: Health/ Cleanliness in alignment with Swachh-Bharat, Entrepreneurship, Personality development, Economic/ Social/ Technological/ Environmental/ Personal/ Educational/ Character Metamorphosis arena.

Consultancy and Collaborations

- All the departments are motivated and properly guided by CoR with regard to signing of MoU and offering consultancy services as applicable for them.
- Totally, 58 consultancy, 10 faculty exchanges and 111 functional *Memorandum of Understanding (MoUs)* have taken place in the institution for the benefit of both academic and industry to create a platform for sharing knowledge.
- Training programmes are organized with a special focus on imparting essential skills and hands-on experience.

Infrastructure and Learning Resources

Physical Facilities

- The campus is spread over an area of 8.1 acres with a plinth area of 14,392.34 sq.m.comprising buildings of high-standard, classrooms with proper ventilation, numerous laboratories, auditorium, classrooms, library, and Restrooms,etc.
- The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centre, etc. and cultural activities.
- Number of classrooms, Smart Class rooms and seminar halls with ICT enabled facilities (Wi-Fi/LAN/LCD) facilities is about 90 to ensure effective learning.

Library as a Learning Resource

- The College Library is fully automated with Autolib software. We also make provision for our users to access e-resources for more than 4 crores collection through NLIST and NDL by proxy.
- Percentage per day usage of library by teachers and students is about 27.17%.

IT Infrastructure

- Institution frequently updates its IT facilities including Wi-Fi.
- The entire campus is monitored by CCTV facility. The CCTV installed at strategic places help monitor the campus activities.
- Wi-Fi is available at various labs and staff rooms.
- The marks attained by each student after every examination is updated on the automated system.
- For easier communication, circulars including important notices to students and parents are also posted online.
- The college is facilitated with 512 computers that are accessible to the students and teachers for academic and co curricular activities. 45 computers have been utilized for administrative purpose.
- Student - Computer ratio is 5:1.
- Available bandwidth of internet connection in the Institution is 50 MBPS.
- Facilities are available for e-content development such as Media centre, Recording facility and Lecture Capturing System (LCS).

Maintenance of Campus Infrastructure

- The maintenance of campus infrastructure is carried out regularly by the Maintenance Officer. Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during last five years is 66.64%.
- The laboratories in the college are furnished according to the statutory rules.
- Consumable and non consumable materials registers are updated periodically.
- There are established procedures for maintaining and utilizing physical, academic and support facilities like laboratory, library, sports complex, computers, classrooms, etc.

Student Support and Progression

Student Support

- The students are supported and guided every year to avail scholarship from the government, non-government and management.
- Average percentage of students benefited by scholarships / free-ships : Provided by the Government is 2.66 % and by the management and other agencies is 8.05 %.
- Group Insurance is provided for all the students.
- Guidance for Competitive Examinations, Career Counseling, Academic/Personal Counseling, Soft-skill development, Language lab, Counseling & Yoga-Meditation are given to all the students to ease their way to grasp the opportunities.
- Transparent mechanism is there in the institution for timely redressal of all grievances of students including sexual harassment/ragging cases.
- Placement support is provided to all the students by the Placement Cell and necessary training is also given to the students from the first year itself by the department placement division and external experts.

Student Progression

- Average percentage of placement of outgoing students during the last five years is 62.2%.
- Percentage of student progression to higher education is about 5.47%.

- Placement drives are carried out every year for the benefit of all graduates.

Student Participation and Activities

- Totally 352 Awards / Medals for outstanding performance in sports/cultural activities have been received at various international/national/state levels during the past 5 years.
- Student Forum represents in academic & administrative bodies/committees such as BOS, IQAC, CDC, University-run Cells/Clubs; Feedback on curriculum/teachers collected/ acted upon.
- Playing Constructive role students took up new curriculum exercises in great stride, adopting ICT based learning, campus-cleanliness (Tobacco-free, Plastic-free, Water-body/Greening augmentation), Creativity-oriented research pursuits.
- Promoting Team Culture in the campus, etc.
- Totally 26 Sports/Cultural activities / competitions were organized by the institution during the past five years.

Alumni Engagements

- Alumni Association/Chapters Meetings were conducted regularly by the institution as well as departments.
- The alumni of the institution support us in curriculum design, placement, infrastructure and resource development.

Governance, Leadership and Management

Governance, leadership and management Vision and leadership

- The Vision and Mission statements of the Institute clearly address the needs of the society and the student needs to serve and disseminate knowledge.
- The Principal in consultation with HODs and functional in-charges formulates the policies & plans and submits the same for the approval of the management on regular basis.

Strategy Development and Deployment

- Administrative and Academic responsibility is distributed at various levels of decentralized organizational set up and it is monitored regularly by IQAC towards effective governance.
- The institute has a well-structured governance system and as a part of E-governance the institution has all automated processes.

Faculty Empowerment Strategies

- The Institution provides effective welfare measures to all teaching and non-teaching staff such as Group Medical Insurance, Employee's Provident Fund and Employee's State Insurance benefits and maternity leave.
- Professional development/administrative training programs are organized by the institute every year for all the staff members.
- The children of Non-teaching staff have fee concession.

Financial Management and Resource Mobilization

- The Institute's major source of income and resource mobilization is through students' tuition fee, consultancy, projects, sponsorship, etc.
- Qualified Chartered accountants audit the funds of the Institution on a regular basis and proper budgeting is done based on the plans and needs of departments and sections.

Internal Quality Assurance System (IQAS)

- IQAC has significantly contributed to sustain and enhance the quality in all the aspects of the institution by conducting regular meetings, faculty development programmes, periodical audits, training programmes, collaboration initiatives, participation of NIRF and preparing and submission of AQAR and etc.
- The management review meeting is conducted periodically by the IQAC to review the overall process and achievements. Necessary action also taken based on the review outcome to enhance and sustain the overall quality of the institution.

Institutional Values and Best Practices

Gender sensitivity programmes

More than 27 Gender Equity programmes were conducted for the benefits of the students during the assessment period.

Facilities for Safety and Social Security

- CCTV Cameras, Complaint box, Ambulances and non-statutory committee for Anti Ragging, Anti-sexual harassment and Grievance Appeal.

Mentoring and Counseling

- Personal and Group Counseling along with periodic Parents-Teachers meet.
- Counseling Room and MOU with Counseling Center Govt. Arts College, Coimbatore.

Common Rooms:

- Common rooms exist in 4 numbers, for faculty members and students with facilities for physically challenged.
- Napkin vending machine and incinerator are available.

Waste Management:

- Source Segregation and disposal including bio-gas generation for Solid waste, incineration of harmless bio-wastes done.
- Liquid waste: RO water wastage utilized for gardening.
- A MoU is signed with vendor for E-waste disposal.

Rain Water Harvesting:

- Every-building in the campus is equipped with rain-water harvest system.

Green Initiatives:

- Expenditure towards Green Initiatives and maintenance.
- Usage of Bicycles by students, Public or College transport and pedestrian friendly surroundings.
- Paperless office via e-communication adopted in office and COE section.
- Ban on usage of Plastics.
- Green coverage around the Campus premises.
- Promotional programs for Green initiatives.

Energy Conservation

- Solar energy system, Solar water heaters has been implanted and usage of LED bulbs.
- Initiation of sensor based energy conservation.
- Usage of Biogas plant.

Differently-Abled Persons

- The comfort of the students and staff members cared for with lifts, ramps, designer-toilet, parking slot, special provisions in common room, College transportation, Canteen, etc.
- Signages for path including display board and sign posts.

Value Measures:

- Code of Conduct Manual and periodic conduct of Professional Ethics programmes.
- National commemorative days are observed. More than 40 programs conducted during 2015-2016 to 2019-2020.
- Institutional functioning as per Professional Code.
- 40+ programs conducted for promotion of Universal values (Truth, Righteousness, Love, Non-Violence and Peace).
- Institution maintained complete transparency in all its actions.

Best practices:

- Aram Cheiyya Virumbhu (Desire to do Virtue)
- Perks for Sports Meritorious Students.

Distinctiveness:

- Young Women Empowerment Programme (YWEP).

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE
Address	VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS), KOVAIPUDUR POST, COIMBATORE.
City	COIMBATORE
State	Tamil Nadu
Pin	641042
Website	www.vlbcas.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	K.shunmugas undaram	0422-2605162	9043088551	-	principal@vlbcas.ac.in
IQAC / CIQA coordinator	K.vasudevan	0422-2605163	9842932777	-	iqac@vlbcas.ac.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

Date of Establishment, Prior to the Grant of 'Autonomy'	13-08-1992
Date of grant of 'Autonomy' to the College by UGC	12-03-2010

University to which the college is affiliated

State	University name	Document
Tamil Nadu	Bharathiar University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	22-07-2002	View Document
12B of UGC	22-07-2002	View Document

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

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	17-05-2019	12	MBA

Recognitions

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS), KOVAIPUDUR POST, COIMBATORE.	Urban	8.1	14392.34

2.2 ACADEMIC INFORMATION

NAAC

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	HSC	English	50	17
UG	BCA,Computer Application Ug	36	HSC	English	120	69
UG	BSc,Catering Science And Hotel Management	36	HSC	English	60	22
UG	BSc,Costume Design And Fashion	36	HSC	English	30	12
UG	BSc,Visual Communication	36	HSC	English	50	39
UG	BSc,Mathematics	36	HSc	English	60	16
UG	BSc,Information Technology And Computer Technology	36	HSC	English	50	29
UG	BSc,Information Technology And Computer Technology	36	HSc	English	50	48
UG	BSc,Computer Science	36	HSC	English	120	78
UG	BSc,Electronics And Communication Systems	36	HSC	English	60	18
UG	BCom,Com	36	HSC	English	50	0

	merce With Business Process Services					
UG	BCom, Commerce With Professional Accounting	36	HSC	English	100	61
UG	BCom, Commerce With Computer Application	36	HSC	English	120	111
UG	BCom, Commerce With Corporate Secretaryship And Information Technology	36	HSC	English	50	41
UG	BCom, Commerce With Corporate Secretaryship And Information Technology	36	HSC	English	50	25
UG	BCom, Commerce	36	HSC	English	120	98
UG	BBA, Management Ug	36	HSC	English	60	49
UG	BBA, Management Ug	36	HSC	English	120	65
UG	BBA, Management Ug	36	HSC	English	60	0
PG	MCA, Computer Application Pg	36	UG	English	60	0
PG	MSc, Computer Application	60	HSC	English	50	0

	Pg					
PG	MCom,Management Pg	24	UG	English	50	0
PG	MBA,Management Pg	24	UG	English	60	34
PG	MSc,Mathematics	24	UG	English	40	7
PG	MSc,Computer Science	24	UG	English	40	11
PG	MSc,Electronics And Communication Systems	24	UG	English	40	6
PG	MCom,Commerce	24	UG	English,Mait hili	50	11
Doctoral (Ph.D)	PhD or DPhil, Languages	48	PG or M.Phil	Tamil	4	3
Doctoral (Ph.D)	PhD or DPhil, Languages	48	PG or M.Phil	Hindi	4	0
Doctoral (Ph.D)	PhD or DPhil, Management Pg	48	PG or M.Phil	English	4	0
Doctoral (Ph.D)	PhD or DPhil, Commerce	36	PG or M.Phil	English	15	11
Pre Doctoral (M.Phil)	MPhil, Languages	24	PG	Tamil	4	0
Pre Doctoral (M.Phil)	MPhil, Languages	24	PG	Hindi	4	0
Pre Doctoral (M.Phil)	MPhil, Management Pg	24	PG	English	4	0
Pre Doctoral (M.Phil)	MPhil, Mathematics	24	PG	English	4	0
Pre Doctoral (M.Phil)	MPhil, Computer Science	12	PG	English	9	1
Pre Doctoral (M.Phil)	MPhil, Commerce	12	PG	English	13	8

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				20				109			
Recruited	1	0	0	1	10	10	0	20	40	69	0	109
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				83
Recruited	42	41	0	83
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				17
Recruited	5	12	0	17
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	3	8	0	3	8	0	23
M.Phil.	0	0	0	7	2	0	31	47	0	87
PG	0	0	0	0	0	0	6	14	0	20

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Pre Doctoral (M.Phil)	Male	2	2	0	0	4
	Female	5	3	0	0	8
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	4	0	0	0	4
	Female	6	9	0	0	15
	Others	0	0	0	0	0
PG	Male	89	5	0	0	94
	Female	59	14	0	0	73
	Others	0	0	0	0	0
UG	Male	1259	113	0	0	1372
	Female	755	30	1	0	786
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	60	63	61	42
	Female	33	26	39	19
	Others	0	0	0	0
ST	Male	1	3	1	2
	Female	1	0	1	0
	Others	0	0	0	0
OBC	Male	436	440	428	428
	Female	233	267	228	245
	Others	0	0	0	0
General	Male	66	50	34	49
	Female	37	34	51	27
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		867	883	843	812

2.3 EVALUATIVE REPORT OF THE DEPARTMENTS

Department Name	Upload Report
Catering Science And Hotel Management	View Document
Commerce	View Document
Commerce With Business Process Services	View Document
Commerce With Computer Application	View Document
Commerce With Corporate Secretaryship And Information Technology	View Document
Commerce With Professional Accounting	View Document
Computer Application Pg	View Document
Computer Application Ug	View Document
Computer Science	View Document
Costume Design And Fashion	View Document
Electronics And Communication Systems	View Document
English	View Document
Information Technology And Computer Technology	View Document
Languages	View Document
Management Pg	View Document
Management Ug	View Document
Mathematics	View Document
Visual Communication	View Document

Extended Profile

1 Program

1.1

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
22	27	27	27	23

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of departments offering academic programmes

Response: 17

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2325	2278	2446	2595	2836

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
750	675	971	857	881

File Description	Document
Institutional data in prescribed format	View Document

2.3**Number of students appeared in the examination conducted by the Institution, year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2260	2174	2341	2481	2720
File Description		Document		
Institutional data in prescribed format		View Document		

2.4**Number of revaluation applications year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2	120	66	76	39

3 Teachers**3.1****Number of courses in all programs year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
761	856	903	907	769
File Description		Document		
Institutional data in prescribed format		View Document		

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

2019-20	2018-19	2017-18	2016-17	2015-16
127	130	140	134	121
File Description		Document		
Institutional data in prescribed format		View Document		

3.3

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
130	133	143	138	124
File Description		Document		
Institutional data in prescribed format		View Document		

4 Institution**4.1****Number of eligible applications received for admissions to all the programs year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
997	1240	1154	1140	1467
File Description		Document		
Institutional data in prescribed format		View Document		

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

2019-20	2018-19	2017-18	2016-17	2015-16
497	524	528	573	511
File Description		Document		
Institutional data in prescribed format		View Document		

4.3**Total number of classrooms and seminar halls****Response: 25****4.4****Total number of computers in the campus for academic purpose****Response: 512**

4.5

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

2019-20	2018-19	2017-18	2016-17	2015-16
371.60	383.05	345.77	459.46	194.82

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curriculum Design and Development

1.1.1 Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the Institution.

Response:

The grant of Autonomous status has facilitated the institution in framing the syllabus. Quality curriculum is designed based on the feedback from internal and external stakeholders, by the respective Curriculum Development Cell in accordance with the Vision and Mission of the college to meet out the Local, Regional, National and Global requirements, to inculcate the values, and to promote the use of technology with the target of academic excellence. The designed curriculum is proposed in the Board of Studies, and endorsed in the Standing Committee and Academic Council for final approval. The syllabus is revised twice a year as per the Scheme of Examinations and Regulations in correlation with Program Outcomes, Program Specific Outcomes and Course Outcomes / Objectives, which may focus towards the promotion of Employability, Entrepreneurship and Skill Development.

The entire curriculum is divided into 5 major components :

- Language and English are provided under Part I Part II components respectively.
- Strong foundation in their respective majors is acquired through Part III Core courses, Inter Department Courses and Elective courses.
- The Application Oriented Courses offered in Part IV provides wide knowledge in their respective programs. Extra Department Course provides the facility to opt for non-major courses.
- Part V offers co-curricular and extra-curricular activities such as Sports, NSS and NCC, and other cultural activities.

The following courses are designed in such a way that they satisfy local, regional, national and global requirements.

Courses that focus on Local / Regional Requirement :

- Part I – Tamil / Malayalam
- Entrepreneurial Development
- Basics of Apparel Designing
- Fashion Art
- Fashion and Clothing Psychology
- Export Procedures
- Import Procedures
- Supply Chain and Logistics Management

Courses that focus on National Requirement :

- Part I - Hindi
- Foundation Course II – Value Education
- Business Economics and Economic Development
- Banking and Insurance Law
- Income Tax Law and Practice
- Indirect Taxes
- Vedic Mathematics

Courses that focus on Global Requirement :

- Part I - French
- Part II - English
- World Literature in Translation
- International Financial Reporting Standards
- Travel and Tourism
- Food Production and Patisserie
- International Business
- Mathematical Modeling
- Fuzzy Logic and Neural Networks
- All Courses offered by the Department of Master of International Business
- The Department of B.Com. (Business Processing System) has tie up with Tata Consultancy Services. The courses offered reflect the global needs in the curriculum.

With the implementation of the quality curriculum, the students, apart from attaining Professional knowledge and Ethics in the chosen discipline, also acquire attributes which facilitate them to work effectively in multi-cultural and international teams across the globe.

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

1.1.2 Percentage of Programmes where syllabus revision was carried out during the last five years.

Response: 100

1.1.2.1 Number of all Programmes offered by the institution during the last five years.

Response: 27

1.1.2.2 How many Programmes were revised out of total number of Programmes offered during the last five years

Response: 27

File Description	Document
Minutes of relevant Academic Council/BOS meeting	View Document
Details of program syllabus revision in last 5 years(Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.3 Average percentage of courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the last five years

Response: 100

1.1.3.1 Number of courses having focus on employability/ entrepreneurship/ skill development year-wise during the last five years..

2019-20	2018-19	2017-18	2016-17	2015-16
761	856	903	907	769

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Average percentage of courses having focus on employability/ entrepreneurship(Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years.

Response: 61.86

1.2.1.1 How many new courses are introduced within the last five years

Response: 519

1.2.1.2 **Number of courses offered by the institution across all programmes during the last five years.**

Response: 839

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

1.2.2 Percentage of Programmes in which Choice Based Credit System (CBCS) / elective course system has been implemented (Data for the latest completed academic year).

Response: 100

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

Response: 22

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

1.3 Curriculum Enrichment

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

Response:

The diverse programs offered in the institution have assimilated the crosscutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum. The Curriculum designed by the college includes many of these aspects.

Gender Sensitivity :

Adequate effort is taken by the Institution to integrate traverse issues relevant to Gender. At the Undergraduate level this area is covered in Core courses :

- Introduction to Women Studies focuses exclusively on women writers and their contribution to world literature, and
- Entrepreneurial Development includes a chapter on Women Entrepreneurs.

This theme is a concomitant part of the Master's Curriculum as well, with the Department of Commerce offering a course on Labour Law and Industrial Relations which throws light on Law relating to women's rights in the workplace.

Environmental Sustainability :

The Multi-dimension of environment and sustainability, finds ample space when it comes to applying them positively into the curriculum. In addressing this issue, a course namely, Foundation Course I: Environmental Studies is offered as a Part IV component for all learners of the Undergraduate Programmes. This Course is designed in such a way that it focuses on thrust areas like Renewable Resources, Eco-Systems, Bio – Diversity, Environmental Pollution and Rain Water Harvesting.

- E- Marketing Concept is included in Principles of Marketing course under B.Com.
- Cloud Computing course is offered by B.Sc.(Computer Science)
- B.Sc.(CDF) has course on Fiber to fabric

Human Values and Professional Ethics :

The institution, right from its inception, instills human values to the students by arranging several programmes and through the curriculum designed by the College.

A course on Value Education – Ethics and Human Excellence is offered in Part IV to all the learners at the Undergraduate level which gives due importance to Personal Excellence, Social Relevance , Human Rights, Service to the Society , National Cohesiveness, Global Adhesiveness and Spiritual Oneness.

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

1.3.2 Number of value-added courses for imparting transferable and life skills offered during last five years.

Response: 29**1.3.2.1 How many new value-added courses are added within the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2	8	7	6	6

File Description	Document
List of value added courses (Data Template)	View Document
Brochure or any other document relating to value added courses	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.3.3 Average Percentage of students enrolled in the courses under 1.3.2 above.**Response: 69.47****1.3.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1443	1784	1501	1874	2081

File Description	Document
List of students enrolled	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.3.4 Percentage of students undertaking field projects/ internships / student projects (Data for the latest completed academic year)**Response: 38.45****1.3.4.1 Number of students undertaking field projects / internships / student projects**

Response: 894	
File Description	Document
List of programs and number of students undertaking field projects / internships / student projects (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.4 Feedback System

1.4.1 Structured feedback for design and review of syllabus – semester-wise / year-wise is received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni	
Response: A. All 4 of the above	
File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as minuted by the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document
Link for Additional Information	View Document

1.4.2 The feedback system of the Institution comprises of the following :	
Response: A. Feedback collected, analysed and action taken and report made available on website	
File Description	Document
Any additional information	View Document
URL for stakeholder feedback report	View Document
Link for Additional Information	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 53.47

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

2019-20	2018-19	2017-18	2016-17	2015-16
867	883	843	812	1105

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1500	1780	1780	1780	1650

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 83.28

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

2019-20	2018-19	2017-18	2016-17	2015-16
435	447	445	444	418

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.2 Catering to Student Diversity

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

Response:

Student Induction Programme:

Orientation programme for the students and their Parents are organized by the college every year during the commencement of the academic year. This orientation program helps the students and their parents to get familiarized with the institution rules and regulations, facilities, co-curricular and extracurricular activities.

Bridge Course :

To bridge the knowledge gap of the students in English, Mathematics and Tamil and to bring them into the main stream, the college offers a week long Bridge Course during the beginning of the program. A Bridge Course on Personality Development is also offered to mould the new entrants. Bridge Courses will help them in understanding better the new subject area / difficult topics.

At the end of the course, a test for 20 marks is conducted to assess the learning levels of the students. Based on the performance in the test, the students are categorized as slow learners, medium learners and advanced learners. Special programs are organised by the college for slow learners and advanced learners.

For Slow learners :

After the commencement of the classes, the students who have learning difficulties are recommended for Remedial classes. Our college bestows priority for mainstreaming such slow learners by offering remedial classes. These remedial classes are conducted after the pre-model, Model and End- semester examinations.

The college offers remedial classes for a minimum of 8 hours for each course, in which extra time is given to students who learn slowly in class by scheduling separate sessions. Through these extra classes, doubts are clarified and critical topics are re-explained. Appropriate counseling with additional classes eventually helps the slow learners to improve their performance.

For Medium Learners :

Medium Learners are given counseling through mentoring. Each faculty acts as a mentor for the allotted students. The counselors monitor academic performance and interact frequently to understand and assist

the student with issues that affect their ability to improve in their exams. Thus, they help each student to improve their marks and to attain the level of the advanced learners.

For Advanced learners :

The advanced learners are

- Recommended for Additional Credit Courses, which is a self study course consisting of 2 Credits each. They are offered during Second, Third and Fourth Semester for the Under Graduate students and during the Second and Third Semester for the Post Graduate students. These courses inculcate independent learning and enrich the academic and personal growth of the students. During the assessment period, 2009 students have passed in the Additional Credit course,
- Encouraged to participate in various inter-collegiate competitions, group discussions, and technical quizzes to develop analytical and problem solving abilities in them,
- Provided opportunities to develop their creativity by participating and organizing inter-collegiate events,
- Motivated to take up competitive exams, and
- Recognized by conferring with 'Best Outgoing Student' award during the College Annual Day.

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

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

Response: 18:1

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

2.3 Teaching- Learning Process

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

Response:

The college believes that the holistic development of the students is possible through suitable curriculum and student centric learning. Learning methodologies such as experiential learning, participative learning and problem solving methodologies are adopted by the institution to enhance the learning experiences of

the student. The department follows the below mentioned strategies at different levels to ensure this.

- **Institutional training :**

As a part of the curriculum, the college makes an arrangement for the students of Undergraduate and Postgraduate programs, to visit an organization which is related to their field and take up training for a period specified by their department.

- **Internships :**

At our college, Internship programs is mandatory for MBA and B.Sc.(CS & HM) students. The MBA candidate at the end of the II Semester, take up the training for a period of 45 days.

Students of B.Sc.(Catering Science and Hotel Management) undertake a summer internship during their IV Semester and also for a period of 120 days during their VI Semester.

- **Field Visits :**

The students of our institution are provided an opportunity to encounter and explore novel things in an authentic setting through field visits organized by various departments. Field visits were arranged to deepen and enhance classroom study.

- **Industrial Visits :**

Industrial visit has its own importance in a career of a student who is pursuing a Degree. It supplements class room learning and encourages new interests amongst students. It also ensures that students gain practical insights into industry operations in their respective areas of specialization.

Industrial Visits were organized during the assessment period by the college to its students to make them professionals in their chosen field.

- **Outbound Programmes :**

Expertise on Leadership, Strategic Thinking, Conflict Management, Team Building, Effective Communication, Quality Improvement, Mentoring and Skill Development are imparted to the students through Outbound Training Programs. It is an experiential learning methodology of “Learning by Doing”.

At our institution, Outbound Training Programme is offered to the Post Graduate Students of Business Administration (MBA).

- **Workshops :**

Workshops involve more “Hands on training”. In VLB Janakiammal College of Arts and Science, workshops were conducted by different departments to provide hands on experience to their students in their respective disciplines.

- **Research Projects :**

The students at the UG and PG Programs undertake minor and major projects during their course of study and strive to provide solutions for the problems identified. Besides, the advanced learners are encouraged to take up projects funded by organizations like Tamil Nadu State Council for Science and Technology.

- **Case Study :**

Case Study methods are employed to ensure active involvement of the students in teaching –learning process. Case studies are included in the syllabus, so that it becomes concomitant part of their learning.

- **Class Activities :**

The students of our institution perform several class activities like Role Play, Group Discussion, Poster Presentation, Time Management, etc. so that optimum learning environment is provided, and learning becomes joyful and long –lasting.

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

2.3.2 Teachers use ICT enabled tools including online resources for effective teaching and learning process.

Response:

ICT is one of the economic development pillars to gain national competitive advantage. ICT is broadly used in educational world. It can improve the quality of human life because it can be used as a learning and education media.

The number of teachers using ICT tools is 129 in our college. The number of ICT enabled classrooms in our college is 85. The number of smart classrooms in our college is 2. Teacher, Student, Administrator and every person related to education use ICT. Teacher use ICT for making teaching-learning process easy and interesting. A competent teacher has several skills and techniques for successful teaching. The use of ICT in the classroom teaching-learning is very important and it provides opportunities for teachers and students to operate, store and retrieve information, encourage independent and active learning and self-responsibility for learning such as distance learning, motivate teachers and students.

ICT prepares teachers for the use of their skills in the real classroom situation and also prepare students for their future occupation and social life. It removes the traditional method of teaching and prepares teachers to apply modern method of teaching. The knowledge of ICT is very much essential for the teachers and helps them to know integrated technology with classroom teaching. ICT plays an important role in student evaluation.

ICT tools available for teaching and learning Process :

- LCD Projectors, and
- LAN with Wi-Fi facility
- Computers
- Software
- Video Conferencing
- Laptop
- Tab etc.

E-resources and techniques used :

- PPT,
- CDs,
- E BOOKS,
- E Journals,
- NPTEL,
- INFLIBNET, and
- Live Demonstration (GOOGLE CLASS ROOM, AUDIO, VIDEO LECTURES).
- Smart Class Rooms,
- Computer Laboratories with LAN and WiFi connectivity.

The use of ICT in teaching-learning process is a new phenomenon and it has been the educational researchers' focus. The effective integration of this technology into classroom practices poses a challenge to teachers and administrators. The innovations that ICT has brought in teaching-learning process include E-learning, E-communication, quick access to information, online student registration, online advertisement, reduced burden of keeping hardcopy, networking with resourceful persons, etc. **NPTEL** has been on a mission to help students across India access quality educational content for free.

Internships are extremely important for students as it gives them practical experience and equips them with industry-relevant skills. By using **e-Books**, students can keep their class materials organized digitally that can be easily accessed by using any device, as mentioned above. It accommodates more learning styles. The whole purpose of using technology in teaching is to provide better value to students and impact the student's performance.

Technology in education, particularly in classroom, has transformed the way the teaching-learning happened, but it could not replace teachers. The millennial do not want to learn by rote. They want to learn at their own pace and place of their choice. Basically, they want to choose what, when, where, from whom and how to learn. This has largely been aided by technology. But in no way can technology replace teachers.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	View Document

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

Response: 19:1

2.3.3.1 Number of mentors

Response: 124

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll	View Document
Circulars pertaining to assigning mentors to mentees	View Document
Any additional information	View Document
Link for additional information	View Document

2.3.4 Preparation and adherence of Academic Calendar and Teaching plans by the institution

Response:

Preparation and adherence to Academic Calendar:

To improve the quality of teaching-learning, our institution prepares Academic Calendar for every academic year. It is prepared by the concerned committee which is headed by the Principal of the college. It consists of various information and events of the college, which are useful in overall development of the students. The Academic Calendar is circulated to the faculty members and the students of the college which facilitates them to plan work within the stipulated time.

The Academic Calendar consists of Vision, Mission and Quality Policy of the college. It also contains information on the college, Programs offered, Members of faculty, various committees, Scheme of examination, facilities offered, scholarships and loans, Placement and training, Co-curricular activities, Extra-curricular activities, the general rules and regulations of the college, Rules and regulation of the autonomous college, Library, Hostel, Provision of Act on Ragging and Academic schedule, etc. for the benefit of the students.

The Academic year is divided into “Odd” and “Even” Semesters, each Semester mandatorily having at least 90 days. At the end of 35th day and 70th day Pre-model and Model examinations are conducted. The details regarding reopening and vacation dates for the students are made available.

The college strictly adheres to the academic calendar in these aspects:

- Following the general regulations,
- Following the regulations of an autonomous college,
- Ensuring a Ragging-free campus,
- Discipline maintenance, and
- Conducting examinations as per the dates specified in the calendar.

Teaching plans:

Teaching and evaluation schedules are planned and organized through the following mechanisms.

- The teaching plan is prepared by every course teacher prior to the commencement of the semester and it is recorded in personal log book,
- It includes number of lecture hours, details of topics proposed to be covered, Teaching aids proposed to be used, Date and period of lecture, etc.,
- The teaching plan is certified by the HOD and approved by the Principal,
- It is planned for 24 / 48 / 60 / 72 hours, i.e., for 12 weeks according to the instructional hours of the course,
- The class log book is maintained by the respective tutors. Every hour, the tutor records the topics covered, attendance of the students and the signature by the concerned faculty member handling the course,
- The personal log book and class log book are reviewed by the concerned Head of the Department and the Principal every week,
- Any additional topic covered related to the curriculum is also recorded in the personal log book,
- The Institution evaluates the students based on attendance, seminar and performance in Pre-model and Model examinations, and records the same in the personal log book, and
- The academic progress of the students is monitored by the HODs and respective class tutors.

File Description	Document
Upload Academic Calendar and Teaching plans for five years	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years**Response:** 99.86

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**Response:** 16.39**2.4.2.1 Number of full time teachers with Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit. year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
23	28	28	18	13

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**Response:** 5.6**2.4.3.1 Total experience of full-time teachers****Response:** 727.5

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Average number of days from the date of last semester-end/ year- end examination till the declaration of results year-wise during the last five years

Response: 10.6

2.5.1.1 Number of days from the date of last semester-end/ year- end examination till the declaration of results year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
9	8	10	12	14

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years

Response: 2.55

2.5.2.1 Number of complaints/grievances about evaluation year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	120	66	76	39

File Description	Document
Number of complaints and total number of students appeared year wise	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.3 IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in Examination Management System (EMS) of the Institution

Response:

The Examination Cell is the backbone of any Autonomous college. The conduct of examinations and declaration of results is one of the important activities of the exam cell. VLB Janakiammal College of Arts and Science have a well established and efficient examination system. The Examination Committee of the College comprises of the Chief Controller of Examinations (Principal), The Controller of Examinations (COE), Deputy Controller of Examinations (DCOE), Assistant Controller of Examinations (ACOE) and the members.

The various processes related to preparations :

- Prior to the Examinations
- Conduct of Examinations and
- Post conduct of Examinations

are controlled and monitored by the Examination Committee.

The institution has taken several initiatives to ensure better standards, improve precision, efficiency and transparency involved in conduct and declaration of results of examinations. Steps are taken to minimize the errors and mistakes and ensure better accuracy and efficiency.

- **Examination related reforms :**

The examination related reforms have undergone remarkable reforms in the past years.

- **Conduct of Supplementary / Arrear Examinations :** for the regular candidates during the intervening period from the month of August and February enables students to write the examinations for the arrear subjects in the middle of the semester so that students concentrate only on the current semester papers for the End-semester examinations.
- **Special Supplementary Examination :** Apart from the regular examinations, special supplementary examinations for the eligible passed out students are conducted immediately after the declaration of results. This helps the students to clear the backlogs without losing a year.
- **Dummy Numbering System :** Introduction of Dummy Numbering System for all the answer scripts.

Apart from the above, the following are the remarkable reforms made during the Assessment period.

2015-2016

- **Question Paper pattern :** As per suggestion given by the members of Academic Council, Section A pattern be restructured from the old pattern of writing 5 Questions under Definition category and 5 questions under Choose the Best category, to the new pattern of framing multiple choice questions for all the 10 Questions in Section A, which helps to assess the in-depth knowledge of the students in the respective courses.

2017-2018

- **Internal Examiners :** Appointing 25 percentage of the faculty of our College as internal examiners for the End-semester examination.
- **Question Paper Setting :** Question Banks for all the courses are received at the beginning of every semester from the faculty member handling the course, which consists of 20 MCQ under Section A and 12 questions under Section B and 8 Questions under Section C, for each unit. These question banks are prepared following the blooms taxonomy, scrutinized by external experts to ensure the standards and are used for setting the question papers for the End Semester Examinations.

2018-2019

- **Internal Examiners :** Appointing 30 percentage of the faculty of our College as internal examiners for the End-semester examination.

2019-2020

- **External Examiners :** Appointing 100% external examiners for central valuation in End semester Examination from the Academic year 2019-2020
- **Process of IT integration :**

The examination processes are 100% automated with the installation of "COXCO" software. Following are the areas in which IT is integrated.

- Nominal roll generation,
- Exam application generation,
- Hall ticket generation,
- Time-table(Date sheet) generation,
- Hall plan(seating arrangement),
- Result declaration and analysis, and
- Mark sheet generation.

The COXCO software consists of the following modules which assist the exam cell in the above processes.

- Curriculum Information
- Course details

- Student details
- Assigning Non-letter grades
- Classification of Semester Grades
- Classification of final grades.
- Creation of Nominal Roll
- Mark entry (both Internal and external).
- Update Practical / External Marks
- Moderation Eligibility and Analysis
- Revaluation application and marks
- Global Information
- MIS Tools
- MIS reports

Continuous Internal Assessment (CIA) :

Continuous Internal Assessments help to assess the learning abilities of the students. It also helps to identify students with learning difficulties at the earliest and they are recommended for remedial classes.

30% marks are allocated for internal assessment, which shall be based on Attendance, Assignment, Seminars, Quiz, scores of Pre model and Model Examinations. The marks assigned for internal assessment is divided into following components.

Component	Marks Allotted
Attendance	10
Assignment/ Seminar	30
Pre Model Examination	70
Model Examination	70
Total	180 (which shall be divided by 6 to arrive at 30 marks)

For attendance, 4 marks awarded for the candidates who earn attendance between 65% and 74%. For the candidates who earn attendance between 75% and 80%, 6 marks are awarded. 8 marks are awarded for the students who earn attendance between 81% and 90%. 10 marks are awarded for the candidates who earn 91% to 100% attendance.

For Seminar out of the total 30 marks, 10 marks are awarded for the content, 10 marks awarded for the proficiency in language and 10 marks awarded for stage management and body language.

As a part of CIA, for each semester, Pre-model and model examinations are conducted for the students at the end of 35th working day and 70th working day respectively. Both the exams are of three hours duration. The Model Examination is an internal assessment cum preparatory examination in view of the End Semester comprehensive examinations. These exams are conducted by the centralized examination cell headed by COE, strictly in conformity with the norms and procedures, with zero tolerance for any kind of malpractice. The valued scripts will be distributed to the students within 3 days after the completion of

the examinations and the marks are entered in the COXCO software.

Thus, these reforms on examination procedures, IT integration and Continuous Internal Assessments had a positive impact on the examination management system by helping the institution in

- Minimizing time,
- Ensuring transparency,
- Reduction of errors,
- Easy retrieval of reports and data,
- Result declaration within a short span of time(within 10 days after valuation), and
- Enhancing the effective utilization of human resources.

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

2.6 Student Performance and Learning Outcomes

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

Response:

Programme Outcomes, Programme Specific Outcomes and Course Outcomes are derived from Graduate Attributes. Graduate Attributes defines the qualities, attitudes and dispositions that graduates should possess (skills and knowledge) when they complete their course of study.

Our Institution has clearly stated the learning Outcomes of the Programs and Courses which aims at moulding the students as graduates, through the following attributes:

- Attaining Professional Knowledge,
- Efficiency in Communication,
- Innovative application of skills in analyzing problems and finding solutions,
- Exhibiting Creativity,
- Inculcating Positive Attitude,
- Socially Responsible, and
- Holistic Development.

Program Outcomes, Programme Specific Outcomes and Course Outcomes are clearly drafted on the basis of Department Vision and Mission which reflects the Vision and Mission of our Institution.

Program Outcomes describe the skills, knowledge and behavior, that the students are expected to know to

deem them as a good Samaritan. Based on the guidelines given by the Internal Quality Assurance Cell (IQAC), the Program Outcomes are prepared by the respective Department Heads. Programme Outcomes directs the departments in preparing Program Specific Outcomes and Course Outcomes respectively.

Programme Specific Outcomes are statements that describe what the graduates of a specific Programme should be able to do. Programme Specific Outcomes are prepared by respective Programme Heads along with Faculty Members based on the inputs given by the stake holders such as subject experts, alumni, industrialists.

Course Outcomes are narrower statements that describe what students are expected to know, and be able to do at the end of each course/subject. While the Program Outcomes define the departmental outcomes, the Course Outcomes are more oriented towards the subjects and are mostly defined by the faculties consulting higher authorities. The Course Outcomes are more like statements that relate to the skills, knowledge, and behaviour the students acquire as they go through a specific course within a program. Finally course outcome will be framed by the Course- in-charge after discussing with the members of faculty of the concern Department and necessary changes will be carried out and approved by respective HOD.

The following mechanism is followed by the institution to exhibit the Programme Outcomes, Program Specific Outcomes and Course Outcomes for the students and other stake holders.

- Program Outcomes, Programme Specific Outcomes and Course Outcomes are entrenched in the syllabus itself.
- Hard Copy of syllabi and Learning Outcomes are available in the departments as ready reckoner for the teachers and students.
- Soft Copy of the Curriculum and Learning Outcomes of Programmes and Courses are also uploaded in the Institution website, which can be accessed by the faculty members, students and general public.

File Description	Document
Upload COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The attainment of Program outcomes and Program Specific Outcomes are assessed with the help of outcomes of the relevant courses. The Institution measures the attainment of the outcomes with the help of two different assessment tools.

- Direct Assessment Tools
- Indirect Assessment Tools

Direct Assessment Tools :

The knowledge and skills described by the course outcomes are assessed directly from their performance, through Continuous Internal Assessment and End Semester Examinations (Comprehensive examination) marks.

- **Continuous Internal Assessment :** Performance of students is periodically recorded through Continuous Internal Assessment (CIA), Class assignments / Seminars, Attendance and Skill Evaluation.
- **End Semester Examination :** Cumulative performance of student is recorded through End Semester Examinations (Comprehensive examination), End Semester Practical Examinations and Project Evaluation.

Indirect Assessment Tools : Performance of students are recorded through the progress at the end and after the completion of the programme with the following three parameters.

- Placement
- Progression to Higher Education and Research
- Entrepreneurship

Process involved in POs, PSOs and COs attainment :

- Relationship between COs and POs, PSOs are mapped and scoring is assigned. If there exists a strong relationship, score '3' is given. If there exists a Medium association between the COs and PO, PSO, score '2' is assigned. For a lesser relationship, score '1' is provided. If there does not exist any relationship between the outcomes no score is provided.
- The total score weightage for each PO and PSO against the Course Outcomes of each Course are calculated.
- The total score weightage for each PO and PSO against the Course Outcomes of all Courses are calculated.
- Contribution of each course in attainment of POs and PSOs are calculated by the following formula :

$$\text{Course contribution} = \frac{\text{Total weightage of course outcomes of one course in each PO and PSO}}{\text{Total weightage of course outcomes of all courses in each PO and PSO}} \times 100$$

- The Direct attainment is calculated by percentage of students secured greater than 50% marks in Continuous Internal Assessments and End Semester Examinations. Sum of 30% weightage is taken from Continuous Internal Assessments performance and 70% weightage is taken from End Semester Examinations for each course.
- Indirect attainment is evaluated by considering the Placement, progression to Higher Education and Entrepreneurship using the following formula :

$$\frac{\text{No. of students placed, progressing in Higher Education} \times 100}{\text{No. of outgoing students passed}}$$

Indirect Attainment = and Entrepreneurship

- Average attainment is calculated by taking 80% weightage of Direct Attainment and 20% weightage of Indirect Attainment of each course.
- Weighted contribution of courses outcome in attainment of PO and PSO is assessed by the product of average course attainment and course weightage.

Weighted contribution of course outcome attainment = Contribution of each course X Average attainment of each course

- Final attainment is derived by consolidating the weighted contribution of all courses outcome in each PO and PSO attainment.
- Average of all final attainment of PO and PSO are calculated and record the final attainment.

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

2.6.3 Pass Percentage of students(Data for the latest completed academic year)

Response: 96.67

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 725

2.6.3.2 Total number of final year students who appeared for the examination conducted by the Institution.

Response: 750

File Description	Document
Upload List of Programmes and number of students passed and appeared in the final year examination(Data Template)	View Document
Any additional information	View Document
Link for additional information	View Document
Link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.71	
File Description	Document
Upload database of all currently enrolled students	View Document
Upload any additional information	View Document
Link for any additional information	View Document

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Promotion of Research and Facilities

3.1.1 The institution Research facilities are frequently updated and there is well defined policy for promotion of research which is uploaded on the institutional website and implemented

Response:

The purpose of the Research Policy is to create a vibrant atmosphere for research and thereby motivate faculty members and research scholars. The policy shall serve as an overall framework within which research activities may be carried out with enthusiasm.

- **Undertaking Research :**

Faculty members and research scholars of VLBJCAS are expected to undertake research, leading to quality research publications, paper presentations in National and International Conferences of repute, socially useful outcome and other similar research activity.

- **Recruitment and Promotion :**

VLBJCAS shall recruit such faculty members and researchers who have demonstrable/demonstrated capability in research. Faculty promotion may significantly depend on research undertaken. The quality of research output, especially research publications, may be assessed on the established yardsticks such as Scopus, SCI Indexed / High Impact Factor (IF) which will be revised from time to time. Seed money is allocated for various research activities like applying funding for projects, sanctioned projects and to the faculty members pursuing Ph.D programme. Travelling allowance is also provided to faculty members who have attended research related programmes. The management facilitates official on-duty for the researchers in connection with research projects and presentations.

- **Research Management :**

Overall management of research activities are co-ordinated by the Research Coordinator, Centre of Research (CoR), VLBJCAS under direct supervision of the Principal. CoR Members shall be responsible for overall functioning of research activities. The Minor and Major proposals from staff are submitted to CoR.

- **Research Ethics :**

As per the parent University norms, research ethics has been adopted. Researchers shall strive for honesty in all scientific communications. They shall honestly report data, results, methods and procedures, and publication status. They must not fabricate, falsify or misrepresent data. During the period of research, scholars must not deceive colleagues, research sponsors or the public. The authors are advised to check for **Plagiarism with the aid of free online Plagiarism checker.**

- **Research Incentives :**

The Management provides incentives to the teachers after completion of Ph.D. programmes.

File Description	Document
Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View Document
Any additional information	View Document
URL of Policy document on promotion of research uploaded on website	View Document

3.1.2 The institution provides seed money to its teachers for research (average per year, INR in Lakhs)

Response: 0.49

3.1.2.1 The amount of seed money provided by institution to its faculty year-wise during the last five years (INR in lakhs).

2019-20	2018-19	2017-18	2016-17	2015-16
0.375	0.725	0.54	0.38	0.405

File Description	Document
Minutes of the relevant bodies of the Institution	View Document
List of teachers receiving grant and details of grant received	View Document
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View Document
Any additional information	View Document

3.1.3 Percentage of teachers awarded national / international fellowship for advanced studies/research during the last five years

Response: 1.05

3.1.3.1 The number of teachers awarded national / international fellowship for advanced studies / research year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	3	0	1

File Description	Document
List of teachers and their international fellowship details	View Document
e-copies of the award letters of the teachers	View Document
Any additional information	View Document

3.2 Resource Mobilization for Research

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

Response: 16.57

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

2019-20	2018-19	2017-18	2016-17	2015-16
4.325	6.81	2.185	3.25	0

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by government and non-government	View Document
Any additional information	View Document

3.2.2 Percentage of teachers having research projects during the last five years

Response: 1.95

3.2.2.1 Number of teachers having research projects during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	6	3	2	0

File Description	Document
Names of teachers having research projects	View Document
Any additional information	View Document
Link for additional information	View Document

3.2.3 Percentage of teachers recognised as research guides

Response: 34.62

3.2.3.1 Number of teachers recognized as research guides

Response: 45

File Description	Document
Upload copies of the letter of the university recognizing faculty as research guides	View Document
Any additional information	View Document
Link for additional information	View Document

3.2.4 Average percentage of departments having Research projects funded by government and non-government agencies during the last five years

Response: 15.29

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

2019-20	2018-19	2017-18	2016-17	2015-16
2	6	3	2	0

3.2.4.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
17	17	17	17	14

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document
Paste link to funding agency website	View Document

3.3 Innovation Ecosystem

3.3.1 Institution has created an eco system for innovations, creation and transfer of knowledge supported by dedicated centers for research, entrepreneurship, community orientation, Incubation etc.

Response:

The heart and soul of innovation in education ecosystem is the ability to improve human knowledge base in a structured manner that can benefit students, the discipline and the society. Innovation can be nurtured in an academic environment through all student-centric innovative and extension activities. VLB Janakiammal Arts and Science College has a tie up with P.S.G.R. Krishnammal Arts and Science College for Women where VLB Janakiammal Arts and Science College makes use of the incubation centre of P.S.G.R. Krishnammal Arts and Science College for Women, as there is no incubation centre in VLB Janakiammal Arts and Science College. Besides these, there are various activities conducted to nurture and nourish the minds of youth.

The college promotes and inculcates the spirit of innovation and unquenchable thirst for knowledge in the young minds through academic, research and extension activities. Entrepreneurship Development Cell conducted three entrepreneur awareness camps in the year 2018 in which 100 students actively participated in the camps, majority of students were from science stream. The institution has a dedicated Entrepreneurship Development Cell (EDC) whose prime objective is to nurture the spirit of innovation and entrepreneurship among students and members of teaching staff. The cell is coordinating various activities to promote entrepreneurship and service as a pivotal point for creating entrepreneurial opportunities for the enthusiastic entrepreneurs.

Our Institution has registered in an Institution Innovation Council of Ministry of Education- Innovation Cell in order to promote EDC, IPR, Innovation Cell, and Internship Centre for students and etc.

The College also conducts many innovative lectures and workshops for the students as well as for the staff members. The campus has the laboratories to meet the needs of innovative graduates. The lab provides the students the freedom to brainstorm their ideas. The institution has also a research cell which motivates the faculty members and the research scholars to submit research proposals to funded and non-funded agencies. It guides and motivates the faculty members to face all the challenges and to publish their research work in many reputed journals and conferences of various national and international level. Center of research proposals have been submitted so far to TNSCST, ICSSR, RBI etc.

The Training and Placement Cell actively focuses on giving training to the students in various aspects such as to get selected in interviews, preparing resumes, submitting papers to conferences, guiding towards competitive exams etc. The cell has a well experienced and qualified team to fill the gap between the academics and industries. It also concentrates on industrial visits, research areas and arranging campus interviews. Several workshops and seminars have been organized with the guidance of Placement Cell.

Our Institution encourages the students to transfer their knowledge in writing Tamil poem and Software applications development. Every six months department of Tamil collects the poem and publishes in Panithuli book. Our College has well equipped computer laboratory facilities with various software development tools like Net framework, Java Programming development through Netbeans IDE, and Mobile Application development through Android Studio.

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

3.3.2 Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development during the last five years.

Response: 0

3.3.2.1 Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
List of workshops/seminars during last 5 years	View Document

3.4 Research Publications and Awards

3.4.1 The Institution ensures implementation of its stated Code of Ethics for research through the following: 1. Inclusion of research ethics in the research methodology course work 2. Presence of Ethics committee 3. Plagiarism check through software 4. Research Advisory Committee

Response: A. All of the above

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

3.4.2 Number of Ph.D's registered per teacher (as per the data given w.r.t recognized Ph.D guides/supervisors provided at 3.2.3 metric) during the last five years

Response: 0

3.4.2.1 How many Ph.Ds are registered within last 5 years

3.4.2.2 Number of teachers recognized as guides during the last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.4.3 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0

3.4.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.4.4 Number of books and chapters in edited volumes / books published per teacher during the last five years

Response: 0.77

3.4.4.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
4	11	41	31	14

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4.5 Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or PubMed

Response: 0.88

File Description	Document
Bibliometrics of the publications during the last five years	View Document
Any additional information	View Document

3.4.6 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science - h-index of the Institution

Response: 2

File Description	Document
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View Document
Any additional information	View Document

3.5 Consultancy

3.5.1 Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs).

Response: 5.23

3.5.1.1 Total amount generated from consultancy and corporate training year-wise during the last five years (INR in lakhs).

2019-20	2018-19	2017-18	2016-17	2015-16
1.41	1.85856	1.42	0.380	0.165

File Description	Document
List of consultants and revenue generated by them	View Document
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View Document
Any additional information	View Document

3.5.2 Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs).

Response: 3.38

3.5.2.1 Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0.60237	0.57	0.295	1.2495	0.66257

File Description	Document
List of training programmes, teachers and staff trained for undertaking consultancy	View Document
List of facilities and staff available for undertaking consultancy	View Document
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View Document
Any additional information	View Document

3.6 Extension Activities

3.6.1 Extension activities are carried out in the neighbourhood community, sensitising students to social issues, for their holistic development, and impact thereof during the last five years

Response:

The institution gives equal opportunity in providing knowledge and quality education to the society. The Institution aims at ensuring holistic development of students and creates equitable citizens of our nation and develop students in Emotional Quotient through their interaction with various challenges and hurdles faced by the people in the nearby community and encourage stakeholders to develop their positive attitude towards life, and educates the students in modern outlook without compromising moral, ethical and social values.

The main goal of Extension activity, to make the students understand the realities of the society and become aware of the social issues, enable the students to act as catalysts of social change in transforming the society to become just and humane, provide opportunity to students to learn beyond their classrooms through department actives and Community service clubs.

The VLBJCAS inculcates social value and responsibilities to the faculty members and students by imparting extension activities in the neighborhood for holistic development of the society as a part of department activity. Every departments of the institution have their own department student Associations which play a major role in motivating the students, by conducting technical activities and give importance to societal contribution like cleaning temples through Swatch Bharat scheme, awareness programmes, and teaching grammar to Government school children and distributing paper bags to the public.

The institution encourages creative clubs and has initiated Nammazhvar organic farming club to cultivate the importance of organic farming. It aims to farm in natural methods and focuses to nurse the locally found endangered herbs that are actually a vital remedy for certain diseases. The Community Service Club of the institution has conducted a rally on Eco-Tourism to create awareness among the people about the eco-friendly products. It also conducts Entrepreneurship awareness programmes for the students and aims at shaping the budding graduates to become successful businessmen. All the creative clubs have conducted various Awareness programmes, Rally and Street Play, Mime & Drama on Environment Awareness like car free Sunday and Rally on Voting Awareness.

Extension activity helps the students to develop social values, widespread their responsibilities and knowledge in societal issues and problems by making them to involve with the community people. Students with profound interest attain the social values and responsibility. Has a great impact on developing the communication skills, leadership qualities, teamwork and problem solving ability of the students. It propagates the prevention of dumbness and engrosses in blood donations and also has a separate blood-bank division. On the whole, the college contributes to the holistic development of students and thereby to the progress in building a better nation. The students get hold of social justice, value, responsibility and sustainability.

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

3.6.2 Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government recognised bodies during last five years**Response: 1****3.6.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	1	0	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.6.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)**Response: 127****3.6.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
31	31	25	20	20

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.6.4 Average percentage of students participating in extension activities listed at 3.6.3 above during the last five years**Response:** 72.38**3.6.4.1 Total number of students participating in extension activities listed at 3.6.3 above year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
2295	2119	1566	1327	1560

File Description	Document
Reports of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.7 Collaboration**3.7.1 Number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work****Response:** 138.4**3.7.1.1 Total number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work**

2019-20	2018-19	2017-18	2016-17	2015-16
193	285	74	86	54

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.7.2 Number of functional MoUs with institutions of national, international importance, other institutions, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 111

3.7.2.1 Number of functional MoUs with institutions of national, international importance, other Institutions, industries, corporate houses etc. year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
26	31	16	22	16

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other Institutions etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The vision of the college management is to constantly improve the student's learning environment by providing infrastructure that is on par with the prestigious Institutions in India. The college is actively trying to improve the quality of knowledge which is imparted to the students. Our policy allows us to be flexible and adapt to the current needs of our students. The Institution has a complete land zone of 8.1 acres which is developed with vigorous structures for different scholarly purposes with a plinth zone of 32,809.02 sq.m classrooms with appropriate ventilation, labs, auditorium, Library and so on. Restrooms are provided in every hallway.

The Institution has 3 Academic Blocks ,87 classrooms and 3 Seminar halls with good lighting and ventilation. 25 LCD projectors, 16 printers and 11 scanners are available to enhance the ICT facilities of teaching and learning. English Language Laboratory is well furnished and it helps the students to overcome the barriers with LSRW skills and enables them to enhance their communication skills. Our College has two smart class rooms which are highly equipped.

The College has adequate computation facilities which are connected to the internet and is network linked. It has seven computer laboratories with 557 computers which are connected to the internet and also network linked. Sufficient equipment and machinery are provided in other laboratories for the students to carry out practical courses, projects and research works successfully. There is a full-fledged digital library with 38,373 printed books, 200 printed periodicals (National Journals 79, National Magazines 102, International Journals 16 and Inter National Magazines 3. CDs, 3,772,6,000 plus e-journals and 31,35,000 plus e-books which offers ample opportunities to the students in accessing innumerable e-resources through N-LIST. College Library employs the latest technology in developing resources and provides best learning to the users and it is fully automated.

The Institute has 2 seminar halls and 1 conference hall, where 350 members and 400 members respectively can be accommodated in each. Our Institution has an open air auditorium with the capacity of 3,000 members where important events and competitions are usually held. It gives a variety of exposure to the students in showcasing their talents and helps them to groom their inborn virtues.

The Media and Research lab is equipped with the latest gadgets. It helps the students to perform various lab-oriented practical that enable them to compete with other professionals in the industry. Through this,

Our Institution has an air-conditioned Board Room which is equipped with audio-visual facilities along with recording facility and an excellent sound system which is used for conducting meetings and group discussion, etc. The College has uninterrupted power supply facility with 110 KV UPS and 110 KV Generator.

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

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

Response:

The Institution gives great importance to the holistic development of the students and staff members. In order to achieve this, it has invested in the creation of excellent sports facilities and cultural events and other co-curricular activities.

Sports :

The College gives importance to sports activities and provides a number of opportunities for the students in different sports and games. Our College has a sports ground which is spacious enough to conduct Handball, Volleyball, Athletic events, Yoga classes and NCC activities. There is a sports room with adequate furniture for storage of sports equipment. The college conducts Outdoor and Indoor sports. Outdoor sports like Volleyball, Football, Basketball, Handball, Kho-Kho, Kabaddi, Cricket and Badminton are conducted and Indoor sports like Table tennis, Chess and Carom are conducted in our premises.

Available Sports facilities in Number :

Sports Facilities	Number	Area		Year of Establishment	User Rate/Day
		Length	Width		
Football Field	1	44 m	25m	1991	48
Cemented –Cricket Pitches	1	40m	3.75m	1991	44
Basketball Court	1	28m	15m	1991	30
Gymnasium	1	1237Sq.Ft		1991	60
Throwball Court	1	22m	16m	1991	40
Badminton Court	1	13.4m	6.1m	1991	24
Carrom Board	3	6.30m	5.45m	1991	24
Chess Board	10	6.30m	5.45m	1991	40
Kho-Kho Court	1	29m	18m	1991	40
Table Tennis Table	1	6.30m	5.45m	1991	24
Kabaddi Court	1	15m	11m	1991	30

Volleyball Court	1	24m	15m	1991	30
Handball Court	1	44m	25m	1991	34

Gymnasium :

The College maintains its own fitness centre which includes Multistation Gym, Treadmill, Bench press, Dumbbells, Bodyweight exercises, Gym ball exercises / Swiss ball exercises, Resistance band exercises, Resistance machine exercises and Stretching exercises.

Yoga Classes :

The Significant importance is given to all our students in the form of Yoga right from their inception into the program. There is a consistent positive change in their behavioral pattern which in turn influences their studies in a prospective way. Yoga and Meditation classes are conducted to help the students to realize their 'self' and to achieve 'inner peace'. The Institution takes pride in celebrating 'International Yoga Day' involving the student community as a mark of enhancing physical and mental fitness.

Cultural Activities :

Our Institution provides a multitude of extracurricular activities to enrich student lives beyond academics. In order to enhance the extracurricular aspects of the students, we provide a big auditorium, band system, and audio system for them. Cultural events help the students to understand, accept and value the diverse backgrounds of the society. As an organizer or a participant, a student will get to witness a gamut of challenges and benefits. They acquire the event management skills and understand the importance of teamwork and also exercise responsibility. It provides an ample opportunity to them for testing their artistic and cultural talents.

Open air Auditorium :

Our college has an open air auditorium which can accommodate around 3,000 people wherein important events and competitions are usually held.

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

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 25

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

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

Response: 38.15

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

2019-20	2018-19	2017-18	2016-17	2015-16
112.50	52.39	170.70	173.67	116.19

File Description	Document
Upload Details of Expenditure , excluding salary during the last five years	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document
Link for any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

1. Name of the ILMS software : **AUTOLIB**
2. Nature of Automation : **Library is a Fully Automated**
3. Version : **5.0**
4. Year of automation: **2014**

The Library came into being along with the establishment of the college. It organizes and disseminates information and also provides quality Library services to its user's effectively and efficiently. The total area of the Library is of 5340 Sq.Ft and 150 seating capacity. It is well stocked and presently has a collection of over **38,373** volumes on different subjects. The Library also subscribes about **200** National

and International journals. All Prominent National Dailies are also subscribed in the library. The College Library is fully automated and provides user services through computer.

OPAC (Online Public Access Catalog) :

OPAC is a Computer based and supported library catalog designed to be accessed through huge pathway so that library users may directly and effectively search for and retrieve bibliographic records without the assistance of a human intermediary such as specially trained member of the library. Through this, our Students, Faculty members could check the availability of books in the location and also they could check the borrowed books and its due dates at our digital library. Our Institution has an Autolib Automation which includes the following features that are monitored by the Library staff members.

- Simple, clear interface for Librarians and members (patrons)
- Union catalogue facility
- Customizable search
- Circulation and borrower management
- Serials system for magazines or newspapers
- Accessible from any web enabled computer
- Powerful self-service tools for patrons
- Acquisitions, cataloguing, authority control, serials etc.
- Easy to create records from scratch or download records from free sources
- Customizes record types and locations to match the needs of the users
- Full utilization of record with data
- Books can be renewed through OPAC
- A powerful full-featured search engine & scalability of records can be obtained.

Varies types of reports can be generated with the use of above mentioned software which is useful for various committees and inspections from time to time. Book database is also created along with user's database.

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

4.2.2 Institution has access to the following: 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Details of subscriptions like e-journals, e-books , e-ShodhSindhu, Shodhganga Membership etc	View Document

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

Response: 3.78

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

2019-20	2018-19	2017-18	2016-17	2015-16
3.33	4.83	4.69	3.39	2.66

File Description	Document
Details of annual expenditure for purchase of and subscription to journals/e-journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

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

Response: 27.17

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

Response: 667

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

4.3 IT Infrastructure

4.3.1 Institution has an IT policy covering wi-fi, cyber security, etc., and allocated budget for updating its IT facilities

Response:

- The College has well developed IT facilities accessible to both staff and students. College aims at providing the futuristic facilities to its students so that they can utilize these resources to reach greater heights.
- The College has Cyber Security for all the computers with the help of Firewalls that are used for both software programs and hardware components which preserve the usage with security and carefully from unauthorized network or from the external network. It is also made sure by the admin co-coordinator that the Firewalls is renewed every year.
- It helps the computer to safeguard from downloading unwanted websites and also it acts as production of the computers not allowing the virus to be damaged.
- The college has 7 Computer Laboratories, 15 Other Laboratories, Digital Library, Seminar Hall, Conference Hall and smart classrooms with 492 computers, 20 staff rooms with 20 computers, Office of Controller of Examinations and Administrative Office with 45 computers. All are provided with internet facilities.
- The College had existing stock of 490 systems in the year 2014-2015 which was further upgraded with 510 systems in 2015-2016,528 in 2016-2017,531 in 2017-2018 ,557 in the year 2018-2019 and 557 in the year 2019-2020.
- In order to provide good internet access, 6 Mbps which was provided in 2015 to 2016, was upgraded to 8 MBPS in 2016-2017 and now it has been upgraded to 50 Mpbs in 2018-2019.
- The Wi-Fi facilities have been provided from the academic year 2016-2017 with 2 Mbps which has been upgraded with 10 Mbps in the current year for both students and staff members.
- Audio-video materials uploaded in Labs for the students to enhance their communication skills.
- There is a full-fledged digital library which offers ample opportunities to the students in accessing innumerable e-resources through, N-LIST. It also provides audio- video materials to develop communication skills of the students.
- Subscription of the N-LIST is renewed every academic year to ensure the students to access e-resources.
- The marks attained by the student after every examination was updated manually and maintained records by all the departments earlier. Currently an automated system has been introduced where marks can be updated and through which it allows the students to review their marks with their register number online through our website.
- Information about upcoming events is also available on the website. It included the time and date along with details and event. All the events uploaded with the photographs and minutes of the event for easy access. It also helps parents to be aware of the college programs.
- The college has a unique website that provides all the necessary information needed. The IT facility is revamped at regular intervals to maintain a seamless connectivity.
- The college has 87 classrooms and 2 Seminar halls and 1 Conference hall that are enabled with LCD facilities along with Wi-Fi/LAN facilities.
- Every year, the college has allocated budget for updating its IT facilities.

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

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

Response: 5:1

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

4.3.3 Bandwidth of internet connection in the Institution.

Response: 750 MBPS

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

4.3.4 Institution has the following Facilities for e-content development

1. Media centre
2. Audio visual centre
3. Lecture Capturing System(LCS)
4. Mixing equipments and softwares for editing

Response: A. All of the above

File Description	Document
Upload Additional information	View Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage expenditure incurred on maintenance of physical facilities and academic

support facilities excluding salary component during the last five years**Response:** 66.64**4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
376.40549	378.59444	341.07221	456.07041	308.15202

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts	View Document

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

VLB Janakiammal College of Arts and Science ensures the availability of latest equipments and up-to-date infrastructure in the institution. There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities including all sorts of equipments.

First the proposal is submitted and then it's evaluation is done by the college office. It must get the approval by the principal and then quotations are invited. After the approval of the management the required item is purchased and entered in the stock register.

At the end of financial year, stock verification is also done by the internal audit. The same process is done for repair, writing off or repurchases every year. The college Administrative Officer through Maintenance Officer, Project Manager, Transport Officer, Purchase Officer and System Administrator regularly monitors and supervise the available infrastructure to ensure its upkeep, repair and other maintenance.

Library Maintenance Policy :

- VLBJCAS has Central Library along with Departmental Libraries.
- The librarian and his crew regularly monitor the condition of the library stock; maintain rare books collection, issue and maintenance of the books.
- Librarian monitors all the purchase related to library. The requirement and list of books is taken from the concerned departments. The finalized list of required books is duly approved and signed by the Principal and Management is submitted to Administrative Officer for further execution through Purchase Officer.

- Suggestion note is kept inside the reading room to take users feedback which helps a lot in introducing new ideas regarding library enrichment.
- To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
- The maintenance of the reading room and stock verification of library books is done regularly by library staff.
- The revamping of works are conveyed to the Administrative Officer who assigns the works either to Project Manager or to the Maintenance Officer as per the demands.

Computers and Laboratory Maintenance :

- Centralized computer laboratory is established to enrich the students with Internet and WIFI enabled campus.
- Regular maintenance of Computer Laboratory equipments are done by System Administrator along with Lab Programmers as implemented by Administrative Officer.
- Updating of software is done by System Administrator as per the requirements from various departments.
- Lab programmers are directed by System Administrator in the process of maintaining and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.

Classroom Maintenance :

- VLBJCAS has high-quality infrastructure which facilitates better instruction, improves student outcomes, and reduces dropout rates, among other benefits.
- At the departmental levels, HOD's have to submit the requirements to Administrative officer through Principal, regarding classroom furniture and other requirements related to the department and class rooms..
- As the Management is much concerned with Student's well being, the maintenance and minor repair of furniture and other electrical equipments is done without more ado by Maintenance Officer through carpenter or electrician.
- Maintenance Officer supervises, directs, assigns and evaluates the daily work to sweepers and trains the employees in work procedures and safety practice.
- Sweepers are well equipped with modern tools of cleaning such as mops, gloves and vacuum cleaner while cleaning the class rooms and the uncarpeted areas in the premises.
- Sweepers are asked to report the defects and hazards immediately to the Maintenance Officer which will be discussed with Administrative Officer for their betterment.
- A complaint register is maintained in office in which students as well as faculty can register their problems which are resolved within a set time frame.
- Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Maintenance Officer through Sweepers and Gardners respectively at regular intervals.
- Fire extinguishers have been installed at identified locations.

Sports Infrastructure Maintenance:

- **VLBJCAS aims to develop the overall personality of the Students through Sports and Physical Activities.**
- Sports policy of VLBJCAS is "To Develop Healthy Mind in Healthy Bodies"

- Physical Director monitors all the purchase related to Sports. After discussing with Assistant Physical Director ,the requirement and list of sports item is noted as per the needs. The finalized list of required sports item is duly approved and signed by the Principal and Management is submitted to Administrative Officer for further execution through Purchase Officer and Maintenance Officer.
- With the able and conscientious supervision of the Physical Director, the college acquires a very spacious playground, which can easily accommodate 600 to 700 players at a time.
- All the requirements are conveyed to the Administrative Officer who assigns the works either to Project Manager or to the Maintenance Officer as per the demands

Transport Maintenance Policy :

- Transport manager is responsible for directing, coordinating, planning and overseeing tasks and operations within an organisation involving transportation activities.
- The Transport Manager plays a crucial role in the overall planning and management of the bus routes, scheduling and vehicle maintenance.
- The Transport Manager inspects the buses frequently and report the same to the Management through the Administrative Officer.
- The Transport Manager is responsible to produce the list of required equipments to the Administrative Officer for further execution through Purchase Officer.
- The finalized list of required item is duly approved and signed by the Principal and Management is submitted to Administrative Officer for further proceedings.

Transport Manager plans, organizes and manages the work of his subordinate staff to ensure that the work is accomplished in a manner reliable with organizational requirements.

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

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 2.66

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
44	39	28	104	129

File Description	Document
upload self attested letter with the list of students sanctioned scholarships	View Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

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

Response: 8.05

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
235	265	278	151	37

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freships besides government schemes in last 5 years	View Document
Institutional data in prescribed format	View Document

5.1.3 Following Capacity development and skills enhancement activities are organised for improving students capability 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. Awareness of trends in technology

Response: A. All of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefited by career counseling and guidance for competitive examinations offered by the Institution during the last five years.

Response: 67.99

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

2019-20	2018-19	2017-18	2016-17	2015-16
2073	2022	2363	893	880

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases 1. Implementation of guidelines of statutory/regulatory bodies

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

Response: A. All of the above

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

5.2 Student Progression

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch).

Response: 5.47

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 41

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

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

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 355

5.3.1.1 Number of awards/medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be

counted as one) year - wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
120	99	65	40	31

File Description	Document
Number of awards/medals for outstanding performance in sports/ cultural activities at inter-university / state / national / international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The college creates a platform for the active participation of the students in various academic and administrative bodies. This empowers the students adopt rules and regulations, learn execution skills and gain leadership qualities.

“Manavar Mandram”, The Student council of VLBJCAS comprises of Chairman, who is chosen amongst the final year students and a Secretary from the Second year. They are nominated on the basis of academic performance and percentage of attendance gained in their previous semesters. Possessing good communication skill is also a criterion for selecting the representatives. Gender Equity is considered as an important component at the time of their selection. Representatives from Department association, Placement, and Sports committee act as members of the council. The council is monitored by senior faculty members. The student council is responsible for the smooth conduct of various events by the department and the college on the whole.

- **Department Association :**

Every Department has an Association in which a group of elected and volunteer students work together within the framework to assist in Department affairs. The main purpose of this Association is to help the department in coordinating all the events related to academics and other co-curricular and extra - curricular activities.

The Department Association comprises of a Staff Co-ordinator - the senior faculty member from the Department, Chairman from final year, Secretary from second year and Joint Secretary from first year classes. The Office bearers assist the department in day to day academic activities, organizing Guest lectures & Workshop, Inter / Intra –Department competitions etc.

- **Placement Committee:**

Placement is a crucial interface between the stages of completion of academic program of the students and their entry in to the suitable employment. The placement related activities, at the Institute, are carried out by Placement committee – it comprises of Placement coordinator for the overall institution, faculty members from various departments and Student representatives from various branches who are in their final year of study. These student representatives are appointed as placement in charges of their respective class. The student representatives assist the Placement Cell in communicating the placement details, conducting the interview, Collecting and Distributing the appointment letters.

- **Sports Committee :**

The Sports Committee comprises of Director of Physical Education, Assistant Physical Director, and student representatives from Postgraduate Streams who act as overall in-charge, Final year Undergraduate student as Captain, and Second year student as Vice-captain and sports students from various departments. The Student representatives of sports committee assist in Conducting Intra mural activities, Organising Tournaments, Enrollment of students in concerned sports and games, Organizing Staff sports, Training and coaching in sports competition, Annual sports meet, and Inter - school Football Tournament.

Thus, Student Council of VLB JCAS enhances the opportunities for students to experience leadership and encourages a fair and cordial relationship among students, faculty and community on the whole. It has also shown an active participation along with the college management for enhancing the quality of the institution.

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

5.3.3 Average number of sports and cultural events / competitions organised by the institution per year

Response: 5.2

5.3.3.1 Number of sports and cultural events / competitions organised by the institution year - wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
3	4	8	6	5

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association / Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services.

Response:

The Alumni Association plays a significant role in the institution. The institution nurtures the Alumni Association to facilitate alumni to contribute significantly to the development of the institution. The purpose behind establishing the alumni association is:

- To encourage, foster and promote close relations among the alumni themselves,
- To guide and assist Alumni who have recently completed their courses,
- To utilize the experiences of old students and
- To get the valuable advice of the Alumni in the overall development of the college.

The College Alumni Association comprises of Chairman, Vice-Chairman, Secretary, Joint Secretary and 2 Executive Members. The members of Alumni Association meet at regular intervals with regard to the college development. The alumni help the institution in non-financial terms through alumni interaction programs. The alumnus acts as a member in the Board of Studies and they give their valuable inputs to frame the syllabus.

They assist current students and alumni in career planning, placement and transitions.

- Department of B.Com (CA) organized alumni interaction on Awareness on TN Police jobs, Government Jobs Awareness, Orientation in Public Service Sectors and Training in auditing process.
- Department of Catering Science and Hotel Management conducted alumni interaction on Career in House Keeping, Career in Food and Beverage Service.
- Department of Computer Science organized the interaction programs on Career Guidance and conducted Motivational Activities.
- Department of Computer Application-PG organized alumni interaction on Career Guidance.
- Department of B.Com. Organized alumni interaction programs and the alumni made discussions on scope of commerce in today's corporate world and Job Prospects in IT sectors.
- Department of M.Com. conducted interaction programme on techniques to crack Competitive Exams.
- Department of Management, organized program on Time Management, How to Market Yourself and Change Management.
- Department of B.Com. (CS & IT) conducted a program on Current Scenario in Corporate Sector,

Expectation from BPO Sector, and Recent Trends in BPO.

- Department of IT & CT conducted Alumni interaction programme and discussed regarding Current trends in Cyber security, System Analysts role in software Development, Maintenance of quality control standards in IT industry, Importance of communication skill, Business Development Strategies and Leadership Skill
- Department of Mathematics conducted alumni interaction Programs and the alumni shared their views on Reasoning and Aptitude.

The alumni are an asset to the organization, and their contributions and involvement significantly increases the reputation of the college. Alumni encourage the students in their career opportunities. They help the placements of the students. Alumni give awareness to the students regarding the corporate sector. Thus the alumni of our college bring glory to the college through their positive energy and hard work. They enormously support the college with fullest effort.

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

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

Response: E. <2 Lakhs

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Response:

Vision

Accomplishing excellence in academic and holistic development by fostering values and commitments.

Mission

- To inculcate knowledge and empower the younger generation,
- To provide a rigorous education in principles of Arts, Science and Commerce education and to provide broad knowledge of the fundamentals,
- To Equip students with transferable skills—critical thinking, communication, and complex problem solving skills—that are needed to adapt and succeed in a rapidly evolving world,
- To develop skills that will enable graduates to become leaders in and make significant contributions to their chosen profession and to the social environment in which it functions, and
- To instill in our graduates the highest ethical standards and sense of professionalism, cultivating curiosity in the arts, sciences and humanities and providing the background and encouragement necessary to support lifelong learning.

Description of Vision & Mission :

Our mission statement clearly defines that college addresses the needs of the society, which helps to have continuous improvement in the values, knowledge and the society in all aspects.

- Institutional growth on physical, human and financial resources.
- MoU and linkages with prominent industries.
- Knowledge of students is upgraded with participative classroom learning, in-house training sessions, outbound trainings and value education to achieve required quality in education.
- Online resources, an excellent library and laboratory facility is provided to students to acquire global competitive edge.
- Corporate interaction, national level seminars, guest lectures and academic meets is regularly organized for the students to get acquainted with current trends in their area of specialization to ensure their employability.
- Regular faculty development programmes are organized in order to enhance teaching and research skills of teachers.
- Curriculum is continuously reviewed and updated to serve immediate needs of the society.

The nature of governance, perspective plans and participation of the teachers in the decision making bodies.

· The leadership in the Institution is through an organizational structure framed with Ordinances of the University, created under the State Government Act of Tamil Nadu and with Vision Mission of the College.

The various bodies of the Institution are formed through policies, regulations and guidelines framed by the Institution. University Regulations and Policy Guidelines are the basis through which all the academic, research and administrative activities are planned, implemented and monitored, thus ensuring continuous quality improvement.

- The Management at VLBJCAS includes Chairman, CEO & Secretary, Principal, Heads of the Departments, Faculty members of the Departments.
- The Principal directs the College in execution of its Vision and Mission, and guides the faculty members at all levels.
- The faculty members are designated to various statutory bodies and committees of the Institution wherein they are involved in the development and decision making of the management system at various levels.
- The Principal ensures that the Academic and Administrative procedures are monitored through regular ISO audits by the committee members.

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

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

Response:

To ensure Institution's management system development and continuous improvement various committees and boards are formed.

Principal is the chairman for all the academic activities of the institution. He provides a climate necessary for the intellectual pursuit of staff and students. He plays a vital role in motivating the teachers and the taught to scale greater heights. Principal has freedom to ensure the effective functioning of the college. He keeps the Secretary informed of matters – both general and financial. His leadership includes:

- Planning and executing academic programs.
- Framing Strategic Plan.
- Guiding teaching and Non- teaching staff.
- Monitoring the discipline of students.
- Facilitating co-curricular & extracurricular activities and extension services.
- Representing College in academic bodies – UGC, AICTE, NAAC-IQAC and Affiliating

University.

- Statutory and Non-Statutory bodies.
- Conducting examinations and publishing results in time.
- Interaction with stake holders.

The College has a well laid down structure supported by qualified and competent teams. The Institution practices decentralized and participative management approach in all its activities, initiatives and decision making by involving HODs and faculty members at all levels. The committees review the progress in various functions and accordingly take necessary timely action for ensuring excellence in respective areas.

A Case Study on Process of Curriculum/ Programme Review :

The process of curriculum/programme review was established in consultation with the subject matter experts who have demonstrated experience in developing or implementing similar educational processes. The feedback on curriculum is collected based on nine stage mechanism from the subject experts, industrialists, students and alumni and the same will be discussed and updated based on the suggestion given by the members of board of studies to enrich the curriculum.

Steps in Curriculum/Programme Review Process :

- Various Stakeholders' participation in the assessment process.
- Constitution of the Curriculum Development Committee for the review and development of the courses and programmes as per the Industrial requirements.
- Constitution of Advisory Body, Board of Studies and Academic Council.
- Approval of Course Curriculum, Programme structures for the Academic Council.

The details of the process are given below:

The Institution identifies eminent experts to integrate their feedback while defining curriculum/programme. The stakeholders are:

- Faculty members
- Students
- Industry experts
- External subject experts
- Experts from research organizations
- Alumni

A Case Study on Process of Panels for decision making in regard to the functions of the organization/Programme Review :

A Panel of Faculty members are appointed in duties to the college Festival Celebrations, Club Activities, Inter departmental Competition, Seminar ,Conferences and Workshops. A core and an executive committee are constituted by the principal and co-coordinator of the program to execute the process. The Principal will be the Convener of the Panel.

Steps in Programme Review Process :

- Allocation of Duties will be in regard to Reception & Rangoli , Stage Management & Arrangement, Hospitality of the Chief Guest, Discipline Committee, Master of Ceremony and Cultural Coordinators.

File Description	Document
Any additional information	View Document
Link for strategic plan and deployment documents on the website	View Document
Link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The Strategic Plan provides a comprehensive road map that will lead the college forward for the next five years—serving as a blueprint for our future, supporting the college mission, vision and values and ensuring the success of our students. The Institution has framed Strategic Plan for the improvement in the key areas of Education, Human Resources Organization and Infrastructure.

The Strategic goals framed in Education is to improvise the learning outcomes of the students, to provide value added courses, The Strategic goals framed under the head Human Resources Organization is to Upgrade the faculty members to current global practices, Encourage and support faculty members to pursue Ph.D, Improving institutional information management through E-Governance, to collaborate with industries and sign MoU.

The Strategic goals framed under the head Infrastructure is to improve infrastructure parallel to introduction of new courses, to create a relaxing zone with the improved provision of landscaped areas, cafeteria, indoor sports facilities’.

Activity : 01 - To collaborate with Industries and sign MoU

Memorandum of Understanding is an official partnership signed among companies, organizations with our Institution. The purpose of MoU is to have mutual intentions to jointly work on projects required for industries and research needs with learned faculty of good industrial experience and promising students.

During the academic year 2019 -2020 the college has signed 26 MoU’s to organize Workshops, Guest Lectures and to design Curriculum. The College has signed an MoU with OSRAD Institute of Grammer and Communication to conduct workshop on Voice and Reported Speech to develop the communication skills of the students.

During the academic year 2018 -2019 the college has signed 31 MoU’s to organize Guest Lectures, to

arrange ODC for the students, to give orientation on Entrepreneurship guidance for the students, to provide Live Project training for the students and Placement Opportunities for the students.

During the academic year 2017 -2018 the college has signed 16 MoU's to organize Workshops and Guest Lectures and to organize Certificate Courses and to provide internship opportunities to the students. It has also been signed for enriching the curriculum.

During the academic year 2016 -2017 the college has signed 22 MoU's to organize Workshops Guest Lectures and to organize Certificate Courses and to provide internship opportunities to the students. During the academic year 2015 -2016 the college has signed 16 MoU's to organize Workshops , Guest Lectures and to organize Certificate Courses and also to provide internship opportunities to the students. The college has signed a MoU with The Institute of Cost Accounts of India during the academic year 2015-2016 to organize guest lecture related to Professional Courses and Recent amendments in Taxation.

The main purpose of signing such MoU is to bridge the gap between academia and industry. Thus MoU brings more opportunities and benefits to the students community and helps them to get better placement opportunities.

File Description	Document
Any additional information	View Document
Link for Strategic Plan and deployment documents on the website	View Document
Link for additional information	View Document

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

Response:

The VLBJ Trust, comprises of the Chairman, CEO & Secretary and Principal in the top layer in the organogram of the Institution. The board manages the affairs of the institution through planning and supervision. It sets direction for the whole institution and provides a framework for implementation.

The Governing Body is the statutory decision making body of the college, wherein the members of the Board of Management have adequate representation. The Governing Body approves a quality strategy and sets a framework for the smooth running of the college and meets the needs for which it has been set up and remains solvent.

The Governing Body meets twice a year to deliberate on the activities and approves the minutes of the bodies which has been reported to the Governing Body. In this way, minutes of the Academic Council, budget proposals of the Finance Committee and new initiatives for the future are presented here for approval.

The Governing Body also discusses the academic performances of the students including the result analysis and provides specific instructions for further improvement if needed. Based on the directions received from the Governing Body, the Principal, in consultation with the Chairman and CEO and Secretary of the College, manages the day-to-day affairs and deals with problems that might arise. It is the practice of the institution to delegate the decision making powers to various levels in the organizational hierarchy to foster decentralization.

The College comprises of Vice Principal, IQAC Co-ordinator, Controller of Examinations, Office Superintendent, Administrative Officer, Maintenance Officer, System Administrator and Transport Officer to shoulder the administrative responsibilities entrusted to them by the Principal. The HODs play a pivotal role in the micro-level management of the departments on academic matters. The members of faculty play a crucial position in the structure of organogram, for they directly deal with the students and are responsible for the implementation of the decisions made at different levels.

The Administrative officer of the college reports to the Secretary on administrative matters in consultation with the Principal. The various centres and service units of the college report to the academic head of the institution, namely, the Principal.

The functional Heads, Librarian and the Physical Director report to the academic head of the institution, namely, the Principal. The organizational structure facilitates a hassle free, two-way communication and grievance handling mechanism necessary for effective functioning of the college.

The faculty members are recruited by following standard procedure based on recommendations from governing council. The candidates are explained about their recruitment policies such as working hours, probation, promotion, leave and PF benefits.

Grievance Redressal Committee is formulated in accordance with the College norms. This committee periodically meets the students and addresses their grievances. The committee looks into the difficulties of the students, works on the redressal and prepares a report on the rectification of the complaints.

File Description	Document
Any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

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

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development/ progression

Response:

- **Provident Fund :**

The Institution pays PF to the Teaching and Non-teaching staff members as per the statutory norms. The primary purpose of the PF is to help the staff members save a fraction of their salary every month so that it can be beneficial in an event that the employee is temporarily or no longer fit to work or at the time of retirement. Employers and employees both contribute @12% of wages in contribution accounts.

- **Group & Medical Insurance :**

The College provides medical insurance under The New India Assurance. Insurance is provided to the employee, as the premiums are employer-paid. Each of these plans begins on the employee's date of appointment.

- **Educational Fee Concession for wards of the Non- Teaching Staff Members :**

As per the resolution made in the meeting, the Management has decided to provide concession in tuition fees to the wards of the non-teaching staff. The amendment is owing to the tenure, financial viability and financial health of the non-teaching staff members.

- **Teaching and Non-Teaching Staff Members are provided with Uniform by the Management :**

Teaching and Non-Teaching staff members are provided with uniform. This could promote a sense of belonging at college and help them to build a better relationship with students on the campus as it would show professionalism and set a good role model for students regarding the uniform standards.

- **Gymnasium Facilities are provided for the Faculty Members.**

- **Financial assistance to attend international and national conference :**

The college provides financial assistance to support the members of faculty to attend and present papers in international and national conferences which are organized by other colleges.

- **Seed money is given to faculty members to take up research projects :**

The college provides seed money for research projects to faculty members and encourages them in doing major and minor projects for ICSSR and NCERT. This in turn benefits the members of faculty academically.

- **Transport facility is given to all the faculties at the Concessional rate :**

College is running bus services from different locations for faculty members hailing from different locations around the city. This will make them feel hassle-free from driving or taking a public transport system.

- **The management attends to the financial needs of the non-teaching staff members by providing financial assistance through advance amount :**

The management provides facility for non-teaching staff members by providing advance from their salary during critical situations.

- **Avenues for career development/progression :**

The College provides facilities of Research Lab, Library Books to prepare for the competitive exams and to enhance the career of the faculty members in the college.

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

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

Response: 29.18

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

2019-20	2018-19	2017-18	2016-17	2015-16
32	40	58	34	28

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

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

Response: 7.4

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

2019-20	2018-19	2017-18	2016-17	2015-16
5	14	5	8	5

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	View Document
Reports of Academic Staff College or similar centers	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for additional information	View Document

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

Response: 6.04

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

2019-20	2018-19	2017-18	2016-17	2015-16
11	8	2	1	16

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

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal and External audit is carried out by the institution periodically. The accounts Department maintains all the accounts related documents. Internal accountants verify the books every day.

Internal Audit:

Internal auditing provides insight into the Institution culture, policies, procedures and tools. The important **role** of an **internal audit** is to provide an independent assurance that an organization's risk management, governance and **internal** control processes are operating in an effective manner.

The board and management cross check by verifying internal controls such as operating effectiveness, risk mitigation controls and compliance with any relevant laws or regulations.

An Internal auditor is deputed by the management to carry out the internal audit periodically. The Documents related to accounts are maintained by the Accountant. The accounts related documents are audited regularly and annual internal audit report along with physical verification report is submitted by the Internal Auditor.

External Audit:

An external audit process ensures that an institution's internal controls, processes, guidelines and policies are adequate, effective and in compliance with governmental requirements, industry standards and company policies. This type of **audit** is most commonly intended to result in a certification of the financial statements of an entity and ensures that reporting mechanisms prevent errors in financial statements.

Once a year, the External Audit is carried out. An external auditor performs an audit, in accordance with specific laws or rules, of the financial statements of the institution. An external auditor identifies the risks associated with a business and responds to such risks by designing and performing audit procedures to

obtain sufficient and appropriate audit evidence based on the audit opinion.

The External auditor provides the inputs as per the statutory requirements, and based on the input from the External auditor, necessary changes are incorporated. The annual income and expenditure are submitted to a statutory Auditor every financial year for the external audit and audit objections, if any, are promptly attended to and settled smoothly under the guidance of the Internal Auditor within the stipulated time. Relevant documents are submitted to clear certain objections. The rest of the objections are withdrawn when the college promises to submit required records during the subsequent audit; errors found are analyzed and fixed instantly.

The audit queries and objections are rectified in the shortest possible time. Based on the audit report remedial actions are performed within one week and completed within the prescribed time. The details of the financial audit conducted for the past five years are as follows:

- Audit of accounts of VLBJCAS for Academic Year 2019-20 was done in August 2020.
- Audit of accounts of VLBJCAS for Academic Year 2018-19 was done in September 2019.
- Audit of accounts of VLBJCAS for Academic Year 2017-18 was done in August 2018.
- Audit of accounts of VLBJCAS for Academic Year 2016-17 was done in July 2017.
- Audit of accounts of VLBJCAS for Academic Year 2015-16 was done in September 2016.

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

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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

Response:

The funds for the institution are mobilized through the following sources:

- Students Tuition Fees
- Funding projects from Government
- Contributions from Non-Government Organizations
- Consultancy Projects
- Fund Mobilization through Alumni

Strategy for Fund Mobilization and Utilization:

Tuition Fees: The College believes that the holistic development of the students is possible through a suitable curriculum and effective student-centric learning. Learning methodologies such as experiential learning, participative learning and problem solving methodologies are adopted by the institution to enhance the learning experiences of the students.

Through student centric learning, there is a great demand for the programmes offered in the College and reflected in the admission. The nominal tuition fees are collected from students and quality education is offered to needy students. The funds generated through tuition fees are utilized in generating the salary for teaching faculty, non teaching faculty and attenders. The remaining amount is utilized for upgrading the infrastructure of the institution.

Funding Projects: The institution identifies various funding schemes announced by the Central/State Government, UGC, DST, and other organizations, from time to time through their communications, website notification and newspaper advertisements.

The center of research committee initially collects the requirements submitted by the Departments and with the consent of Principal drafts the technical and financial proposal for UGC or any other Government funding agencies.

The grants aim to help the teachers to increase the quality of science education and promote interest in students. The Institution's goal is to support rigorous, intellectually ambitious and technically sound research that is relevant to the most pressing questions and compelling opportunities in education.

The proposal will be sent to the funding agency for evaluation. Faculty members are motivated to apply for research projects from UGC, ICSSR, DST, etc. in order to get funds to enhance the quality of teaching and learning. 13 projects have been approved and a sum of Rs.16.57 Lakhs has been sanctioned towards the funding projects. The grants received are allocated to the concerned Departments for the purchase of laboratory equipment, books and journals.

Non Government Organization: Funds are also received from non government organizations. One of the organizations which have provided funds to the Institution is SHANTHI SOCIAL SERVICES A Registered Public Charitable Trust, which provides quality services in education, medical and other sectors. It has sanctioned Rs.1.5 lakhs in the academic year 2017-18, Rs.1.5 lakhs in the academic year 2018-19 and Rs.1.5 lakhs in the academic year 2019-20. The funds are utilized for student's scholarships.

The funds have benefitted around 45 deserving students in these two years.

Consultancy: The faculty members apart from teaching also do offer their services towards consultancy for various industries. Consultancy services are offered for twenty eight projects and the revenue generated through these projects is Rs.4 .96 Lakhs.

Fund Mobilization through Alumni:

Alumni members are motivated to contribute to enhance the learning infrastructure facilities. During the assessment period, totally Rs 3, 73,750 has been contributed by the alumni, which enable our institution to upgrade the facilities to offer the quality education.

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

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of – Incremental improvements made for the preceding five years with regard to quality (in case of first cycle) Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)

Response:

The IQAC of the College plays a vital role in institutionalizing quality assurance strategies through varied means. The Management tracks the activities and evaluates the decisions made by IQAC.

Practice -01 :

During 2015-2016, the cell recommended to motivate faculty members to apply for funding projects. These projects will help promote the teachers' personal growth as they will be able to pursue research in varied subjects of their interest. The students will also get benefitted through the exposed teachers. It will boost innovation in institutions of higher education.

Practice -02 :

During 2015-2016, the IQAC cell had suggested to organize Faculty Development programmes, Professional Development Programmes for the benefit of the teaching and non teaching members.

The Program provides opportunities for faculty to reflect on current knowledge about the practice of effective teaching and learning through dialogue, assessment and research.

- During 2019-2020, 2 NAAC orientation meeting and an Internal FDP, 3 PDP was conducted.
- In 2018-2019, 3 staff orientation programs & 8 PDP were conducted.
- During, 2017-2018, 1 staff orientation program, 3 PDP and 1 FDP was conducted.
- During 2016-2017, 1 FDP & 6 PDP were conducted.
- During 2015-2016, 1 staff orientation meeting, 1 FDP & 3 PDP were conducted.

Incremental improvements made for the preceding five years :

Academic measures:

- The Initiative is taken to prepare staff for ICT based teaching technologies for which periodical trainings were given for teaching, software and research.
- The curriculum was further strengthened adding courses to promote employability, entrepreneurial potential, skill development and social orientation.
- Teaching learning approach: To provide an opportunity to students to develop inter-disciplinary skills Value Added courses were introduced.
- Departments have signed MoUs with industry to increase industry interface.
- The Library is fully automated with AUTOLIB technology and is updated to access online resources such as e-books, e-journals, NLIST and NDL subscription.

Administrative measures:

- ICT infrastructure is updated with higher connectivity and more WiFi access points.
- The College took a leap to an E-governance mode of administration, students support through a unique ERP system BRAINSTEM and in Examination through Coxco software.
- Financial Support is provided by the College for the Staff to attend Seminars, Conferences, Workshops at Regional, National and International Levels and to present papers.
- Fees concession for meritorious students and fee waived for sports students.
- Construction of open air auditorium to conduct functions.
- Purchased computers, lab equipments for visual communication, Electronics and Communication and Costume Design and Fashion Departments.

Post Accreditation Measures:

- Increase Online Courses like SWAYAM and MOOCS which helps in improving lifelong learning skills by providing easy access to global resources.
- To establish a Consultancy Cell, this helps in bringing out the expertise knowledge of the faculties and helps in providing practical knowledge for the students.
- Initiation of International Alumnae Chapters along with existing chapters within the country where Alumnae continue to be rooted in the Alma Mater and extend their services through sponsorship and resource sharing.

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

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

Response:

IQAC takes a continuous review of teaching learning process in the Institution. It comprises of Principal, Heads of the department and some senior members. This committee monitors class-wise, faculty-wise and subject-wise instruction delivery.

Review of Teaching Process:

At the beginning of each semester faculty members prepare the lesson plan in the logbooks for the subject which they are assigned and the lesson plan is prepared for 12 weeks which is monitored by the Principal through the heads of the departments, 3 weeks time period for conducting seminars, guest lectures and examinations.

Apart from that, faculty members involve the students to take up Institutional Training, internship, field visit, outbound training, project work to enrich their knowledge. The faculty members make use of technological updates by using ICT Classrooms.

Review of Learning Process:

In the beginning, first year students are provided with Bridge Course to bridge the gap between school level and college level. Class committee meetings are conducted in the middle of each semester. Class committee members comprise a mixture of class toppers, average, below average and class representative who is identified by the respective class tutors.

The class committee meeting is conducted with the Principal, and based on feedback given by the class committee, drawbacks found in the teaching process are identified and intimated to the respective staff for rectification.

Feedbacks are collected from stakeholders, and based on feedback, action is taken. At the end of internal tests, weaker students are identified and remedial coaching classes are conducted to weaker students to make them secure good marks in the model and semester examinations. Final year students are provided with Pre-placement training to enrich their skills and to get placed in reputed organisations.

Review of Learning Outcome :

Based on the teaching and learning process the success rate for the students increases every year. The following are the success rate of the students in the final examination:

Success Rate in the Final Examination:

- During 2019-20, out of 750 students appeared, 725 students passed.
- During 2018-19, out of 671 students appeared, 604 students passed.
- During 2017-18, out of 951 students appeared, 852 students passed.
- During 2016-17, out of 838 students appeared, 772 students passed.
- During 2015-16, out of 878 students appeared, 792 students passed.

Placements through Campus Recruitment:

- The institution conducts campus interview and many of our students have been placed in various organizations. The placement details are as follows:
- During 2019-2020, 434 students got placed.
- During 2018-2019, 445 students got placed.
- During 2017-2018, 550 students got placed.
- During 2016-2017, 527 students got placed.
- During 2015-2016, 420 students got placed.

Attainment of Final Outcome:

The final attainment of outcome for various programmes based on PO, PSO and Co were analysed and reviewed by the IQAC.

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

6.5.3 Quality assurance initiatives of the institution include:

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

Response: All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Paste web link of Annual reports of Institution	View Document
Link for additional information	View Document

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

VLBJCAS gives importance to gender equality in all aspects of its functions. It has various Committees like Grievance Redressal Committee, Student Welfare Committee, Anti-Sexual Harassment Committee and Anti-Ragging Committee to vigil gender equality and security. Other non statutory committees like Planning and Evaluation committee, Faculty welfare Committee, Extra- curricular activities committee etc., also constitute remarkable women representative to uphold the rights of the women.

Gender sensitivity is ensured within the campus through the following aspects:

Counseling :

A 'MoU' is signed between our Institution and Professional Psychiatrist and Counselor, for the purpose of offering counseling to the students. Student mentoring is done by the Tutors and Mentors. Sensitization issues are identified and special counseling is given to the concerned students.

Common Rooms :

- Two common rooms are available for students (Boys & Girls).
- First aid kit and necessary medicines are available for the benefit of all.
- Sufficient number of toilets is available for the students (Boys & Girls).
- Special toilets are also available for Differently Abled students.

Facilities for Women :

- Sanitary napkins are kept for distribution in a separate counter in the toilets for ladies.
- Vending Machines are installed in ladies toilets to burn used napkins.
- Women are given equal importance in sports and other Co- curricular activities.
- Women are empowered through special training programmes organized by Women's Forum.

Safety and Security :

Our Institution promotes gender equity and sensitivity through various gender equity promotion programmes. Special care is given to women related issues through Women's Cell which is actively functioning in our Institution. Frequent patrolling is done by security personnel across the campus for the safety of girls.

Mandatory Courses such as Value Education which includes Gender and Social Studies for Undergraduate students focuses the issues such as ethical values, safety and challenges faced by women in the present society are also implemented.

The primary safety measures are taken to maintain security within the college premises: Closed Circuit Tele-Vision monitor, General Complaint Box, Anti-sexual Harassment Box, Anti-Ragging Box and official e-mail ID to lodge grievances.

As a part of health safety management, separate toilets are available for (Staff & Students) Physically Challenged (with Vending Machine). Our Institution has signed an MoU with KJ Hospital. Lift Facilities, well equipped GYM, Ambulance Service (24 X 7) and Group Insurance are available for students and staff.

Our Institution follows a set of practices intended to reduce the destruction caused by fire, which includes 55 Fire Safety Extinguishers and 20 fire buckets. The other remarkable safety measures like issuing gate pass for student's exit during the class hours, tracking outside Visitors and Staff undertaking gate and floor duties for monitoring the dress code of the Students with the College ID-Card. Also, the helmet usage is strictly followed by everyone. As a part of safety and security measures, Driving License Campaign is conducted for the benefit of the students. The students who reside in the hostel are taken care of by the dedicated hostel warden and securities.

Link to the Documents:

<https://vlbjcas.ac.in/naac/institutional-values-and-social-responsibilities-7.1#metric-7-1-1>

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

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

Response: A. 4 or All of the above

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

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

- **Solid waste management**
- **Liquid waste management**

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

Response:

The institution has complete control over the Waste Management System. Waste generation in the College includes:

1. Solid Waste
2. Liquid Waste and
3. E- Waste

Solid Waste Management:

The Institution takes all measures required to ensure that the campus is free of plastic items and other wastes that harm the environment. Hazardous waste is separated and transferred from the college to the Corporation.

All the departments and class rooms are provided with dustbins for dry waste, emptied every evening. The segregation of these wastes from the dustbins is made frequently and kept clean. All internal communication takes place in the form of electronic medium. As a result of the system automation in Admin office and COE office, the receipts and other paper works have been considerably reduced.

Every month 38 Kg paper waste is collected from our college and 103 Kg of bio-degradable waste is produced. A composite pit has been dug inside the campus to collect all these degradable waste which in turn is used as manure for garden. A Bio -gas plant is installed at a cost of Rs 1, 90,000 and is used to convert energy from food waste. The gas thus obtained is used for cooking in the men's hostel. Napkins are disposed through Incinerator.

Liquid Waste Management :

At our campus, 16,000 L water is used per day in Toilet & Urinals and the waste water is connected to the underground drainage system through pipelines. Every day 4,650 L of waste water from canteen, laboratory and water taps is used for garden. 8,000 L of water is used in the hostel bathrooms per day which is also re-used for garden. The waste water from RO system is channelized to the greeneries in and around the campus.

E- Waste Management :

An MOU has been signed by a local vendor to collect the used electronic devices. Another MOU has been signed for Air conditioners, Air Coolers and Stabilizers. All Electrical wastes CPU, Hard disk, obsolete yet workable computers, printers and other equipments discarded by the departments are sent to the local vendors. UPS Batteries are recharged and repaired by the suppliers.

Electronic waste materials of all forms of electronic equipments, IT equipments like desktops, monitor, laptop, servers, modems and converters, Multiplexes, switches, XDSL, ADSL, Backhaul optimization,

Fiber optical, CPE telecommunications, including but not limited to e-waste in the form of Laptops, Desktops, servers, network personal equipments, monitors, telephony, printers, faxes, copiers, data assistants process control equipment, server towers, server rack, scanners, batteries, server battery back pace, uninterrupted power supplies and electronic storage media, and all accessories and peripherals for above mentioned equipments including toners, waste material specifically excludes equipments containing radioactive materials, chlorofluorocarbons, polychlorinated biphenyls or other hazardous wastes are distributed to the local vendors.

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

7.1.4 Water conservation facilities available in the Institution:

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

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any additional information	View Document

7.1.5 Green campus initiatives include:

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

Response: B. 3 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document

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

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

Response: D.1 of the above

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

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Disabled-friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.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

Response: A. Any 4 or all of the above

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

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

and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

VLBJCAS embraces all aspects of human diversity and values to ensure the necessity of a vibrant learning community. We are committed to provide a college community that is supportive, safe and welcoming. We are also devoted to ensure intercultural and international diversity in our curriculum and also with our students.

Students of various culture study in our Institution. All students are treated equally and they unite together to celebrate all important festivals. Pongal is celebrated in our Institution every year. On this day, all the students including Muslims and Christians come in ethnic attires and participate in all the events with great zeal. This shows the tolerance and cultural harmony among the students.

The Hindu festival Diwali depicts the regional harmony and is declared as a holiday for all the students irrespective of caste and creed. It paves the way for them to know about the culture and tradition of Hindus and students of various religions take part in celebrating the occasion.

Every year Onam is celebrated in our Institution. Students from different religion celebrate this festival and clad themselves in ethnic Keralite garb which shows the cultural harmony and integrity. All students participate in various competitions and unite together to make the event a grand success.

Our students celebrate Navaratri in our Institution by displaying dolls (Golu) for nine days. Each day cultural event takes place and all the students unite together and cherish the occasion. Students of various religions participate in all the cultural programmes so as to bring out the cultural and regional harmony.

Special days like Tamil New Year and Telugu New Year (Ugadi) are also given due concern to inculcate the values and traditions of various communities. In addition to this, Bharathiar birth anniversary is celebrated in our institution every year. The program 'Paarukkulle nalla naadu engal bharadha naadu' is conducted in order to bring the patriotic zeal of Bharathiar among our students. On this day, our students recall the significant contribution made by the poet to Tamil Literature. As a part of this celebration, our students participate in various competitions like reciting poem, speech, essay writing and enacting drama. (Mupperum Vizha), The grand ceremony.

International Mother Language Day is also celebrated in our Institution; on this day, our students are encouraged to exhibit their traditional attire in order to bring out the tradition and culture of different states. Students from all over the Nation have taken it upon themselves to showcase the best of their respective cultures.

Celebrating all these festivals under the same roof, enables our students to taste the essence of different culture and tradition which helps them to understand the importance of preserving them. By allowing our students to witness and experience even small glimpses of cultures other than their own, we are empowering our Institution to become a mini-India leading to an ideal India.

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

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

Response:

Our Institution takes initiatives in providing a platform for the students to perform the role of responsible citizens through various programmes like Non-Violence and Peace in today's Life, The inner harmony in you as a human, Role of Human Resources in development of National wealth, Human Values and holistic Approach, Role of Social Responsibility in the development of Nation, Contribution of youth towards communal harmony and integrity, Taking up your responsibilities as students towards the society, Role of Educational Institutions in Inculcating Values, Human Values and Ethics in uplifting the Economy, Promoting values in society leading to individual and societal transformation, Unity in Diversity "The power of India", etc.

Independence Day and Republic Day is celebrated in our Institution every year in order to impart the constitutional obligations and values of national integration among the students and employees. On this day, a special speech is arranged and various cultural events take place which induces the feeling of patriotism in the young minds. It is not only a celebration of Independence but also shows the unity in diversity of the country in order to create the patriotic zeal which makes the students responsible citizens of our nation.

The vision of our Institution is to accomplish excellence in academic and holistic development by fostering values and commitment in the higher education by motivating the students to actively participate in community service to inbuilt the spirit of social responsibility.

We also take responsibility for the personal, professional growth and development where we promote honesty and transparency in support of the students' and employee's success. We encourage responsible decision-making and conflict resolution that respects the dignity of others.

Our students develop social and civic responsibility; acquire leadership qualities and democratic attitude through right to vote. They are made to practice national integration through various programmes that are conducted in the College. Through Consumer Club, various activities are conducted and students are made aware of the Consumer Protection Act. They also get a chance to understand the communities around them and identify themselves with their aspirations, needs, problems, resources, plans and educate the masses for their development.

Our Institution also aims at not only imparting the student with the knowledge and skills to practice various professions efficiently and effectively but also exercise empathy and a caring attitude while maintaining high ethical standards.

The students and staffs are oriented thoroughly through various awareness programmes mentioned above

in order to plan, execute and evaluate meaningful activities for the benefit of the society.

Our students have specific goals which steer towards career opportunities with matured mindset are well prepared for taking up organized tasks for sustainable development of the society. This makes the students face the challenges in the society and make them good citizens.

Hence, the curricular and co-curricular activities are designed to nurture discipline and dedication which help them to groom as responsible citizens of the Nation.

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

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

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

Response: A. All of the above

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

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

Response:

The National and International commemorative days and events are regularly organized in our Institution.

It aims to instill the spirit of the values of the great leaders among the students. The following are the notable celebrations held at our Institution:

Swami Vivekananda's Birth Anniversary is celebrated every year in our Institution to motivate our students. His principles upon the development of Nation and Society are always encouraging our students to have great values and ethics.

Every year, **Dr. A. P. J. Abdul Kalam's birth anniversary** is celebrated in our Institution since he is an idol of thousands of scientist and young blood. Our students are inspired by his major role in developing our nation.

Teacher's Day is celebrated every year in our Institution. This day is dedicated to all the teachers in commemoration of Dr.Sarvepalli Radhakrishnan. Our Students organize this event and interact with the faculty members by conducting competitions. Students express their gratitude and appreciation for all the teachers on this day.

International Women's Day is a global day celebrating the social, economic, cultural and political achievements of women. Every year, International Women's Day is celebrated in our Institution, a day that honors the achievements and calls attention to the rights of women. In this regard, various competitions are conducted for the students, teaching and non-teaching faculty.

World Cancer Day is organized every year in our Institution on 4 February. On this day, awareness programme is conducted to raise alertness and to reduce health disparities.

The consumer movement marks 15th March with **World Consumer Rights Day** every year, as a means of raising global awareness about consumer rights and needs. Celebrating the day in our Institution is a chance for our students to know about the demand that the rights of all consumers are respected and protected. It also gives a chance for our students to protest against market abuses and social injustices which undermine those rights.

The **World Day for cultural diversity** is celebrated in our Institution on May 21st every year. This gives an opportunity among the students to help communities understand the value of cultural diversity and learn how to live together in harmony.

World Environment day is celebrated in our Institution on June 5th every year. This day provides an opportunity to broaden the basis for an enlightened opinion and responsible conduct by individuals, preserving and enhancing the environment. In association with "Siruthuli" Environmental exhibition is conducted in order to bring awareness in the mind of the students.

National Energy Conservation Day is conducted every year on December 14th in our Institution. It aims to showcase India's achievements in energy efficiency and conservation. Exhibition is conducted on this day and students participate in it and highlight the importance of solar, renewable and non-renewable resources.

In addition to this, **Gandhi Jayanti and May Day** are declared as holidays in order to create patriotism and pay tribute for the labourers.

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

7.2 Best Practices

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

Response:

BEST PRACTICE NO: 1

1. Title of the Practice:

“**ARAM CHEIYYA VIRUMBHU**” - *Desire to Do Virtue* (The institution has been motivating the students in several areas to do virtue for needy people, amongst which we wish to showcase the below mentioned as the best)

- **Puthiyana Virumbhu**’-Distribution of Educational Material to Government & Government Aided School Students.
- **Blood Donation**
- **Orphanage Aid**

2. Objectives of the Practice :

Our VLBJCAS students offer stationery items to economically weaker students studying in Government and Aided schools in our locality. Our BLOOD DONORS CLUB also plays a major role in creating awareness among the students and the society. 24x7, the donors can be approached through the college website. The club is successful in bringing fresh donors every year and function with the motto “Donate Blood to Save Life”. Our students also visit various orphanages like Karunai Illam, Uthavum Karangal to develop social responsibility of the students. Student volunteers help the inmates of the orphanage by giving counseling, teaching and personal hygiene.

3. The Context:

VLBJCAS aids the economically weaker students, with stationary items which is essential for their studies. The activity drew immense attention from the student volunteers of VLBJCAS, who render their helping hands in collecting the necessary items for the “Stationery Kit”. The distribution of the free stationery kit is minimized to one hundred (100) students due to minimal affordability. At times, when the number of the needy students increases, the number of student contributors also increases. The new blood donors though they are interested, they get panic and take time to overcome their fear. When the number of

donors increase, storage of blood becomes critical. The cost incurred in storing blood, staff resources, their refreshments, blood collection bags and other consumables increases. In spite of orphanage visit is being done at regular intervals, it is challenging for the institution to meet out all the requirements of the inmates of the Orphanages.

4. The Practice:

Uniqueness :

- Selection of Schools: The list of economically weaker students studying in Government and Aided Schools which are near VLBJCAS and between the classes I to XII, are obtained from the Head of the institution. Maximum of one hundred (100) students of the school are randomly chosen and are selected by the Head of the Institution, based on the financial background of their parents for the issue of stationery kit.
- Reception of the Beneficiaries: The beneficiaries are picked from the respective schools and brought to VLBJCAS through our college bus.
- Entertainment and Refreshments: The young beneficiaries are entertained by our students through songs, dance and mime. Refreshments are also provided for the school children. The volunteers deem the happiness of the beneficiaries as their moment of glee. The volunteers share their own experience with the school students and induce them in learning.
- Return of the Beneficiaries: After the distribution of the 'Stationery Kit' the beneficiaries are dropped in their respective schools.
- The Vision of VLBJCAS is to inculcate the quality culture in the minds of the stakeholders and the Mission being Society Centered, the students are educated about - *Donating Blood* as Blood is an essential element of human life which cannot be easily substituted.

Constraints / Limitations :

- The number of beneficiaries is limited to 100 students.
- Male Students who have completed 17 years and female students who have completed 18 years of age are eligible to donate blood. First time donors are not aware of their blood groups. Students who suffer from cold and fever on the day of donation are refrained to donate blood. Students who have tattooed recently are avoided from donating blood. Students who have donated during case of emergencies are allowed to donate only after completion of 60 days.
- At times, the students of rare blood groups are always in want and they are advised to maintain the regular intervals of donating blood. Students who weigh below 50 kilograms are also abstained to donate blood. Parental consent is made mandatory for donating blood.

5. Evidence of Success :

A considerable amount of increase of the beneficiaries in the distribution of the Stationery Kit is evident. The number of beneficiaries has been raised from 96 (ninety-six) to 101 (one hundred) between the academic years 2015-2016 and 2019-2020.

- During the past five academic years, between 2015-2016 and 2019-2020, 497(Four Hundred and Ninety- Seven) students were benefited by receiving the Stationery Kit through this novella event 'Puthiyana Virumbu' @ 'Like Newness'.

- Several students have enrolled in BLOOD DONORS CLUB and have donated blood at regular intervals. The donors have gradually increased from 24 students to 103 students due to constant motivation and awareness. The students have donated blood to various hospitals in and around Coimbatore in case of emergencies. The donors are duly recognized with a Certificate by the hospitals. Every semester, meetings are conducted to increase the donors and to recognize their service to the society.
- Every year, the number of students visiting the orphanages from VLBJCAS has drastically increased. Our students visit many orphanages in and around Coimbatore to extend their service to the community. The total count of beneficiaries was 457, 533, 635, 1076, and 1118 respectively for the year 2015-2020. Thus, our Institution has kindled the interest among the students to be more responsible citizens.

6. Problems Encountered and Resources Required :

Problems Encountered:

- Limited numbers of students are getting benefitted through this event.
- Maximum of only 100 (One Hundred) students of the local schools are randomly chosen and are selected by the Head of the Institution, based on the financial background of their parents for the issue of stationery kit.
- Limited numbers of schools are chosen every year, because getting permission from the Government school authorities is a tedious process.
- At times, students experience side effects like dizziness, fainting, lightheadedness, nausea etc., Students after physical examination, when found to suffer from Hepatitis are refrained to donate blood feels disheartened.
- Though we wish to extend our helping hands in aiding the inmates of several orphanages, time and fund requirements are more.

Resources Required:

- E-communication to get permission from the Government school authorities.
- Exclusive Web Site for Blood Donors Club.
- More number of student contributors.

BEST PRACTICE NO: 2

1. Title of the Practice :

- **PERKS FOR SPORTS MERITORIOUS STUDENTS**

2. Objectives of the Practice :

VLBJCAS plays a major role in promoting sportsmanship among the students by offering perks to meritorious students. Concession for Education, Food and Accommodation is provided to deserving sports students. Students are provided with ample opportunities to exhibit their sports talents. They are trained by well qualified Physical Directors, to participate in the sports events conducted at various Levels.

Sports and games are organized by the PED, to enable the students to exhibit and identify their caliber, and learn new techniques. The college inculcates the importance of sports amidst students by recognizing their talents and induces morality and discipline among them.

3.The Context :

VLBJCAS has been providing equal importance to academics and sports. The students have been actively participating in various sports and games including Football, Kho Kho, Cricket, Kabaddi, Handball, Taekwondo, Best Physique, Boxing, Athletics, Power Lifting, Chess, Weight Lifting, Swimming and Karate. The students have participated in events conducted at District, State, National and International Levels and won trophies, medals and prizes. Concession for education, food and accommodation is provided to 395 enrolled during the years 2015-2020.

The college has well maintained play ground and well-equipped gym for the students to practice and maintain their fitness. The athletes are trained exclusively by well experienced trainers to excel in their sports and games. Travelling Allowance, Dearness Allowance, and Sports Uniform is provided by the management for the athletes to encourage them to indulge actively in sports. The winners are recognized and honored during Annual and Sports Day Celebrations.

4. The Practice :

Uniqueness :

- *Selection:* Students are selected for 'Sports Scholarship' based on their individual performance on the selection day.
- *Option:* The athletes can opt any course, based on their academic interest.
- *Session:* Regular practice sessions for the athletes are scheduled for various sports and games which are lead by specialized trainers. A separate schedule is allotted for the sports students to exercise in the gym. The Athletes are allowed to practice on the ground regularly and their performance is monitored and guided by the Physical Directors.
- *Provision: On- Duties* are provided for the athletes to take part in external sports and games. The athletes are provided with necessary sports equipments required for practice.
- *Counseling:* Periodical counseling is provided for the sports students to look at victory and defeat equally and to balance their academic career. Constant motivation and guidance is provided to them by the Physical Directors.
- *Academics:* The quick thinking and decision making on the field by an athlete helps him to shine well in his academics. Only very rare cases have been reported to fail in academics as they excel both in sports or games. They are good at riding on both the horses (academics & non-academics) simultaneously.

Constraints / Limitations:

- The major issues identified among the athletes are that they take time to adjust to the campus and hostel life for a limited time and get accustomed once they start to concentrate in regular practice.
- The sense of detachment over losing a game or sport is inevitable in an Athlete.
- Though there is constraint of time in managing academics due to their participation in sports events, the students are successful in their academic performances, with continuous support from the course -in-charges, faculty members and mentors.
- The management supports the students financially to achieve at various levels, but in some cases

they are unable to continue their support without sponsors or help from other agents.

- At times, a good sports person is not recognized by the society even after his achievements.
- The competition that prevails among the athletes leads to sleepless nights and heavy exercise.
- There is possibility of triggering stress issues, which cannot be managed without proper help and guidance from the respective trainers.
- Though the course -in-charges, faculty members and mentors support the sport students in their academics, they miss the real time classroom environment and their peers.

5. Evidence of Success :

Five students have won in National and International sport events.

- During the academic years 2015-2020, on the whole 633 (six hundred and thirty three) students have won gold, silver and bronze medals in 10000, 5000, 3000, 800, 400, 200 meters track events, 5 kilo meter walking, Best Physique, Boxing, Body Building, Bench Press, Chess, Cricket, Cross Country Race, Football, Kabbadi, Hand Ball, High Jump, Kho-Kho, Karate, Weight Lifting, Power Lifting, Long Jump, Swimming, Shot Put, Taekwondo, Volley Ball, and Wushu.

TABLE SHOWING THE NUMBER OF ATHLETES WHO AVAILED SPORTS SCHOLARSHIP

YEAR/SPORTS	2019-2020	2018-2019	2017-2018	2016-2017
Foot Ball	28	24	22	18
Kho Kho	13	10	10	9
Taekwondo	0	2	4	4
Best Physique	0	1	3	4
Boxing	0	1	2	2
Athletics	19	15	12	7
Cricket	19	21	9	12
Power Lifting	0	2	2	0
Kabaddi	9	10	8	10
Hand Ball	10	3	0	0
Chess	4	3	3	5
Volley Ball	0	1	0	1
Karate	0	0	0	1
Weight Lifting	0	2	1	1
Swimming	5	0	0	0

6.Problems Encountered and Resources Required :**Problems Encountered:**

- Some students find it difficult to manage academics due to their interest in sports, but complete their course successfully with the help of the course-in-charge, Head of the Department and student friends.
- Due to time constraint the athletes miss to attend Guest Lectures, Workshops, Industrial Visits, Field Trips and Class Room Activities organized by their respective departments.
- The athletes are unable to attend Continuous Internal Examinations, when their matches fall on these dates. Special CIA exams are conducted for the deserving students by the respective departments with the permission of the Principal and the Controller of Examinations to enable them to keep their pace with their class mates academically.

Resources Required:

The management offers facilities like education, food and accommodation but the help of the sports associations or clubs are required when students participate in National and International Level Competitions for their practice, accommodation, travelling expenses, sports kit,etc.

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

7.3 Institutional Distinctiveness**7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words****Response:****YOUNG WOMEN EMPOWERMENT PROGRAMME (YWEP)****About Women Empowerment:**

Women Empowerment is the need of the hour as it enhances self confidence, self esteem and freedom of choice in making decisions of their own without any gender bias. Women Empowerment in India is based on educational, social and physical environment where they dwell. Every State, village and local sectors in India concentrate on educating and creating awareness on the basic issues including gender equality, health, hygiene, economic development, domestic violence, etc.,

About the Training Programme:

The Quality Policy of VLBJCAS is to provide Excellent Placement Opportunities and Continual Improvement in all spheres. Education being an important aspect enables girls to participate in decisions that affect their lives and in improving their social status. VLBJCAS empowers women as it believes it as a step towards the betterment of women, which is a great leap towards better society. The female students always outnumber male students right from admission process.

By *Young Women Enrichment Programme (YWEP)*, the female students are empowered through training in fields of Computers, Accountancy, Communicative Skills, Soft Skills, Tailoring, Dress Designing and Embroidery. The girl students who could not get placed through Placement Drives conducted by our college are chosen in the Sixth Semester and trained based on their areas of interest for 30 hours.

The students are trained to face real life situations and take decisions of their own to develop their career. This enrichment programme also helps in boosting their self- esteem and self-confidence by making them financially independent. Syllabus comprising of Basics in Computers, Basics in Accountancy, Communicative Skills, Soft Skills and Basics in Tailoring, Dress Designing and Embroidery is framed and training is given according to their area of interest.

Objective of the Training Programme:

- To inculcate leadership skills in women and identify their capacity.
- To make the girl students empower financially, mentally and psychologically.
- To unleash the hidden potential of the students and encourage their creative talents through this programme.
- To induce them as Job Providers rather than Job Seekers.
- To create a platform to share their experiences and views regarding their position in the society and
- To enhance their financial independence.

Programme Design and Implementation:

In YWEP, three training programmes based on the basic modules is designed and offered accordingly.

The Department of Commerce offers the programme titled *Corporate Assistance Schooling* which enhances the students' Basic Computer Skills – Ms Office, Financial and Basic Accounting, Corporate Communication, Organisational Behaviour, Secretarial Practices, Practical Banking and Interpersonal Skills.

The Department of Commerce with Computer Applications offers the programme titled *Entrepreneur Skill Development* which provides them an overview about Entrepreneurship, Basic Financial Planning, Promotion, Distribution and Developing Marketing Strategies, Managing Human Resources and Employee Relationships, Financial Assistance and Technical Assistance, Subsidies, Grants and Taxation Benefits to develop as Entrepreneur.

The Department of Costume Design and Fashion Technology offers the programme titled *Fashion and Make Over* from the year 2016-2017. Seams and Seam finishes, Types, Darts, Tucks, Pleats, Flares, Gathers and Shirrs, Facings, Bias facing. Plackets – types. Sleeves – types, plain sleeve, puff sleeve, bishop

sleeve, circular sleeve. Embellishment –Hand embroidery stitches (any 10). Patch work, Applique work, Mirror work, Bead work Mehendi- Traditional designs, Arabic designs, Indo western designs Skin care-types, Methods of Cleaning, Daily makeover with simple make pakeup, Hair maintains and take care. Manicure and Pedicure. Different types of Facial. Jewellery designing- Thread Jewellery, Paper Jewellery, Beaded Jewellery and Clay Jewellery that enable the students to start a Boutique or Beauty Parlour at home or as a shop.

Outcome of the Training Programme :

The courses offered are assessed periodically and are motivated to find suitable jobs based on their skills. The students who attended the training support themselves financially either by enrolling them in a job or becoming an entrepreneur of their own. They are also physically empowered to overcome gender bias and feel independent economically and financially. They have enabled themselves as good decision makers and control the resources they own. The programme further helps the girl students to sustain their family without relying totally on the patriarch of the family.

The aforesaid programmes have enabled the students to feel financially free and the percentage of beneficiaries have increased from 34.6% to 87.5% from 2015-2020 in Corporate Assistance Schooling, 18.8% to 70.83% in Entrepreneur Development Programme from 2015-2020 and 16.67% to 86.67% in Fashion and Make Over from 2016-2020. A gradual increase in Women Empowerment is achieved throughout.

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

5. CONCLUSION

Additional Information :

VLB Janakiammal College of Arts and Science since its establishment in the year 1992, focuses on the holistic development of its student community by nurturing them with values and commitments.

The IQAC of our college initiates, plans and supervises various activities that are necessary to increase the quality of our college in all spheres. It has also initiated steps to implement the recommendations previously given by NAAC Peer team members for quality enhancement of the institution.

As per their suggestions, during the previous assessment period, members of faculty were motivated to apply for research projects from funding agencies and considerable number of proposals was sanctioned. Faculty members also participated in various conferences held at State/ National / International level and eventually published research papers in reputed journals. Considerable amount of revenue was generated through expertise on consultancy. Amenities like Drinking water and Sports facilities were improved. Substantial efforts were taken to make the campus eco-friendly and also waste management initiatives were implemented.

After the exercise of preparing the SSR for the III Cycle of assessment and accreditation by NAAC, the strength, weakness, opportunities and challenges of our college were identified. Necessary steps will be taken in the forthcoming period to boost strengths, Eradicate Weakness, Utilize Opportunities and minimize challenges, thereby it strives to continuously provide quality education and make its presence felt in the academic community.

Concluding Remarks :

VLB Janakiammal College of Arts and Science has seen a rapid growth in terms of quality and quantity since its inception with support of vision of the management and governance. The state-of-the-art infrastructure, amenities and other support services provided in the campus have nurtured the student growth as well as the learning process. The institution with its defined vision leading to the objectives has played an important role in the holistic growth of students.

The research initiatives, industry-academia interface, extension and outreach programmes by the institution have promoted research culture and establishment of good rapport with the community and industries. In pursuit of excellence, VLB JCAS looks forward to achieving more in the times ahead. The thrust in academic excellence and holistic growth of the students remain the prime focus of the institution. The faculty members join hands in the Institution's zeal to enhance and sustain quality education flagging way for the attainment of Vision, Mission and Values. In order to constantly refresh and upgrade their knowledge, teachers participate as resource persons in National and International conferences, and are encouraged by the institution to engage in active research and publication, all of which is invigorating and prevent intellectual or academic stagnation. We feel very proud about our alumnae and present students due to their placement in private and public sector.

The institution's societal commitment provides opportunity for the faculty members and students alike to render services to the society. The institution today can boast of activities and accomplishments with regard to the social responsibility and academic excellence. The Institution promises to itself to do everything possible to quench its thirst to reach the apex of academic excellence. We are thankful to the society and NAAC for giving

us the opportunity to improve ourselves and develop the Institution.

NAAC

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p>Percentage of new courses introduced of the total number of courses across all programs offered during the last five years.</p> <p>1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 912 Answer after DVV Verification: 519</p> <p>1.2.1.2. Number of courses offered by the institution across all programmes during the last five years. Answer before DVV Verification : 4196 Answer after DVV Verification: 839</p> <p>Remark : 1.2.1.1: Only the newly introduced courses considered. 1.2.1.2 : Revised as per 3.1 of the extended profile.</p>																				
3.4.3	<p>Number of research papers per teachers in the Journals notified on UGC website during the last five years</p> <p>3.4.3.1. Number of research papers in the Journals notified on UGC website during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>22</td> <td>10</td> <td>5</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : The links provided are not accessible.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	15	22	10	5	2	2019-20	2018-19	2017-18	2016-17	2015-16	0	0	0	0	0
2019-20	2018-19	2017-18	2016-17	2015-16																	
15	22	10	5	2																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
0	0	0	0	0																	
3.4.4	<p>Number of books and chapters in edited volumes / books published per teacher during the last five years</p> <p>3.4.4.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>15</td> <td>76</td> <td>68</td> <td>37</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	13	15	76	68	37	2019-20	2018-19	2017-18	2016-17	2015-16					
2019-20	2018-19	2017-18	2016-17	2015-16																	
13	15	76	68	37																	
2019-20	2018-19	2017-18	2016-17	2015-16																	

2019-20	2018-19	2017-18	2016-17	2015-16
4	11	41	31	14

Remark : Revised considering only the publications with ISBN numbers & Affiliating Institute as this HEI only.

3.5.1 Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs).

3.5.1.1. Total amount generated from consultancy and corporate training year-wise during the last five years (INR in lakhs).

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1.14	1.85856	1.42	0.380	0.165

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1.41	1.85856	1.42	0.380	0.165

Remark : Corrected as per the audited statement

3.6.2 Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government recognised bodies during last five years

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	6	3	3

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	1	0	0

Remark : Award from lion club or other private bodies cannot be considered for this metric. Only Republic Day Parade is considered.

3.7.1 Number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work

3.7.1.1. Total number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
284	339	122	150	67

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
193	285	74	86	54

Remark : Revised as per proofs attached

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

4.1.3.1. **Number of classrooms and seminar halls with ICT facilities**

Answer before DVV Verification : 90

Answer after DVV Verification: 25

Remark : As per supporting documents (invoice copies).

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
130.5977	179.6082	208.7600	228.7673	184.8129
1	7	1	0	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
112.50	52.39	170.70	173.67	116.19

Remark : Revised considering only construction of new building, purchase of furniture and fixtures, purchase of new computers/equipment.

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

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

Answer before DVV Verification:

--	--	--	--	--

2019-20	2018-19	2017-18	2016-17	2015-16
4.51174	4.19406	4.69541	3.39148	2.66463

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
3.33	4.83	4.69	3.39	2.66

Remark : Revised as per the highlighted amounts in the income and expenditure statement.

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
434	445	550	527	420

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : Links provided in the supporting documents are not opening to validate the claim.

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

Answer before DVV Verification : D. 2 Lakhs - 5 Lakhs

Answer After DVV Verification: E. <2 Lakhs

Remark : As per audited statement

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
44	65	86	64	45

Answer After DVV Verification :

--	--	--	--	--

2019-20	2018-19	2017-18	2016-17	2015-16
32	40	58	34	28

Remark : One teacher funded more than once in an year is to be counted once

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

6.3.4.1. **Total number of teachers attending professional development Programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes year wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
14	23	19	18	47

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
11	8	2	1	16

Remark : Programmes with less than 5 days duration cannot be considered

7.1.5 **Green campus initiatives include:**

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

Answer before DVV Verification : Any 4 or All of the above

Answer After DVV Verification: B. 3 of the above

Remark : Sl. No.2, 3 & 5 are considered.

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

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

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

Answer After DVV Verification: D.1 of the above
 Remark : Only serial no. 5 is considered. HEI has not provided documents as per SOP.

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>22</td> <td>26</td> <td>27</td> <td>27</td> <td>23</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>22</td> <td>27</td> <td>27</td> <td>27</td> <td>23</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	22	26	27	27	23	2019-20	2018-19	2017-18	2016-17	2015-16	22	27	27	27	23
2019-20	2018-19	2017-18	2016-17	2015-16																	
22	26	27	27	23																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
22	27	27	27	23																	
2.3	<p>Number of students appeared in the examination conducted by the Institution, year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>2260</td> <td>2181</td> <td>2386</td> <td>2534</td> <td>2773</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>2260</td> <td>2174</td> <td>2341</td> <td>2481</td> <td>2720</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	2260	2181	2386	2534	2773	2019-20	2018-19	2017-18	2016-17	2015-16	2260	2174	2341	2481	2720
2019-20	2018-19	2017-18	2016-17	2015-16																	
2260	2181	2386	2534	2773																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
2260	2174	2341	2481	2720																	
3.2	<p>Number of full time teachers year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>130</td> <td>133</td> <td>143</td> <td>137</td> <td>124</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>127</td> <td>130</td> <td>140</td> <td>134</td> <td>121</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	130	133	143	137	124	2019-20	2018-19	2017-18	2016-17	2015-16	127	130	140	134	121
2019-20	2018-19	2017-18	2016-17	2015-16																	
130	133	143	137	124																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
127	130	140	134	121																	
4.3	<p>Total number of classrooms and seminar halls</p> <p>Answer before DVV Verification : 90</p> <p>Answer after DVV Verification : 25</p>																				
4.5	<p>Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)</p>																				

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
507.00	558.20	549.83	684.84	492.96

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
371.60	383.05	345.77	459.46	194.82

NAAC