



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

VIVEK COLLEGE OF EDUCATION,
BIJNOR

- Name of the Head of the institution **Dr DEEPTI DIMRI**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **9756609070**
- Mobile no **9413446060**
- Registered e-mail **amitvivekcollege@gmail.com**
- Alternate e-mail **vivekcollege@gmail.com**
- Address **Vivek College of Education,
Moradabad Rd, Bijnor, Uttar
Pradesh 246701**
- City/Town **BIJNOR**
- State/UT **Uttar Pradesh**
- Pin Code **246701**

2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **Self-financing**
- Name of the Affiliating University **Mahatma Jyotiba Phule Rohilkhand University, Bareilly**
- Name of the IQAC Coordinator **Dr Jitendra K Verma**
- Phone No. **9413446060**
- Alternate phone No. **9335415063**
- Mobile **9335415063**
- IQAC e-mail address **jitendra@vivek.college.ac.in**
- Alternate Email address **verma.jitu08@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year)) http://www.vivekcollege.org/content-image/AQAR_20_21.pdf

4. Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http://www.vivekcollege.org/naac_image/AC_21-22.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.47	2019	18/10/2019	17/10/2024

6. Date of Establishment of IQAC **04/04/2018**

7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Vivek College of Education	Acid Attack: A New Face of Gender based Violence	National Commission for Women	2021	30000
Vivek College of Education	Capacity Building and Personality Development Programme	National Commission for Women	2021	30000

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **03**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- 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**

- If yes, mention the amount

11. Significant contributions made by IQAC during the current year (maximum five bullets)

1. Adherence of Academic Calendar 2. Feedback of Various stakeholders 3. Participation in AISHE 4. Capacity Building and Personality Development Programme 5. Webinar on Acid Attack: A New Face of Gender based Violence

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
To prepare and adhere Academic Calendar	Departments of the College prepared their Academic Calender as per course and affiliating University guidelines
To Collect and Analyze the Feedback form of Various stakeholders	IQAC collected and analyzed various stackholders feedback
Participation in AISHE	College successfully participated in AISHE
To Organised Regular IQAC Meetings	IQAC successfully organised 02 Meetings in a session

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
Board of Management	27/07/2023

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	VIVEK COLLEGE OF EDUCATION, BIJNOR
• Name of the Head of the institution	Dr DEEPTI DIMRI
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9756609070
• Mobile no	9413446060
• Registered e-mail	amitvivekcollege@gmail.com
• Alternate e-mail	vivekcollege@gmail.com
• Address	Vivek College of Education, Moradabad Rd, Bijnor, Uttar Pradesh 246701
• City/Town	BIJNOR
• State/UT	Uttar Pradesh
• Pin Code	246701
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Self-financing
• Name of the Affiliating University	Mahatma Jyotiba Phule Rohilkhand University, Bareilly

• Name of the IQAC Coordinator	Dr Jitendra K Verma				
• Phone No.	9413446060				
• Alternate phone No.	9335415063				
• Mobile	9335415063				
• IQAC e-mail address	jitendra@vivek.college.ac.in				
• Alternate Email address	verma.jitu08@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://www.vivekcollege.org/content-image/AQAR_20_21.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.vivekcollege.org/naac_image/AC_21-22.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.47	2019	18/10/2019	17/10/2024
6.Date of Establishment of IQAC			04/04/2018		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Vivek College of Education	Acid Attack: A New Face of Gender based Violence	National Commission for Women	2021	30000	
Vivek College of Education	Capacity Building and Personality Development Programme	National Commission for Women	2021	30000	

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	03	
<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)		
<p>1. Adherence of Academic Calendar 2. Feedback of Various stakeholders 3. Participation in AISHE 4. Capacity Building and Personality Development Programme 5. Webinar on Acid Attack: A New Face of Gender based Violence</p>		
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
To prepare and adhere Academic Calendar	Departments of the College prepared their Academic Calender as per course and affiliating University guidelines
To Collect and Analyze the Feedback form of Various stakeholders	IQAC collected and analyzed various stackholders feedback
Participation in AISHE	College successfully participated in AISHE
To Organised Regular IQAC Meetings	IQAC successfully organised 02 Meetings in a session
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Board of Management	27/07/2023
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	20/01/2023
15.Multidisciplinary / interdisciplinary	
<p>The college has been working towards building a multidisciplinary and quality - determined holistic education system with a focus on National Education Policy 2020. The plan of building multidisciplinary education in college focuses to boost the infrastructure of college viz., ICT enabled teaching-learning classrooms, laboratories, and proper spaces for application/Workshop based activities. A program in Social Work and Education to transform towards multidisciplinary education institution by starting Master of Social Work and Bachelor of Education. The vision of the college give prominence to develop collaborative to Interdisciplinary/ Multidisciplinary/ Transdisciplinary teaching learning and research culture through</p>	

various MoUs with an objective of reimagining solutions to the challenges at grassroot level. The college also provides a platform to students in - class rooms and industrial exposers through various study visit and industries expert lectures in courses for an experiential learning approach. Additionally, field visits, documentaries, and interaction during training, internships and dissertation/projects and practical engagement with stakeholders gives opportunities to students for the multidisciplinary learnings.

16.Academic bank of credits (ABC):

The College is affiliated to M.J.P. Rohilkhand University Bareilly and efforts are being made by the college in registering on Academic Bank for College and University Students of Uttar Pradesh (ABACUS-UP). In this direction, the college has made efforts in organizing Workshops on National Education Policy 2020 and Academic Bank for College and University Students of Uttar Pradesh (ABACUS-UP) for faculty members, Non-Teaching staff, and students to aware about Academic bank of credits (ABC) and NEP 2020 reforms. The affiliating University, M.J.P. Rohilkhand University Bareilly has initiated the process of students' registration on the Academic Bank for College and University Students of Uttar Pradesh (ABACUS-UP). Students are informed about the registration process and the usefulness of the process. The student details are submitted to affiliating university M.J.P. Rohilkhand University Bareilly. Despite the limitation of being an affiliated institution, efforts are made to registration Academic Bank for College and University Students of Uttar Pradesh (ABACUS-UP).

17.Skill development:

The college has made effort in skill development to empower students and enhance their employability. For the skill development, college made efforts and initiated various Value-Added Program, Add- on and Certificate programs for the students. To keep the students upskilled, Certification course has been provided as per programme structure. Soft skills such as Certification in Excel, Web Development, Health and Hygiene, Professional Ethics, English Communication and NGO Management & Leadership etc. are developed through Value Added Programmes. The College actively facilitates career counselling through Career counselling cell, Placement Cell, and Alumni Mentoring. The College regularly organising various programs to promote the spirit of Entrepreneurship among the students. The college is making continues effort as internal part to inculcate technical

skills by providing Value Added Program across all streams to improve the cognitive skills by contributing to holistic development of the students.

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

The college believes in integrating Indian Knowledge system (IKS) and the essence of our culture in the teaching learning process for the students. In contemporary era, knowledge of our tradition and culture helps in self-realisation and motivation of students. The college intends to integrate the Indian Knowledge of Peace, Harmony and Sustainable development which is also a belief and the core foundation of our Indian value System. The National Education Policy also emphasise on the Indian Knowledge Systems. College celebrates National and International Commemorative days such Environment Day, Yoga Day, Kargil Vijay Divas etc. through Indian approach. The college through Unnat Bharat Abhiyan and NSS conducts various activities to promote Indian Values among its students on a regular basis.

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

The College is committed to provide high standard learning and strongly believes in publicity of programme outcomes and its career prospective for all programme offered by college. The College displayed and propagates programme outcomes and its career prospective through college websites and during orientation programme at beginning of the session in each year. Alumni of the college also invited to interact with the students. Program specific outcomes of all the programme offered by the college are highlighted through career options after completion of the programs. Each course offered by the college, a unique set of learning outcomes and which are linked to the broad program outcomes. These outcomes help the students and appreciate to cover the topic in class room teaching. The entire syllabus has stated learning objectives and available for students and teachers on college.The college has integrated Outcome based education in the teaching Plan. Outcomes are mapped through defining Course Outcomes and Programme. On the side, measurement of the impact and outcome of programme is also carried out.

20.Distance education/online education:

The College follows course curriculum prescribed by the affiliating university. Being a affiliating university it is not feasible to offer open and distance learning in college. However, because the affiliating university curriculum restricts how the

course is delivered, the requirement for the mandatory Massive Open Online Courses (MOOC) on platforms like NPTEL, SYAYAM, and AICTE, is only way for encouraging Open and Distance Learning (ODL) mode of learning in college. The College has to be promotive of Open and Distance Learning mode of learning to make learning more flexible for students who would prefer or are in need of open and distance learning. The benefits of open and distance learning gives opportunities for geographically dispersed learners but due to the affiliating university curriculum the option remains unexplored other than what has been prescribed by university.

Extended Profile

1.Programme

1.1	359
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1433
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	420
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	540
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	97
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	100
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	74
4.2 Total expenditure excluding salary during the year (INR in lakhs)	161.63620
4.3 Total number of computers on campus for academic purposes	230

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

The College has well established mechanism for curriculum delivery and documentation of the curriculum as per Ordinance and guidelines of affiliating university. The curriculum delivery process involves a number of specific decisions taken meetings of Department Committees to determine workload of each and every

faculty, allocation of work, preparation of Time Table and academic calendar etc. IQAC of the college closely monitored delivery and documentation of the curriculum through meetings and interaction with faculty members and students time to time. The college organizes Orientations each year for the students to help them to understand curriculum structure and make informed choice and Options to be offered in the semester. The departments of college prepares the Time Table based on the curriculum requirement before the commencement of the new semester. Each departments organize their academic tasks and activities as per time table and academic calendar. The college adopt remedial teaching for bridging the knowledge gap of the 'weak' students to enable them to cope with the programme of their choices as well as promote, reward and facilitate 'advanced' learners. The Internal assessment which consists of unit Test, sessional test, presentations, and assignments are conducted to evaluate the performance of students. The college has a Mentoring Programme which enables students of all the years to provide feedback on teachers, on the curricular issues, college infrastructure, administrative matters and other academic or non-academic matters.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.vivekcollege.org/naac_image/AC_21-22.pdf

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

The college follows the Academic Calendar of the affiliating university and College prepared academic calendar for each session as per university calendar and strictly adhered for academic activities i.e. internal assessment, dispersal of classes, seasonal examination, field work activities, practical examination and preparatory leave etc. Each year dates of internal assessment activities decides at the beginning of the session and these dates strictly adhere during each session for internal assessment i.e. assignment work, project work, practical test, theory test, and presentation etc. Dates for conducting internal assessment activities displayed on notice boards and notice of faculty members for submission of internal marks also circulated among concern faculty members for timely submission of marks. The decision regarding academic calendar preparation, dates for

internal assignments activities depends on university admission process and other activities which are directly deal by university.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.vivekcollege.org/naac_image/1.1.2.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University E. None 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	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

17

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

1437

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

In order to integrate the cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics, College has imbibed different types of courses in the curriculum, some enhance professional competencies while others aim to inculcate general competencies like social ðical values, human values, environment sensitivity etc., thereby leading to the

holistic development of students. The courses on Ethics, Behavioural Science (BS), Human Values and Community Outreach, Environmental Studies are embedded in the curriculum of all UG & PG programs. The students undertake a number of activities to inculcate these values. 1. Gender Sensitivity

2. Human Values and Professional Ethics

3. Environment studies

File Description	Documents
Any additional information	No File Uploaded
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

129

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

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

734

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://vivekcollege.org/Vivek_CollegeOfEducationFeedbackReports.php
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://vivekcollege.org/Vivek_CollegeOfEducationFeedbackReports.php

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

630

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

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

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

330

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

2.2 - Catering to Student Diversity

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

The College assesses the achievement, satisfaction, and the extent to which the academic environment supports student learning. The purpose is to identify the extent of students learning; assesses their preparation, needs, and experiences; and to use this data for improving student achievement in curricular, co-curricular and scholarly work. The College organizes various special programs to support advanced and slow learners, such as:

Slow Learners - Adequate Support is provided to slow learners to overcome academic difficulties by:

1.Organizing Extra Classes during the semester

2.Organizing bridge course at the beginning of semester 3.Giving practice assignments

4.Organizing Guided Self Study Courses classes

5.Providing extra reading material to improve basic understanding of subject

6.Engaging in social activities/class activities/institution activities to develop social skills

Advanced learners - In order to support the fast learners, it is ensured that:

1.They are given additional/challenging assignments/ project works.

2.They are encouraged to participate in various symposiums like quiz, poster presentation, conferences, inter institution competition etc.

3.They are also given opportunities to do miniproject work or Outdoor Activity Based Courses as per their area of interest

4.They are given opportunities to involve themselves in writing research papers through their independent study and research Course

File Description	Documents
Paste link for additional information	http://www.vivekcollege.org
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
1433	97

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 academic philosophy of college is student centric. Various methods of experiential and participatory learning are adopted to ensure that students are active participants than remaining passive listeners in the teaching-learning process. The participatory learning activities adopted by the faculty that

develops an application-based outlook of student are:

- (a) Group discussions
- (b) Case Analysis
- (c) Role plays
- (e) Projects Design
- (f) Presentations
- (g) Term Papers / Seminars
- (h) Home Assignments
- (i) Dissertation
- (j) Self-Work (SW)
- (k) Industry internship
- (l) Field work

College gives high importance to holistic development of students beyond classroom through co-curricular, extra-curricular and field based activities. In the order to pursue the interest in their area of specialization, students cells & committees are also functional. Some of the committees are Cultural committee, Sports Committee, cafeteria Committee, Alumni Committee, Placement committee and Yoga Club.

Skill Enhancement Courses - To support and focus on students' personal and professional development, College also offers Skill enhancement courses related in the discipline of study which focus on discipline knowledge, IT literacy, entrepreneurial abilities, Research & Enquiry, values & ethics, sense of responsibility & discipline, understanding of socio economic environment and effective communication.

Guest lectures, seminars, conferences, industry visits and many other such activities are organized to enhance students' learning experience by providing industry orientation.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	http://www.vivekcollege.org

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

The faculty members of Vivek College of Education use online education resources and blended learning platforms like Microsoft Team and google classroom to enhanced teaching learning experience to the students. All the departments have LCD projectors with wifi which are used for teaching learning process and for making presentations.

Teachers prepare modules and learning notes on various topics of syllabus and made available for students of college. The use of ICT

by teachers in classrooms apart from enabling students to keep pace with the contemporary digital and virtual world has helped College create a student centric learning approach.

You- Tube, E- mails, WhatsApp group, Microsoft teams and Google classrooms are used as platforms to communicate, provide material and syllabus, make announcements, conduct tests, make presentations, address queries, mentor and share information. Internet and Wi-fi facility is made available to all the students of college free of charge. College website have a weblink for Econtent/ study material of different courses and subjects so that their learning can be strengthened and made effective.

The College library also provides access to computers and on line journals freely available in public domain and also to journals subscribed on the advice of faculty and facilitates downloads.

File Description	Documents
Upload any additional information	No File Uploaded
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

96

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	No File Uploaded

2.4 - Teacher Profile and Quality

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

97

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

17

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

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

2.4.3.1 - Total experience of full-time teachers

299

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.

1.The College ensures that all students are aware of the evaluation process through academic calendar, college website and notice display.

2. The Orientation program organized at the beginning of every academic year to aware students of the evaluation process and the tentative schedule.

3.At the beginning of the session teaching plans are prepared along with the mode of Continuous Internal Evaluation and discussed with students.

4.Academic Committee of the college monitored all the activities on regular basis.

5.Dates for the tests/submission of assignments are notified on the college notice boards & website and announced by faculty in the respective classes.

6.After evaluating, answer sheets and assignments are shared with students and marking pattern is discussed with their strength and weakness.

7.The internal assessment lists are displayed on the notice board and college website.

8.The college keeps records of internal assessment, projects work and assignments of each course and also made available throughout the year for students and parents.

9.For any grievances, Grievance redressal cell also exist to solve grievance of students related to internal assessment.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://www.vivekcollege.org

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

As an affiliated college, if students have any examination related grievances in marks they need to apply for their grievance

directly to the affiliated university. However college extends all supports to the students in terms of process of filling their grievances directly to affiliating university. A complete process is also explained on affiliating university website as well as on college website. For any other type of errors like miss printing of names and other details of students, mark sheet indicating absent, the college takes immediately action and sends all the required documents to university for the correction of all discrepancies. If students has any grievances in internal examination, students may approach directly principal or Grievance redressal committee. The concern authority promptly deals with the grievances of the students related to Internal Assessment.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://www.vivekcollege.org

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.

The College is committed to provide high standard learning and strongly believes in publicity of programme outcomes and its career prospective for all programme offered by college. The College displayed and propagates programme outcomes and its career prospective through college websites and during orientation programme at beginning of the session in each year. Alumni of the college also invited to interact with the students. Program specific outcomes of all the programme offered by the college are highlighted through career options after completion of the programs. Each course offered by the college, a unique set of learning outcomes and which are linked to the broad program outcomes. These outcomes help the students and appreciate to cover the topic in class room teaching. The entire syllabus has stated learning objectives and available for students and teachers on college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.vivekcollege.org
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.

The College has clearly stated learning outcomes on the basis of syllabus of affiliating university for all programme offered by college. These learning outcomes are clearly displayed on college website and in prospectus. The Continuous Internal Assessment also enables students to test their attainment of learning outcomes. Its also enables students to overcome from the gaps and provides feedback on learning outcomes of each course. The attainment of program outcomes is reflected through examination, which are organised by affiliating university.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.vivekcollege.org/naac_image/PSO_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

508

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

http://www.vivekcollege.org/naac_image/Satisfactory_survey21_22.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)

NA

File Description	Documents
Any additional information	No File Uploaded
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

0

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
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

The College strives to promote and inculcate the spirit of innovation for learnings in the young learners minds through its academic, research and extension activities. The College also a preferential orientation towards career oriented program at undergraduate and postgraduate levels. The students are encouraged to provide innovative strategies and are also motivated for taking up innovative projects with development ideas. They provide programme and design strategies and respond to the emerging needs of the society. To promote innovation and entrepreneurship ideas in young mind set, college organizes students' workshops and Interaction with entrepreneurs regularly. It fulfills the need and expectations of students and apprises them with the contemporary scenarios.

College has participated in an outreach program under Unnat Bharat Abhiyan (An Initiative of Ministry of Human Recourse Development) to transform the existing practices of various activities carried out by neighborhood community people.

Being a higher educational institution, college also dedicated for the promotion of women's education. Attempts are made time to time for the benefit of the half of the society at large by several activities in the college and nearby college community and efforts are clearly reflected in enrolment ratio of the college.

Other initiatives of college for creation and transfer of knowledge include special lectures by eminent academic personalities, educational field trips, internships, training programs, seminars and encouragement of students to take research project work as their part of study.

File Description	Documents
Upload any additional information	No File Uploaded
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

13

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

0

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

2

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

3.3.3 - 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

03

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

The College tries to inspire, motivate and involve students to serve society needs in many ways, such as tree-plantation, participation in cleanliness drives through Namami Gange programme and blood donation camp etc.

The faculty and students identify needs with communities, and participatory initiatives taken by college to address issues like education, sanitation, reproductive health & hygiene, legal awareness, women's empowerment and enabling access of the marginalised to entitlements provided under diverse schemes of government. These types of initiatives and participation sensitises the staff and students towards their social responsibilities and issues and challenges faced by the underprivileged sections of society. It enables the students and staff members to develop an empathetic understanding of vulnerable individuals & communities and facilitates them in their civic engagement.

The college has adopted five villages under Unnat Bharat Abhiyan

and two villages under National Service Scheme. Students of College, especially Master of Social Work (MSW) students are involved to address social issues and bringing about social transformations in the adopted villages.

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

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

0

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

10

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

803

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

7

File Description	Documents
e-copies of related Document	View File
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

5

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 infrastructure is adequate for existing programmes, and it is also well maintained. Since its inception, efforts have been made regularly to equip the classrooms according to needs of the time. College has separate classrooms allotted to each programme as per need and norms fitted with latest ICT tools. The entire campus is Wi-Fi enabled and allows teachers and students to access the Internet for an innovative teaching-learning process. To assist teaching-learning process specially for the Science programs, teaching and research laboratories such as Language lab, Psychology lab, Physics lab, Chemistry lab, Bio-Chemistry lab, Zoology lab, Botany lab, Computer labs, Physiology lab etc. are well equipped with the necessary instrumentation and consumables which are regularly upgraded as per curricular need of the young innovators & learners.

The College provides all facilities to the faculty members, staff and students like staff rooms, office, common room, counselling room, canteen, clean drinking water and separate wash rooms etc. The College has well-equipped library with all facilities as per norms. Faculty members and students make the maximum use of all available learning resources in the library.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://vivekcollege.org/Vivek_CollegeOfEducation_Content_Facilities.php

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

The College strongly strive for the holistic development of students and staff. For this, college has made the development of sports facilities and infrastructure for holding sports, cultural events and other co- curricular activities within the college campus. The College has adequate facilities for sports and cultural activities. It has badminton court, cricket, football, running track, kho-kho, kabaddi and volleyball grounds. All necessary equipment for different sports and games are also available in sufficient numbers which is available for staff and students both in scheduled time slot. College has also facilities for indoor games like table-tennis, carom and chess etc. To promote the spirit of games in the students college organizes annual sports week regularly in each year. For holistic development of students, College started yoga classes which are mandatory for all the students and all the facilities are available for yoga. It boosts the mind power and energy level which helps in maintaining the health that keeps mind peaceful and sharp with improved concentration.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://vivekcollege.org/Vivek_CollegeOfEducation_Committee_sportcomm.php

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

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

11.2

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The College has automated Library with self-tailored software and it is operated through College data resources software. All the housekeeping activity of library is maintained by the software, through which Library staff and users of library i.e. staff and students can have access to all relevant and important information by logging with their details.

The Library software supports all the activities of circulation section including issue - return, reminders and recall of books, and overdue charges etc. The software also supports to management of subscribed Journals with processing of subscription, reminders for non-receipts of journal issues etc.

The College has also INFLIBNET N-List subscriptions which provide

wide range of knowledge resources with approximately 6000 e-journals & 31, 35,000 eBooks for the users.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://vivekcollege.org/Vivek_CollegeOfEducation_Content_lib_E_Res.php

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

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

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

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

1.938

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

32

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 college is frequently updating its IT facilities including Wi-Fi, Computers, Laptops, LCD Projectors, Smart Board, Software, Servers, Apps, Intranet and Video-Conferencing Facility. The entire college is connected with wi-fi network which provide uninterrupted, essay to access service to staff and students in college premises. Some of the IT Infrastructure listed is as follows: 1.Wi-Fi (with 40 Routers point) 2.CCTV Cameras (176 Nos) 3.Accounting Software 4.Computer Labs Upgraded (Three Computer labs with 230 Computers) 5.Computer Software Upgraded to Windows 10, and MS Office 2016, 6.Smart-Boards (03 Nos) 7.College ERP-"College Data Resource" 8.Website Upgradation undertaken regularly

Vivek- Mobile App: The Vivek Mobile-App, a unique facility provides, which students and faculty access all essential information about the college and its information related to faculty and students. It can be accessed through Google Play Store and college website. The college app is a comprehensive, single window solution of college information and networking for its students, faculty and staff.

Webmail: The College has webmail service for its faculty and staff members which is powered by Google Email services.

College ERP: The College has developed ERP for e-office purpose. This includes all the data of students, faculty members and office administration.

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

4.3.2 - Number of Computers

230

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

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

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

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

161.63620

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 maintenance of all the infrastructure of the college, including classrooms and laboratories, is done by the Infrastructure and Maintenance Committee. Each year separate funds are allocated for the repair and maintenance of the college

infrastructure. The maintenance of instruments and equipment is directly undertaken by concerning committee.

All the labs in the college are well maintained. In case if any equipment/instrument is not properly working the concerned person of the department immediately informs to the infrastructure and maintenance committee for its repair or replacement. After the proper inspection of equipment/instrument, the committee takes the action for repair or replace. For some instruments like Computers, UPS, Wi-Fi routers, CCTV etc. the college follows the Annual Maintenance Contract (AMC) system and the concerned agency regularly visits the college at different time in the year for the maintenance of the infrastructure. The College gives top priority for maintaining the infrastructure of the college. For this college has appointed staff for regular monitoring & maintenance of the existing equipments and tools.

All the physical infrastructure of the college like administrative and academic buildings, roads, electricity & water supply etc. are being regularly maintained as per to the needs and on a regular basis throughout the year. For this purpose, skilled staffs like carpenter, mason, electrician, plumber, Sweeper, gardeners and supervisor etc. have been appointed. For other services architects and contractors are hired time-to-time as per requirement for major maintenance issues.

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

429

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

142

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

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

A. All of the above

File Description	Documents
Link to Institutional website	http://www.vivekcollege.org/naac_image/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

478

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

478

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

57

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

247

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
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

33

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.

1

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 ensures representations of students as per statutory requirement in the existing cells of the college. The College has taken pro-active step in the formation of various cells and committees, Students of college are actively participating in various cells and committees for the active engagement in academic and co-curricular activities. The participation of students also made in various committees and cells of the college as per statutory norms and provisions. Committees and cells are as follows which are represented by students:

1.Alumni Association

2.Anti-Ragging Cell

3.Anti-Sexual Harassment Cell

4.Anti-Ragging Squad

5.Canteen Committee

6.Grievance Redressal Cell

7.SC/ST/OBC/Minority Cell**8.Sports Committee****9.Cultural Committee****10.Equal Opportunity Cell****11. Internal Quality Assurance Cell (IQAC)**

File Description	Documents
Paste link for additional information	www.vivekcollege.org
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

16

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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

Since inception of college, it has strong relations with their alumni. College has constituted alumni association and actively working with the college and contributes their expertise and knowledge for academic enrichment as well as support and progression of the students in various field. To maintain the

proper relationship with alumni, College organised regular meetings with the alumni for their suggestions with respect to infrastructure and functioning of college especially for the students. It also provides a platform to the students of the college to interact with their Alma-matter which enables the alumni to share their experience of competitive world with the students. As an annual event alumni meet is organised every year with the college annual event 'Samagam'. College tries to invite all the alumni & other members like former faculties of the college in this annual event. The College utilises feedback of their alumni to enrich their academic and co-curricular activities for the enhancement of teaching learning process. As college is in process to establish strong relationship, alumni also provide direct support to the college in various means.

File Description	Documents
Paste link for additional information	http://vivekcollege.org/Vivek_CollegeOfEducation_Committee_alumniass.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The College consistently strives to maintain and upheld environment for achieving excellence in higher education for the fulfilment of vision and mission of the college. The leadership of the college management and governance are the strength of the college and demonstrate delivery of high quality academic standards for its stakeholders, students, faculty members and staff. The College leadership ensures the implementation and continuous development of governance and management system for the fulfilment of the objectives of the college. The College also regularly interacts with the stakeholders for its continuous

improvement in management and governing system which includes representatives of the faculty, students and representatives from local & civil society. All the relevant ideas and suggestions are discussed with the concern stakeholders. The College functionaries who hold leadership positions are accountable and responsible for high standard delivery in teaching learning and administrative process tuned-up with vision and mission of the college.

Since its inception, college is committed to maintain and reflect governance and leadership in tune with the vision and mission of the college.

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

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

The College strongly believes in participatory and decentralized management system and encourages participative management culture by involving its faculty members at various administrative levels. The College also promotes participative administrative operations through various committees constituted in the college as per different statutory norms. It includes participation of faculty members, non-teaching staff, students and other stakeholders.

The College functions in a well-structured decentralized system to ensure participative management at all levels of decision making. Some of major decentralized and participative practices are:

Governing Board: The Shivika Educational Society is the governing body of the college and exercise the general control of the college affairs. The society is consist of the local community members with the representation of female members.

Management Committee: The Management Committee is the executive authority of the college. The committee is represented by governing board nominees, faculty & staff representative and student's representative.

Finance Committee: This committee looks all the matters related to finance of the college. The Committee is also represented by

governing board nominees, faculty and staff representative.

Academic Committee: The Committee is constituted under Chairmanship of Principal with faculty representations. The committee is responsible for overall academic planning and its delivery.

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

The College, since its inception always frame its development strategies and plan on the basis of the vision and mission of the college. While college is planning for its future development initiatives, it insures that all the perspectives of teaching learning resources, human resources planning and development are included.

In the past few years, the college has initiated several

initiatives like:

- Permanent affiliation of various courses by the affiliating university
- Initiation of new professional courses
- Fully Wi-Fi enabled campus
- Online student's admission process
- Online attendance system
- Online fee collection
- Online faculty database and attendance record
- Fully ITC technology enabled class rooms for students
- Establishment of smart class rooms
- Online teaching and learning resources through ePG Pathshala, MOOCs and Swayam
- Subscription to e-journals and resources through N-List,
- Membership of INFLIBNET
- Automation of Library
- College ERP- College Data Resource
- Establishment of Ayurveda Hospital
- Enhancement in the Transport facilities for the students and

faculty

- Construction of new building for new courses.
- Capacity building training for faculty members

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
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 College leadership ensures the implementation and continuous development of governance and management system for the fulfilment of the needs of the college. The organizational structure of the college are as follows:

- Board of Governance
- Management Committee
- Finance Committee
- Academic Committee

The College has also other positions which assist directly to their concern officer as per college policy and organization structure. As the affiliated college, College follow affiliating university the rules and regulations for the appointment of the faculty & staff members.

Grievance Redressal Mechanism: The College strongly believes in complete satisfaction and happiness of the stakeholders of the college like students, parents and staff members. For this, college constituted grievance redressal committee to deal all the matter related to any type of grievances. Any student or other stakeholder of the college can log their grievances directly to the committee. College also installed complaint and suggestions box in the buildings of the college. The committee works on grievance very carefully and thereafter, decisions are taken accordingly.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user 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 College believes in the welfare of all the human resource working with the college. College takes time to time various types of initiatives and measures for the welfare of the college teaching and nonteaching both. The College initiated broadly two types of welfare measures for its human resources i.e. training and development support and other types of support. In the training and development Support College provide platform to the faculty members and staff to hone their skills through participation in various type of training and development activities organised by college or other institution. Other type of supports includes:

Health Services: College has well established hospital with all major facilities. The College provides free of cost services to teaching and non-teaching members and students.

Fee concession for staff: The College provides fee concessions to the dependents of its staff members for their studies in different courses of the college.

Transport Service: College has well-structured transport facility with 23 buses and services of buses provides free of cost to staff.

Financial Aid for professional Development: College provides financial support to the teaching and non-teaching staff for attending seminars, conferences and training programmes.

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

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

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

06

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

7

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	View File
Upload any additional information	No File Uploaded
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

30

File Description	Documents
IQAC report summary	No File Uploaded
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

The College has systematic measurement mechanism of appraisal system for its teaching and non-teaching staff. All the teaching and non-teaching staff are required to fill their appraisal form and submit to their concerning official. The College appraisal

system includes information of lectures delivered, recognitions, honours, paper presentation and participation in seminar and conferences, research paper publication academic qualification and enhancements, short term training, professional development

activities undertaken etc. At the end of each academic session all the faculty members and non-teaching staff are required to fill the Performance based Appraisal Form for the evaluation of the performance. The College has two type of performance appraisal system for teaching staff:

Performance Based Appraisal System: This System includes activities to evaluate the performance of faculty members on the basis of their academic activities.

Student Feedback: At the end of each session college administrated student feedback for it faculty members who engaged their classes. The score of feedback is assed by the IQAC committee and same is submitted to the Chairman of the college for further action.

Performance Appraisal of Non-teaching Staff: The College has structured performance appraisal schedule for its non-teaching staff. The Appraisal schedule includes information of duty performance, knowledge of computer, knowledge of office administration and skills enhanced.

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

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

The College believes in total transparency in financial matters and to ensure Transparency College also has well established finance committee and full time Director, Finance in the college with well-placed account section. All the books of account are maintained by the account section day by day. Entire books of account are cross checked by the office regularly. The bills of the expenses checked by the internal accountant before payment are made. Records of the bills and payment made by the college are

maintained by account section for its audit purpose and for other unseen circumstances. Audit of accounts of the college done regularly by the internal and external auditor regularly. An annual report is prepared by the external auditor for its statutory body approval.

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

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 Shivika Educational Society as a Governing body of the college is responsible for its overall fund mobilization and expenses. Governing body assess the needs and requirement of the college and accordingly supports are provided to the college. The entire infrastructure is developed by the governing body for this purpose. The main source of the fund is student's fee of the college. The Funds generated from above sources are principally used for the development of the college. Financial resources optimally used by the college on the basis of need and prioritization to maintain the pace of development.

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

Since its inception, the College continuously strives for its quality in teaching, research and extension activities. To ensure this, college, in accordance with the guidelines of National Accreditation and Assessment Council, constituted Internal Quality Assurance Cell in 2018. Since the establishment of cell, IQAC has taken number of initiatives to enhance teaching learning, research and extension activities qualities of the college. The cell periodically has taken initiatives related to quality of academic and administrative activities along with the feedback of students.

The main initiatives undertaken are as follows:

1. Psychological counselling Service to the students of the college
2. The regular monitoring and supervision of academic activities of the college.
3. Faculty development programmes under Scheme of Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching for the faculty members of the college.
4. Regular meetings with the students, faculty members and various cells and committees of the college for their feedback and inputs to improve quality benchmarks of the college.
5. Separate feedback of students on teaching learning process, teachers, learning resources and infrastructure.
6. Up-gradation of College ERP and website for easy to access & better experience for its stakeholders.
7. Regular Participation in AISHE
8. Setting up a quality benchmark in academic session planning and implementation through following steps:
 - Academic Calendar
 - Orientation/ Induction of students
 - Teaching Plan & Course Breakup

- Time Table
- Surprise Test Seasonal Examination
- Bridge & Remedial 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

As per guidelines of NAAC, Internal Quality Assurance Cell is mandatory for the institutions after post accreditation of institutions, however the college has taken pro initiatives for its quality benchmarking practices in the quality teaching learning and administrative process and had established Internal Quality Assurance Cell in the college.

The Internal Quality Assurance Cell of the College continuously spreading the culture and environment of quality benchmarking in academic and administrative system. The initiatives of Internal Quality Assurance Cell like well-planned academic activities and student feedback system gives insights to improvement in teaching learning and administrative process to enhance the experience of the various stakeholders.

The Internal Quality Assurance Cell regularly receives the information from teaching section as well as administrative section regarding various activities and holds regular meetings for their inputs and suggestions. These inputs and suggestions provide improvement and quality benchmarking strategies for improved system. The Cell also resulted in up-gradation of working environment, IT infrastructure and mobility of the students.

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

6.5.3 - Quality assurance initiatives of the **B. Any 3 of the above**

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)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Since the inception, the College is fostering safe environment for all of students, teaching and non-teaching staff. The college strictly compliances with various statutory laws and guidelines issued time to time related to ragging and harassment at workplace, gender equality, equal opportunity cell, internal compliant committee etc.

Safety and Security: The College strives for full security of the members especially female employees and students. The college campus has round the clock 24 x 7 security system including entry and exit gates. The campus is well equipped with CCTV camera at main gate including all buildings, class rooms, laboratories, seminar hall and offices.

Counselling: College has separate career counselling cell to address and solve student's problems on regular basis. To address contemporary psychological issues of students, college started Psychological Counselling Service biweekly to deal with students problems. Apart from this, college has also allotted mentor to

each students in each session to deal with students problems in an easy and accessible manner.

Common Room: The College also has common room in each building according to the needs of girls students with all necessary facilities such as washroom having with Sanitary Pad Disposal Machine etc.

File Description	Documents
Annual gender sensitization action plan	http://www.vivekcollege.org/naac_image/AnnualGenderSensitizationActionPlan.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	a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children

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	No File Uploaded

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

Solid and liquid waste management: The College is well maintained in terms of cleanliness. College initiated several initiatives for solid and liquid waste management in the college. For which a orientation programme is organised with the students, faculty members and staff of the college for their awareness and sensitiveness. The entire waste collected in to type of dustbin, one for wet waste and another for dry waste and for smooth collection dustbins are kept in various locations as per need. Littering in the campus is strictly prohibited and regularly

monitored by competent authority. The entire campus is plastic free. To minimize the use of paper, college ERP introduced for green initiatives The college has proper drainage system in campus and sewage generated is discharged into soak pits.

E-waste management: The College has very less volume of generated e-waste. Old and obsolete electronic items and computer sold of in the market by following all established procedure.

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

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	No File Uploaded

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

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

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	No File Uploaded

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

The college happily takes efforts to celebrate national days & festivals and anniversaries of the national leaders on regular basis. College also pay homages to freedom fighters and national leaders and recalling their contribution to the nation. Three major events are organised by the college namely 'Sur Sangam: Meri Awaaj Desh ke Naam' on the occasion of Independence Day, 'Voice of Bijnor' on the occasion of Republic day and Vivek-Mini Marathon on the occasion of World Health Day. The programme 'SurSangam: Meri Awaaj Desh ke Naam' is celebrated in the college after Flag Hosting however 'voice of Bijnor' programme celebrated in the city of Bijnor, in this programme all the citizen of the Bijnor city invited to participate at all the circles of city for the National Anthem at 12:00 noon sharp. On the World Health Day College organised Vivek-Mini Marathon where all the registered participants Run for Healthand winners are awarded with prizes money and certificates.

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

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

The College organizes various programs from time to time for the promotion of Constitutional values, rights, duties, and

responsibilities of citizens. The college designs various activities to create awareness about the national identity and symbols. Moreover, these are aimed to familiarize its stakeholders about Fundamental Duties and Rights. The College celebrates Independence Day. Three major events are organised by the college namely 'Sur Sangam: Meri Awaaj Desh ke Naam' on the occasion of Independence Day, 'Voice of Bijnor' on the occasion of Republic day and Vivek-Mini Marathon on the occasion of World Health Day.

Vivek College organizes several programs that are aimed at the promotion of various constitutional rights, duties, and responsibilities of citizens. College organizes a Blood Donation Camp every year . Vivek College also celebrates Women Day to mark the achievements of women throughout the history. Similarly College celebrates World Environment Day on the 5th of June every year to ensure the Environmental concern is addressed. Similarly, College organizes a Swachh Bharat Cleanliness Drive. The drive is aimed to promote the importance of cleanliness. Hence in this way, College ensures that the Constitutional values, rights, duties, and responsibilities of citizens are promoted and served.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.vivekcollege.org/naac_image/activity/daysceremony.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

A. All of the above

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

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

The college happily takes efforts to celebrate national days & festivals and birth anniversaries of the great Indian personalities on regular basis. College also observe death anniversaries to pay homage to freedom fighters and national leaders and recalling their contribution to the nation. Three major events are organised by the college namely 'Sur Sangam: Meri Awaaj Desh ke Naam' on the occasion of Independence Day, 'Voce of Bijnor' on the occasion of Republic day and Vivek-Mini Marathon of the occasion of World Health Day. The programme 'Sur Sangam: Meri Awaaj Desh ke Naam' celebrated in the college after Flag Hosting however 'Voce of Bijnor' programme celebrated in the city of Bijnor, in this programme all the citizen of the Bijnor city organised at all the circles of city and participate in National Anthem at 12:00 noon sharp. On the World Health Day College organised Vivek-Mini Marathon where all the registered participants Run for Health and winners awarded with prize money and certificates. The college also celebrated various days of National importance.

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.

http://www.vivekcollege.org/naac_image/BestPractices.pdf

File Description	Documents
Best practices in the Institutional website	http://www.vivekcollege.org/naac_image/BestPractices.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

The College always believes in inculcation of value-based learning & excellence in academic field which is also enshrined in its Vision and Mission of college. Decentralization & participatory management of college promotes organisation of activities at various level of college and all the activities is tune-up with College Vision and Mission. All these activities are value based, which help in promotion of leadership and team work skills in faculty members as well as in students. The major aspect of distinctiveness in the area of Institutional Social Responsibility college has strong presence in the field of extension and outreach activities. Through presence of extension and outreach activities, we inculcate a value based social responsibilities in the young learns of society to understand the realities of society and challenges of life. Its also enables students to learn social values through realities and understand their commitment towards society. Unnat Bharat Abhiyan is another Institutional Social Responsibility initiative of the Ministry of Education, Government of India and IIT, Delhi. The college has participated and adopted five villages which is situated surroundings of college to work in the field of local governance and sustainable rural development of community.

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

The College has well established mechanism for curriculum delivery and documentation of the curriculum as per Ordinance and guidelines of affiliating university. The curriculum delivery process involves a number of specific decisions taken meetings of Department Committees to determine workload of each and every faculty, allocation of work, preparation of Time Table and academic calendar etc. IQAC of the college closely monitored delivery and documentation of the curriculum through meetings and interaction with faculty members and students time to time. The college organizes Orientations each year for the students to help them to understand curriculum structure and make informed choice and Options to be offered in the semester. The departments of college prepares the Time Table based on the curriculum requirement before the commencement of the new semester. Each departments organize their academic tasks and activities as per time table and academic calendar. The college adopt remedial teaching for bridging the knowledge gap of the 'weak' students to enable them to cope with the programme of their choices as well as promote, reward and facilitate 'advanced' learners. The Internal assessment which consists of unit Test, sessional test, presentations, and assignments are conducted to evaluate the performance of students. The college has a Mentoring Programme which enables students of all the years to provide feedback on teachers, on the curricular issues, college infrastructure, administrative matters and other academic or non-academic matters.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.vivekcollege.org/naac_image/AC_21-22.pdf

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

The college follows the Academic Calendar of the affiliating university and College prepared academic calendar for each session as per university calendar and strictly adhered for academic activities i.e. internal assessment, dispersal of classes, seasonal examination, field work activities, practical examination and preparatory leave etc. Each year dates of internal assessment activities decides at the beginning of the session and these dates strictly adhere during each session for internal assessment i.e. assignment work, project work, practical test, theory test, and presentation etc. Dates for conducting internal assessment activities displayed on notice boards and notice of faculty members for submission of internal marks also circulated among concern faculty members for timely submission of marks. The decision regarding academic calendar preparation, dates for internal assignments activities depends on university admission process and other activities which are directly deal by university.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.vivekcollege.org/naac_image/1.1.2.pdf

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

E. None 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	No File Uploaded

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	
0	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)	
17	
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	
1437	
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

In order to integrate the cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics, College has imbibed different types of courses in the curriculum, some enhance professional competencies while others aim to inculcate general competencies like social ðical values, human values, environment sensitivity etc., thereby leading to the holistic development of students. The courses on Ethics, Behavioural Science (BS), Human Values and Community Outreach, Environmental Studies are embedded in the curriculum of all UG & PG programs. The students undertake a number of activities to inculcate these values.

1. Gender Sensitivity

2. Human Values and Professional Ethics

3. Environment studies

File Description	Documents
Any additional information	No File Uploaded
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

129

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

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

734

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	http://vivekcollege.org/Vivek_CollegeOfEducationFeedbackReports.php
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://vivekcollege.org/Vivek_CollegeOfEducationFeedbackReports.php

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

630

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

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

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

330

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

2.2 - Catering to Student Diversity

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

The College assesses the achievement, satisfaction, and the extent to which the academic environment supports student learning. The purpose is to identify the extent of students learning; assesses their preparation, needs, and experiences; and to use this data for improving student achievement in curricular, co-curricular and scholarly work. The College organizes various special programs to support advanced and slow learners, such as:

Slow Learners - Adequate Support is provided to slow learners to overcome academic difficulties by:

- 1.Organizing Extra Classes during the semester
- 2.Organizing bridge course at the beginning of semester
- 3.Giving practice assignments
- 4.Organizing Guided Self Study Courses classes
- 5.Providing extra reading material to improve basic understanding of subject
- 6.Engaging in social activities/class activities/institution activities to develop social skills

Advanced learners - In order to support the fast learners, it is ensured that:

- 1.They are given additional/challenging assignments/ project works.
- 2.They are encouraged to participate in various symposiums like quiz, poster presentation, conferences, inter institution competition etc.

3.They are also given opportunities to do miniproject work or Outdoor Activity Based Courses as per their area of interest

4.They are given opportunities to involve themselves in writing research papers through their independent study and research Course

File Description	Documents
Paste link for additional information	http://www.vivekcollege.org
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
1433	97

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 academic philosophy of college is student centric. Various methods of experiential and participatory learning are adopted to ensure that students are active participants than remaining passive listeners in the teaching-learning process. The participatory learning activities adopted by the faculty that develops an application-based outlook of student are:

- (a) Group discussions
- (b) Case Analysis
- (c) Role plays
- (e) Projects Design
- (f) Presentations
- (g) Term Papers / Seminars
- (h) Home Assignments
- (i) Dissertation
- (j) Self-Work (SW)
- (k) Industry internship
- (l) Field work

College gives high importance to holistic development of students beyond classroom through co-curricular, extra-curricular and field based activities. In the order to pursue the interest in their area of specialization, students cells & committees are also functional. Some of the committees are Cultural committee, Sports Committee, afeteria Committee,

Alumni Committee, Placement committee and Yoga Club.

Skill Enhancement Courses - To support and focus on students' personal and professional development, College also offers Skill enhancement courses related in the discipline of study which focus on discipline knowledge, IT literacy, entrepreneurial abilities, Research & Enquiry, values & ethics, sense of responsibility & discipline, understanding of socio economic environment and effective communication.

Guest lectures, seminars, conferences, industry visits and many other such activities are organized to enhance students' learning experience by providing industry orientation.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	http://www.vivekcollege.org

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

The faculty members of Vivek College of Education use online education resources and blended learning platforms like Microsoft Team and google classroom to enhanced teaching learning experience to the students. All the departments have LCD projectors with wifi which are used for teaching learning process and for making presentations.

Teachers prepare modules and learning notes on various topics of syllabus and made available for students of college. The use of ICT by teachers in classrooms apart from enabling students to keep pace with the contemporary digital and virtual world has helped College create a student centric learning approach.

You- Tube, E- mails, WhatsApp group, Microsoft teams and Google classrooms are used as platforms to communicate, provide material and syllabus, make announcements, conduct tests, make presentations, address queries, mentor and share information. Internet and Wi-fi facility is made available to all the students of college free of charge. College website have a weblink for Econtent/ study material of different courses and subjects so that their learning can be strengthened and made effective.

The College library also provides access to computers and on line journals freely available in public domain and also to journals subscribed on the advice of faculty and facilitates downloads.

File Description	Documents
Upload any additional information	No File Uploaded
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

96

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	No File Uploaded

2.4 - Teacher Profile and Quality

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

97

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**

17

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

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

299

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.

1.The College ensures that all students are aware of the evaluation process through academic calendar, college website and notice display.

2. The Orientation program organized at the beginning of every academic year to aware students of the evaluation process and the tentative schedule.

3.At the beginning of the session teaching plans are prepared along with the mode of Continuous Internal Evaluation and discussed with students.

4. Academic Committee of the college monitored all the activities on regular basis.

5. Dates for the tests/submission of assignments are notified on the college notice boards & website and announced by faculty in the respective classes.

6. After evaluating, answer sheets and assignments are shared with students and marking pattern is discussed with their strength and weakness.

7. The internal assessment lists are displayed on the notice board and college website.

8. The college keeps records of internal assessment, projects work and assignments of each course and also made available throughout the year for students and parents.

9. For any grievances, Grievance redressal cell also exist to solve grievance of students related to internal assessment.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://www.vivekcollege.org

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

As an affiliated college, if students have any examination related grievances in marks they need to apply for their grievance directly to the affiliated university. However college extends all supports to the students in terms of process of filling their grievances directly to affiliating university. A complete process is also explained on affiliating university website as well as on college website. For any other type of errors like miss printing of names and other details of students, mark sheet indicating absent, the college takes immediately action and sends all the required documents to university for the correction of all discrepancies. If students has any grievances in internal examination, students may approach directly principal or Grievance redressal committee. The concern authority promptly deals with the grievances of the students related to Internal Assessment.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://www.vivekcollege.org

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.

The College is committed to provide high standard learning and strongly believes in publicity of programme outcomes and its career prospective for all programme offered by college. The College displayed and propagates programme outcomes and its career prospective through college websites and during orientation programme at beginning of the session in each year. Alumni of the college also invited to interact with the students. Program specific outcomes of all the programme offered by the college are highlighted through career options after completion of the programs. Each course offered by the college, a unique set of learning outcomes and which are linked to the broad program outcomes. These outcomes help the students and appreciate to cover the topic in class room teaching. The entire syllabus has stated learning objectives and available for students and teachers on college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.vivekcollege.org
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.

The College has clearly stated learning outcomes on the basis of syllabus of affiliating university for all programme offered by college. These learning outcomes are clearly displayed on college website and in prospectus. The Continuous Internal Assessment also enables students to test their attainment of learning outcomes. Its also enables students to overcome from

the gaps and provides feedback on learning outcomes of each course. The attainment of program outcomes is reflected through examination, which are organised by affiliating university.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.vivekcollege.org/naac_image/PS_O_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

508

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

http://www.vivekcollege.org/naac_image/Satisfactory_survey21_22.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)

NA

File Description	Documents
Any additional information	No File Uploaded
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

0

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
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

The College strives to promote and inculcate the spirit of innovation for learnings in the young learners minds through its academic, research and extension activities. The College also a preferential orientation towards career oriented program at undergraduate and postgraduate levels. The students are encouraged to provide innovative strategies and are also motivated for taking up innovative projects with development ideas. They provide programme and design strategies and respond to the emerging needs of the society. To promote innovation and entrepreneurship ideas in young mind set, college organizes students' workshops and Interaction with entrepreneurs regularly. It fulfills the need and expectations of students and apprises them with the contemporary scenarios.

College has participated in an outreach program under Unnat Bharat Abhiyan (An Initiative of Ministry of Human Recourse Development) to transform the existing practices of various activities carried out by neighborhood community people.

Being a higher educational institution, college also dedicated for the promotion of women's education. Attempts are made time to time for the benefit of the half of the society at large by several activities in the college and nearby college community and efforts are clearly reflected in enrolment ratio of the college.

Other initiatives of college for creation and transfer of knowledge include special lectures by eminent academic personalities, educational field trips, internships, training programs, seminars and encouragement of students to take research project work as their part of study.

File Description	Documents
Upload any additional information	No File Uploaded
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

13

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

0

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

2

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

3.3.3 - 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

03

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

The College tries to inspire, motivate and involve students to serve society needs in many ways, such as tree-plantation, participation in cleanliness drives through Namami Gange programme and blood donation camp etc.

The faculty and students identify needs with communities, and participatory initiatives taken by college to address issues like education, sanitation, reproductive health & hygiene, legal awareness, women's empowerment and enabling access of the marginalised to entitlements provided under diverse schemes of government. These types of initiatives and participation sensitises the staff and students towards their social responsibilities and issues and challenges faced by the underprivileged sections of society. It enables the students and staff members to develop an empathetic understanding of vulnerable individuals & communities and facilitates them in their civic engagement.

The college has adopted five villages under Unnat Bharat Abhiyan and two villages under National Service Scheme. Students of College, especially Master of Social Work (MSW) students are involved to address social issues and bringing about social transformations in the adopted villages.

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

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

0

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**

10

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**

803

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

7

File Description	Documents
e-copies of related Document	View File
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

5

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 infrastructure is adequate for existing programmes, and it is also well maintained. Since its inception, efforts have been made regularly to equip the classrooms according to needs of the time. College has separate classrooms allotted to each programme as per need and norms fitted with latest ICT tools. The entire campus is Wi-Fi enabled and allows teachers and students to access the Internet for an innovative teaching-learning process. To assist teaching-learning process specially for the Science programs, teaching and research laboratories such as Language lab, Psychology lab, Physics lab, Chemistry lab, Bio-Chemistry lab, Zoology lab, Botany lab, Computer labs, Physiology lab etc. are well equipped with the necessary instrumentation and consumables which are regularly upgraded as per curricular need of the young innovators & learners.

The College provides all facilities to the faculty members, staff and students like staff rooms, office, common room, counselling room, canteen, clean drinking water and separate wash rooms etc. The College has well-equipped library with all facilities as per norms. Faculty members and students make the maximum use of all available learning resources in the library.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://vivekcollege.org/Vivek_CollegeOfEducation_Content_Facilities.php

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

The College strongly strive for the holistic development of students and staff. For this, college has made the development of sports facilities and infrastructure for holding sports, cultural events and other co- curricular activities within the college campus. The College has adequate facilities for sports and cultural activities. It has badminton court, cricket, football, running track, kho-kho, kabaddi and volleyball

grounds. All necessary equipment for different sports and games are also available in sufficient numbers which is available for staff and students both in scheduled time slot. College has also facilities for indoor games like table-tennis, carom and chess etc. To promote the spirit of games in the students college organizes annual sports week regularly in each year. For holistic development of students, College started yoga classes which are mandatory for all the students and all the facilities are available for yoga. It boosts the mind power and energy level which helps in maintaining the health that keeps mind peaceful and sharp with improved concentration.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://vivekcollege.org/Vivek_CollegeOfEducation_Committee_sportcomm.php

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

74

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

11.2

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The College has automated Library with self-tailored software and it is operated through College data resources software. All the housekeeping activity of library is maintained by the software, through which Library staff and users of library i.e. staff and students can have access to all relevant and important information by logging with their details.

The Library software supports all the activities of circulation section including issue - return, reminders and recall of books, and overdue charges etc. The software also supports to management of subscribed Journals with processing of subscription, reminders for non-receipts of journal issues etc.

The College has also INFLIBNET N-List subscriptions which provide wide range of knowledge resources with approximately 6000 e-journals & 31, 35,000 eBooks for the users.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://vivekcollege.org/Vivek_CollegeOfEducation_Content_lib_E_Res.php

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

A. Any 4 or more of the above

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

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

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

1.938

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

32

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 college is frequently updating its IT facilities including Wi-Fi, Computers, Laptops, LCD Projectors, Smart Board, Software, Servers, Apps, Intranet and Video-Conferencing Facility. The entire college is connected with wi-fi network which provide uninterrupted, essay to access service to staff

and students in college premises. Some of the IT Infrastructure listed is as follows: 1.Wi-Fi (with 40 Routers point) 2.CCTV Cameras (176 Nos) 3.Accounting Software 4.Computer Labs Upgraded (Three Computer labs with 230 Computers) 5.Computer Software Upgraded to Windows 10, and MS Office 2016, 6.Smart-Boards (03 Nos) 7.College ERP-"College Data Resource" 8.Website Upgradation undertaken regularly

Vivek- Mobile App: The Vivek Mobile-App, a unique facility provides, which students and faculty access all essential information about the college and its information related to faculty and students. It can be accessed through Google Play Store and college website. The college app is a comprehensive, single window solution of college information and networking for its students, faculty and staff.

Webmail: The College has webmail service for its faculty and staff members which is powered by Google Email services.

College ERP: The College has developed ERP for e-office purpose. This includes all the data of students, faculty members and office administration.

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

4.3.2 - Number of Computers

230

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

161.63620

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 maintenance of all the infrastructure of the college, including classrooms and laboratories, is done by the Infrastructure and Maintenance Committee. Each year separate funds are allocated for the repair and maintenance of the college infrastructure. The maintenance of instruments and equipment is directly undertaken by concerning committee.

All the labs in the college are well maintained. In case if any equipment/instrument is not properly working the concerned person of the department immediately informs to the infrastructure and maintenance committee for its repair or replacement. After the proper inspection of equipment/instrument, the committee takes the action for repair or replace. For some instruments like Computers, UPS, Wi-Fi routers, CCTV etc. the college follows the Annual Maintenance

Contract (AMC) system and the concerned agency regularly visits the college at different time in the year for the maintenance of the infrastructure. The College gives top priority for maintaining the infrastructure of the college. For this college has appointed staff for regular monitoring & maintenance of the existing equipments and tools.

All the physical infrastructure of the college like administrative and academic buildings, roads, electricity & water supply etc. are being regularly maintained as per to the needs and on a regular basis throughout the year. For this purpose, skilled staffs like carpenter, mason, electrician, plumber, Sweeper, gardeners and supervisor etc. have been appointed. For other services architects and contractors are hired time-to-time as per requirement for major maintenance issues.

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

429

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

142

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

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

A. All of the above

File Description	Documents
Link to Institutional website	http://www.vivekcollege.org/naac_image/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

478

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

478

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

57

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

247

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
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

33

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

<p>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</p>	
<p>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.</p>	
<p>1</p>	
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
<p>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)</p>	
<p>The College ensures representations of students as per statutory requirement in the existing cells of the college. The College has taken pro-active step in the formation of various cells and committees, Students of college are actively participating in various cells and committees for the active engagement in academic and co-curricular activities. The participation of students also made in various committees and cells of the college as per statutory norms and provisions. Committees and cells are as follows which are represented by students:</p> <ol style="list-style-type: none"> 1.Alumni Association 2.Anti-Ragging Cell 3.Anti-Sexual Harassment Cell 4.Anti-Ragging Squad 5.Canteen Committee 	

6. Grievance Redressal Cell

7. SC/ST/OBC/Minority Cell

8. Sports Committee

9. Cultural Committee

10. Equal Opportunity Cell

11. Internal Quality Assurance Cell (IQAC)

File Description	Documents
Paste link for additional information	www.vivekcollege.org
Upload any additional information	View File

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

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

16

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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

Since inception of college, it has strong relations with their alumni. College has constituted alumni association and actively working with the college and contributes their expertise and

knowledge for academic enrichment as well as support and progression of the students in various field. To maintain the proper relationship with alumni, College organised regular meetings with the alumni for their suggestions with respect to infrastructure and functioning of college especially for the students. It also provides a platform to the students of the college to interact with their Alma-matter which enables the alumni to share their experience of competitive world with the students. As an annual event alumni meet is organised every year with the college annual event 'Samagam'. College tries to invite all the alumni & other members like former faculties of the college in this annual event. The College utilises feedback of their alumni to enrich their academic and co-curricular activities for the enhancement of teaching learning process. As college is in process to establish strong relationship, alumni also provide direct support to the college in various means.

File Description	Documents
Paste link for additional information	http://vivekcollege.org/Vivek_CollegeOfEducation_Committee_alumniass.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The College consistently strives to maintain and upheld environment for achieving excellence in higher education for the fulfilment of vision and mission of the college. The leadership of the college management and governance are the strength of the college and demonstrate delivery of high quality academic standards for its stakeholders, students, faculty members and staff. The College leadership ensures the implementation and continuous development of governance and

management system for the fulfilment of the objectives of the college. The College also regularly interacts with the stakeholders for its continuous improvement in management and governing system which includes representatives of the faculty, students and representatives from local & civil society. All the relevant ideas and suggestions are discussed with the concern stakeholders. The College functionaries who hold leadership positions are accountable and responsible for high standard delivery in teaching learning and administrative process tuned-up with vision and mission of the college.

Since its inception, college is committed to maintain and reflect governance and leadership in tune with the vision and mission of the college.

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

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

The College strongly believes in participatory and decentralized management system and encourages participative management culture by involving its faculty members at various administrative levels. The College also promotes participative administrative operations through various committees constituted in the college as per different statutory norms. It includes participation of faculty members, non-teaching staff, students and other stakeholders.

The College functions in a well-structured decentralized system to ensure participative management at all levels of decision making. Some of major decentralized and participative practices are:

Governing Board: The Shivika Educational Society is the governing body of the college and exercise the general control of the college affairs. The society is consist of the local community members with the representation of female members.

Management Committee: The Management Committee is the executive authority of the college. The committee is represented by

governing board nominees, faculty & staff representative and student's representative.

Finance Committee: This committee looks all the matters related to finance of the college. The Committee is also represented by governing board nominees, faculty and staff representative.

Academic Committee: The Committee is constituted under Chairmanship of Principal with faculty representations. The committee is responsible for overall academic planning and its delivery.

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

The College, since its inception always frame its development strategies and plan on the basis of the vision and mission of the college. While college is planning for its future development initiatives, it insures that all the perspectives of teaching learning resources, human resources planning and development are included.

In the past few years, the college has initiated several initiatives like:

- Permanent affiliation of various courses by the affiliating university
- Initiation of new professional courses
- Fully Wi-Fi enabled campus
- Online student's admission process
- Online attendance system
- Online fee collection
- Online faculty database and attendance record
- Fully ITC technology enabled class rooms for students
- Establishment of smart class rooms
- Online teaching and learning resources through ePG Pathshala, MOOCs and Swayam
- Subscription to e-journals and resources through N-List,

- Membership of INFLIBNET
- Automation of Library
- College ERP- College Data Resource
- Establishment of Ayurveda Hospital
- Enhancement in the Transport facilities for the students and faculty
- Construction of new building for new courses.
- Capacity building training for faculty members

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
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 College leadership ensures the implementation and continuous development of governance and management system for the fulfilment of the needs of the college. The organizational structure of the college are as follows:

- Board of Governance
- Management Committee
- Finance Committee
- Academic Committee

The College has also other positions which assist directly to their concern officer as per college policy and organization structure. As the affiliated college, College follow affiliating university the rules and regulations for the appointment of the faculty & staff members.

Grievance Redressal Mechanism: The College strongly believes in complete satisfaction and happiness of the stakeholders of the college like students, parents and staff members. For this, college constituted grievance redressal committee to deal all the matter related to any type of grievances. Any student or other stakeholder of the college can log their grievances directly to the committee. College also installed complaint and

suggestions box in the buildings of the college. The committee works on grievance very carefully and thereafter, decisions are taken accordingly.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user 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 College believes in the welfare of all the human resource working with the college. College takes time to time various types of initiatives and measures for the welfare of the college teaching and nonteaching both. The College initiated broadly two types of welfare measures for its human resources i.e. training and development support and other types of support. In the training and development Support College provide platform to the faculty members and staff to hone their skills through participation in various type of training and development activities organised by college or other institution. Other type of supports includes:

Health Services: College has well established hospital with all major facilities. The College provides free of cost services to teaching and non-teaching members and students.

Fee concession for staff: The College provides fee concessions to the dependents of its staff members for their studies in different courses of the college.

Transport Service: College has well-structured transport facility with 23 buses and services of buses provides free of cost to staff.

Financial Aid for professional Development: College provides financial support to the teaching and non-teaching staff for attending seminars, conferences and training programmes.

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

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

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

06

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

7

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	View File
Upload any additional information	No File Uploaded
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

30

File Description	Documents
IQAC report summary	No File Uploaded
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

The College has systematic measurement mechanism of appraisal

system for its teaching and non-teaching staff. All the teaching and non-teaching staff are required to fill their appraisal form and submit to their concerning official. The College appraisal system includes information of lectures delivered, recognitions, honours, paper presentation and participation in seminar and conferences, research paper publication academic qualification and enhancements, short term training, professional development

activities undertaken etc. At the end of each academic session all the faculty members and non-teaching staff are required to fill the Performance based Appraisal Form for the evaluation of the performance. The College has two type of performance appraisal system for teaching staff:

Performance Based Appraisal System: This System includes activities to evaluate the performance of faculty members on the basis of their academic activities.

Student Feedback: At the end of each session college administrated student feedback for it faculty members who engaged their classes. The score of feedback is assed by the IQAC committee and same is submitted to the Chairman of the college for further action.

Performance Appraisal of Non-teaching Staff: The College has structured performance appraisal schedule for its non-teaching staff. The Appraisal schedule includes information of duty performance, knowledge of computer, knowledge of office administration and skills enhanced.

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

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

The College believes in total transparency in financial matters and to ensure Transparency College also has well established finance committee and full time Director, Finance in the

college with well-placed account section. All the books of account are maintained by the account section day by day. Entire books of account are cross checked by the office regularly. The bills of the expenses checked by the internal accountant before payment are made. Records of the bills and payment made by the college are maintained by account section for its audit purpose and for other unseen circumstances. Audit of accounts of the college done regularly by the internal and external auditor regularly. An annual report is prepared by the external auditor for its statutory body approval.

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

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 Shivika Educational Society as a Governing body of the college is responsible for its overall fund mobilization and expenses. Governing body assess the needs and requirement of the college and accordingly supports are provided to the college. The entire infrastructure is developed by the governing body for this purpose. The main source of the fund is student's fee of the college. The Funds generated from above sources are principally used for the development of the

college. Financial resources optimally used by the college on the basis of need and prioritization to maintain the pace of development.

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

Since its inception, the College continuously strives for its quality in teaching, research and extension activities. To ensure this, college, in accordance with the guidelines of National Accreditation and Assessment Council, constituted Internal Quality Assurance Cell in 2018. Since the establishment of cell, IQAC has taken number of initiatives to enhance teaching learning, research and extension activities qualities of the college. The cell periodically has taken initiatives related to quality of academic and administrative activities along with the feedback of students.

The main initiatives undertaken are as follows:

1. Psychological counselling Service to the students of the college
2. The regular monitoring and supervision of academic activities of the college.
3. Faculty development programmes under Scheme of Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching for the faculty members of the college.
4. Regular meetings with the students, faculty members and various cells and committees of the college for their feedback and inputs to improve quality benchmarks of the college.
5. Separate feedback of students on teaching learning process, teachers, learning resources and infrastructure.
6. Up-gradation of College ERP and website for easy to access & better experience for its stakeholders.
7. Regular Participation in AISHE
8. Setting up a quality benchmark in academic session planning and implementation through following steps:

- Academic Calendar
- Orientation/ Induction of students
- Teaching Plan & Course Breakup
- Time Table
- Surprise Test Seasonal Examination
- Bridge & Remedial 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

As per guidelines of NAAC, Internal Quality Assurance Cell is mandatory for the institutions after post accreditation of institutions, however the college has taken pro initiatives for its quality benchmarking practices in the quality teaching learning and administrative process and had established Internal Quality Assurance Cell in the college.

The Internal Quality Assurance Cell of the College continuously spreading the culture and environment of quality benchmarking in academic and administrative system. The initiatives of Internal Quality Assurance Cell like well-planned academic activities and student feedback system gives insights to improvement in teaching learning and administrative process to enhance the experience of the various stakeholders.

The Internal Quality Assurance Cell regularly receives the information from teaching section as well as administrative section regarding various activities and holds regular meetings for their inputs and suggestions. These inputs and suggestions provide improvement and quality benchmarking strategies for improved system. The Cell also resulted in up-gradation of working environment, IT infrastructure and mobility of the students.

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	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Since the inception, the College is fostering safe environment for all of students, teaching and non-teaching staff. The college strictly compliances with various statutory laws and guidelines issued time to time related to ragging and harassment at workplace, gender equality, equal opportunity cell, internal compliant committee etc.

Safety and Security: The College strives for full security of the members especially female employees and students. The

college campus has round the clock 24 x 7 security system including entry and exit gates. The campus is well equipped with CCTV camera at main gate including all buildings, class rooms, laboratories, seminar hall and offices.

Counselling: College has separate career counselling cell to address and solve student’s problems on regular basis. To address contemporary psychological issues of students, college started Psychological Counselling Service biweekly to deal with students problems. Apart from this, college has also allotted mentor to each students in each session to deal with students problems in an easy and accessible manner.

Common Room: The College also has common room in each building according to the needs of girls students with all necessary facilities such as washroom having with Sanitary Pad Disposal Machine etc.

File Description	Documents
Annual gender sensitization action plan	http://www.vivekcollege.org/naac_image/AnnualGenderSensitizationActionPlan.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	a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children

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	No File Uploaded

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

system Hazardous chemicals and radioactive waste management

Solid and liquid waste management: The College is well maintained in terms of cleanliness. College initiated several initiatives for solid and liquid waste management in the college. For which a orientation programme is organised with the students, faculty members and staff of the college for their awareness and sensitiveness. The entire waste collected in to type of dustbin, one for wet waste and another for dry waste and for smooth collection dustbins are kept in various locations as per need. Littering in the campus is strictly prohibited and regularly monitored by competent authority. The entire campus is plastic free. To minimize the use of paper, college ERP introduced for green initiatives The college has proper drainage system in campus and sewage generated is discharged into soak pits.

E-waste management: The College has very less volume of generated e-waste. Old and obsolete electronic items and computer sold of in the market by following all established procedure.

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	A. Any 4 or all of the above
--	-------------------------------------

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

7.1.5 - Green campus initiatives include

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	<p>B. Any 3 of the above</p>
--	-------------------------------------

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	No File Uploaded

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

<p>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</p>	<p>D. Any 1 of the above</p>
---	-------------------------------------

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly</p>	<p>B. Any 3 of the above</p>
---	-------------------------------------

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

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	No File Uploaded

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

The college happily takes efforts to celebrate national days & festivals and anniversaries of the national leaders on regular basis. College also pay homages to freedom fighters and national leaders and recalling their contribution to the nation. Three major events are organised by the college namely 'Sur Sangam: Meri Awaaj Desh ke Naam' on the occasion of Independence Day, 'Voice of Bijnor' on the occasion of Republic day and Vivek-Mini Marathon on the occasion of World Health Day. The programme 'SurSangam: Meri Awaaj Desh ke Naam' is celebrated in the college after Flag Hosting however 'voice of Bijnor' programme celebrated in the city of Bijnor, in this programme all the citizen of the Bijnor city invited to participate at all the circles of city for the National Anthem at 12:00 noon sharp. On the World Health Day College organised Vivek-Mini Marathon where all the registered participants Run for Healthand winners are awarded with prizes money and certificates.

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

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

The College organizes various programs from time to time for the promotion of Constitutional values, rights, duties, and responsibilities of citizens. The college designs various activities to create awareness about the national identity and symbols. Moreover, these are aimed to familiarize its stakeholders about Fundamental Duties and Rights. The College celebrates Independence Day. Three major events are organised by the college namely 'Sur Sangam: Meri Awaaj Desh ke Naam' on the occasion of Independence Day, 'Voice of Bijnor' on the occasion of Republic day and Vivek-Mini Marathon on the occasion of World Health Day.

Vivek College organizes several programs that are aimed at the promotion of various constitutional rights, duties, and responsibilities of citizens. College organizes a Blood Donation Camp every year . Vivek College also celebrates Women Day to mark the achievements of women throughout the history. Similarly College celebrates World Environment Day on the 5th of June every year to ensure the Environmental concern is addressed. Similarly, College organizes a Swachh Bharat Cleanliness Drive. The drive is aimed to promote the importance of cleanliness. Hence in this way, College ensures that the Constitutional values, rights, duties, and responsibilities of citizens are promoted and served.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.vivekcollege.org/naac_image/activity/daysceremony.pdf
Any other relevant information	Nil

<p>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</p> <p>4. Annual awareness programmes on Code of Conduct are organized</p>	<p>A. All of the above</p>								
<table border="1"> <thead> <tr> <th data-bbox="100 701 531 757">File Description</th> <th data-bbox="539 701 1394 757">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="100 768 531 857">Code of ethics policy document</td> <td data-bbox="539 768 1394 857" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="100 869 531 1149">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</td> <td data-bbox="539 869 1394 1149" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="100 1160 531 1216">Any other relevant information</td> <td data-bbox="539 1160 1394 1216" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Code of ethics policy document	View File	Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded	Any other relevant information	No File Uploaded	
File Description	Documents								
Code of ethics policy document	View File								
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded								
Any other relevant information	No File Uploaded								
<p>7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals</p>									
<p>The college happily takes efforts to celebrate national days & festivals and birth anniversaries of the great Indian personalities on regular basis. College also observe death anniversaries to pay homage to freedom fighters and national leaders and recalling their contribution to the nation. Three major events are organised by the college namely 'Sur Sangam: Meri Awaaj Desh ke Naam' on the occasion of Independence Day, 'Voce of Bijnor' on the occasion of Republic day and Vivek-Mini Marathon of the occasion of World Health Day. The programme 'Sur Sangam: Meri Awaaj Desh ke Naam' celebrated in the college after Flag Hosting however 'Voce of Bijnor' programme celebrated in the city of Bijnor, in this programme all the citizen of the Bijnor city organised at all the circles of city and participate in National Anthem at 12:00 noon sharp. On the World Health Day College organised Vivek-Mini Marathon where all the registered participants Run for Health and winners awarded with prize money and certificates. The college also</p>									

celebrated various days of National importance.

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.

http://www.vivekcollege.org/naac_image/BestPractices.pdf

File Description	Documents
Best practices in the Institutional website	http://www.vivekcollege.org/naac_image/BestPractices.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

The College always believes in inculcation of value-based learning & excellence in academic field which is also enshrined in its Vision and Mission of college. Decentralization & participatory management of college promotes organisation of activities at various level of college and all the activities is tune-up with College Vision and Mission. All these activities are value based, which help in promotion of leadership and team work skills in faculty members as well as in students. The major aspect of distinctiveness in the area of Institutional Social Responsibility college has strong presence in the field of extension and outreach activities. Through presence of extension and outreach activities, we inculcate a value based social responsibilities in the young learns of society to understand the realities of society and challenges of life. Its also enables students to learn social values

through realities and understand their commitment towards society. Unnat Bharat Abhiyan is another Institutional Social Responsibility initiative of the Ministry of Education, Government of India and IIT, Delhi. The college has participated and adopted five villages which is situated surroundings of college to work in the field of local governance and sustainable rural development of community.

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

7.3.2 - Plan of action for the next academic year

1. Participation in AISHE. 2. Organisation of Regular IQAC Meeting 3. Regular Feedback of Various stockholders. 4. To strengthen extension activities of college. 5. To strengthen Training and Placement Cell and career Counselling cell. 6. To organised online extension lectures/webinars/capacity building programme. 7. To encourage faculty members to participate in conference/seminar and submit research Paper for publications. 8. Academic and Administrative Audit (AAA) of college.