



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>VIVEKANANDA COLLEGE</b>
• Name of the Head of the institution	<b>Dr. Hina Nandrajog</b>	
• Designation	<b>(Offg. Principal)</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>011-22150100</b>	
• Mobile no	<b>9810693946</b>	
• Registered e-mail	<b>vivac2008@vivekanand.du.ac.in</b>	
• Alternate e-mail	<b>vanitasondhi@yahoo.com</b>	
• Address	<b>VIVEKANANDA COLLEGE, Vivek Vihar, Delhi-110095</b>	
• City/Town	<b>East Delhi</b>	
• State/UT	<b>Delhi</b>	
• Pin Code	<b>110095</b>	
<b>2.Institutional status</b>		
• Affiliated /Constituent	<b>Constituent</b>	
• Type of Institution	<b>Women</b>	
• Location	<b>Urban</b>	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	UGC				
• Name of the IQAC Coordinator	Vanita Sondhi				
• Phone No.	0119818945615				
• Alternate phone No.	01122150100				
• Mobile	9810522486				
• IQAC e-mail address	iqacvnc2021@gmail.com				
• Alternate Email address	vanitasondhi@yahoo.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.vivekanandacollege.edu.in/wp-content/uploads/2022/05/AQAR-2020-2021.pdf">https://www.vivekanandacollege.edu.in/wp-content/uploads/2022/05/AQAR-2020-2021.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.vivekanandacollege.edu.in/uploads/studentcorner/academiccalendar/academic-calender.pdf">https://www.vivekanandacollege.edu.in/uploads/studentcorner/academiccalendar/academic-calender.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.01	2017	28/03/2017	27/03/2022
<b>6.Date of Establishment of IQAC</b>			21/07/2016		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Vivekananda College	NonPlan	UGC	2020 365	12,89,70,912	
Vivekananda College	NonPlan	Govt. of NCT of Delhi	2020 365	44,00,000	
<b>8.Whether composition of IQAC as per latest</b>			Yes		

<b>NAAC guidelines</b>		
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9.No. of IQAC meetings held during the year</b>	<b>13</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1)The committee collected respective information between the months from July 2022 to July 2023. Proofs were checked simultaneously. This was followed by filling up the AQAR form. We also registered for NIRF. 2) We developed two online surveys and collected feedback from all stakeholders (students, alumni and teachers) regarding the syllabi and teaching learning process in the college. 3) Webinars were organized to celebrate Azadi ka Murut Mahotsav. 4) A webinar was organized on the use of official Language Hindi. 5) IQAC collaborated with IT society of college to organize a session on the occasion of National Unity Day.</p>		
<b>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</b>		
<b>Plan of Action</b>	<b>Achievements/Outcomes</b>	
<p>1. The committee will develop separate forms for Departments, Committees, Teachers, Admin, and Accounts and collect respective information for the session 2022-2023. Proofs will be</p>	<p>1. The committee developed separate forms for Departments, Committees, Teachers, Admin, and Accounts and collect respective information for the session 2022-2023.</p>	

checked simultaneously. This will be followed by filling up the AQAR form. We will also register for NIRF	
2. We will develop two online surveys that will collect feedback from all stakeholders (students, alumni and teachers) regarding the syllabi and teaching learning process in the college for the relevant period.	2. We developed two online surveys and collected feedback from all stakeholders (students, alumni and teachers) for the relevant period.
3. Webinars will be organized to celebrate Azadi ka Murut Mahotsav.	3. On the Occasion of the Centenary Celebrations of University of Delhi and 'Azadi ka Amrut Mahotsav', IQAC and 'Indian Library Association' (ILA) organized an Online One-day National Seminar on "Information Literacy Skills" on 17th August 2022.
4. A webinar will be organized on the use of official Language Hindi	4. Online lecture on 'Use of Official Language Hindi: Challenges and Solutions' was organized on 15th September 2022.
5. IQAC will collaborate with IT society of college to organize a session on the occasion of National Unity Day.	5. INFORMATICA - the IT society in collaboration with IQAC of the college organized session (31st September 2022) "Career Opportunities in Information Technology".
6. A Workshop on Orientation to Placement will be organized	6. A Workshop on "Orientation to Placement" was organized on 8th November, 2022.
7. IQAC will conduct an activity with University of Buraimi, such as a workshop on Qualitative Research	7. University of Buraimi, Oman in collaboration with IQAC organized International Workshop
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>

- Name of the statutory body

Name	Date of meeting(s)
Staff council	20/12/2023

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	14/02/2023

#### 15. Multidisciplinary / interdisciplinary

a. Delineate the vision/plan of institution to transform itself into a holistic multidisciplinary institution. Vivekananda College offers and follows curricula offered by the University of Delhi. The college at present offers courses in Humanities, Commerce and some Science subjects. Several faculty members are currently involved in developing the revised UGCF as per NEP 2020. b. Delineate the Institutional approach towards the integration of Humanities and Science with STEM and provide the detail of programs with combinations. 1. The college offers Pure and Applied Sciences. STEM is partially included in certain courses, e.g.: - B.A Programme: Maths, Computer Applications, Food Technology, Economics. - B.Com. Programme Commerce & B.Com. (Hons.) - B.Sc.(Hons.) Home Science and Food Technology and B.Sc. (Hons.) Maths, B.A. (Hons.) Applied Psychology 2. The Research and Innovation Club of the college also helps this integration through various activities. c. Does the institution offer flexible and innovative curricula that includes credit-based courses and projects in the areas of community engagement and service, environmental education, and value-based towards the attainment of a holistic and multidisciplinary education. Explain: - NEP implemented from 2022-2023 ensures multidisciplinary and value-based approaches. d. What is the institutional plan for offering a multidisciplinary flexible curriculum that enables multiple entry and exits at the end of 1st, 2nd and 3rd years of undergraduate education while maintaining the rigor of learning? Explain with examples. - NEP was implemented from academic session 2022-2023, where a large pool of multidisciplinary, choice-based courses will be offered. - Multiple entry and exits will come into force thereafter. d. What are the institutional plans to engage in more multidisciplinary research endeavours to find solutions to society's most pressing issues and challenges? - The college has several committees to engage in research and

intervention for community issues, like NSS, Social Outreach & Community Development, Eco Club, Vidya Vistar, etc. -Most programmes offered also have some components embedded in societal context. - The college has an NEP committee which has conducted several events for students and faculty. - Teachers are encouraged to participate in various faculty development programmes and workshops related to the vision and implementation of NEP. - Some faculty members are involved in the development of curricula as per UGCF(2022)\_NEP(2020) guidelines at the University level. - The college is doing ground work necessary for successful implementation of Undergraduate Curriculum Framework (UGCF) 2022 which is currently under preparation at the University level. It has component of research, statistics and dissertation work. - Scope and work of several committees (NSS and Social Outreach and Community Development) and the Research and Innovation Club are being considered to be broadened. - Take ahead past/existing collaborations such as with University of Buraimi, Sultanate of Oman and IGNOU for research.

#### **16.Academic bank of credits (ABC):**

a. Describe the initiatives taken by the institution to fulfill the requirement of Academic bank of credits as proposed in NEP 2020. - Guidelines are awaited from the affiliating university for ABC. - Students are given recognition for participating in sports or extra curricular activities. - Concerned supervisors encourage their Ph.D scholars to enrol in MOOCs at Swayam platform such as the 'Research, Ethics and Plagiarism Course' as part of their Course-work in the first year of enrolment. b. Whether the institution has registered under the ABC to permit its learners to avail the benefit of multiple entries and exit during the chosen programme? Provide details. Guidelines of affiliating University shall be followed. c. Describe the efforts of the institution for seamless collaboration, internationalization of education, joint degrees between Indian and foreign institutions, and to enable credit transfer. The college has signed one MoU for supporting collaboration, internalization and internationalization of education. This MoU is with University of Buraimi, Sultanate of Oman (two). d. How faculties are encouraged to design their own curricular and pedagogical approaches within the approved framework, including textbook, reading material selections, assignments, and assessments etc. The college faculty is involved by the University to design/ revise curricula. The faculty have the freedom to author/prepare/design books, reading material, pedagogy of teaching-learning process (including assignments and tests/assessment). e. Describe any good practice/s of the institution pertaining to the implementation of Academic bank of credits (ABC) in the institution in view of NEP 2020. Guidelines

on ABC are awaited. Faculty are being encouraged to attend FDPs/workshops in this area. Students are recognized for their participation in various activities.

### 17.Skill development:

a. Describe the efforts made by the institution to strengthen the vocational education and soft skills of students in alignment with National Skills Qualifications Framework. The college has instituted Skill Enhancement Committee to promote vocational education. Regular courses under DU also promote such learning. A spectrum of impactful events at our institution encompasses "Mindfulness-Based Strategies for Career Success," focusing on holistic development, and "Acid Attack: Trauma and Coping," addressing psychological aspects of trauma. The "Sanskrit Sambhashan Shivir" promotes communication skills, while "Exploring Indian Identities in Regional Literatures" delves into cultural understanding. Noteworthy events include "Work & Stress Management," recognizing modern workplace challenges, and "Green Technology and its Impact on Human and Environment," emphasizing sustainability. "Cleanliness 2.0" underscores hygiene consciousness. Adding an engaging twist, a "Movie Screening and Quiz Competition" merges entertainment with intellectual stimulation. Lastly, the "Skill Development Program - MoYas UNICEF" empowers individuals with essential skills, aligning with broader education and social development goals.

b. Provide the details of the programmes offered to promote vocational education and its integration into mainstream education. - Several courses of DU support this. Forthcoming NEP shall enhance this further. - Vidya Vistar Committee and Institute of Industrial Development are currently designing 4 courses to promote vocational education. Students are informed from time-to-time about various free webinars organized by IID to start business.

c. How the institution is providing Value-based education to inculcate positivity amongst the learner that include the development of humanistic, ethical, Constitutional, and universal human values of truth (satya), righteous conduct (dharma), peace (shanti), love (prem), nonviolence (ahimsa), scientific temper, citizenship values, and also life-skills etc. The college organizes short-term courses, lectures, workshops, competitive events on salient events/concepts such as (but not limited to) Independence Day, Republic Day, Constitution Day/ week, Voter's Day, Gandhian values, Vivekananda Studies, Vigilance week, Legal Awareness, Road Safety Awareness, Self-Defence, Poetry competitions. Collaborations are encouraged such as with DLSA, Traffic Police etc. as and when feasible.

d. Enlist the institution's efforts to: Design a credit structure to ensure that all students take at least one vocational course before graduating.



DU guidelines are followed. - Engaging the services of Industry veterans and Master Craftspersons to provide vocational skills and overcome gaps vis-à-vis trained faculty provisions. - Interaction of Resource persons with students through webinars, seminars and workshops. Students are encouraged to take up internships, become student editorial board members and go for field visits/industrial visits, etc. - To offer vocational education in ODL/blended/on-campus modular modes to learners. - Vidya Vistar Committee in collaboration with Institute of Industrial Development is planning to offer online vocational courses. - NSDC association to facilitate all this by creating a unified platform to manage learner enrolment (students and workers), skill mapping, and certification. Efforts have been made to get in touch with NSDC. - Skill-based courses are planned for students through online and/or distance mode. e. Describe any good practice/s of the institution pertaining to the Skill development in view of NEP 2020. Formation of Staff Council Committees to achieve skill enhancement, e.g. - Skill Enhancement Committee to organize training of students through various modes. - Faculty is encouraged to participate actively in various faculty development programmes related to such areas.

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

a. Delineate the strategy and details regarding the integration of the Indian Knowledge system (teaching in Indian Language, culture etc,) into the curriculum using both offline and online courses. - The college has formulated a committee to promote Indian knowledge Systems called "Indian Knowledge System Committee". To promote such knowledge, the committee organized a 1 day symposium on " Indian Narrative Traditions" on 6th July 2023. It has also planned more such activities. DU courses being taught integrate Indian Knowledge Systems in the curriculum, e.g. on Astrology, Ayurveda, Nutrition, Vedic Mathematics, Travel and Tourism, Indian Theatre, Culinary Science (of traditional Indian dishes & preserves such as sherbats, murabbas, chutneys and dried vegetables). Both theory and practice are incorporated. - College encourages activities of Creative Writing Society in three languages. - Yoga is promoted through regular activities. - Indian Arts are encouraged through workshops and exhibitions on diverse Indian folk art. - Spic macay programmes promote Indian culture. - Activities/competitions/workshops are conducted by Cultural Clubs/Societies like Art and Craft, Classical dance, Puppetry, etc. - b. What are the institutions plans to train its faculties to provide the classroom delivery in bilingual mode (English and vernacular)? Provide the details. Faculty are encouraged to participate in FDPs, conferences and



seminars. Teaching in classrooms is mostly bilingual. c. Provide the details of the degree courses taught in Indian languages and bilingually in the institution. All courses are taught bilingually:  
 - B.A Programme (Food Technology, Music, Political Science, Maths, History, Economics, Sanskrit) - B.Com (Hons and Pass) - B.Sc. (Hons.) Home Science and Food Technology - B.A (Hons.) Applied Psychology - B.A (Hons.) Hindi - B.A (Hons.) Sanskrit - B.A (Hons.) Economics - B.A (Hons.) Political Science - B.A (Hons.) History d. Describe the efforts of the institution to preserve and promote the following: Indian languages (Sanskrit, Pali, Prakrit and classical, tribal and endangered etc.) The college is encouraging the promotion of Indian Languages by offering: - BA Hons. and BA programme in Sanskrit and Hindi. - Class projects in Indian languages. e. Describe any good practice/s of the institution pertaining to the appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) in view of NEP 2020. - Conducting regular activities/competitions in diverse forms of culture.

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

a. Describe the institutional initiatives to transform its curriculum towards Outcome based Education (OBE)? - The college follows curriculum framework, rules and guidelines given by University of Delhi for assessment and evaluation. - At the college level, the Result Analysis and Moderation Committees help in supporting the essence of OBE. - Feedback obtained from the students as well as the interactions with Alumni helps faculty members to continuously understand good practices which can be included in curriculum transaction to result in better placement of the students professionally. b. Explain the efforts made by the institution to capture the Outcome based education in teaching and learning practices. Mid semester Tests, Assignments, Continuous evaluation of Practicals, Internal Assessment, etc. c. Describe any good practice/s of the institution pertaining to the Outcome based education (OBE) in view of NEP 2020. -Tutorials are held to resolve academic issues. - The college ensures transparent mode of assessment and regular interaction with students to provide feedback.

#### **20.Distance education/online education:**

a. Delineate the possibilities of offering vocational courses through ODL mode in the institution. - The college follows the curriculum framework offered by the University. UGCF 2022 has components of vocational added courses (VAC) and Skill Enhancement Courses (SEC). - IGNOU Study Centre in the college premises offers

online education to Masters and Diploma students to supplement their professional competencies. - SOL, DU and NCWEB, DU contact classes are also carried out. a. Describe about the development and use of technological tools for teaching learning activities. Provide the details about the institutional efforts towards the blended learning. - Several faculty members are involved in the development of e-learning tools, e-content such as for ePG pathshala, MOOCs etc. - Wifi connectivity, projectors, computer labs and latest software enhance the teaching-learning experience. - Project work in PPTs is encouraged. b. Describe any good practice/s of the institution pertaining to the Distance education/online education in view of NEP 2020. During Covid 19 pandemic, especially during the period of lockdown, the college provided google platform to all faculty members by giving Institutional email IDs to all its faculty members and students. This enhanced the scope, efficiency and quality of online teaching-learning process. The Library also provided access to e-resources to faculty and students from the comfort and safety of home. Regular attendance was also recorded.

### Extended Profile

#### 1.Programme

1.1	519
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2.Student

2.1	2108
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	551
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
2.3	<b>921</b>
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	<b>91</b>
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	<b>115</b>
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	<b>62</b>
Total number of Classrooms and Seminar halls	
4.2	<b>1,01,27</b>
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	<b>157</b>
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

### 1. ACTION PLANS

(i) The institution has a network of dedicated committees and clubs, guided by the conveners and teacher coordinators the committees plan to organise programs which aid curriculum enrichment.

(ii) Presently, the college is offering NEP and CBCS for the current academic session. Several committees are involved in the process of support the NEP implementation same.

(iii) The Officiating Principal holds meetings with TICs of different departments, administration, and conveners/committees in order to ensure smooth functioning of the departments and committees.

### 2. SYSTEMATIC WORKLOAD DISTRIBUTION AND TIME TABLE

The Institution has a proper workload distribution mechanism through which curriculum teaching is divided amongst teachers prior to the commencement of the semester.

### 3. ORIENTATION

The college conducts orientation programs for students in order to guide them about the available Library and Computer labs resources and instruct them about the mechanism of different programs.

### 4. COUNSELLING FACILITIES

The college has a dedicated 'Counselling Cell' to provide assistance to the students. Besides, a counsellor is also available to deal with concerns related to mental health.

### 5. VALUE INITIATIVES

The college organises professional development programmes for teaching staff and administrative training programmes for non-teaching staff in order to upscale their skills.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

### 1. ASSESSMENT METHODS

Student assessment is done through an arduous system of assignments, Class Tests, Presentations, or Practicals. The institution followed guidelines given by the University for conduct of internal assessment, before and after the pandemic.

### 2. ORGANISED REGULATED SYSTEM OF INTERNAL ASSESSMENT

The administration, in due time, ensures that the teachers submit the results of internal assessment conducted during the semester. These results are further uploaded on the university website to ensure timely calculation and announcement of the final results.

### 3. GUIDANCE FOR EXAMINATION

In addition, the Examination Committee ensures smooth conduct of examination in online and offline mode given the present circumstances. The committee issues and reiterates guidelines in order to aid students in the examination process.

### 4. TEACHERS PARTICIPATING IN EVALUATION AND PAPER SETTING

Besides conducting and evaluating internal assessment, the teachers of the institute participate in the evaluation process at university level which is the ultimate stage of curriculum assessment. The college encourages the faculty to complete the process of evaluation at designated centers.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in A. All of the above 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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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**

14

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

31

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

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

The institution prescribes to the latest syllabi issued by the University of Delhi.

The syllabi follows an inclusive approach wherein concerns related to Professional Ethics, Gender, Human Values, Environment and Sustainability are addressed through different courses offered by different departments

Alongside the text book preaching, committees such as the Social Outreach and Community Development and NSS provide experiential learning experience by conducting surveys/polls, plantation drives, community service, flower show, heritage walk, pledge sessions, donation camps etc Through these experiences, the students learn human values, understand professional ethics, contribute to the environment and sustainability (proofs in criteria 3.4.3).

Many other committees are dedicated to cater particular concerns,



for instance:

(i) Women Development Cell (WDC) & Convocare tirelessly work on promoting women empowerment through talks, seminars and many such initiatives. (proofs in criterion 3.4.3)

(ii) Garden and Environment Committee as well as the Eco Club focus on concerns related to enrichment of a sustainable environment. Besides, the college has taken various measures to promote a green campus. In addition, a separate disposal facility is available for biodegradable and nonbiodegradable waste (proofs in criterion 7).

(iii) Ethical Clearance Committee also ensures that ethical guidelines are followed in research, These committees organize webinars, interactive sessions, talks, workshops where students focus on the aforementioned issues and develop new perspectives on the same (proofs in 3.4.3).

Moreover, the IQAC endeavours to enhance professional ethics as well as focuses on many other relevant issues such as women empowerment, employability, mental health etc (proofs in criterion 6 & 3.4.3)

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

34

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

15

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 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**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.vivekanandacollege.edu.in/uploads/igac/agar/22-23/criteria-1/Feedback%20and%20action%20taken%20report.pdf">https://www.vivekanandacollege.edu.in/uploads/igac/agar/22-23/criteria-1/Feedback%20and%20action%20taken%20report.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
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	<a href="#">View File</a>
URL for feedback report	<a href="https://www.vivekanandacollege.edu.in/uploads/igac/aqar/22-23/criteria-1/Feedback%20and%20action%20taken%20report.pdf">https://www.vivekanandacollege.edu.in/uploads/igac/aqar/22-23/criteria-1/Feedback%20and%20action%20taken%20report.pdf</a>

## 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

662

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

350

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 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

**1. The college encourages one on one interaction of students and**

teachers. Teachers also give specific feedback with respect to the students' practical work, assignments, and tests, which helps them assess their progress within a semester.

2. Teaching pedagogies besides lectures include experiential and participative learning involving projects, research work, power-point presentations, audio-visual, diagrams and graphs are used.

3. Mentor-Mentee group for students were created so that their personal as well as professional issues can be taken up and guidance related to it can be provided. (Proofs summarized in point 2.3.3.1)

4. Special measures in the form of organizing Tutorial Classes, assistance from classmates and senior students are arranged.

5. Extra reading material is provided to improve basic understanding of subject. Advanced learners are awarded medals/certificates.

6. Students show different types of intelligence like musical, dance, interpersonal etc. Based on their aptitudes they are given important positions in committees. Department scrutinizes the active participation of advanced learners and produces coordinators among them so that both all students are benefited.

7. All students are encouraged to optimize their learning through webinars/workshops/activities. Fast learners are given chance to work on new topics and presented to the class. (Proofs summarized in point 3.2.2).

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2373	79

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

Vivekananda College has always ensured excellence in its teaching-learning process by implementing creative strategies to improve the learning process.

1. **Experiential and Participative Learning:** Peer learning and group projects impart important values of sharing and cooperation. Research by students is encouraged and students carry out various projects to encourage participative learning.

2. **Project-based Learning and Internships:** Vivekananda College promotes student internships as a way to give students practical experience which gives them an edge in their professional life.

3. **Extension Activities:** Many extension activities are carried out by NSS etc. for overall holistic development of the students and for empowering society. Proofs for extension activities and details are stated in (3.4.3.).

4. **Student Enrichment Activities:** Various Departments, Staff Council Committees such as Student Union Advisory Committee etc. carry out various student enrichment activities from time to time on a regular basis. The details of the same along with proofs have been discussed in criteria 5 (5.3.1; 5.3.2 and 5.3.3).

5. **Magazine Publications:** Students are encouraged to present their innovative ideas in various publications of the college (including departmental/ committee publications): "Isha" (college magazine) and "Kasturi- wall magazine" (Hindi department).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

1. **ICT Tools:** Teachers use ICT tools including computers, interactive white boards and several software. Institute premises are wifi enabled and there are six wifi connections. CCTV and

Biometric systems are also available in the institution.

2. Teaching Pedagogies: Teachers also use PowerPoint Presentations, lecture recordings etc. During this time all webinars, FDPs, workshops etc. were conducted through ICT.

3. Computer labs, desktops, laptops, printers, projectors, LCDs and gooseneck microphones: The College has five computer labs, 25 projectors in classrooms and two seminar rooms (i.e. Sharda Hall), 167 desktops, 35 printers and photocopiers.

4. College Website: The Website Committee of the college regularly maintains its website which is interactive and user-friendly.

5. Softwares: The licensed software used by the college are Free/Open-Source Software Turbo C++ (Win), WAMP server etc. The paid Licensed Software used by the College are Microsoft Office Pro 2012, Mathematica and TALLY.

6. Online library resources: College library has IP access as well as remote access to e-resources of DULS, memberships of Braille library of DULS and N-List are renewed every year.

7. Overcoming challenges: ICT facilities were upgraded and college laptops were made available for issuance to teachers and students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

**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**

78

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

79

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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

55

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

1348



File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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) Internal assessment schedule: The students are informed beforehand about the academic calendar, requirements of the exam and tentative dates according to both teacher, student requirements and contextual factors. For NEP students, teachers are more focused on class presentations, weekly assignments, real life applications etc. in their tutorial periods to assess students continuously.

(2) Examination Committee: The college has set up an examination committee for the smooth functioning of conducting exams. The committee follows the guidelines issued by University of Delhi. All exam related procedural guidelines need to be followed by teachers. If students have any grievances, then they can approach the teacher directly. In case it doesn't get resolved then can approach the grievance redressal committee.

(3) Modes of internal and external assessment: Continuous assessment, End-of-unit tests, mid-unit tests are conducted by teachers according to the requirements of the course. This includes written assignments that can be emailed or uploaded, presentations by students etc. Questions banks are available in the college library and through DU website. External evaluation is done in the physical mode and exams are conducted as per DU guidelines.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

Grievance Redressal committee: Grievance Redressal committee of the institution ensures that the internal examination related grievances

are transparent, time- bound and efficient. The grievance redressal policy formulated by the grievance committee is communicated to all students and teachers from time to time.

Procedure to be followed to register complaint in college:

The Grievance Redressal Committee will meet as and when required depending on grievances received.

Minimum of 3 members out of 4 members of the Grievance Redressal Committee shall be present in a meeting. The members shall study the application and after looking into the relevant documents submit its recommendations and report to the principal as soon as possible within max 15 days of the date of application. In case of any difficulties, the Grievance Redressal Committee shall have discussion with the principal before a decision is taken.

The final settlement of any grievance shall be made within a reasonable period (normally not exceeding one month) by the principal after the recommendations are submitted to her by the Grievance Redressal Committee.

If a member of the Grievance Redressal Committee has a connection with the grievance of the aggrieved individual, the concerned member of the Grievance Committee shall not participate in the deliberations regarding that individual's case.

If the aggrieved person has a personal relationship with the member of the Grievance Redressal Committee, then he/she shall not participate in the deliberations as a member of the Committee when her representation is being considered.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

1. Programme and course outcomes as per the syllabus: The University of Delhi (DU) has introduced a UGC-based Learning Outcomes Framework (LOCF) in all courses, developed in collaboration with faculty and

stakeholders. The curriculum is widely disseminated and popularized through the curriculum and classrooms. The Undergraduate Curriculum Framework-2022, implemented in 2022, aims to attract young minds towards research, innovation, apprenticeship, social outreach, entrepreneurship and similar such areas of human knowledge and endeavor while imbibing the truly charged academic environment of the university and its constituent colleges.

2. Webinars and Seminars focused on the National Education Policy: The College is taking all required measures for smooth introduction of NEP by organizing webinars/ seminars and by participating in various events organized by other University of Delhi Colleges. All the outcomes are based on internal and evaluation assessments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

1. Add-On Certificate Courses: The institution can assess the attainment of program outcomes and course outcomes by evaluating how well students apply the knowledge and skills gained from add-on certificate courses to their regular coursework. Students who successfully complete these additional courses may demonstrate enhanced competency in specific areas, contributing to the achievement of certain course outcomes.

2. Feedback Evaluation Forms: Feedback from students is a valuable source of information for assessing program and course outcomes. The institution can analyze feedback to identify areas of strength and improvement in the curriculum. Specific questions related to program and course outcomes can be included in the evaluation forms to directly gauge the student's perception of their learning progress.

3. Project Work/Field Work/Internship Records: Institutions evaluate project work, field work, and internships to measure students' application of learning, evaluating their quality and relevance through reports, presentations, or portfolios.

4. Students Progressing to Higher Studies: The institution's

effectiveness in preparing students for advanced education can be gauged by tracking higher studies, alumni' readiness, and acceptance rates of former students in postgraduate programs, which are key indicators of program outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 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

860

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.vivekanandacollege.edu.in/uploads/administration//Annual-Report-05-04-2023.pdf">https://www.vivekanandacollege.edu.in/uploads/administration//Annual-Report-05-04-2023.pdf</a>

### 2.7 - Student Satisfaction Survey

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

<https://www.vivekanandacollege.edu.in/uploads/iqac/agar/22-23/criteria-2/2.7.1%20Student%20Satisfaction%20Survey%20Report%202022-23.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)

Nil

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)	No File Uploaded

### 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

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 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)	No File Uploaded
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

Vivekananda College fosters an innovative knowledge-sharing environment through diverse initiatives:

1. **Field Exposure:** Departments organize heritage walks and trips to broaden students' perspectives.
2. **Internships:** Various departments facilitate internships in NGOs, Charitable Trusts, and Psychological Centres, aligning with Criterion 1.3.2.
3. **Knowledge Forums:** Numerous seminars, webinars, and conferences are conducted for broad participation.
4. **Knowledge Transfer via MoUs:** The college collaborates with entities like University of Buraimi through MoUs.
5. **Student-Led Research & Extension Activities:** The Department of Food Technology and Home Science organized webinars on "Millets: The Super Crop". Lectures on extension activities, engaging NSS and the Social Outreach Committee (Refer to 3.4.1).
6. **Faculty Recognition:** Faculty members receive awards for innovative research contributions.
7. **Publication Opportunities:** Students contribute innovative ideas to college publications like "Isha" and "Kasturi-wall magazine."
8. **Skill Enhancement:** Departments and committees, including the Skill Enhancement Committee (Refer to 5.1.3), regularly conduct skill-building activities.
9. **Holistic Student Development:** Various committees with student representation, such as IQAC, Social Outreach Committee, and Student Union Advisory Committee, contribute to student holistic development (Refer to criteria 5.3.2).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

03

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

17

File Description	Documents
URL to the research page on HEI website	<a href="https://www.vivekanandacollege.edu.in/uploads/igac/aqar/22-23/criteria-3/3.3.1.pdf">https://www.vivekanandacollege.edu.in/uploads/igac/aqar/22-23/criteria-3/3.3.1.pdf</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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

30

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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



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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

- NSS organized events like Tiranga Yatra, vaccination drives, and programs on Swachhta, reflecting a commitment to social causes and holistic development. Celebrations, including Yuva Utsav and a Unity Rally, showcased cleanliness campaigns and discussions. Initiatives encompassed Digital India, Cyber Crime awareness, and the Global Millet Conference. Students engaged in self-defense training, environmental talks, and a 7-day National Integration Camp.
- SOCDC supported slum students' education through 'Saarthi,' hosting donation drives and a sustainability-themed exhibition, raising funds during the "Cultural Fete & Fresher's Party."
- Unnat Bharat Report promoted eco-friendly lifestyles.
- Placement and Career Counseling cell organized resume workshops, healthcare and finance webinars, and a Peer Mentorship session emphasizing corporate skills.
- NEP and Vidya Vistar Committees hosted a seminar on "United Colors of Languages - NEP 2020."
- The Academic Development Committee organized a lecture on "Rashtriya Shiksha Neeti" and a research paper competition.
- Internal Complaints Committee conducted a Sexual Harassment Awareness workshop.
- The Women Development Cell organized 'Who Run the World 2.0.'
- Eco Club hosted a PowerPoint competition on 'Green Technology.'
- Convocare celebrated 'Meraki' and focused on mental health, suicide prevention, and bullying through workshops, a Mental Health Campus drive, a Women's Day seminar, and collaboration with NIMHANS, Bengaluru.

File Description	Documents
Paste link for additional information	<a href="https://www.vivekanandacollege.edu.in/uploads/studentsenrichment/extension/2022-23.pdf">https://www.vivekanandacollege.edu.in/uploads/studentsenrichment/extension/2022-23.pdf</a>
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)	No File Uploaded
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

135

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

#### 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

4890

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

## 3.5 - Collaboration

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

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

01

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 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

01

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

## 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 sprawling college campus at Vivek Vihar is spread over an area of over 10 Acres which includes 3939 sq. metres of built up area & 5.2 acres of open space for garden and sports facilities. The teaching- learning process is facilitated in Sixtyone(61)spacious,well-lit classrooms. There are 25 classrooms ICT enabled with projectors.we have total nine labs. Five computer labs,one home Science lab,one psychology Lab, one Food Technology Lab, and one english language Lab . Music Room is equipped with a variety of instruments to facilitate the students in their practical work. 2 Seminar Rooms.These air-conditioned facilities can accommodate up to 50-60 students and 150 students. One ??medical room cum counselling room.The College has a well-equipped medical room with 1 bed and essential medicines, etc. We have one sports room and gym, Play Ground, Hockey Astroturf, Synthetic Athletic Trackfor sports activities.One Vivekananda Auditorium (currently under renovation) , Seminar Room/Sharda Hall, Two Music Room and one Open stage for cultural activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

### Facilities for sports activities

The college includes a large playground(Outdoor). The college has a 200 meters Synthetic Athletic Track in March, 2011 .Now the college has the facility of hockey Turf mini Hockey ground.Intensive training is imparted under expert guidance. Each year, students of Vivekananda College achieve notable distinctions, and many of them are selected for All India Inter- University and National tournaments. Facilities are provided :- Outdoor Athletics(track) Hockey turf badminton ,baseball ,netball ,Archery ,handball. Indoor Indoor gymnasium for welfare of the students.but there is no yoga centre but a fully equipped Indoor gymnasium.

- Sports room and gym
- play Ground
- Hockey turf
  
- Synthetic Athletic Track college has one 200 meters Synthetic Athletic Track which is made in March, 2011

#### Facilities for cultural activities

- Vivekananda Auditorium has a seating capacity of 650. It is fully air-conditioned and its light and sound system are currently being revamped.
- Seminar Room(sharda hall)This air-conditioned facility can accommodate up to 150 students .
- Music Room is equipped with a variety of instruments to facilitate the students in their practical work and hence equip them with skills of better co-ordination with different instruments.
- Open stage - college has open stage facility for culture activity as well.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

61

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

6590,989

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

1. Name of ILMS software - LSEase (EJB)

Nature of automation (fully or partially) - Full

Version - 1.0

Year of Automation - 2004

2. Fully automated, equipped with RFID and a book drop, has 18

desktops, 3 laptops, 1 server, 6 printers, 10 KVA UPS for backup and 32 CCTVs for surveillance.

3. Total Number of books are 66727 and the library subscribes to 13 print journals, 14 Newspapers and 23 magazines. Post covid library is stressing on the Online Services and e-resources.

4. Biometrics and RFID tagged ??Circulation.

5. Scanned Book image and contents in OPAC and on library website along with Scanned Table of contents of library subscribed journals.

6. Library website is accessible on the Smartphone.

7. All students enrolled for accessing N-List e-resources

8. Using various social media tools (Facebook, Instagram, Twitter, Whatsapp & Youtube etc.)

9. QR codes for various library services.

10. Mandatory feedback form for final year students

11. A webinar under University Centenary Celebration was organized by the library on (17.08.2022) on the topic 'Information Literacy Skills'.

12. Celebrated Hindi Diwas on 14.09.2022

13. A new information service 'e-Vartalap' where library staff is available online every Friday 10.45am to 11.45am to answer the queries of the users through Google meet.

14. College faculty surveyed to find out their satisfaction level and awareness of library online services. The findings revealed that 91.5% of the respondents (faculty) were satisfied and very satisfied with online service and it is a commendable figure for a library to achieve with limited ICT infrastructure.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://www.vivekanandacollege.edu.in/uploads/igac/agar/22-23/Integrated%20Library%20Management%20System%20(ILMS).pdf">https://www.vivekanandacollege.edu.in/uploads/igac/agar/22-23/Integrated%20Library%20Management%20System%20(ILMS).pdf</a>

**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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

### 5.11

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

**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**



File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

1. **Wi-Fi routers and Bandwidth:** 3 modems of Excitel routers with bandwidth up to 100 MBPS have been installed.

2. **Teaching Pedagogies:** The teaching faculty incorporates PowerPoint presentations, recorded lectures uploaded on Google Drive, and audio/video aids into their teaching methods. Google Forms are utilized for various purposes, including gathering feedback, conducting research-based activities etc. Moreover, webinars, FDPs, workshops, and outreach programs are conducted online or hybrid mode through ICT. (Refer criterion 5.3.3)

3. **Computer labs, desktops, laptops, printers, projectors, LCD projectors and microphones:**

- 45 Desktops (Intel Core i7.Windows 10 Professional, 16GB RAM, 1000 GB HDD)
- 2 printers( HP Laser MONO Computer printer ) were purchased
- 20 new projectors and projector screens were purchased
- Networking and electrical work were completed for Computer Lab 2.

4. **Website:** The college launched its new website in the academic year 2022-23.

5. **Software:** 26 MS Office LTSC Professional Plus and 1 Salary package software were purchased.

6. **Online library resources:**The college library has IP access as well as remote access to e-resources of DULS, memberships of Braille library of DULS and N-List are renewed every year.

**7. RFID: RFID system has been installed in the library.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.vivekanandacollege.edu.in/uploads/igac/agar/22-23/4.3.1%20(2022-23).pdf">https://www.vivekanandacollege.edu.in/uploads/igac/agar/22-23/4.3.1%20(2022-23).pdf</a>

**4.3.2 - Number of Computers****163**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
List of Computers	<a href="#">View File</a>

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

File Description	Documents
Upload any additional Information	<b>No File Uploaded</b>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**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)****57,34,550**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

There are well-established procedures in place that involve the active participation of all stakeholders. These procedures encompass various tasks such as labeling college files, maintaining a stock register, signing annual maintenance contracts, and assigning responsibilities for the actual upkeep and use of college facilities.

Students receive clear instructions on how to use equipment and books appropriately.

All purchases and expenses related to repair and maintenance adhere to the guidelines laid out in GFR 2017 and its subsequent amendments.

To ensure compliance with the correct procedures, a Central Purchase and Stock Verification Committee oversees purchases and conducts periodic stock audits. Specific individuals and teams are responsible for maintaining different aspects of the college.

The librarian and her team take care of library maintenance, including regular bookbinding and the removal of old books.

The laboratory attendant and lab assistants are in charge of keeping the laboratories in good condition.

The technical staff and lab assistants are responsible for the maintenance of computers, UPS, software, and LCDs.

Safai Karamcharis and lab attendants handle the cleaning of rooms and labs.

The Sports Committee and support staff are responsible for the sports facilities, while the Garden Committee and gardeners are

assigned to the upkeep of the gardens.

The college also has a building subcommittee, which is part of the governing body of the college. This subcommittee is tasked with recommending repairs and expansion projects for the college infrastructure.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

02

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

264

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

**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	<a href="https://www.vivekanandacollege.edu.in/upload/s/igac/aqar/22-23/criteria-5/Soft%20skill%205.1.3%202022-23%20(1)-Link%20H.pdf">https://www.vivekanandacollege.edu.in/upload/s/igac/aqar/22-23/criteria-5/Soft%20skill%205.1.3%202022-23%20(1)-Link%20H.pdf</a>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**1211**

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

**1211**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **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**

**05**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### **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**

**49**

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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**

05

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**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.**

09

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 )

1. Student Union and Advisory Committee. The various cultural activities in the college are organized primarily through the various students' societies under the aegis of the Student Union committee which is a formally elected body of college and affiliated to DU. It provides effective leadership for various activities such as college winter festival 'Pallavi, organizing educational tours, and taking up student issues.

2. Student's Representation in various cultural clubs & college committees. There have active participation of students and include Aarohi (The Indian Music Society), Buniyaad (Dramatic Society), Click 'O' Mania (Photography Society), Ahsaas (Creative Writing Society), Kalakriti (Art And Craft Society), Nrityam (Indian Classical Dance Society), Thirkan (Folk Dance Society), Vibes (Western Music Society) Vivacious (Western Dance Society), Alluring Dazzlers (Fashion Society). Also, students are represented in a number of committees such as IQAC, ICC, Social Outreach committee, NSS etc.

3. Class Representatives (CR): Each class has elected CRs which represents the class, communicates between the college and students and forms a kind of a bridge between the students and the faculty.

4. Publications of College: The college magazine 'ISHA', and other publications such as Kasturi wall magazine are spearheaded by students and have articles written by students.



File Description	Documents
Paste link for additional information	<a href="https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/22-23/criteria-5/5.3.2_proofs.pdf">https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/22-23/criteria-5/5.3.2_proofs.pdf</a>
Upload any additional information	No File Uploaded

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

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

60

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

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

The College has a fully functional and active Alumni Association though it is not registered yet. The Alumni Committee manages the Alumni association to promote a unanimous feeling of connection and camaraderie among college students scattered in all walks of life.

1. The association has more than 200 members. These members as well as other alumni are continuously sharing their onward journeys; providing guidance; facilitating career opportunities/job placement for present students. Alumni also support the existing batch of students in organizing events, and extending support in various student activities.

2. In order to maintain records of its alumni, and to create a strong bond between the alumni and the institution, the alumni committee conducts alumni meets (2022-23). The students and teachers meet informally and share various experiences.

File Description	Documents
Paste link for additional information	<a href="https://www.vivekanandacollege.edu.in/uploads/igac/aqar/22-23/criteria-5/5.4%20proofs1.pdf">https://www.vivekanandacollege.edu.in/uploads/igac/aqar/22-23/criteria-5/5.4%20proofs1.pdf</a>
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

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

Vivekananda College was established in 1970 with grants from UGC and Delhi Administration. The objective was to make higher education available to young women from the trans-Yamuna area. The college began its journey from a school building in Gandhi Nagar.

1. The institution is affiliated to the University of Delhi and runs eleven undergraduate programmes in different disciplines and two post-graduate programmes in Hindi and Sanskrit (M.A. English has also been approved). Add-on as well as self-financed courses such as Legal Awareness and Language Proficiency in German cater to diverse interests of students.

2. Teaching Pedagogy used in the institution is participative and experiential. With the introduction of NEP 2020, new set of practices are being introduced to impart practical knowledge to students. Library facilities and counseling facility, academic as well as personal issues related continued seamlessly during covid pandemic period and is continuing after the opening of institutions in offline mode.

3. The college promotes holistic development through sports and extra-curricular activities. Student clubs such as Entrepreneurship Cell, Enactus, Financio and various MOUs signed by the institution emphasize this fact.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The institution ensures a smooth and transparent functioning via decentralising different roles of various stakeholders viz. teaching staff, non-teaching staff and students.

1. (i) A Governing Body, constituted by the Executive Council, Delhi University administers the college affairs and appoints a full-time principal responsible for overall management.

(ii) The Principal is appointed as the head of the institution and ensures that staff council meetings are held regularly; in one such meeting the Social Outreach and Community Development Committee (SOCDC) was formed in 2019. It had a faculty convenor and 8 core members and several meetings were held to initiate programmes. They then formed a students' team by creating awareness through notices and posters. Student coordinators spearheaded different activities and met regularly. The committee then made linkages with RWAs, NGOs etc.

2. The IQAC ensures quality of education through various activities

3. Each department works under the aegis of its teacher incharge, further each teacher is allocated a list of students to mentor, additionally, select students are appointed as office bearers/class representatives to ensure a channelised working/communication. Besides, each teacher is a part of two staff council committees and each committee is governed under the guidance of a convener. SOCDC had a faculty convenor.

4. Also, the non-teaching staff works transparently as a team which comprises of Bursar, Sr. P.A. to Principal & Officiating Administrative Officer (Accounts), administration, accounts, lab

staff/medical staff, library staff. The non teaching staff helped the SOCDC in its administrative and accounts work

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college strives to foster holistic student development through the spirit of Swami Vivekananda. Most recently, the global epidemic has taught us the value of being adaptable and flexible, in the face of consistently shifting unprecedented circumstances. With these consideration in mind, the college strategy concentrates mainly on three areas:

### A) Academic Excellence and Research:

1. By encouraging student-centric teaching and implementing digital pedagogies in the classroom.
3. By arranging training programs, webinars, and FDPs, will be conducted to cater to the recent changes and challenges faced by the staff and the students.
4. By creating awareness to develop research skills and encourage initiatives to hone research methodologies.

B)Infrastructure Development : The college will continue to invest in the infrastructure (including library and ICT) to ensure the best possible teaching learning experience. Access will be provided to e-resources via DULS, NList, and Delnet. The college will promote environment friendly measures and values.

### C) Extension Activities:

The college will create an inclusive environment on campus and expand the extension activities via teacher-student synergy in social outreach programs will be professed. In order to do so, staff council committees such as NSS and SOCDC will encourage students and staff to participate in collaborative endeavors to aid the marginalized section of the society.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.vivekanandacollege.edu.in/uploads/about/Strategic%20Plan%20.pdf">https://www.vivekanandacollege.edu.in/uploads/about/Strategic%20Plan%20.pdf</a>
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.

### I. Administrative Set-up

1. The first tier is represented by the Governing Body.
2. The teaching staff is divided into departments with a Teacher-in-Charge heading each department.
3. The college functions through Staff Council Committees.
4. Administrative and Accounts staff members are recruited according to Recruitment Rules (Non- Teaching Employees 2020) under Ordinance XXII-D and support the authorities in decision making.
5. Students are part of the decision making at various levels through an elected body and also through volunteering and nomination.
6. The policy and decision making process at the institution is participative which involves various levels of stakeholders supported by the administrative set up.

### II. Appointment and Service Rules

Recruitment is done by the college as per DU guidelines. The college follows the service rules passed by statutory bodies of DU and grants study leave, increments and other financial and welfare benefits.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://www.vivekanandacollege.edu.in/administration/organogram">https://www.vivekanandacollege.edu.in/administration/organogram</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

### 1. Welfare Measures for Staff

A. Leave Benefits (As per University rules). Teaching staff and non-Teaching staff can avail leave as per

DU guidelines.

B. Medical Benefits. Teaching staff and non-teaching staff can avail medical reimbursement under CGHS

facilities.

C. Ward Benefits. Children Education Allowance is provided for the children of Teaching and Non-

Teaching staff. As per DU guidelines, Ward quota for admission is also provided.

D. Loan and other benefits. Both the teaching and non-teaching staff can avail Loan Facilities, Group

Insurance of staff members, LTC facility and other facilities as per Government rules.

E. ICT Facilities. The College is fully wifi enabled. Well-equipped Computer Labs for research work for

both students and faculty are provided. Laptop/ Desktop facilities are provided to the teaching staff.

F. Skill Enhancement Programmes. Faculty Development Programmes (FDPs) are organised by the

college for the teaching staff.

G. Felicitation of Staff. Felicitation of Teaching and Non-Teaching staff on reaching milestones in their

career is a practice followed by the college.

H. Support Facilities. Non-Teaching staff can access support facilities such as gym facilities, canteen,

counsellor on campus, and Staff quarters on campus.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **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**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	No File Uploaded
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)	<a href="#">View File</a>

### **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**

18



File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

#### Performance Appraisal System for Teaching and Non-Teaching staff

##### A. Teaching Staff:

The process of promotion is completed in a systematic manner following the guidelines underlined by the UGC and the University of Delhi. The academic year 2020-21 marked the processing of promotions as per the guidelines for first and second level for teaching staff. After seeking the panels from the University of Delhi, the interviews were conducted as per the guidelines of Career Advancement Scheme (CAS-2018) notified by the UGC.

**B. Non-Teaching Staff:** The institution follows the guidelines issued by the UGC and the University of Delhi via Annual Performance Assessment Report for regular appraisal of non-teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

**Internal and External audit**

1. College conducts the internal and external audit on regularly basis as per the requirements of UGC, University of Delhi and the guidelines issued by Govt. of India for conducting the audit.
2. External audit is done by Delhi Government and is completed till March end for that year.
3. Governing body appoints the auditor for internal audit and conducts it on yearly basis.
4. External audit report is sent to the UGC, University of Delhi and Delhi government.
5. College maintains the proper account and records of internal and external audit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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)**

59380

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

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources****(A) Mobilization and Utilization of Funds:**

1. The major funding comes from UGC (95%) while 5% from Delhi Government. UGC grant provides for salaries and other expenses.
2. Funds are mobilized through self-financing courses like German language which are utilised for the payment of salary of teachers as well as for other expenses to run the course.
3. For convenience of staff and students, the college has canteen and photocopy shop and gets rental income from it. This income is managed under the category of "maintenance costs,".
4. College also shares its resources with the following study centres (a) Non-Collegiate Women's Education Board (NCWEB) and (b) IGNOU, and uses the funds for specified purpose.

(B) Mechanism to utilise funds: College follows the following mechanism for efficient utilisation of fund:

1. The GB, Principal, Central Purchase and Stock Verification Committee as well as the Accounts Department ensure optimum utilization of funds.
2. The administration maintains a stock register of consumable and non-consumable items.
3. The purchases of items for the college are made through GeM following GFR-2017.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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

1) IQAC has promoted a culture for systematic record keeping targeted at improving the quality of the teaching learning process. The committee collected respective information between the months from July 2022 to July 2023. The committee developed separate forms for Departments, Committees, Teachers, Admin, and Accounts and collect respective information for the session 2022-2023. Proofs were checked simultaneously. This was followed by filling up the

AQAR form. IQAC also registered for NIRF.

2) IQAC developed two online surveys and collected feedback from all stakeholders (students, alumni and teachers) regarding the syllabi and teaching learning process in the college.

3) Webinars ("Information Literacy Skills") were organized to celebrate Azadi ka Murut Mahotsav.

4) A webinar was organized on the use of official Language Hindi.

5) IQAC collaborated with IT society of college to organize a session ("Career Opportunities in Information Technology") on the occasion of National Unity Day.

6) IQAC has realized that collaborations with other institutes is very important for enhancing the quality of the institution. It signed an international MoU with University of Buraimi (Oman).

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**Teaching-learning process:** As part of quality assurance strategy, the IQAC committee decided to organize a series of webinars, interactive sessions, workshops etc.

1. Vivekananda College library under the aegis of IQAC and in collaboration with 'Indian Library Association' (ILA) organized an Online One-day National Seminar on "Information Literacy Skills" on 17th August 2022.
2. Online lecture on "Use of Official Language Hindi: Challenges and Solutions": On 15th September 2022, an online lecture was organized by IQAC on the topic "Use of Official Language Hindi: Challenges and Solutions".
3. INFORMATICA - the IT society in collaboration with IQAC organized a speaker session on the occasion of National Unity Day (31st September 2022). T
4. A Workshop on "Orientation to Placement" was organized on 8th

November, 2022 by the Internal Quality Assurance Cell (IQAC) in collaboration with Catch A Cloud and HuntOver4U to orient students about placements.

5. College of Business, University of Buraimi, Oman in collaboration with Internal Quality Assurance Cell, Vivekananda College, organized an International Workshop on "Qualitative Research, NVIVO and Publishing in High indexed Journals" on 24th -26th November, 2022.
6. Assessment of learning outcomes: On the basis of previous years' feedback from stakeholders, and current scenario, the IQAC team created feedback and satisfaction

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**A. All of the above**

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

## **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

Specific committees- WDC focuses on women's empowerment and ICC tackles issues of sexual harassment. Others organize activities to promote awareness about gender issues.

Mental health of women

1. Counselling Cell- Experiential activities and workshops conducted.

2. Pol.Sc. Dept-Counselling session "Mending Relationships"

Women-centric Awareness programmes

3. App. Psy Dept.-Seminar on "Acid Attack: Trauma and Coping"

4. ASJC:-Lecture "Azadi ka Amrit Mahotsav and women empowerment"

- International Kavi Sammelan on "International Women's Day"

5. ENACTUS-Carnival "PRABHA" (Project Kiran)

- Pad donation drive.

6. ICC: Sexual Harassment Awareness Training: Empowering Women

7. SOCDC: Seminar "Rights of Acid Attack Victims and Services" with DEO, District Shahdara

8. WDC: Mimicry competition to celebrate inspiring Indian women

9. App. Psychology Department: Seminar "Acid Attack: Trauma and Coping"

10. Pol.Sc. Department: "International Women's Day" celebration, Speech competition - "Role of Constitution: An instrument of women empowerment", Public Lecture - "Baat Bharat Kinaariki" and Discussion on "Daughters of India"

11. Student's Union: On "International Women's Day", DM's Office, Shahdara set up stalls. - "Pride Jashan Parade" was held

12. NSS: Article-writing competition "International Day of Girl child", Nukkad Natak on Acid Attack, "ODHANI" screening and Sanitary-pad drive in slums

Women's financial independence: Webinars by FINANCIAO, SEC and NSS

Curriculum enhances critical thinking regarding women issues.

<https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/22-23/criteria-7/7.1.1Annual-Gender-Sensitization-Action-Plan-2022-23.docx-2.pdf>

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/22-23/criteria-7/7.1.1Annual-Gender-Sensitization-Action-Plan-2022-23.docx-2.pdf">https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/22-23/criteria-7/7.1.1Annual-Gender-Sensitization-Action-Plan-2022-23.docx-2.pdf</a>
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	Nil

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

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
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 Waste Management:** The college promotes effective solid waste management by encouraging students and staff to use designated green and blue dustbins for separating dry and wet waste. Compost pits and a compost machine handle organic waste, with the garden's organic waste contributing to nutrient-rich compost. Burning of leaves and branches is banned, and active compost pits are used for disposal. Gardeners are urged to shift to organic fertilizers, enhancing the

natural ecosystem.

**Liquid waste management:** College is planning to install a sewage treatment plant in the campus.

**Biomedical Waste Management:** There is a separate room to provide medical benefits and has a separate dustbin for medical waste. A sanitary napkin disposal machine, which reduces waste without polluting nearby areas has been installed.

**E-waste Management:** College has a separate storeroom for the safe storage of electronic waste. Which is disposed of to concerned agencies through the auction process.

**Waste Recycling System:** A compost machine is installed near the Canteen. Organic waste recycling reduces our contribution to landfill sites.

**Hazardous Chemicals and Radioactive Waste Management:** College has five laboratories that do not involve hazardous or radioactive elements.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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	<a href="#">View File</a>
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	<a href="#">View File</a>
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**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	<a href="#">View File</a>
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**

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

**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	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	<a href="#">View File</a>
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).

- **Cultural Diversity:** Various committees orchestrate a variety of creative activities, embracing art, drama, debate, writing, music, dance, photography, and fashion, fostering cultural awareness. Notable events include 'Pallavi', annual fete, 'and 'Hunar' organized by the Students' Union Advisory Committee. Classical Dance Society: Nrityam, Folk Dance Society: Thirkan, Western Dance Society: Vivacious, and Indian Music Society: Dhvani are some societies that promote cultural activities. SPIC MACAY also promotes our rich cultural diversity.
- **Kalakriti:** The college's Art and Craft Society promotes various arts and crafts through workshops, exhibitions, and projects, celebrating diverse talents within the college community.
- **Linguistic Diversity:** Departments offer courses in languages like French and German, emphasizing linguistic diversity alongside English, Hindi, and Sanskrit. Isha and Kasturi are college publications promoting linguistic diversity. Seminars, webinars, and workshops enrich linguistic diversity.
- **Social Outreach:** The SOCDC collaborates with NGOs like Slum Swaraj and Delhi Legal State Authority to uplift underprivileged children. An add-on course on Constitutional Obligations addresses rights, duties, and responsibilities.
- **Tolerance and Harmony:** Committees like Vivekananda, Gandhi

Study Circle, and Ambedkar & Social Justice promote tolerance and harmony.

- National Service Scheme (NSS): Supported by the Ministry of Sports and Youth Affairs, NSS instills values of community service.
- Financial Support: Scholarship, Fee Concession & Students' Aid Fund Committee provides financial aid to students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

An organization's status reflects its culture and members' commitment to development. We prioritize fostering awareness of civic sense and social responsibility among employees and students through various academic and non-academic activities, involving committees like Social Outreach and Community Development Committee, Enactus and NSS.

The Social Outreach and Community Development Committee (SOCDC) and Enactus, with events like AZAL 1.0 and AZAL 2.0, as well as PRABHA work to sensitize students to social capital and responsibility. Enactus collaborated with Orooj India for AZAL 2.0, focusing on providing dignity and sanitary pads to underprivileged women in Jhilmil Colony and VNC camp.

NSS conducted several activities on Cleanliness, National Unity, Environment etc

An add-on course on 'Legal Education and Awareness Project' (LEAP) was organized under DLSA and SOCDC.

Courses like 'Constitutional Values and Fundamental Duties,' 'Social Psychology,' and 'Youth Psychology' sensitize students to roles, responsibilities, and diverse issues, fostering civic engagement. These efforts instil constitutional values, fundamental duties, social well-being, and positive youth development, contributing to societal welfare.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.vivekanandacollege.edu.in/upload/s/igac/aqar/22-23/criteria-7/Proofs%207.1.9.pdf">https://www.vivekanandacollege.edu.in/upload/s/igac/aqar/22-23/criteria-7/Proofs%207.1.9.pdf</a>
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** C. Any 2 of the above

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Our college places great importance on celebrating events and festivals, considering them vital for learning and fostering a strong cultural belief. These celebrations bridge students from diverse backgrounds, fostering respect and understanding for various traditions. Beyond the joy and excitement, these events instill qualities like innovation, empathy, and fellowship. They serve as platforms to promote moral values among students.

Annually, the college acknowledges academic, sports, and cultural

excellence through the Annual Day, showcasing role models for inspiration. Additionally, Swami Vivekananda's birthday is celebrated, imparting his principles and teachings. Republic Day and Independence Day are observed, fostering a sense of national pride. The Sports Committee organizes events such as International Yoga Day, National Sports Day, and Run for Unity week.

In March 2023, the Political Science Department conducted a seminar on International Women's Day, emphasizing gender equality. B.Sc. (H.) Home Science and B.A. (P) Food Technology Semester II actively participated in World Food Safety Day on June 7, 2022. On April 29, 2023, the French Department celebrated International Francophonie Day, exposing students to the rich culture and civilization of France. These events contribute to a holistic educational experience, promoting cultural diversity, and instilling values among students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice - I

1. Title: 'You and I = We': Collective Empowerment
2. Objectives: Learning and Imparting Skills.
3. Context: Encouraging a culture of giving back to society to help others who are relatively disadvantaged.
4. Practice: Active participation in community outreach programmes through NSS and the Social Outreach and Community Development (SOCD) Committee. Encouraging collaboration with NGOs and other organisations to widen the reach.
5. Evidence of Success: Regular intake of students willing to carry

out social interventionist work.

6. Problems and Resources: Resource and infrastructure challenges.

**Best Practice - II**

1. Title: 'Can we Care: Convocare'

2. Objectives: Conversations around mental health.

3. Context: Student initiative to provide safe spaces where every voice matters and to discuss mental health concerns through interactive activities with tagline "Conversation. Comfort. Care."

4. Practice: Emphasizing meaningful conversations that facilitate personal wellbeing and build empathy towards others This is to create a nurturing environment of peer interaction and solace.

5. Evidence of Success: Collaborations with international and national organizations. Dedicated Wall of CONVOCARE on campus for regular student engagement. Student activities and games to promote mental wellbeing

6. Problems and Resources: Resource and infrastructure challenges.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.vivekanandacollege.edu.in/uploads/bestpractices/7.2-Best-Practices.pdf">https://www.vivekanandacollege.edu.in/uploads/bestpractices/7.2-Best-Practices.pdf</a>
Any other relevant information	<a href="https://www.vivekanandacollege.edu.in/uploads/igac/aqar/22-23/criteria-7/7.2%20Proofs.pdf">https://www.vivekanandacollege.edu.in/uploads/igac/aqar/22-23/criteria-7/7.2%20Proofs.pdf</a>

**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

**Library and Sports Infrastructure**

The college has a very good library and sports infrastructure.

The library is equipped with RFID and a book drop, housing 18 desktops, 3 laptops, 1 server, 6 printers, and 32 CCTVs. It boasts 66,727 books and subscribes to 13 print journals, 14 newspapers, and 23 magazines. Post-COVID, the focus is on online services, utilizing biometrics and RFID for efficient circulation.

Leveraging technology, the library provides scanned book images on the OPAC and website, emphasizing smartphone accessibility. Students access N-List e-resources, and the library engages through social media and QR codes. Initiatives like webinars, cultural events, and 'e-Vartalap' enhance user interaction. Feedback, including final year forms and faculty surveys, reflects a commendable 91.5% satisfaction despite limited ICT infrastructure.

For sports, the college offers a large playground, a 200m Synthetic Athletic Track, and a mini hockey turf. Outdoor facilities include athletics, hockey, badminton, baseball, netball, archery, and handball. Indoor amenities, including a gymnasium, cater to student welfare.

## 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

##### 1. ACTION PLANS

(i) The institution has a network of dedicated committees and clubs, guided by the conveners and teacher coordinators the committees plan to organise programs which aid curriculum enrichment.

(ii) Presently, the college is offering NEP and CBCS for the current academic session. Several committees are involved in the process of support the NEP implementation same.

(iii) The Officiating Principal holds meetings with TICs of different departments, administration, and conveners/committees in order to ensure smooth functioning of the departments and committees.

##### 2. SYSTEMATIC WORKLOAD DISTRIBUTION AND TIME TABLE

The Institution has a proper workload distribution mechanism through which curriculum teaching is divided amongst teachers prior to the commencement of the semester.

##### 3. ORIENTATION

The college conducts orientation programs for students in order to guide them about the available Library and Computer labs resources and instruct them about the mechanism of different programs.

##### 4. COUNSELLING FACILITIES

The college has a dedicated 'Counselling Cell' to provide assistance to the students. Besides, a counsellor is also available to deal with concerns related to mental health.

##### 5. VALUE INITIATIVES

The college organises professional development programmes for



teaching staff and administrative training programmes for non-teaching staff in order to upscale their skills.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

### 1. ASSESSMENT METHODS

Student assessment is done through an arduous system of assignments, Class Tests, Presentations, or Practicals. The institution followed guidelines given by the University for conduct of internal assessment, before and after the pandemic.

### 2. ORGANISED REGULATED SYSTEM OF INTERNAL ASSESSMENT

The administration, in due time, ensures that the teachers submit the results of internal assessment conducted during the semester. These results are further uploaded on the university website to ensure timely calculation and announcement of the final results.

### 3. GUIDANCE FOR EXAMINATION

In addition, the Examination Committee ensures smooth conduct of examination in online and offline mode given the present circumstances. The committee issues and reiterates guidelines in order to aid students in the examination process.

### 4. TEACHERS PARTICIPATING IN EVALUATION AND PAPER SETTING

Besides conducting and evaluating internal assessment, the teachers of the institute participate in the evaluation process at university level which is the ultimate stage of curriculum assessment. The college encourages the faculty to complete the process of evaluation at designated centers.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **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**

**14**

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

31

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

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

The institution prescribes to the latest syllabi issued by the University of Delhi.

The syllabi follows an inclusive approach wherein concerns related to Professional Ethics, Gender, Human Values, Environment and Sustainability are addressed through different courses offered by different departments

Alongside the text book preaching, committees such as the Social Outreach and Community Development and NSS provide experiential learning experience by conducting surveys/polls, plantation drives, community service, flower show, heritage walk, pledge sessions, donation camps etc Through these experiences, the students learn human values, understand professional ethics, contribute to the environment and sustainability (proofs in criteria 3.4.3).

Many other committees are dedicated to cater particular concerns, for instance:

(i) Women Development Cell (WDC) & Convocare tirelessly work on promoting women empowerment through talks, seminars and many such initiatives. (proofs in criterion 3.4.3)

(ii) Garden and Environment Committee as well as the Eco Club focus on concerns related to enrichment of a sustainable environment. Besides, the college has taken various measures to promote a green campus. In addition, a separate disposal facility is available for biodegradable and nonbiodegradable waste (proofs in criterion 7).

(iii) Ethical Clearance Committee also ensures that ethical guidelines are followed in research, These committees organize webinars, interactive sessions, talks, workshops where students focus on the aforementioned issues and develop new perspectives on the same (proofs in 3.4.3).

Moreover, the IQAC endeavours to enhance professional ethics as well as focuses on many other relevant issues such as women empowerment, employability, mental health etc (proofs in criterion 6 & 3.4.3)

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

34

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

15

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.vivekanandacollege.edu.in/uploads/igac/agar/22-23/criteria-1/Feedback%20and%20action%20taken%20report.pdf">https://www.vivekanandacollege.edu.in/uploads/igac/agar/22-23/criteria-1/Feedback%20and%20action%20taken%20report.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
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	<a href="#">View File</a>
URL for feedback report	<a href="https://www.vivekanandacollege.edu.in/uploads/igac/agar/22-23/criteria-1/Feedback%20and%20action%20taken%20report.pdf">https://www.vivekanandacollege.edu.in/uploads/igac/agar/22-23/criteria-1/Feedback%20and%20action%20taken%20report.pdf</a>

## 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

662

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

350

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

1. The college encourages one on one interaction of students and teachers. Teachers also give specific feedback with respect to the students' practical work, assignments, and tests, which helps them assess their progress within a semester.

2. Teaching pedagogies besides lectures include experiential and participative learning involving projects, research work, power-point presentations, audio-visual, diagrams and graphs are used.

3. Mentor-Mentee group for students were created so that their personal as well as professional issues can be taken up and guidance related to it can be provided. (Proofs summarized in point 2.3.3.1)

4. Special measures in the form of organizing Tutorial Classes, assistance from classmates and senior students are arranged.

5. Extra reading material is provided to improve basic understanding of subject. Advanced learners are awarded medals/certificates.

6. Students show different types of intelligence like musical, dance, interpersonal etc. Based on their aptitudes they are given important positions in committees. Department scrutinizes the active participation of advanced learners and produces coordinators among them so that both all students are benefited.

7. All students are encouraged to optimize their learning through webinars/workshops/activities. Fast learners are given chance to work on new topics and presented to the class. (Proofs summarized in point 3.2.2).

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2373	79

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

Vivekananda College has always ensured excellence in its teaching-learning process by implementing creative strategies to improve the learning process.

1. **Experiential and Participative Learning:** Peer learning and group projects impart important values of sharing and cooperation. Research by students is encouraged and students carry out various projects to encourage participative learning.

2. **Project-based Learning and Internships:** Vivekananda College promotes student internships as a way to give students practical experience which gives them an edge in their professional life.

3. **Extension Activities:** Many extension activities are carried out by NSS etc. for overall holistic development of the students and for empowering society. Proofs for extension activities and details are stated in (3.4.3.).

4. **Student Enrichment Activities:** Various Departments, Staff Council Committees such as Student Union Advisory Committee etc. carry out various student enrichment activities from time to time on a regular basis. The details of the same along with proofs have been discussed in criteria 5 (5.3.1; 5.3.2 and 5.3.3).

5. **Magazine Publications:** Students are encouraged to present



their innovative ideas in various publications of the college (including departmental/ committee publications): "Isha" (college magazine) and "Kasturi- wall magazine" (Hindi department).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

1. ICT Tools: Teachers use ICT tools including computers, interactive white boards and several software. Institute premises are wifi enabled and there are six wifi connections. CCTV and Biometric systems are also available in the institution.

2. Teaching Pedagogies: Teachers also use PowerPoint Presentations, lecture recordings etc. During this time all webinars, FDPs, workshops etc. were conducted through ICT.

3. Computer labs, desktops, laptops, printers, projectors, LCDs and gooseneck microphones: The College has five computer labs, 25 projectors in classrooms and two seminar rooms (i.e. Sharda Hall), 167 desktops, 35 printers and photocopiers.

4. College Website: The Website Committee of the college regularly maintains its website which is interactive and user-friendly.

5. Softwares: The licensed software used by the college are Free/Open-Source Software Turbo C++ (Win), WAMP server etc. The paid Licensed Software used by the College are Microsoft Office Pro 2012, Mathematica and TALLY.

6. Online library resources: College library has IP access as well as remote access to e-resources of DULS, memberships of Braille library of DULS and N-List are renewed every year.

7. Overcoming challenges: ICT facilities were upgraded and college laptops were made available for issuance to teachers and students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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

78

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

79

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

55	
File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>
<b>2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</b>	
<b>2.4.3.1 - Total experience of full-time teachers</b>	
1348	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>
<b>2.5 - Evaluation Process and Reforms</b>	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.	
<p>(1) <b>Internal assessment schedule:</b> The students are informed beforehand about the academic calendar, requirements of the exam and tentative dates according to both teacher, student requirements and contextual factors. For NEP students, teachers are more focused on class presentations, weekly assignments, real life applications etc. in their tutorial periods to assess students continuously.</p> <p>(2) <b>Examination Committee:</b> The college has set up an examination committee for the smooth functioning of conducting exams. The committee follows the guidelines issued by University of Delhi. All exam related procedural guidelines need to be followed by teachers. If students have any grievances, then they can approach the teacher directly. In case it doesn't get resolved then can approach the grievance redressal committee.</p>	

(3) Modes of internal and external assessment: Continuous assessment, End-of-unit tests, mid-unit tests are conducted by teachers according to the requirements of the course. This includes written assignments that can be emailed or uploaded, presentations by students etc. Questions banks are available in the college library and through DU website. External evaluation is done in the physical mode and exams are conducted as per DU guidelines.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

Grievance Redressal committee: Grievance Redressal committee of the institution ensures that the internal examination related grievances are transparent, time- bound and efficient. The grievance redressal policy formulated by the grievance committee is communicated to all students and teachers from time to time.

Procedure to be followed to register complaint in college:

The Grievance Redressal Committee will meet as and when required depending on grievances received.

Minimum of 3 members out of 4 members of the Grievance Redressal Committee shall be present in a meeting. The members shall study the application and after looking into the relevant documents submit its recommendations and report to the principal as soon as possible within max 15 days of the date of application. In case of any difficulties, the Grievance Redressal Committee shall have discussion with the principal before a decision is taken.

The final settlement of any grievance shall be made within a reasonable period (normally not exceeding one month) by the principal after the recommendations are submitted to her by the Grievance Redressal Committee.

If a member of the Grievance Redressal Committee has a connection with the grievance of the aggrieved individual, the concerned member of the Grievance Committee shall not participate in the deliberations regarding that individual's case.

If the aggrieved person has a personal relationship with the member of the Grievance Redressal Committee, then he/she shall not participate in the deliberations as a member of the Committee when her representation is being considered.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

1. Programme and course outcomes as per the syllabus: The University of Delhi (DU) has introduced a UGC-based Learning Outcomes Framework (LOCF) in all courses, developed in collaboration with faculty and stakeholders. The curriculum is widely disseminated and popularized through the curriculum and classrooms. The Undergraduate Curriculum Framework-2022, implemented in 2022, aims to attract young minds towards research, innovation, apprenticeship, social outreach, entrepreneurship and similar such areas of human knowledge and endeavor while imbibing the truly charged academic environment of the university and its constituent colleges.

2. Webinars and Seminars focused on the National Education Policy: The College is taking all required measures for smooth introduction of NEP by organizing webinars/ seminars and by participating in various events organized by other University of Delhi Colleges. All the outcomes are based on internal and evaluation assessments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

**1.Add-On Certificate Courses:**The institution can assess the attainment of program outcomes and course outcomes by evaluating how well students apply the knowledge and skills gained from add-on certificate courses to their regular coursework. Students who successfully complete these additional courses may demonstrate enhanced competency in specific areas, contributing to the achievement of certain course outcomes.

**2.Feedback Evaluation Forms:** Feedback from students is a valuable source of information for assessing program and course outcomes. The institution can analyze feedback to identify areas of strength and improvement in the curriculum. Specific questions related to program and course outcomes can be included in the evaluation forms to directly gauge the student's perception of their learning progress.

**3.Project Work/Field Work/Internship Records:**Institutions evaluate project work, field work, and internships to measure students' application of learning, evaluating their quality and relevance through reports, presentations, or portfolios.

**4.Students Progressing to Higher Studies:** The institution's effectiveness in preparing students for advanced education can be gauged by tracking higher studies, alumni' readiness, and acceptance rates of former students in postgraduate programs, which are key indicators of program outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### **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**

**860**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.vivekanandacollege.edu.in/uploads/administration//Annual-Report-05-04-2023.pdf">https://www.vivekanandacollege.edu.in/uploads/administration//Annual-Report-05-04-2023.pdf</a>

## 2.7 - Student Satisfaction Survey

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

<https://www.vivekanandacollege.edu.in/uploads/igac/agar/22-23/criteria-2/2.7.1%20Student%20Satisfaction%20Survey%20Report%202022-23.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)**

Nil

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)	No File Uploaded

**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**

12	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
<b>3.2 - Innovation Ecosystem</b>	
3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge	
<p>Vivekananda College fosters an innovative knowledge-sharing environment through diverse initiatives:</p> <ol style="list-style-type: none"> <li><b>1. Field Exposure:</b> Departments organize heritage walks and trips to broaden students' perspectives.</li> <li><b>2. Internships:</b> Various departments facilitate internships in NGOs, Charitable Trusts, and Psychological Centres, aligning with Criterion 1.3.2.</li> <li><b>3. Knowledge Forums:</b> Numerous seminars, webinars, and conferences are conducted for broad participation.</li> <li><b>4. Knowledge Transfer via MoUs:</b> The college collaborates with entities like University of Buraimi through MoUs.</li> <li><b>5. Student-Led Research &amp; Extension Activities:</b> The Department of Food Technology and Home Science organized webinars on "Millets: The Super Crop". Lectures on extension</li> </ol>	



activities, engaging NSS and the Social Outreach Committee (Refer to 3.4.1).

6. **Faculty Recognition:** Faculty members receive awards for innovative research contributions.
7. **Publication Opportunities:** Students contribute innovative ideas to college publications like "Isha" and "Kasturi-wall magazine."
8. **Skill Enhancement:** Departments and committees, including the Skill Enhancement Committee (Refer to 5.1.3), regularly conduct skill-building activities.
9. **Holistic Student Development:** Various committees with student representation, such as IQAC, Social Outreach Committee, and Student Union Advisory Committee, contribute to student holistic development (Refer to criteria 5.3.2).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

03

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

17

File Description	Documents
URL to the research page on HEI website	<a href="https://www.vivekanandacollege.edu.in/uploads/iqac/agar/22-23/criteria-3/3.3.1.pdf">https://www.vivekanandacollege.edu.in/uploads/iqac/agar/22-23/criteria-3/3.3.1.pdf</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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

30

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

- NSS organized events like Tiranga Yatra, vaccination

drives, and programs on Swachhta, reflecting a commitment to social causes and holistic development. Celebrations, including Yuva Utsav and a Unity Rally, showcased cleanliness campaigns and discussions. Initiatives encompassed Digital India, Cyber Crime awareness, and the Global Millet Conference. Students engaged in self-defense training, environmental talks, and a 7-day National Integration Camp.

- SOCDC supported slum students' education through 'Saarthi,' hosting donation drives and a sustainability-themed exhibition, raising funds during the "Cultural Fete & Fresher's Party."
- Unnat Bharat Report promoted eco-friendly lifestyles.
- Placement and Career Counseling cell organized resume workshops, healthcare and finance webinars, and a Peer Mentorship session emphasizing corporate skills.
- NEP and Vidya Vistar Committees hosted a seminar on "United Colors of Languages - NEP 2020."
- The Academic Development Committee organized a lecture on "Rashtriya Shiksha Neeti" and a research paper competition.
- Internal Complaints Committee conducted a Sexual Harassment Awareness workshop.
- The Women Development Cell organized 'Who Run the World 2.0.'
- Eco Club hosted a PowerPoint competition on 'Green Technology.'
- Convocare celebrated 'Meraki' and focused on mental health, suicide prevention, and bullying through workshops, a Mental Health Campus drive, a Women's Day seminar, and collaboration with NIMHANS, Bengaluru.

File Description	Documents
Paste link for additional information	<a href="https://www.vivekanandacollege.edu.in/uploads/studentenrichment/extension/2022-23.pdf">https://www.vivekanandacollege.edu.in/uploads/studentenrichment/extension/2022-23.pdf</a>
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)	No File Uploaded
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**

135

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**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**

4890

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

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

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

01

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 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

01

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

## 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 sprawling college campus at Vivek Vihar is spread over an area of over 10 Acres which includes 3939 sq. metres of built up area & 5.2 acres of open space for garden and sports facilities. The teaching- learning process is facilitated in Sixtyone(61)spacious,well-lit classrooms.There are 25 classrooms ICT enabled with projectors.we have total nine labs. Five computer labs,one home Science lab,one psychology Lab, one Food Technology Lab, and one english language Lab . Music Room is equipped with a variety of instruments to facilitate the students in their practical work. 2 Seminar Rooms.These air-conditioned facilities can accommodate up to 50-60 students and 150 students. One ??medical room cum counselling room.The College has a well-equipped medical room with 1 bed and essential medicines, etc. We have one sports room and gym, Play Ground, Hockey AstroTurf, Synthetic Athletic Trackfor sports activities.One Vivekananda Auditorium (currently under renovation) , Seminar Room/Sharda Hall, Two Music Room and one Open stage for cultural activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

#### Facilities for sports activities

The college includes a large playground(Outdoor). The college has a 200 meters Synthetic Athletic Track in March, 2011 .Now the college has the facility of hockey Turf mini Hockey ground.Intensive training is imparted under expert guidance. Each year, students of Vivekananda College achieve notable distinctions, and many of them are selected for All India Inter-University and National tournaments. Facilities are provided :- Outdoor Athletics(track) Hockey turf badminton ,baseball ,netball ,Archery ,handball. Indoor Indoor gymnasium for welfare of the students.but there is no yoga centre but a fully equipped Indoor

gymnasium.

- Sports room and gym
- play Ground
- Hockey turf
  
- Synthetic Athletic Track college has one 200 meters Synthetic Athletic Track which is made in March, 2011

#### Facilities for cultural activities

- Vivekananda Auditorium has a seating capacity of 650. It is fully air-conditioned and its light and sound system are currently being revamped.
- Seminar Room(sharda hall)This air-conditioned facility can accommodate up to 150 students .
- Music Room is equipped with a variety of instruments to facilitate the students in their practical work and hence equip them with skills of better co-ordination with different instruments.
- Open stage - college has open stage facility for culture activity as well.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

61

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

6590,989

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

1. Name of ILMS software - LSEase (EJB)

Nature of automation (fully or partially) - Full

Version - 1.0

Year of Automation - 2004

2. Fully automated, equipped with RFID and a book drop, has 18 desktops, 3 laptops, 1 server, 6 printers, 10 KVA UPS for backup and 32 CCTVs for surveillance.



3. Total Number of books are 66727 and the library subscribes to 13 print journals, 14 Newspapers and 23 magazines. Post covid library is stressing on the Online Services and e-resources.
4. Biometrics and RFID tagged ??Circulation.
5. Scanned Book image and contents in OPAC and on library website along with Scanned Table of contents of library subscribed journals.
6. Library website is accessible on the Smartphone.
7. All students enrolled for accessing N-List e-resources
8. Using various social media tools (Facebook, Instagram, Twitter, Whatsapp & Youtube etc.)
9. QR codes for various library services.
10. Mandatory feedback form for final year students
11. A webinar under University Centenary Celebration was organized by the library on (17.08.2022) on the topic 'Information Literacy Skills'.
12. Celebrated Hindi Diwas on 14.09.2022
13. A new information service 'e-Vartalap' where library staff is available online every Friday 10.45am to 11.45am to answer the queries of the users through Google meet.
14. College faculty surveyed to find out their satisfaction level and awareness of library online services. The findings revealed that 91.5% of the respondents (faculty) were satisfied and very satisfied with online service and it is a commendable figure for a library to achieve with limited ICT infrastructure.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://www.vivekanandacollege.edu.in/uploads/igac/agar/22-23/Integrated%20Library%20Management%20System%20(ILMS).pdf">https://www.vivekanandacollege.edu.in/uploads/igac/agar/22-23/Integrated%20Library%20Management%20System%20(ILMS).pdf</a>

<b>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</b>	<b>A. Any 4 or more of the above</b>								
<table border="1"> <thead> <tr> <th data-bbox="102 400 537 465">File Description</th> <th data-bbox="547 400 1436 465">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 465 537 566">Upload any additional information</td> <td data-bbox="547 465 1436 566"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="102 566 537 745">Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)</td> <td data-bbox="547 566 1436 745"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Upload any additional information	<a href="#">View File</a>	Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>			
File Description	Documents								
Upload any additional information	<a href="#">View File</a>								
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>								
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>									
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>									
<b>5.11</b>									
<table border="1"> <thead> <tr> <th data-bbox="102 1068 537 1133">File Description</th> <th data-bbox="547 1068 1436 1133">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 1133 537 1193">Any additional information</td> <td data-bbox="547 1133 1436 1193"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="102 1193 537 1254">Audited statements of accounts</td> <td data-bbox="547 1193 1436 1254"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="102 1254 537 1440">Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)</td> <td data-bbox="547 1254 1436 1440"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Any additional information	<a href="#">View File</a>	Audited statements of accounts	<a href="#">View File</a>	Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>	
File Description	Documents								
Any additional information	<a href="#">View File</a>								
Audited statements of accounts	<a href="#">View File</a>								
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>								
<b>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)</b>									
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>									
<b>164</b>									
<table border="1"> <thead> <tr> <th data-bbox="102 1718 537 1783">File Description</th> <th data-bbox="547 1718 1436 1783">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 1783 537 1843">Any additional information</td> <td data-bbox="547 1783 1436 1843"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="102 1843 537 1951">Details of library usage by teachers and students</td> <td data-bbox="547 1843 1436 1951"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Any additional information	<a href="#">View File</a>	Details of library usage by teachers and students	<a href="#">View File</a>			
File Description	Documents								
Any additional information	<a href="#">View File</a>								
Details of library usage by teachers and students	<a href="#">View File</a>								
<b>4.3 - IT Infrastructure</b>									

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

1. Wi-Fi routers and Bandwidth: 3 modems of Excitel routers with bandwidth up to 100 MBPS have been installed.

2. Teaching Pedagogies: The teaching faculty incorporates PowerPoint presentations, recorded lectures uploaded on Google Drive, and audio/video aids into their teaching methods. Google Forms are utilized for various purposes, including gathering feedback, conducting research-based activities etc. Moreover, webinars, FDPs, workshops, and outreach programs are conducted online or hybrid mode through ICT. (Refer criterion 5.3.3)

3. Computer labs, desktops, laptops, printers, projectors, LCD projectors and microphones:

- 45 Desktops (Intel Core i7.Windows 10 Professional, 16GB RAM, 1000 GB HDD)
- 2 printers( HP Laser MONO Computer printer ) were purchased
- 20 new projectors and projector screens were purchased
- Networking and electrical work were completed for Computer Lab 2.

4. Website: The college launched its new website in the academic year 2022-23.

5. Software: 26 MS Office LTSC Professional Plus and 1 Salary package software were purchased.

6. Online library resources:The college library has IP access as well as remote access to e-resources of DULS, memberships of Braille library of DULS and N-List are renewed every year.

7. RFID: RFID system has been installed in the library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.vivekanandacollege.edu.in/uploads/igac/agar/22-23/4.3.1%20(2022-23).pdf">https://www.vivekanandacollege.edu.in/uploads/igac/agar/22-23/4.3.1%20(2022-23).pdf</a>

**4.3.2 - Number of Computers**

163

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**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)**

57,34,550

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

There are well-established procedures in place that involve the active participation of all stakeholders. These procedures encompass various tasks such as labeling college files, maintaining a stock register, signing annual maintenance contracts, and assigning responsibilities for the actual upkeep and use of college facilities.

Students receive clear instructions on how to use equipment and books appropriately.

All purchases and expenses related to repair and maintenance adhere to the guidelines laid out in GFR 2017 and its subsequent amendments.

To ensure compliance with the correct procedures, a Central Purchase and Stock Verification Committee oversees purchases and conducts periodic stock audits. Specific individuals and teams are responsible for maintaining different aspects of the college.

The librarian and her team take care of library maintenance, including regular bookbinding and the removal of old books.

The laboratory attendant and lab assistants are in charge of keeping the laboratories in good condition.

The technical staff and lab assistants are responsible for the maintenance of computers, UPS, software, and LCDs.

Safai Karamcharis and lab attendants handle the cleaning of rooms and labs.

The Sports Committee and support staff are responsible for the sports facilities, while the Garden Committee and gardeners are

assigned to the upkeep of the gardens.

The college also has a building subcommittee, which is part of the governing body of the college. This subcommittee is tasked with recommending repairs and expansion projects for the college infrastructure.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

02

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

264

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

**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	<a href="https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/22-23/criteria-5/Soft%20skill%205.1.3%202022-23%20(1)-Link%20H.pdf">https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/22-23/criteria-5/Soft%20skill%205.1.3%202022-23%20(1)-Link%20H.pdf</a>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**1211**

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

**1211**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<p><b>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</b></p>	<p><b>A. All of the above</b></p>
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File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

05

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

49



File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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

05

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 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.

09

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 )

1. Student Union and Advisory Committee. The various cultural activities in the college are organized primarily through the various students' societies under the aegis of the Student Union committee which is a formally elected body of college and affiliated to DU. It provides effective leadership for various activities such as college winter festival 'Pallavi, organizing educational tours, and taking up student issues.

2. Student's Representation in various cultural clubs & college committees. There have active participation of students and include Aarohi (The Indian Music Society), Buniyaad (Dramatic Society), Click 'O' Mania (Photography Society), Ahsaas (Creative Writing Society), Kalakriti (Art And Craft Society), Nrityam (Indian Classical Dance Society), Thirkan (Folk Dance Society), Vibes (Western Music Society) Vivacious (Western Dance Society), Alluring Dazzlers (Fashion Society). Also, students are represented in a number of committees such as IQAC, ICC, Social Outreach committee, NSS etc.

3. Class Representatives (CR): Each class has elected CRs which represents the class, communicates between the college and students and forms a kind of a bridge between the students and the faculty.

4. Publications of College: The college magazine 'ISHA', and other publications such as Kasturi wall magazine are spearheaded by students and have articles written by students.

File Description	Documents
Paste link for additional information	<a href="https://www.vivekanandacollege.edu.in/uploads/iqac/agar/22-23/criteria-5/5.3.2_proofs.pdf">https://www.vivekanandacollege.edu.in/uploads/iqac/agar/22-23/criteria-5/5.3.2_proofs.pdf</a>
Upload any additional information	No File Uploaded

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

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

60

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

The College has a fully functional and active Alumni Association though it is not registered yet. The Alumni Committee manages the Alumni association to promote a unanimous feeling of connection and camaraderie among college students scattered in all walks of life.

1. The association has more than 200 members. These members as well as other alumni are continuously sharing their onward journeys; providing guidance; facilitating career opportunities/job placement for present students. Alumni also support the existing batch of students in organizing

events, and extending support in various student activities.

2. In order to maintain records of its alumni, and to create a strong bond between the alumni and the institution, the alumni committee conducts alumni meets (2022-23). The students and teachers meet informally and share various experiences.

File Description	Documents
Paste link for additional information	<a href="https://www.vivekanandacollege.edu.in/uploads/iqac/agar/22-23/criteria-5/5.4%20proofs1.pdf">https://www.vivekanandacollege.edu.in/uploads/iqac/agar/22-23/criteria-5/5.4%20proofs1.pdf</a>
Upload any additional information	No File Uploaded

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

Vivekananda College was established in 1970 with grants from UGC and Delhi Administration. The objective was to make higher education available to young women from the trans-Yamuna area. The college began its journey from a school building in Gandhi Nagar.

1. The institution is affiliated to the University of Delhi and runs eleven undergraduate programmes in different disciplines and two post-graduate programmes in Hindi and Sanskrit (M.A. English has also been approved). Add-on as well as self-financed courses such as Legal Awareness and Language Proficiency in German cater to diverse interests of students.

2. Teaching Pedagogy used in the institution is participative and experiential. With the introduction of NEP 2020, new set of practices are being introduced to impart practical knowledge to

students. Library facilities and counseling facility, academic as well as personal issues related continued seamlessly during covid pandemic period and is continuing after the opening of institutions in offline mode.

3. The college promotes holistic development through sports and extra-curricular activities. Student clubs such as Entrepreneurship Cell, Enactus, Financio and various MOUs signed by the institution emphasize this fact.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The institution ensures a smooth and transparent functioning via decentralising different roles of various stakeholders viz. teaching staff, non-teaching staff and students.

1. (i) A Governing Body, constituted by the Executive Council, Delhi University administers the college affairs and appoints a full-time principal responsible for overall management.

(ii) The Principal is appointed as the head of the institution and ensures that staff council meetings are held regularly; in one such meeting the Social Outreach and Community Development Committee (SOCDC) was formed in 2019. It had a faculty convenor and 8 core members and several meetings were held to initiate programmes. They then formed a students' team by creating awareness through notices and posters. Student coordinators spearheaded different activities and met regularly. The committee then made linkages with RWAs, NGOs etc.

2. The IQAC ensures quality of education through various activities

3. Each department works under the aegis of its teacher incharge, further each teacher is allocated a list of students to mentor, additionally, select students are appointed as office bearers/class representatives to ensure a channelised working/communication. Besides, each teacher is a part of two

staff council committees and each committee is governed under the guidance of a convener. SOCDC had a faculty convenor.

4. Also, the non-teaching staff works transparently as a team which comprises of Bursar, Sr. P.A. to Principal & Officiating Administrative Officer (Accounts), administration, accounts, lab staff/medical staff, library staff. The non teaching staff helped the SOCDC in its administrative and accounts work

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college strives to foster holistic student development through the spirit of Swami Vivekananda. Most recently, the global epidemic has taught us the value of being adaptable and flexible, in the face of consistently shifting unprecedented circumstances. With these consideration in mind, the college strategy concentrates mainly on three areas:

### A) Academic Excellence and Research:

1. By encouraging student-centric teaching and implementing digital pedagogies in the classroom.

3. By arranging training programs, webinars, and FDPs, will be conducted to cater to the recent changes and challenges faced by the staff and the students.

4. By creating awareness to develop research skills and encourage initiatives to hone research methodologies.

B)Infrastructure Development : The college will continue to invest in the infrastructure (including library and ICT) to ensure the best possible teaching learning experience. Access will be provided to e-resources via DULS, NList, and Delnet. The college will promote environment friendly measures and values.

### C) Extension Activities:

The college will create an inclusive environment on campus and expand the extension activities via teacher-student synergy in social outreach programs will be professed. In order to do so, staff council committees such as NSS and SOCDC will encourage students and staff to participate in collaborative endeavors to aid the marginalized section of the society.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.vivekanandacollege.edu.in/uploads/about/Strategic%20Plan%20.pdf">https://www.vivekanandacollege.edu.in/uploads/about/Strategic%20Plan%20.pdf</a>
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.

### I. Administrative Set-up

1. The first tier is represented by the Governing Body.
2. The teaching staff is divided into departments with a Teacher-in-Charge heading each department.
3. The college functions through Staff Council Committees.
4. Administrative and Accounts staff members are recruited according to Recruitment Rules (Non- Teaching Employees 2020) under Ordinance XXII-D and support the authorities in decision making.
5. Students are part of the decision making at various levels through an elected body and also through volunteering and nomination.
6. The policy and decision making process at the institution is participative which involves various levels of stakeholders supported by the administrative set up.

### II. Appointment and Service Rules

Recruitment is done by the college as per DU guidelines. The college follows the service rules passed by statutory bodies of DU and grants study leave, increments and other financial and welfare benefits.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://www.vivekanandacollege.edu.in/administration/organogram">https://www.vivekanandacollege.edu.in/administration/organogram</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

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

**1. Welfare Measures for Staff**

**A. Leave Benefits (As per University rules). Teaching staff and non-Teaching staff can avail leave as per**

**DU guidelines.**

**B. Medical Benefits. Teaching staff and non-teaching staff can avail medical reimbursement under CGHS**



facilities.

C. Ward Benefits. Children Education Allowance is provided for the children of Teaching and Non-

Teaching staff. As per DU guidelines, Ward quota for admission is also provided.

D. Loan and other benefits. Both the teaching and non-teaching staff can avail Loan Facilities, Group

Insurance of staff members, LTC facility and other facilities as per Government rules.

E. ICT Facilities. The College is fully wifi enabled. Well-equipped Computer Labs for research work for

both students and faculty are provided. Laptop/ Desktop facilities are provided to the teaching staff.

F. Skill Enhancement Programmes. Faculty Development Programmes (FDPs) are organised by the

college for the teaching staff.

G. Felicitation of Staff. Felicitation of Teaching and Non-Teaching staff on reaching milestones in their

career is a practice followed by the college.

H. Support Facilities. Non-Teaching staff can access support facilities such as gym facilities, canteen,

counsellor on campus, and Staff quarters on campus.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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**

7

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	No File Uploaded
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)	<a href="#">View File</a>

**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**

18

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

#### Performance Appraisal System for Teaching and Non-Teaching staff

##### A. Teaching Staff:

The process of promotion is completed in a systematic manner following the guidelines underlined by the UGC and the University of Delhi. The academic year 2020-21 marked the processing of promotions as per the guidelines for first and second level for teaching staff. After seeking the panels from the University of Delhi, the interviews were conducted as per the guidelines of Career Advancement Scheme (CAS-2018) notified by the UGC.

**B. Non-Teaching Staff:** The institution follows the guidelines issued by the UGC and the University of Delhi via Annual Performance Assessment Report for regular appraisal of non-teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling

audit objections within a maximum of 200 words

#### Internal and External audit

1. College conducts the internal and external audit on regularly basis as per the requirements of UGC, University of Delhi and the guidelines issued by Govt. of India for conducting the audit.
2. External audit is done by Delhi Government and is completed till March end for that year.
3. Governing body appoints the auditor for internal audit and conducts it on yearly basis.
4. External audit report is sent to the UGC, University of Delhi and Delhi government.
5. College maintains the proper account and records of internal and external audit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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)

59380

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

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

**(A) Mobilization and Utilization of Funds:**

1. The major funding comes from UGC (95%) while 5% from Delhi Government. UGC grant provides for salaries and other expenses.
2. Funds are mobilized through self-financing courses like German language which are utilised for the payment of salary of teachers as well as for other expenses to run the course.
3. For convenience of staff and students, the college has canteen and photocopy shop and gets rental income from it. This income is managed under the category of "maintenance costs,".
4. College also shares its resources with the following study centres (a) Non-Collegiate Women's Education Board (NCWEB) and (b) IGNOU, and uses the funds for specified purpose.

**(B) Mechanism to utilise funds:** College follows the following mechanism for efficient utilisation of fund:

1. The GB, Principal, Central Purchase and Stock Verification Committee as well as the Accounts Department ensure optimum utilization of funds.
2. The administration maintains a stock register of consumable and non-consumable items.
3. The purchases of items for the college are made through GeM following GFR-2017.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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

- 1) IQAC has promoted a culture for systematic record keeping targeted at improving the quality of the teaching learning process. The committee collected respective information between the months from July 2022 to July 2023. The committee developed

separate forms for Departments, Committees, Teachers, Admin, and Accounts and collect respective information for the session 2022-2023. Proofs were checked simultaneously. This was followed by filling up the AQAR form. IQAC also registered for NIRF.

2) IQAC developed two online surveys and collected feedback from all stakeholders (students, alumni and teachers) regarding the syllabi and teaching learning process in the college.

3) Webinars ("Information Literacy Skills") were organized to celebrate Azadi ka Murut Mahotsav.

4) A webinar was organized on the use of official Language Hindi.

5) IQAC collaborated with IT society of college to organize a session ("Career Opportunities in Information Technology") on the occasion of National Unity Day.

6) IQAC has realized that collaborations with other institutes is very important for enhancing the quality of the institution. It signed an international MoU with University of Buraimi (Oman).

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**Teaching-learning process:** As part of quality assurance strategy, the IQAC committee decided to organize a series of webinars, interactive sessions, workshops etc.

1. Vivekananda College library under the aegis of IQAC and in collaboration with 'Indian Library Association' (ILA) organized an Online One-day National Seminar on "Information Literacy Skills" on 17th August 2022.
2. Online lecture on "Use of Official Language Hindi: Challenges and Solutions": On 15th September 2022, an online lecture was organized by IQAC on the topic "Use of Official Language Hindi: Challenges and Solutions".
3. INFORMATICA - the IT society in collaboration with

IQAC organized a speaker session on the occasion of National Unity Day (31st September 2022). T

4. A Workshop on "Orientation to Placement" was organized on 8th November, 2022 by the Internal Quality Assurance Cell (IQAC) in collaboration with Catch A Cloud and HuntOver4U to orient students about placements.
5. College of Business, University of Buraimi, Oman in collaboration with Internal Quality Assurance Cell, Vivekananda College, organized an International Workshop on "Qualitative Research, NVIVO and Publishing in High indexed Journals" on 24th -26th November, 2022.
6. Assessment of learning outcomes: On the basis of previous years' feedback from stakeholders, and current scenario, the IQAC team created feedback and satisfaction

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

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

## 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

Specific committees- WDC focuses on women's empowerment and ICC tackles issues of sexual harassment. Others organize activities to promote awareness about gender issues.

Mental health of women

1. Counselling Cell- Experiential activities and workshops conducted.

2. Pol.Sc. Dept- Counselling session "Mending Relationships"

Women-centric Awareness programmes

3. App. Psy Dept.- Seminar on "Acid Attack: Trauma and Coping"

4. ASJC:- Lecture "Azadi ka Amrit Mahotsav and women empowerment"

- International Kavi Sammelan on "International Women's Day"

5. ENACTUS- Carnival "PRABHA" (Project Kiran)

- Pad donation drive.

6. ICC: Sexual Harassment Awareness Training: Empowering Women

7. SOCDC: Seminar "Rights of Acid Attack Victims and Services" with DEO, District Shahdara

8. WDC: Mimicry competition to celebrate inspiring Indian women

9. App. Psychology Department: Seminar "Acid Attack: Trauma and Coping"

10. Pol.Sc. Department: "International Women's Day" celebration, Speech competition- "Role of Constitution: An instrument of women empowerment", Public Lecture- "Baat Bharat Kinari" and Discussion on "Daughters of India"

11. Student's Union: On "International Women's Day", DM's Office, Shahdara set up stalls. - "Pride Jashan Parade" was held



12.NSS:Article-writing competition"International Day of Girl child",Nukkad Natak on Acid Attack,"ODHANI" screening and Sanitary-pad drive in slums

Women's financial independence:Webinars by FINANCIAO,SEC andNSS

Curriculum enhances critical thinking regarding women issues.

<https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/22-23/criteria-7/7.1.1Annual-Gender-Sensitization-Action-Plan-2022-23.docx-2.pdf>

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/22-23/criteria-7/7.1.1Annual-Gender-Sensitization-Action-Plan-2022-23.docx-2.pdf">https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/22-23/criteria-7/7.1.1Annual-Gender-Sensitization-Action-Plan-2022-23.docx-2.pdf</a>
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	Nil

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

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
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 Waste Management: The college promotes effective solid**

waste management by encouraging students and staff to use designated green and blue dustbins for separating dry and wet waste. Compost pits and a compost machine handle organic waste, with the garden's organic waste contributing to nutrient-rich compost. Burning of leaves and branches is banned, and active compost pits are used for disposal. Gardeners are urged to shift to organic fertilizers, enhancing the natural ecosystem.

**Liquid waste management:** College is planning to install a sewage treatment plant in the campus.

**Biomedical Waste Management:** There is a separate room to provide medical benefits and has a separate dustbin for medical waste. A sanitary napkin disposal machine, which reduces waste without polluting nearby areas has been installed.

**E-waste Management:** College has a separate storeroom for the safe storage of electronic waste. Which is disposed of to concerned agencies through the auction process.

**Waste Recycling System:** A compost machine is installed near the Canteen. Organic waste recycling reduces our contribution to landfill sites.

**Hazardous Chemicals and Radioactive Waste Management:** College has five laboratories that do not involve hazardous or radioactive elements.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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	<a href="#">View File</a>
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:**

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
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**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	No File Uploaded

<p><b>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</b></p> <p><b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	<a href="#">View File</a>
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).

- **Cultural Diversity:** Various committees orchestrate a variety of creative activities, embracing art, drama, debate, writing, music, dance, photography, and fashion, fostering cultural awareness. Notable events include 'Pallavi', annual fete, 'and 'Hunar' organized by the

Students' Union Advisory Committee. Classical Dance Society: Nrityam, Folk Dance Society: Thirkan, Western Dance Society: Vivacious, and Indian Music Society: Dhvani are some societies that promote cultural activities. SPIC MACAY also promotes our rich cultural diversity.

- **Kalakriti:** The college's Art and Craft Society promotes various arts and crafts through workshops, exhibitions, and projects, celebrating diverse talents within the college community.
- **Linguistic Diversity:** Departments offer courses in languages like French and German, emphasizing linguistic diversity alongside English, Hindi, and Sanskrit. Isha and Kasturi are college publications promoting linguistic diversity. Seminars, webinars, and workshops enrich linguistic diversity.
- **Social Outreach:** The SOCDC collaborates with NGOs like Slum Swaraj and Delhi Legal State Authority to uplift underprivileged children. An add-on course on Constitutional Obligations addresses rights, duties, and responsibilities.
- **Tolerance and Harmony:** Committees like Vivekananda, Gandhi Study Circle, and Ambedkar & Social Justice promote tolerance and harmony.
- **National Service Scheme (NSS):** Supported by the Ministry of Sports and Youth Affairs, NSS instills values of community service.
- **Financial Support:** Scholarship, Fee Concession & Students' Aid Fund Committee provides financial aid to students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

An organization's status reflects its culture and members' commitment to development. We prioritize fostering awareness of civic sense and social responsibility among employees and students through various academic and non-academic activities, involving committees like Social Outreach and Community Development Committee, Enactus and NSS.

The Social Outreach and Community Development Committee (SOCDC) and Enactus, with events like AZAL 1.0 and AZAL 2.0, as well as PRABHA work to sensitize students to social capital and responsibility. Enactus collaborated with Orooj India for AZAL 2.0, focusing on providing dignity and sanitary pads to underprivileged women in Jhilmil Colony and VNC camp.

NSS conducted several activities on Cleanliness, National Unity, Environment etc

An add-on course on 'Legal Education and Awareness Project' (LEAP) was organized under DLSA and SOCDC.

Courses like 'Constitutional Values and Fundamental Duties,' 'Social Psychology,' and 'Youth Psychology' sensitize students to roles, responsibilities, and diverse issues, fostering civic engagement. These efforts instil constitutional values, fundamental duties, social well-being, and positive youth development, contributing to societal welfare.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.vivekanandacollege.edu.in/uploads/igac/agar/22-23/criteria-7/Proofs%207.1.9.pdf">https://www.vivekanandacollege.edu.in/uploads/igac/agar/22-23/criteria-7/Proofs%207.1.9.pdf</a>
Any other relevant information	Nil

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

**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Our college places great importance on celebrating events and festivals, considering them vital for learning and fostering a strong cultural belief. These celebrations bridge students from diverse backgrounds, fostering respect and understanding for various traditions. Beyond the joy and excitement, these events instill qualities like innovation, empathy, and fellowship. They serve as platforms to promote moral values among students.

Annually, the college acknowledges academic, sports, and cultural excellence through the Annual Day, showcasing role models for inspiration. Additionally, Swami Vivekananda's birthday is celebrated, imparting his principles and teachings. Republic Day and Independence Day are observed, fostering a sense of national pride. The Sports Committee organizes events such as International Yoga Day, National Sports Day, and Run for Unity week.

In March 2023, the Political Science Department conducted a seminar on International Women's Day, emphasizing gender equality. B.Sc. (H.) Home Science and B.A. (P) Food Technology Semester II actively participated in World Food Safety Day on June 7, 2022. On April 29, 2023, the French Department celebrated International Francophonie Day, exposing students to the rich culture and civilization of France. These events contribute to a holistic educational experience, promoting cultural diversity, and instilling values among students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice - I

1. Title: 'You and I = We': Collective Empowerment
2. Objectives: Learning and Imparting Skills.
3. Context: Encouraging a culture of giving back to society to help others who are relatively disadvantaged.
4. Practice: Active participation in community outreach programmes through NSS and the Social Outreach and Community Development (SOCD) Committee. Encouraging collaboration with NGOs and other organisations to widen the reach.
5. Evidence of Success: Regular intake of students willing to carry out social interventionist work.
6. Problems and Resources: Resource and infrastructure challenges.

### Best Practice - II

1. Title: 'Can we Care: Convocare'
2. Objectives: Conversations around mental health.
3. Context: Student initiative to provide safe spaces where every voice matters and to discuss mental health concerns through interactive activities with tagline "Conversation. Comfort. Care."



4. Practice: Emphasizing meaningful conversations that facilitate personal wellbeing and build empathy towards others This is to create a nurturing environment of peer interaction and solace.

5. Evidence of Success: Collaborations with international and national organizations. Dedicated Wall of CONVOCARE on campus for regular student engagement. Student activities and games to promote mental wellbeing

6. Problems and Resources: Resource and infrastructure challenges.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.vivekanandacollege.edu.in/uploads/bestpractices/7.2-Best-Practices.pdf">https://www.vivekanandacollege.edu.in/uploads/bestpractices/7.2-Best-Practices.pdf</a>
Any other relevant information	<a href="https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/22-23/criteria-7/7.2%20Proofs.pdf">https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/22-23/criteria-7/7.2%20Proofs.pdf</a>

### 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

#### Library and Sports Infrastructure

The college has a very good library and sports infrastructure.

The library is equipped with RFID and a book drop, housing 18 desktops, 3 laptops, 1 server, 6 printers, and 32 CCTVs. It boasts 66,727 books and subscribes to 13 print journals, 14 newspapers, and 23 magazines. Post-COVID, the focus is on online services, utilizing biometrics and RFID for efficient circulation.

Leveraging technology, the library provides scanned book images on the OPAC and website, emphasizing smartphone accessibility. Students access N-List e-resources, and the library engages

through social media and QR codes. Initiatives like webinars, cultural events, and 'e-Vartalap' enhance user interaction. Feedback, including final year forms and faculty surveys, reflects a commendable 91.5% satisfaction despite limited ICT infrastructure.

For sports, the college offers a large playground, a 200m Synthetic Athletic Track, and a mini hockey turf. Outdoor facilities include athletics, hockey, badminton, baseball, netball, archery, and handball. Indoor amenities, including a gymnasium, cater to student welfare.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

In the academic session 2023-2024, we will focus on continuing to implement the National Education Policy, enhancing teaching methods, and developing staff. We plan to expand programs, foster Indigenous Knowledge Systems, and upgrade infrastructure for a culturally enriched and mentally supportive learning environment.

The college plans to prioritize mental health, urging all staff council committees to collaborate on this important issue. To ensure effectiveness, members from diverse departments will undergo specialized training to recognize and respond to mental health concerns. The Applied Psychology Department will sensitize faculty and promote mental health, while the Food Technology and Home Science Department will advocate for foods promoting physical and mental health. The Counselling Cell, Health and Wellness Committee, Mentoring Committee, Sports Committee, Student's Union Advisory Committee and IQAC will address specific aspects of mental health support. Social Outreach Committee and NSS will expand these initiatives to the nearby communities such as Jhilmil areas. Regular cross-committee meetings and collaboration with government agencies/NGOs will ensure a cohesive approach. By integrating mental health considerations into diverse committees, the college aims to establish a comprehensive and interconnected support system, fostering a culture of well-being for both staff and students.

