



YEARLY STATUS REPORT - 2020-2021

| Part A | |
|--|--|
| Data of the Institution | |
| 1.Name of the Institution | VIVEKANANDA COLLEGE OF ARTS, SCIENCE AND COMMERCE |
| • Name of the Head of the institution | Mr. V. G. Bhat |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 918277520435 |
| • Mobile no | 9448240975 |
| • Registered e-mail | principalvcputtur@gmail.com |
| • Alternate e-mail | principalvc@vcputtur.ac.in |
| • Address | Vivekananda College of Arts, Science and Commerce |
| • City/Town | Nehru Nagar, Puttur. |
| • State/UT | Karnataka |
| • Pin Code | 574203 |
| 2.Institutional status | |
| • Affiliated /Constituent | Affiliated |
| • Type of Institution | Co-education |
| • Location | Rural |

| | | | | | |
|---|---|----------------|-----------------------------|---------------|-------------|
| • Financial Status | UGC 2f and 12(B) | | | | |
| • Name of the Affiliating University | Mangalore University | | | | |
| • Name of the IQAC Coordinator | Mr. Shivaprasad K. S | | | | |
| • Phone No. | 08251237342 | | | | |
| • Alternate phone No. | 08251230455 | | | | |
| • Mobile | 9449207724 | | | | |
| • IQAC e-mail address | iqac@vcputtur.ac.in | | | | |
| • Alternate Email address | iqac@vcputtur.ac.in | | | | |
| 3. Website address (Web link of the AQAR (Previous Academic Year)) | http://vcputtur.ac.in/ | | | | |
| 4. Whether Academic Calendar prepared during the year? | Yes | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://vcputtur.ac.in/wp-content/uploads/2021/12/Calender-2021-21.pdf | | | | |
| 5. Accreditation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 1 | B++ | - | 2004 | 16/09/2004 | 16/09/2009 |
| Cycle 2 | A | 3.12 | 2011 | 10/03/2011 | 10/03/2016 |
| Cycle 3 | A | 3.30 | 2017 | 30/10/2017 | 29/10/2022 |
| 6. Date of Establishment of IQAC | | | 10/12/2004 | | |
| 7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc., | | | | | |
| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount | |
| Nil | Nil | Nil | 0 | 0 | |
| 8. Whether composition of IQAC as per latest NAAC guidelines | | | Yes | | |

| | |
|---|---|
| <ul style="list-style-type: none"> • Upload latest notification of formation of IQAC | View File |
| 9.No. of IQAC meetings held during the year | 01 |
| <ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes |
| <ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded |
| 10.Whether IQAC received funding from any of the funding agency to support its activities during the year? | No |
| <ul style="list-style-type: none"> • If yes, mention the amount | |
| 11.Significant contributions made by IQAC during the current year (maximum five bullets) | |
| National and state level Webinars conducted under the guidance of IQAC. Faculty development programmes conducted by IQAC. Institution has applied for Autonomous status. Orientation programmes conducted for teaching faculty. | |
| 12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year | |
| Plan of Action | Achievements/Outcomes |
| National and state level Webinars are planned. Orientation programmes for teaching faculty. | National and state level Webinars conducted. Orientation programmes conducted for teaching faculty. |
| 13.Whether the AQAR was placed before statutory body? | Yes |
| <ul style="list-style-type: none"> • Name of the statutory body | |

| | |
|---------------------------|--------------------|
| Name | Date of meeting(s) |
| College Governing Council | 08/12/2021 |

14. Whether institutional data submitted to AISHE

| | |
|------|--------------------|
| Year | Date of Submission |
| yes | 17/01/2022 |

Extended Profile**1. Programme**

| | |
|--|----|
| 1.1 | 09 |
| Number of courses offered by the institution across all programs during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2. Student

| | |
|------------------------------------|------|
| 2.1 | 2297 |
| Number of students during the year | |

| File Description | Documents |
|---|---------------------------|
| Institutional Data in Prescribed Format | View File |

| | |
|--|-----|
| 2.2 | 585 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|---|-----|
| 2.3 | 911 |
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| 3.Academic | |
|--|---------------------------|
| 3.1 Number of full time teachers during the year | 91 |
| File Description | Documents |
| Data Template | View File |
| 3.2 Number of sanctioned posts during the year | 91 |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 Total number of Classrooms and Seminar halls | 53 |
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | 1440125.00 |
| 4.3 Total number of computers on campus for academic purposes | 162 |
| Part B | |
| CURRICULAR ASPECTS | |
| 1.1 - Curricular Planning and Implementation | |
| 1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process | |
| <p>VISION STATEMENT:</p> <p>"A graduate of Vivekananda College will be civilized, principle-centred, endowed with a strong self-esteem and a concern for fellow beings and the environment, besides being confident, competent and employable."</p> | |
| <p>MISSION STATEMENT:</p> | |

"Vivekananda College will strive to provide models of value practices, offer opportunities for learning and development, create infrastructure for interventions including those for preservation of environment and organize competence enhancement programmes through able management and committed members of the staff with the assistance of other stakeholders."

The very objective of the institution is to give education as expressed by Swami Vivekananda, "Education is the manifestation of perfection already in man".

The college administration system considers all these objectives of education and plans meticulously to implement them effectively. All the stake holders participate in making the decisions from time to time and make the necessary updates in the decision when and where the challenges are confronted.

Meetings are conducted in the various levels and necessary documents are maintained to trace the process of development in delivering the curriculum prescribed by the university. Along with this, we also organise various programmes to enhance students' skills, values, employability to prepare them to meet the demands of 21st century.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://vcputtur.ac.in/about-us/#vision |

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

The following course of actions is taken to ensure the conduct of Continuous Internal Evaluation (CIE).

At the outset of the academic year, both the students and parents are briefed about CIA and the need to participate in them actively to ensure the overall development of the students during the UG course. The evaluation of both the academic and CC & EC activities are done regularly to ensure the learning of the subjects and the skills/values respectively. If the academic calendar is set by the university, the CC & EC calendar is scheduled and organised with guidance from the IQAC and other committees. These CIE processes are

scheduled carefully to avoid the overlapping of the events. Various committees plan the activities of academic calendar and all the staff members assist in the execution of the plan, catering to the needs of the youth as mentioned in the Vision-Mission statement. All the modern teaching aids are used to impart knowledge to students. Likewise, varieties of evaluation methods are followed to ensure the objectivity in the evaluation. All these are done transparently and the marks obtained are displayed to students for verification before submitting them to the university.

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

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

09

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

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

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

07

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

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

163

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

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

An educational institution is bound to provide facilities for many of its stake holders particularly teaching and non-teaching staff and the student community for the smooth functioning of day-to-day activities in the society. The Placement Cell trains the students about the profession ethics and how to face interview, the language associations arrange the programmes to imbibe human values among the

youths. The following programmes are arranged to provide the holistic approach towards life: Women's Day, Jala Jagruthi Abhiyana, Vruksharopana, Health and Hygienic Awareness Programmes and camps, Blood Donation Camps, Swacch Grama Abhiyana, Gramothsava, Interaction with farmers, Awareness about Organic farming, World Yoga Day. Daily the classes begin with the prayer Vande Mataram. A Dhyana Mandira, a meditation hall is built in the campus.

Promoting Indian culture and tradition is the main motto of the institution. In this regard, programmes like Hanuman Chalisa Patana, Bhagavadgeethe Recitation, Vachana Kammata, BhagavathaSaptaha, Guru Poornima, Talents' Day Competition have been organized every year. Vivekananda Jayanthi and other National Festivals are observed in the campus. The NSS units of the college conduct many Social Service programmes like awareness about Traffic rules, Blood donation camps, Cancer awareness, Anti-Drug Campaign, Visit to Old Age homes, World AIDS Day.

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

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

04

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View File |
| MoU's with relevant organizations for these courses, if any | View File |
| Institutional Data in Prescribed Format | No File Uploaded |

| 1.3.3 - Number of students undertaking project work/field work/ internships | |
|---|---|
| 144 | |
| File Description | Documents |
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |
| 1.4 - Feedback System | |
| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | C. Any 2 of the above |
| File Description | Documents |
| URL for stakeholder feedback report | https://vcputtur.ac.in/wp-content/uploads/2021/12/Stud , https://vcputtur.ac.in/wp-content/uploads/2021/12/Alumni-Feed-Back-Form.pdf-Satisfaction-Survey-on-Teaching-Learning-Process.pdf |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | No File Uploaded |
| Any additional information | No File Uploaded |
| 1.4.2 - Feedback process of the Institution may be classified as follows | C. Feedback collected and analyzed |
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| URL for feedback report | https://vcputtur.ac.in/wp-content/uploads/2021/12/Alumni-Feed-Back-Form.pdf , https://vcputtur.ac.in/wp-content/uploads/2021/12/Parents-Feedback-Form.pdf |

| TEACHING-LEARNING AND EVALUATION | |
|--|---------------------------|
| 2.1 - Student Enrollment and Profile | |
| 2.1.1 - Enrolment Number Number of students admitted during the year | |
| 2.1.1.1 - Number of students admitted during the year | |
| 750 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |
| 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats) | |
| 2.1.2.1 - Number of actual students admitted from the reserved categories during the year | |
| 471 | |
| File Description | Documents |
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |
| 2.2 - Catering to Student Diversity | |
| 2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners | |
| <p>The college is situated in a semi urban area and most of the time we get high achievers as well slow learners. To balance and provide justice to both the categories, the college has evolved a few systems to cater the needs of these groups. For the needy students extra guidance/remedial/bridge classes are conducted after the class hours. A mentoring system is also followed to identify the reasons for the slow learning and accordingly take care of them. In another system, the slow learners are exposed to the peer-learning where the advanced learners are guiding the slow learners. The advanced learners are identified in the beginning of the academic year and are provided extra guidance from the respective departments to hone their knowledge and skills. Project works, student seminars, student exchange programmes are also used to provide a better exposure to the advanced learners. Internal examination, University examination,</p> | |

CC & EC activities, various college level and university level competitions/fests are conducted regularly to monitor the performance of both the groups. Based on their performance the further actions/activities are going to be planned.

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

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 2297 | 91 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

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

The college has adopted the democratic and student-centric approach both in administrative and academic matters. Through the different activities throughout the year the learning experience of the students is enhanced. In this regard the departments follow their own methods to provide experiential and participative learning and to use problem solving techniques. The college has a dynamic policy for EC/CC activities which is based on University directives which supports all these learning activities.

Activities like Case study, Drama, Skits and Plays, Film Shows, Quiz, Debate, Fests, visits to industrial sites, Folk and Heritage Centres, Old age Homes, Media Internships, off-campus seminars, workshops, conferences, symposia etc., ensure that the learning experience of the students is enhanced. Personality development programmes like Group Discussions, Mock Interview, how to face interviews etc., are arranged.

Bird watching, identifying the plants, In-Depth programmes in science departments, Management Fests, Model Competitions, various competitions complement the learning experience of the students.

Group projects, student seminars, organizing programmes offer the students the values of team work, shared responsibility and participative learning experience.

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded |
| Link for additional information | https://vcputtur.ac.in/wp-content/uploads/2021/12/Activity-Reports.pdf |

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

As the mode of education has shifted to virtual platforms, teaching-learning has become more challenging, adapting itself to ICT tools, on a broad scale. The college has reciprocated to the needs of its beneficiaries, by enabling the campus with high-speed, secured Wi-Fi connectivity. In addition, there are LAN connections available at more than twenty internet points. For better classroom learning, the college provides electronic devices that includes laptops, projectors and LCD screens. Each department is provided with desktops having Webcams, headphones, printers etc. As the strength of the college is its rural lots, for whom connectivity is beyond reach, each department records its classes and uploads its class contents to YouTube, the links of which are shared to WhatsApp groups, so that whenever the students reach a better connectivity zone, they can access to those and compensate for the lost classes. Study materials are shared in google classrooms and assignments, tests are also conducted from time to time to enhance effective online learning. Frequent revisions on the conduction of classes, response and feedback from the students help teachers upgrade themselves.

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

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

2.3.3.1 - Number of mentors

44

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

2.4 - Teacher Profile and Quality

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

91

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

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

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

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

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

2.4.3.1 - Total experience of full-time teachers

950

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

2.5 - Evaluation Process and Reforms

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

The University has introduced Choice Based Semester system in the academic year 2019-20. The evaluation of Internal Assessment tests is done in accordance to the University norms. Evaluation of student performance in co-curricular activities is determined as per the University directives for UG courses which has set aside a maximum of 50 marks in each semester for co-curricular. Semester system as per University regulations is followed in the PG level, with two Internal Assessment tests per semester. Progress Report is generated after Internal Assessment test and communicated to the parents/guardians to get their feedback. The college conducts two one-hour-tests that form its basis. A structural change has been brought in for the extra-curricular activities and achievements in Sports and Games; active participation of the students in various co-curricular and extra-curricular activities will determine the overall grading of a student.

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

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

After every internal examination, evaluation of the answer papers is done by the concerned teacher. Once the valuation is over, the students are allowed to go through the valued answer scripts. If there are any discrepancies noticed by the students, they are rectified and all concerns of the students are sort out immediately. The student puts the signature in the answer paper, after getting full satisfaction about for the valuation. This process is repeated

after every internal exam. At the end of the semester, the actual internal marks scored by the student is displayed on the College notice board, so that every student can confirm that actual internal assessment marks obtained by the student is sent to the university.

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

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.

Programme is a set of activities which are being conducted for a long period with specific aim. For example BA/BSc/BCom/BBA/BCA etc. These programmes have durations of 3 years each. Course is a series of lessons or lectures on a particular subject. A college course is a class offered by a college or University. These courses are usually a part of a programme leading to an undergraduate or Post Graduate Degree. As per the University guidelines Cos and POs are stated.

| File Description | Documents |
|---|--|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | vcputtur.ac.in/wp-content/uploads/2021/12/2.6.1-PO-CO.pdf |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

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

Every programme, as envisaged by the University, offers an array of arenas for its aspirants. The successful completion of the programme is reflected in the end results. Each student becomes competent enough to suit themselves in the job market or pursue the path of research, thrive for higher education to suit to the enhanced job/knowledge requirements. Value-based, enriched requirements are often reviewed by the institution from the light of its end results. Proper measures are undertaken to outstretch its benefit to the maximum through the timely reviewing of results. On completing the course, the students become skilled, enough to comprehend,

understand the learning outcomes of the course he belongs to. The students as well as the institution evaluates the progress they make in these courses; cognitive, behavioural and affective outcomes are also reviewed to find themselves better positioned. Assessment is done by conducting tests, examinations, assignments, project work etc. to know how they are making enough progress in academics. Value imparting helps them grow as better citizens with enough capacity to think and contribute to the nation's development.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://vcputtur.ac.in/wp-content/uploads/2021/12/2.6.1-PO-CO.pdf |

2.6.3 - Pass percentage of Students during the year

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

672

| File Description | Documents |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | https://vcputtur.ac.in/wp-content/uploads/2021/12/College-Report-2020-21.pdf |

2.7 - Student Satisfaction Survey

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

<https://vcputtur.ac.in/wp-content/uploads/2021/12/Student-Satisfaction-Survey-on-Teaching-Learning-Process.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

50000

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template) | View File |

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

01

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

00

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

In order to inculcate the research culture among the faculty and also the aspirants of research, the college has a Research Centre (Vivekananda Research Centre), with Dr. Shridhar as its director. It offers seed money to a group of young teachers to undertake minor research projects. Equipped with enough research materials the centre plans to extend its help for post-graduate students to complete dissertations and undertake doctoral and post-doctoral research later on. The centre plans to organise seminars, conferences, workshops, webinars, lectures etc. to promote research. Its bi-lingual publication, it invites quality papers from faculty with an aptitude for research, thus promoting research culture in the campus. It also has the proposal ready for research collaboration with the University of Mangalore and establish links with different research organisations to facilitate transfer of knowledge. A library designed exclusively for the research wing has many Ph.D. theses as samples to initiate the conception and execution of research proposals from the faculty. The centre aims to generate awareness amongst the researchers and providing support related to various proposal formatsof different funding agencies, budget, purchases of equipment and material under research schemes, any additional infrastructure requirements of the researcher etc.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

08

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

01

| File Description | Documents |
|--|---------------------------|
| URL to the research page on HEI website | Nil |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | No File Uploaded |

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

02

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

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

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

11

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

3.4 - Extension Activities

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

Under the Gram-Vikas Yojna, the college has adopted a village nearby, aiming at the overall development of the village folk and to develop a sense of communal welfare and also to sensitize them to the social needs. Wide range of programmes such as Health Awareness Programmes, Medical Camps, Blood Donation Camps, Swachh Bharath cleaning drives, Covid-19 awareness programmes are initiated from the college for the well-being of the society. NSS leads the foray in planning, organising and executing various programmes aiming at the social well-being. The college has the Youth Red Cross Society, which also designs programmes of common welfare. Students actively involve as volunteers and contribute to the nation, becoming sensible citizens. To promote the science culture, the department of science organise in-depth programmes for the high school students in and around. The students actively participate in such programmes organised from time to time.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://vcputtur.ac.in/wp-content/uploads/2021/12/Activity-Reports.pdf |
| Upload any additional information | View File |

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

00

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year (Data Template) | View File |
| e-copy of the award letters | No File Uploaded |

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

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

23

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2311

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

01

| File Description | Documents |
|--|---------------------------|
| e-copies of related Document | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

02

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The college campus is enough to accommodate thousands of students and their rising requirements. The Institution has created adequate infrastructure in terms of computer labs, language lab, faculty rooms and class rooms, Seminar Halls with Audio Visual Facility. The whole campus has Wi-Fi connectivity. The campus has well equipped playground, Hostel and mess. Within the campus, there are facilities

like Xerox, Stationary, An Ayurvedic Hospital, a cafeteria. To suit the requirements of updated technology, there's a multi-media studio, Radio Panchajanya, a community FM radio station transmitting at 90.8MHz. At the entrance, there's a Bank with 24x7 ATM facility. The computer labs have enough computers and are well supported with latest software version and strong anti-virus software support to invasion of viruses. There's a well-stocked library spacious enough with a browsing centre in it. Library is segmented in Reference Section, Journal Section, Reading Hall, Digital browsing facility, etc. The library has collection of Textbooks, Reference, General and Rare-books, Journals, e-journals etc. Classrooms are spacious enough. Some class rooms are mounted with LCD projectors, white screens etc and it makes classrooms student-friendly.

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

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

The institution gives utmost importance to the overall development of the students and organizes various sports, games, and cultural activities on campus regularly. To support this, the institution has the following facilities which are kept open beyond the working hours for students and staff. The college provides Indoor and outdoor sports and game facilities to both girls and boys. There's an athletic track, multi-purpose ground for volley ball, cricket, kabaddi, kho-kho etc. The facilities of weightlifting and multi-gym are available. The students participate in inter collegiate, inter university, state level, national level sports events. Provision for indoor games is arranged in the college building. There's Dhyan Mandir for regular Yoga and Meditation. Training in Yoga is given to the hostellers. International Yoga Day is celebrated to create awareness about healthy life style. The Fine Arts Association of the college organises various cultural activities like Talents Day, College Day, Vivekananda Jayanthi Celebrations (a University Level Competition of various events for the students of different colleges) and other such activities to explore the talented creativity of students. College Day Competitions include more than thirty cultural events. Our students bag prizes at the University/District levels.

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

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

12

| File Description | Documents |
|---|--|
| Upload any additional information | View File |
| Paste link for additional information | vcputtur.ac.in/wp-content/uploads/2021/12/2.3.2-ICT-Tools-1.pdf |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

348678.00

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

4.2 - Library as a Learning Resource

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

Since 2004, the library is fully automated with the ILMS software

Easylib of version 6.2a.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional Information | Nil |

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

A. Any 4 or more of the above

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

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

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

105303.92

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

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

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

500

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

4.3 - IT Infrastructure

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

The institution continuously strives to provide state-of-the-art technologies and update its ICT facilities to ensure efficient functioning. The IT infrastructure in the institution is one among the best around Puttur. There are 162 desktop computers with web-cam facility available for online mode of education. They are connected with high-speed internet. 17 laptops are distributed to the departments for the easy handling of classes.

Wi-Fi is made available throughout in the campus. The software utilized is upgraded time to time. The library is provided with the required software for the maintenance and for the access of online resources.

| File Description | Documents |
|---------------------------------------|--|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | vcputtur.ac.in/wp-content/uploads/2021/12/2.3.2-ICT-Tools-1.pdf |

4.3.2 - Number of Computers

162

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| List of Computers | View File |

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure

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

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

96256.00

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

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

The institution accords great importance to the fact that the need of the day in the educational field is student-centred teaching and learning with the appropriate use of ICT alongwith the traditional chalk-and-talk. In this regard, e-content study materials are made available for the use of students in the departments, college library and departmental channels on Youtube. The library has a dedicated free-to-use cyber centre for the benefit of both the staff and students. Alongwith this, educational DVDs, language lab, LCD projectors fitted into specific classrooms to enable the students to get varied and latest information in various areas of study. As an updated policy decision, students are encouraged to make use of computers for MS Word, MS Powerpoint, MS Excel, Adobe Photoshop, Adobe PageMaker, Adobe Indesign and such softwares for presentations, class seminars, quizzes, pagination work, preparation of news bulletin etc. These facilities are used not only for course-related study, but also for preparing for off-campus competitions,

camps, conferences etc. As and when the necessity arises, the the college management takes care of the maintenance of the facilities.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

929

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

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

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

138

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

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

A. All of the above

| File Description | Documents |
|---|---|
| Link to Institutional website | https://vcputtur.ac.in/wp-content/uploads/2021/12/Department-Activities-2020-21.pdf |
| Any additional information | No File Uploaded |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

92

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

92

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

5.1.5 - The Institution has a transparent

A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

26

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | No File Uploaded |
| Details of student placement during the year (Data Template) | View File |

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

5.2.2.1 - Number of outgoing student progression to higher education

280

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

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

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

04

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

5.3 - Student Participation and Activities

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

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

05

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

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

The college has an elected functioning Student council comprising the President, Secretary, Joint Secretary, and Class representatives, the election process of whom is conducted at the beginning of the academic year. Student representatives are included in committees like IQAC, library, Sports, etc.

The IQAC, the Staff Council, and the Student Council meet every year and plan the future course of action. The college has the following associations that oversee the efforts to develop students' personality and leadership qualities through various activities.

- Sports and Games
- NCC
- NSS
- Rovers and Rangers
- Youth Red Cross
- Fine Arts Association
- Nature Club
- Photography Club
- Subject Associations
- Language Associations
- HRD Training and Placement etc.

The students of our college have always been active in participating in cultural activities like Elocution, Essay, Dance, Drama, Quiz, Debate, Music, Yakshagana etc., conducted university/state/national levels in co-curricular, extra-curricular and cultural activities.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://vcputtur.ac.in/wp-content/uploads/2021/12/Activity-Reports.pdf |
| Upload any additional information | No File Uploaded |

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

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

41

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

5.4 - Alumni Engagement

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

There is a registered Alumni Association - Vivekananda College Hiriya Vidyarthigala Sangha®. It plays a major role in the development of the institution. There is a designated committee for the Association with the Presidentship of Shri Sathish Rao.

The college alumni are offering their services in matters of governance and leadership. Sri SrinivasPai, the President of the College Governing Council, Sri Chaitra Narayana & Sri Muralikrishna K N are the members of our Alumni Association. Sri Sediypapu Janardhana Bhat, the Treasurer of the College Governing Council and many directors of VVS Puttur® are the alumni of this college. Besides this, a number of staff (Teaching and Non-Teaching) members are also our alumni. This indicates the strength of the alumni and

the support given by the institution. The Alumni Association has contributed a major share in maintaining the following:

Instituted endowment scholarships, Annapoorna Free midday meal, offering true leadership qualities to the business class, entrepreneur alumni take special interest to provide employment opportunities to our students.

Apart from their annual activities, the Alumni Association has been closely associated with Freshers' welcome, honouring meritorious students, organizing musical programmes by renowned singers who were once students here.

Names of the alumni who have set up endowment prizes/scholarships and free midday meal funds are: Dr. Annapoorna Kini, USA, Dr. Talthaje Vasanthakumara, Mumbai University, Dr. Parameshwara Bhat, Sri Sediya Janardhana Bhat, Sri Hosamata Vasudeva Shenoy, Sri KC Prabhu, Sri Harish Shetty, Sri Manmohan, Sri Harish Bantwal, Ms. Reshma Shetty, Dr. Madhura Bhat, Dr. Ganapathi Bhat, Mangala Hospital, Mangaluru, Dr. Ganesh Puttur, Sri PR Bantwal, Sri Udaya Kumar, Sri P Ishwara Bhat, Vice-Chancellor, Law University, Kolkata and others.

The former faculty members are always associated with the college. Their contribution after their retirement is also considerably high. Names of the Ex-Principals and staff members who contributed to the development of the college: Prof. GK Shenoy, Prof. M Sooryanarayanappa, Prof. DS Bhat, Prof. B Janardhana Bhat, Prof. Ravi Rao, Prof. AV Narayan, Prof. U Rammohan Rao, Prof. PR Karanth, Dr. Shridhar Bhat, Prof. Vedavyasa, Dr. H Madhava Bhat, Prof. L Shridhar Bhat, Prof. Amrutha Someshwara, Prof. Venkataramana Bhat A, Major MN Chettiar, Prof. VB Arthikaje, Prof. PS Madhyasta, Prof. Vatsala Rajni, Prof. Cicily Kutty Philip, Prof. VU Kurien, Dr. KPL Moodithaya, Prof. Seetharama Rai, Prof. GT Bhat and others.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Our institution has taken sufficient measures in the direction of serving the cause of social justice, equity, increasing access to higher education, skill development needed in the context of liberalisation and globalisation, inculcation of value systems, learning and teaching based on cooperation and mutual understanding using modern tools and technological innovations so as to achieve a visible impact on academic development activities aimed at sharing, networking and socio-economic development of the society.

The Vision statement of the college is translated into actual performance through the following activities:

- Imparting domain knowledge to young men and women through online lectures, practical sessions, guest lectures, demonstrations, seminars/webinars, workshops, project works etc.,
- Organising programmes for the students so as to make them imbibe appropriate social, ethical and cultural values besides helping them shoulder responsibilities in future.
- Organising skill development and competency enhancing activities among the students.
- Assigning additional skill-oriented tasks to advance learners to enable them to scale further heights.
- Arranging special training to equip the undergraduate students sufficiently to pursue postgraduate studies.
- Organising training programmes to the aspiring to take up competitive examinations.
- Conducting camps for students to provide an opportunity to learn and mingle with the rural people.
- Conducting intercollegiate competitions on aspects related to skills, environment, culture, tradition including curriculum aspects.
- Conducting meetings of Student Councils at regular intervals to chalk out to take stock of the situation in accordance with the accomplishment of the plans.

In matters of governance, the Management believes in participative management, to fulfil the vision and mission of the college. Participative management is established and practiced at various levels. The Principal is the ex-officio secretary of the College Governing Council. The members of the staff are represented by a Staff representative in the College Governing Council. The President and the Correspondent of the College Governing Council are accessible to the Staff Representative to the College Governing Council. The staff members also have the opportunity to meet and to interact with the President, the Correspondent and other members of the College Governing Council. The HoDs are given operational freedom in the management of the departments. Various committees are formed with specific duties and responsibilities. The members of the staff (both teaching and non-teaching) are encouraged to offer suggestions for the betterment of the college.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://vcputtur.ac.in/about-us/#introduction |
| Upload any additional information | No File Uploaded |

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

A participative kind of management is followed in the institution - be it the Management meeting or Student Council meeting - to ensure the active participation of the stakeholders. The Principal himself is an ex-officio member of the College Governing Council. We also have a Staff Representative to the Governing Council. Important decisions and resolutions pertaining to the functioning of the college activities are taken in the presence of the Principal and the Staff Representative.

We ensure student representation in the IQAC and many associations like Women's Cell, Library Committee etc. The top Management, The Principal, IQAC, Student Council, PTA, Alumni Association and well-wishers meet regularly to plan and review the implementation of the stated Vision and Mission.

The Management takes part in decision making processes of the college activities. Monthly meetings of the College Governing

Council ensure active participation of the Management. Also, the Management takes keen interest in planning and participating in all the major religious and national festivals. Further, college requirements and needs are fulfilled time to time by the College Management.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Curriculum Development:

The following action plans are undertaken as per the guidance of the IQAC, the Principal and the HoDs to implement the curriculum. A meeting of the IQAC is convened in the beginning of the academic year. Decisions are taken on the academic matters of the year. The action plan formulated in that meeting is communicated to the heads of all the departments in the HoD meeting. Necessary steps are taken to implement the issues related to the curriculum and other activities.

The academic calendar is planned and drafted well before the commencement of the academic year. The calendar includes the rules and regulations of the college, various welfare facilities available, list of Academic Advisors, scholarship facility matters, staff-in-charge of various Associations, schedule of activities for the whole year, dates of Internal examinations, University schedule of examinations, and holidays.

Faculty Development programmes and training for teaching and Non-teaching staff are conducted by the IQAC that facilitates updating and upgrading the knowledge base of the staff members. College Time-Table is prepared well in advance and made available before the commencement of the academic year. In support of this, a teaching plan is prepared by every department/staff of the institution in the beginning of the academic year.

Departmental meetings are conducted by the HoDs every month, to review the teaching plan. Discussions are also made on syllabus

distribution, examination patterns, various Departmental activities, seminars, class performance and fests. Various Committees are formed for the smooth functioning of the academic and non-academic activities of the institution.

Teaching and Learning:

It has been a policy system here in our college that planning for the forthcoming academic year before the closure of the running year has been our working system. We have a policy of a student-centric academic plan and as a result, we have always had a pre-planned schedule for total workload, work distribution, subject allocation to individual staff member, necessity for new recruitments etc., which is determined in consultation with the HoDs. Based on the departmental requirement for new recruits, the Principal hands over a prepared report to the Governing Council after which necessary steps are taken to fill in the posts in accordance to student strength. The college has adopted innovative methods in the teaching-learning process which is being revised from time to time.

As a facilitator, the IQAC conducts annual training programmes for the newly recruited staff members to orient them for classroom teaching, valuation methods, departmental activities etc., Guest talks, seminars and conferences conducted by the various departments are with the guidance of the IQAC. The IQAC helps in the preparation of the academic calendar.

Because of the fact that the Management encourages for arranging workshops and seminars related to syllabus, teaching methodology, examination and evaluation, it provides for a lot of faculty development. These staff members are provided with TA, Registration fees and Special Casual Leave. The Management supports the staff members to pursue research. It also provides administrative assistance to the institution. The institution supports technology-aided education by conducting Staff Improvement programmes, providing ICT-enabled classrooms and access to the Internet. In addition to the textbooks, the institution provides e-books, e-journals in the library. Staff members and students make use of computers for power point presentations of their seminars and projects. Browsing Centre is provided in the library to the students free of cost. Campus wide Wi-Fi is provided for the use of office and teaching staff. Special Leave with salary is provided to the faculty members who are selected for course work in PhD. National

/State / Regional/University level seminars are conducted in the College for the benefit of students/staff members/research scholars and other stakeholders. Department libraries are maintained.

Examination and Evaluation:

The evaluation of Internal Assessment tests is done in accordance to the University norms. Evaluation of student performance in co-curricular activities is determined as per the University directives of the Credit-Based Semester System for UG courses which has set aside a maximum of 50 marks in each semester for co-curricular activities and each club maintains a performance file for every student. Semester system as per University regulations is followed in the PG level, with two Internal Assessment tests per semester. However, activities like seminars, paper presentations, assignments, reports and viva are also counted for the students' Internal assessment.

Progress Report is generated after Internal Assessment test and communicated to the parents/guardians to get their feedback.

The evaluation for Internal Assessment/CC & EC is done in a methodical way. The college has been following a transparent method of evaluation and award of Internal Assessment Marks. The examination schedule is published in the College calendar and in the college website and the college notice boards. The Internal Marks are displayed on the notice board of all the Departments for verification and correction. The End Semester Examinations are conducted by the University. Informal evaluation carried out through academic advisor ship/mentorship has helped in raising the quality of the student performance.

Research and Development:

Our college is known for its dedicated efforts towards achieving excellence in teaching and research. The Economics, History and other social sciences, Botany and other Basic Sciences, Commerce and Language Departments (Kannada, Hindi, Sanskrit and English) have been working to take research to the various sections of the society. The college has been actively involved in developing a

research culture among its staff members. The Management has a procedure of granting study leave with pay for research scholars for the PhD course work. As of now, 18 faculty members have been awarded with doctorate degrees (PhD) in their respective areas of specialization, while 10 are holders of a Masters in Philosophy (MPhil). Apart from this, a considerable number of the staff members are actively engaged in research. The campus has Vivekananda Centre for Research Studies Puttur ®, a unit of Vivekananda Vidyavardaka Sangha Puttur® started in 2013 to conduct research studies and extension activities on economic, social and technological aspects.

The college has a Research Guidance Cell to help inculcate research culture among the students and the staff. The IQAC has assigned roles and responsibilities to the Research Guidance Cell to plan and review the issues related to research. The main objective of the cell is to develop research culture amongst the staff by providing necessary information to the staff and the departments. The Research Guidance Cell is also guiding the students in their research activities.

Library, ICT and Physical Infrastructure / Instrumentation:

Additional features have been added to the library to meet the growing needs of the students, staff and researchers' community of the college. Many reference books and e-resources have been procured through UGC and Management funds. A separate section for Back volume of research journals is maintained in the library. The college library is continuing the membership to INFLIBNET. Journals and periodicals in the library bring the latest innovations and research findings in various disciplines to the interested students and staff. Braille materials are available in the library.

There is a separate Assistant Librarian for the PG section of the library. The advantage for the PG students is that they have access for reference and borrowing from the book section of the entire library for cross reference. There is a separate Research wing for the benefit of researchers. There is a proposal for a separate library facility in the new PG block.

Industry Interaction / Collaboration :

The institution offers professional programmes like Business Management, Journalism, and Computer Applications which demand enormous skill components. To nurture entrepreneurial skills, the students are given the required exposure through industrial visits, project works, student industry interface and Guest Lectures by scholars/entrepreneurs. A good number of students who have passed out from the college either have their own industrial units or are in top managerial positions.

Since the syllabus is framed by the University, there is little scope for the college to change the contents of the syllabus to the requirements of the industry. However, while framing the syllabus, senior faculty members give their suggestions in the BOS meetings, keeping in view the requirements of the industry. The college gives importance to bring a qualitative change among the students. The IQAC acts as a nodal agency which advises various academic and administrative activities of the college. Use of ICT is encouraged for better learning experience.

Admission of Students:

Being a premier educational institution in the State, students from all over India seek admission here. We strictly adhere to the Government and University guidelines while maintaining the transparency in the admission and it has brought credibility to the democratic functioning of the college. Admission criteria to the self-financed programmes do not in any way differ from admissions to grant-in-aid programmes. While the seat allotment for grant-in-aid is 80:20 basis for Government and Management candidates, the seat allotment for non-grant programmes is on a 50:50 basis for Government and Management candidates.

Various steps are undertaken by the college to ensure publicity and transparency. Taking into consideration the need for creating awareness about higher education and career opportunities among the PU students, a well-organized team from the college visited neighbouring PU colleges during the end of the academic year with course information and other facilities on higher education and career prospects that our college offers. Annual visits are organized by the departments to PU colleges to provide information on the courses available. Apart from this, to create awareness about PG courses, our College faculty approach the UG students of neighbouring Colleges.

During the process of admission, educational counselling was given for the benefit of the students to guide them with regard to the choice of courses/subjects. The Annual Parent-Teacher meet helps the institution to create awareness among the public about the programmes offered by the college. Apart from the above, the college makes use of both the print and electronic media to attract students from a wide section of the society across different socio-economic backgrounds. For publicity purposes, the distribution of college brochures are undertaken in the orientation programmes conducted for PU colleges. Apart from this the distribution is also taking place within and outside the campus as and when various programmes are conducted. By the time Pre-University results are announced, information regarding courses offered and admission guidelines are published in prominent local, state, in newspapers and in social media. Similar type of publicity is given to the PG courses also. A hard copy of the prospectus containing details of courses alongwith subject combinations, admission process, scholarships, hostel facilities etc., is given to the students who come seeking admission in the college.

To ensure publicity in the electronic media, the college website offers detailed information of geographical location of the campus, transportation facilities, programmes offered, admission details etc., details of PG courses, Certificate and Diploma courses are also displayed in the website. Display boards containing information of admission dates and courses are displayed within and outside the campus. Apart from providing basic entry level information for enrolment, college notice boards are used to display the merit list of selected students and last dates for Registration and Admission as per Government and Mangalore University guidelines.

Stream-wise transparent admission procedure is done with separate Admission Committees. The college office administration is fully computerized. All the departments are connected with LAN. In view of strengthening e-governance, all academic works related to admissions, governance, examinations etc., are digitalized. The institution has showed enough courage and commitment to start self-financed courses whenever such needs were felt and adhering to Government Rules on the Admission Procedure.

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

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

The Governing Council of Vivekananda College has a hierarchical structure comprising the President, the Correspondent and Members who guide and support the Principal in the activities of the college. The teaching, administrative section, IQAC, Library, hostel and security are the different wings through which the Principal works for the smooth functioning of the day-to-day activities. Under the Teaching wing, the lecturers and lab assistants function with the leadership of the HoDs. The administrative section of the college functions with the leadership of the Office Superintendent. The IQAC Co-ordinator is the working head for all the academic works of the college. The library is managed by the Librarian and the support staff. The hostels of the college function hierarchically through the wardens with the working of the support staff.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the institution webpage | https://vcputtur.ac.in/wp-content/uploads/2021/12/6.2.2-Organogram.pdf |
| Upload any additional information | No File Uploaded |

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The newly appointed teaching and non-teaching staff members are empowered with Orientation programmes through the IQAC. The staff is encouraged to take up research work and to participate in the various academic activities such as seminars/workshops/conferences etc., Special leave, TA/DA are granted in this regard. Among the welfare schemes for the staff, EPF, ESI for non-teaching, maternity leave, are a few to mention.

The following welfare measures are made available:

- Vivekananda Institutions' Employees Co-operative Society and Vivekananda College Employees' Housing Co-operative Society have been set up with the initiative of the Management which fulfil the needs of the employees and students.
- Accommodation facility in the college hostels for out-station staff.
- Good canteen facility in the college campus
- Banking facility with ATM
- Health centre in the campus
- A vehicle parking lot is provided.
- ShishuMandir within the campus
- Extension of EPF scheme to all the Management staff
- Paid maternity leave facility to the Management staff
- CCTV facility is available for safety purpose

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

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

00

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

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

02

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

26

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

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

Peer appraisal and self-appraisal among the staff members are collected. Based on the feedback, a report is prepared and forwarded to the higher authorities through proper channel. On the basis of feedback, necessary actions are taken as and when required. Self appraisal, Peer appraisal, evaluation by the students, informal feedback from the parents is used to assess the staff members. The evaluation so obtained is further processed and discussed in the Management Council meeting to decide on the measures to be taken to improve teaching or research activities of the faculty. Based on that, necessary programmes are chalked out and steps are taken to bring in improvement. Follow-up is done by the Principal to ensure the effective implementation of the above.

After receiving the performance appraisal reports from the faculty, the Principal presents a report before the Management and as an outcome, the following conclusions are arrived at.

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

6.4 - Financial Management and Resource Mobilization

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

Internal audit is done by the staff appointed by the parent body Vivekananda Vidyavardhaka Sangha. External audit of accounts are regularly by the local Chartered Accountant. The UGC and government funds are audited by the Accountant General office staff.

The audit reports are checked by the staff from the Joint Director of Collegiate Education.

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

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

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

0

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

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

The parent body Vivekananda Vidyavardhaka Sangha is looking after the salary component of the management appointed staff and maintenance of the College. The college alumni are offering their services in matters of resource mobilization. Sri Srinivas Pai, the President of the College Governing Council, Sri Chaitra Narayana & Sri Mohana K are the members of our Alumni Association. Dr. Krishna Bhat, the Secretary of the parental organization and many directors of VVS Puttur® are the alumni of this college. Besides this, a number of staff (Teaching and Non-Teaching) members are the alumni of the college. The institution has evolved a financial policy to monitor the effective and efficient use of available financial resources. The College Governing Council looks after this.

The Alumni Association has contributed a major share in establishing College auditorium - Keshava Sankalpa & Golden Jubilee Hall, Instituted endowment scholarships, constructing PG Block etc.

PTA Scholarships and seventeen different scholarships are sponsored by Central/State Government, Fee concession to those students with income below 11,000/- and for those belonging to SC and ST groups are given. Annapoorna Free Midday Meal facility is given to the socio-economically backward students, physically challenged students, to students whose family background is of the labor class, to those students who work and earn during holidays and spare hours with the help of the fund raised by the Management, staff, parents, donors and well-wishers.

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

6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell. It suggests various programmes to be conducted. It reviews regularly the developments and gives suggestions for improvements.

As per the guidelines laid down by the NAAC, an IQAC was formed in the college on 18-11-2004. Norms and guidelines of the NAAC were followed while constituting the IQAC. It consists of representatives of all stakeholders as its members and the principal was designated as Ex-officio chairperson of the IQAC. The IQAC has been functioning effectively as specified by the NAAC. The main objective of the IQAC is to plan and implement quality initiatives as also to evaluate them. IQAC meetings are held regularly. The IQAC plans various academic as well as training programmes for the students and the faculty to enhance the quality of teaching-learning activities. Further, it is in close touch with all the faculty members with a view to offer them guidance in the conduct of different programmes, seminars, workshops, conferences, research work, documentation of proceedings, holding meetings for interaction and decision making. IQAC takes the initiative in preparing the report to apply for autonomous, in opening new research center, in introducing new PG Courses, adding new facilities for online classes.

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

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

The institution has the following mechanisms to continuously review the teaching-learning process:

The performance of the staff is reviewed by the IQAC at regular intervals. At the end of the semester, the IQAC evaluates the results of student examinations and necessary suggestions are given. The principal gets the feedback from students through the student feedback mechanism at the end of the academic year.

Student appraisal, Peer appraisal and Self-appraisal are sent to the Principal at the end of the academic year. Quality of teaching and learning is evaluated by the members of the PTA and communicated orally to the principal. The performance of the students and staff are reviewed and evaluated by the Management Council at the end of the year.

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

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

B. Any 3 of the above

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://vcputtur.ac.in/wp-content/uploads/2021/12/College-Report-2020-21.pdf |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

A compulsory paper on Gender equity is taught to students in the first year of UG course as part of the syllabus. The majority of the student strength (more than 70%) in our college is girls. Considering the lady student strength and to safeguard their interests, we have three Lady Student Welfare Officers. Apart from this, we have Women's Cell, Ragging Prevention Cell, Sexual Harassment Prevention Cell and Lady Student Grievance Redressal Cell which are working to serve the above purpose. We also have a separate rest room for lady students, separate compartment for girls in the college canteen, Girl's wing in NCC, separate room for girls in sports section for dress change, separate hostel facility for girls is provided. International Women's Day is observed on March 8th. Health awareness programmes are conducted for lady students. Lady Doctor is available in the College Health Centre. Day care centre is available in the campus.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | https://vcputtur.ac.in/wp-content/uploads/2021/12/7.1.1-Facilities-for-women-1.pdf |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://vcputtur.ac.in/wp-content/uploads/2021/12/7.1.1-Facilities-for-women.pdf |

| | |
|---|------------------------------|
| 7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment | B. Any 3 of the above |
| File Description | Documents |
| Geo tagged Photographs | View File |
| Any other relevant information | View File |
| <p>7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management</p> | |
| <p>• Solid waste management</p> <p>Since the college has a formidable strength of students, the College hostels and the canteen produce a small amount of biowaste. This biowaste is collected by the TownMunicipality from time to time. The waste is divided as dry and wet as required by the Municipality.</p> <ul style="list-style-type: none"> • Biomedical waste management <p>Considering the necessity for sanitization and sanitary maintenance because of huge girl student and ladies staff strength the college has a provision of sanitary pad incinerator.</p> <ul style="list-style-type: none"> • E-waste management <p>By and large, the e-waste produced in the college campus is negligible. Still, e- waste such as discarded computers, office electronic equipments and refrigerators are disposed off as per their conditions or handed over to the Management for further action.</p> <ul style="list-style-type: none"> • Hazardous chemicals and radioactive waste management <p>The college has made arrangements for the disposal of hazardous waste from the Departments of Chemistry, Botany and Zoology. Waste and hazardous chemicals in the Chemistry labs are properly separated using separating funnel system and disposed off according to safety measures.</p> | |

| File Description | Documents |
|--|-------------------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | View File |
| 7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | C. Any 2 of the above |
| File Description | Documents |
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | View File |
| 7.1.5 - Green campus initiatives include | |
| 7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping | A. Any 4 or All of the above |
| File Description | Documents |
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | No File Uploaded |
| Any other relevant documents | View File |
| 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution | |

| 7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities | D. Any 1 of the above | | | | | | | | | | |
|---|------------------------------|-----------|---|---------------------------|--|------------------|---|------------------|--------------------------------|---------------------------|--|
| <table border="1"> <thead> <tr> <th data-bbox="86 439 550 506">File Description</th> <th data-bbox="550 439 1471 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 506 550 645">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="550 506 1471 645" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 645 550 748">Certification by the auditing agency</td> <td data-bbox="550 645 1471 748" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 748 550 851">Certificates of the awards received</td> <td data-bbox="550 748 1471 851" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 851 550 920">Any other relevant information</td> <td data-bbox="550 851 1471 920" style="text-align: center;">View File</td> </tr> </tbody> </table> | File Description | Documents | Reports on environment and energy audits submitted by the auditing agency | No File Uploaded | Certification by the auditing agency | No File Uploaded | Certificates of the awards received | No File Uploaded | Any other relevant information | View File | |
| File Description | Documents | | | | | | | | | | |
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded | | | | | | | | | | |
| Certification by the auditing agency | No File Uploaded | | | | | | | | | | |
| Certificates of the awards received | No File Uploaded | | | | | | | | | | |
| Any other relevant information | View File | | | | | | | | | | |
| 7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading | B. Any 3 of the above | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th data-bbox="86 1469 550 1536">File Description</th> <th data-bbox="550 1469 1471 1536">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1536 550 1639">Geo tagged photographs / videos of the facilities</td> <td data-bbox="550 1536 1471 1639" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 1639 550 1778">Policy documents and information brochures on the support to be provided</td> <td data-bbox="550 1639 1471 1778" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1778 550 1881">Details of the Software procured for providing the assistance</td> <td data-bbox="550 1778 1471 1881" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1881 550 1951">Any other relevant information</td> <td data-bbox="550 1881 1471 1951" style="text-align: center;">View File</td> </tr> </tbody> </table> | File Description | Documents | Geo tagged photographs / videos of the facilities | View File | Policy documents and information brochures on the support to be provided | No File Uploaded | Details of the Software procured for providing the assistance | No File Uploaded | Any other relevant information | View File | |
| File Description | Documents | | | | | | | | | | |
| Geo tagged photographs / videos of the facilities | View File | | | | | | | | | | |
| Policy documents and information brochures on the support to be provided | No File Uploaded | | | | | | | | | | |
| Details of the Software procured for providing the assistance | No File Uploaded | | | | | | | | | | |
| Any other relevant information | View File | | | | | | | | | | |
| 7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other | | | | | | | | | | | |

diversities (within 200 words).

An educational institution is bound to provide facilities for many of its stake holders particularly teaching and non-teaching staff and the student community for the smooth functioning of day-to-day activities. Along with the teaching learning process of everyday, a variety of programmes, facilities are to be sanctioned. With this into consideration the institution ascertains the execution of such activities like-Ganeshotsava, Onam celebration, celebration of Women's Day, Performance of classical music, dance, Yakshagana, various programmes are organized by Tulu, Hindi, Sanskrit and Kannada Sangha, Gramavikasayojana where the college has adopted Kudippady, a village in Puttur Taluk for its overall development.

Health and Hygienic Awareness Programmes, Blood Donation Camps, COVID - 19 vaccination drive etc. were conducted.

Taking a further step to become dutiful, socially responsible, nation bound obligations the institution organized 3 vaccination drive camps during post covid times. The drive was a massive success as it helped hundreds of students and citizens avoid inconveniences of vaccination system in the government aided public centers.

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

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

Values, rights, duties and responsibilities of citizens are included in the curriculum of students. For the holistic development of the students, the college offers the following Value-added courses/Enrichment programmes: observation of World Yoga Day, A Dhyana Mandira, a meditation hall is built in the campus. The college has a tradition of beginning every working day with our national song Vande Mataram, sung live by our students,

Promoting Indian culture and tradition is the main motto of the institution. In this regard, programmes like Hanuman Chalisa Patana, Bhagavadgeethe Recitation, Guru Poornima, Talents' Day Competition have been organized every year. Vivekananda Jayanthi and other

National Festivals are observed in the campus. The NSS units of the college conduct many Social Service programmes like awareness about Blood donation camps, Anti-Drug Campaign, World AIDS Day, Sadbhavana Day etc., Swaccha Bharath and Swaccha Campus Abhiyana are conducted in our college.

| File Description | Documents |
|--|--|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | Web link for the activities: https://vcputt.ac.in/wp-content/uploads/2021/12/Activity-Reports.pdf |
| Any other relevant information | Nil |

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

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

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

Institution celebrates national and international commemorative days, events and festivals. It is an integral part of learning process. The institution makes lot of efforts in celebrating these days throughout the year. This celebration helps in building today's

youth. National festivals and events teach them and remind them about our country's cultural heritage and history.

During the year the following days, events and festivals are celebrated: International Yoga Day, Independence Day, Republic Day, Gandhi Jayanthi, Vivekananda Jayanthi, Ganeshothsava, Teacher's Day, Swacch campus programme, Kargil Vijay Day, Organizing Leadership Training programme, Organizing workshops/seminars/conferences, Extension and outreach programmes in the online mode.

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

7.2 - Best Practices

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

Best Practice 1

1. Title: Annapoorna Free Midday Meal Scheme for SC/ST/OBC and other poor students

2. Goal

- To help the economically backward students by providing working lunch
- To provide working lunch for students who commute on a daily basis from long distances and remote areas
- To offer this facility to physically challenged students
- To offer moral support to students whose family background is of the labour class ? To encourage and provide support from the college to those students who work and earn during holidays and spare hours
- To see to it that no student sits in class on a hungry stomach

3. The Context This College was established with the noble intention of providing quality and affordable education to students of rural areas in Puttur and neighbouring taluks. The majority of students in our college come from family backgrounds that earn money through

farm labour and other forms of manual labour. Therefore the money earned is through daily wages, which has no promise of pension and bonus and therefore no long term security. In 1975, the then Principal, Prof. M Sooryanarayanappa understood the need of encouragement to students in addition to providing education within the classroom. So, this scheme was introduced with the noble cause of providing a working lunch to all those who could not afford to bring lunch. Since the inception of this practice in 1975, we follow the policy of uniformity in the sense that we provide the same lunch as provided to those who pay for lunch, to students benefitting from this scheme. 4. The Practice

Step 1: Inviting applications Soon after the first week of commencement of classes in the academic year, the Annapoorna Free Midday Meal Committee which comprises the college staff of various streams begins its work by sending out notices to all classes inviting handwritten applications from interested students, and around a week's time is given for the same. The applications contain the details of their native place or place of stay, economic conditions, number of family members, etc.

Step 2: Classification After the Committee receives application forms, the forms are arranged in different steps, stream-wise, then class-wise and later section-wise. Depending on the number of application forms in each section, interview dates are fixed and displayed on the notice board.

Step 3: Interview Interviews are conducted after the class hours so that students don't have the grievance of losing classes in their effort to benefit from this scheme. The staff who is part of the Committee conducts structured interviews. In the interview, their performance in studies, previous examination results, family background and present conditions, financial status etc. are asked and evaluated. However, for physically challenged students none of the above criteria is considered, the scheme is extended to them without question.

Step 4: Shortlisting The interview process is followed up by a meeting of a committee to shortlist the beneficiaries.

Step 5: List display: This shortlisting process generates three lists as said above, and the lists are put up on the notice board with a certain gap between the display of each list. Soon after the display of each list, a meeting is convened to inform them of their benefit and to provide them with a form to be signed by their parents.

Step 6: Briefing to students and registration in canteen Each meeting is addressed by the Convenor of the Midday Meal Committee and the students are informed about the college's initiative for this scheme, therefore making them realise the importance and the efforts behind this scheme. They are also informed about the registration in the canteen, so that they affix their signatures every day before lunch in the canteen. 5. Evidence of Success This scheme has been benefitting several students over the years, and has been running without a hitch since 1975. In addition, the number of application forms is at a rise year after year. The gratification that we have is that the beneficiaries turn into sponsors after they become professionals. The above is backed by the PTA stepping forward to financially support 80 students per year in the recent years. The Alumni Association also join hands with this noble cause.

Step 7: Problems Encountered and Resources Required Because of the increasing student strength every year, the number of applications is at a rise, which exceeds our capacity. It is our vision to provide free midday meals to all those who apply for it in future.

As said above, this scheme is financed by the fixed deposit from donors maintained in the college, the PTA, the public and the alumni. Apart from the above, the staff members also contribute towards this cause.

(Due to COVID - 19, regular classes are not conducted during this academic year. Therefore students did not come to the College campus and there was no necessity of providing free mid-day meals to the students. However, this will scheme be continued from the next academic year onwards.).

.BestPractice II

1. Title: Promotion of Basic Science and scientific temperament among budding learners through Indepth programme - a unique series of demonstration of science experiments for high school students

2. Goals: To bring about awareness of Basic Science

To make the college infrastructure especially the laboratories reach out to the rural and semi-urban students.

To provide practical demonstrations to those who are deprived of laboratory facilities in their schools

To provide inputs for SSLC students towards higher education and career options ? To provide practice and hands-on experience to our BSc students in experimentation, demonstration, teaching practice, communication skills, self - confidence etc.,

To provide impetus towards social commitment, environmental awareness, preservation of endangered and traditional breeds and medicinal species

To inculcate the habit of research & extension activities among the rural and semi-urban students

3. The Context: Linking high school education with higher education: This innovative extension programme comprising 3 to 4 days started way back in 1984, with the noble intention of educating the high school students of Puttur and neighbouring taluks about the theory and application of Science; in order to promote their interest in Basic Science. It was initiated by the Science faculty with the leadership of Prof. DS Bhat, the then HoD of the Department of Physics and has been conducted during all these 31 years, with commitment and passion.

This step has been an awakening for SSLC students to gain practical knowledge of Basic Science, to choose their subjects of interest after their school level, and also to chalk out their career in their future life.

Reaching out further to the interests of education among the pupils - The institution has a long-standing policy of educating all those who come seeking knowledge, and reaching out to the masses, and the objective of our parent body drafted in 1915 states so. In this light, the Indepth programme, as stated above, gives a lot of input to high school students towards stepping into the next levels of education, and for their career options. Applied learning: This annual Indepth event not only functions as a college activity, but also as an extension programme. The experiment demonstrations done by our degree students to high school students of Puttur and neighbouring taluks stress on Basic Science and applied learning.

4. The Practice:

Step 1: Planning: The Science faculty initiates the Indepth programme every year through a meeting with the Principal and fixes the schedule and the dates for the programme. A Staff Co-ordinator is selected in this meeting. As per the directions of the Principal, the Co-ordinator and the heads of the departments of the Science faculty, the responsibility of the laboratories are assigned to various staff members. These staff members further select BSc students for the event. The Departments of Physics, Chemistry, Botany, Zoology and Mathematics form part of the event and gear up their laboratories & modules.

Step 2 - Preparation: The Science faculty under the supervision of the Co-ordinator undertakes the task of selecting schools from Puttur and neighbouring taluks for this annual event. For government schools, a letter is dispatched to the Block Education Officer requesting him to permit government schools to participate in this Indepth programme. Simultaneously, the selected list of schools is informed through a letter to the Headmasters about the prescribed dates for their arrival to our campus. The selected BSc students are given the freedom to select the laboratory of their choice and knowledge, and the staff members train them in all the experiments to be demonstrated in that particular lab. Then the Science staff including the Lab assistants and the students prepares the laboratories for the event. Depending on the demonstration to be done, apparatus, samples, modules, models and components are prepared in the labs.

Step 3 - Execution: After the dates of the event are fixed, invitations are printed and dispatched to various schools with the schedule of events. The actual execution begins on the first day of the Indepth programme with a formal inaugural done by a teacher or researcher of Science. After the inaugural, the batch of school students and staff of that day are briefed about their schedule of lab visits. This procedure is systematically followed during all the days, for all the batches of invited school students in the 5 laboratories. Every day, the demonstrations in all the five laboratories begin at 9 am, and no invited school student is deprived of any experiment or sample/module. Our BSc students who do the demonstrations always welcome interactions from the school students, and because all BSc students in a particular lab are familiar with all the experiments and samples, these students move on a rotation basis as and when required. As mentioned above, this aspect provides the BSc students with a variety of information about Basic Science and also introduces them to the challenges of

effective teaching.

Step 4 - Analysis: After the whole event is completed, staff members of the schools which participated in the programme are asked to give written feedback of the programme, thus helping us to realise the potential of Basic Science to school students and to build upon our expertise for the following years. The school students are requested to give us an oral feedback. This feedback is followed by a brief discussion the next day by the staff in the science classes.

5. Evidence of Success: The Indepth programme is being conducted without a break since 1984, with commitment and passion towards acquiring and spreading knowledge in Basic Science and with the social responsibility of sharing our resources to the community. The main success of the event lies in the growing number of schools and students visiting the college during these days of the event. The highlight of the Indepth is not only to introduce topics of Basic Science but the care that the Science faculty takes to bring the topics of their high school textbooks mainly into the demonstration enables them to have a practical knowledge of the theoretical topics prescribed for them. This programme has benefitted thousands of SSLC students through the years for practical knowledge of Basic Science and to choose the Science stream in the education after their school level. Another positive impact is that some high school students of neighbouring schools who have known the potential of our laboratories approach the college with the official permission of their institution heads, to conduct experiments for Student Projects in inter-school, state, zonal, national and international levels.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://vcputtur.ac.in/wp-content/uploads/2021/12/7.2.1-Best-Practices.pdf |
| Any other relevant information | Nil |

7.3 - Institutional Distinctiveness

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

Rural education and Women Empowerment

An educational institution with a major catchment area of students from rural communities has the opportunity to build capacity and knowledge in the rural populace, helping them to make informed decisions not only about their farms and to innovate in agricultural affairs, but also about different walks of life. Education is considered a vital element in the development of a society, a system, and a country.

The college was started by Vivekananda Vidhyavardhaka Sangha Puttur® - formerly known as Puttur Education Society and which together has more than a century's history having been established as early as 1915, with the noble vision of providing value-based education especially to rural and socially underprivileged sections of the society with a strength of 178 in a rented building in Puttur. It has now grown to one of the most sought-after institutions in the State with a sprawling campus of 30.8 acres and strength of more than 2600 students. The college is recognized by the UGC as the 'College with Potential for Excellence' in March 2016. More than 65 institutions are run by our mother institution Vivekananda Vidhyavardhaka Sangha(R) Puttur; among them more than 55 institutions are situated in rural area and through which VVS helps to provide proper educational facilities to the rural students.

Grama Vikasa Programmes: With the intention of mutual empowerment of the rural community and the student strength, our college has adopted a village and conducts various programs in the village. The NSS units of our institution conduct Blood donation camps and health checkup camps in the adopted village called Kodippady.

To create interests in English language, lecturers from Department of English of our institution conducted grammar classes and bridge classes of English language to the school students of that village.

Our college has been conducting In-depth programmes for the high school students to create interest about science subjects.

To build much more confidence in the rural students we are providing midday meals facility to the rural poor students and giving scholarships with the help of PTA fund to the students those who are really needy.

The original objective of our parent body in beginning this institution was to reach out to the rural areas and provide quality and value-based education to the willing learner across different socio-economic backgrounds, and thus bridge the gap in the knowledge base of a rural and an urban learner.

| File Description | Documents |
|--|------------------|
| Appropriate web in the Institutional website | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.3.2 - Plan of action for the next academic year

- **More e-content development for the online classes:** Online classes are becoming more and more necessary in these years. The College is planning for producing more and more e-content for the use of online classes to reach the students in an effective manner.
- **Implimentation of autonomous:** The College management, staff and other stakeholders are in favour of going for autonomous status in the coming years. It has decided to apply for the same and to prepare for its effective implementation as soon as we get the permission.
- **Shifting of College office:** At the time of applying for autonomous status, there is a necessity of having spacious College office. It has been decided to shift the office to well-organized rooms.
- **Implementation of NEP:** As the government is planning to implement National Education Policy for higher education, the College is getting ready for its effective implementations.