YEARLY STATUS REPORT - 2023-2024

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

• Financial Status	**UGC 2f and 12(B)**	
• Name of the Affiliating University	**University of Delhi**	
• Name of the IQAC Coordinator	**Vanita Sondhi**	
• Phone No.	**9810522486**	
• Alternate phone No.	**01122150100**	
• Mobile	**9810522486**	
• IQAC e-mail address	**iqacvnc2021@gmail.com**	
• Alternate e-mail address	**vanitasondhi@yahoo.com**	

3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.vivekanandacollege.edu.in/iqac/aqar/22-23
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.vivekanandacollege.edu.in/uploads/studentscorner/academiccalendar/academic%20calendar%202023-24.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**3.01**	**2017**	**28/03/2017**	**27/03/2022**
Cycle 2	**A+**	**3.39**	**2024**	**01/02/2024**	**31/01/2029**

6.Date of Establishment of IQAC	**21/07/2016**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Vivekananda College	**UGC**	**Central**	**2023-2024**	**36,16,58,861**
Vivekananda College	**Govt. of NCT of Delhi**	**State**	**2023-2024**	**52,00,000**

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	20	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1) Cycle 2 accreditation was completed and grade was declared as 'A+'. There was a phenomenal increase from Cycle 1 (2017-2022) when grade was 'A' and Institutional CGPA was 3.01. 2)The committee collected respective information between the months from July 2023 to July 2024. Proofs were checked simultaneously. This was followed by filling up the AQAR form which was submitted on 27/12/2023. 3) 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. 4) IQAC of Vivekananda College, University of Delhi organized a talk on the topic "Women-related Laws" on 12 April 2024 in Sharda Hall, to increase awareness among the students. The faculty coordinators for the event were Dr. Gargi Sengupta and Dr. Sheetal. The guest speaker for the talk was Ms. Shishba Chawla. She is an Advocate-on-Record at Supreme Court of India. 5) Several MoUs were signed including those with Bharat Soka Gokkai or BSG an organization engaged in the promotion of peace, cultural and education activities across India towards achieving the United Nations Sustainable Development Goals (SDGs), (23 March, 2023), University of Buraimi (30 October 2023), and Delhi Elites Football Academy (27 September 2023).

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Cycle 2 accreditation work will be completed	Cycle 2 accreditation was completed. PTV was scheduled between 23 January 2024 to 24 January 2024. Cycle 2 grade was declared as 'A+' and Institutional CGPA as 3.39 (valid till January 31, 2029). There was phenomenal increase from Cycle 1 (2017-2022) when grade was 'A' and Institutional CGPA was 3.01.
AQAR 2022-2023 form will be submitted on 27/12/2023	AQAR 2022-2023 was submitted on 27/12/2023. The committee collected relevant information for the months from July 2022 to July 2023. Proofs were checked simultaneously
A talk will be held on laws that are related to women	A talk on the topic "Women-related Laws" on 12th April 2024 in Sharda Hall, to increase awareness among the students. The faculty coordinators for the event were Dr. Gargi Sengupta and Dr.Sheetal.
Students in the institutions will be made more aware about the SDGs and formulate solutions to contribute to the SDGs through sustainable human behaviour, thereby creating a culture of sustainability	MoU was signed with Bharat Soka Gokkai or BSG an organization engaged in the promotion of peace, cultural and education activities across India towards achieving the United Nations Sustainable Development Goals (SDGs), (23rd day of March, 2023)
Have international collaborations on various academic and research activities	MoU was signed with University of Buraimi (Oman) to promote various academic and research activities

Generation of funds for the college	MoU was with Delhi Elites Football Academy (27 September 2023) to utilise the College Playground which generated funds for the college

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

- Name of the statutory body

Name	Date of meeting(s)
Staff Council	21/12/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
Yes	28/03/2024

15.Multidisciplinary / interdisciplinary

Vivekananda College, affiliated with the University of Delhi, is committed to transforming into a holistic multidisciplinary institution by aligning with NEP. NEP implementation from 2022-2023 has introduced flexible, value-based curricula with credit-based projects in community engagement and environmental education, and plans for multiple entry-exit options are in place. Courses such as those offered in GE, VAC and SEC all are multidisciplinary. The college provides diverse programs in Humanities, Commerce, and select Science disciplines, integrating STEM components in courses like B.A. Programme (Mathematics, Computer Applications, Food Technology, Economics), B.Com. (Programme and Hons.), and B.Sc. (Hons.) in Home Science, Mathematics, and Applied Psychology. The college promotes multidisciplinary approaches through committees and clubs like Entrepreneurship Cell, Skill Enhancement, Social Outreach & Community Development, NSS, Eco Club, etc. TEDx events are organized that are inherently multidisciplinary, offering a platform where speakers from diverse fields—science, technology, arts, education, entrepreneurship, and more—share their ideas. It has expanded international collaborations with institutions like the University of Buraimi, Oman, and several other organizations allowing interdisciplinary exchange of ideas, methodologies, and knowledge. The college has implemented multimodal learning

approaches that integrate experiential learning, such as field projects, internships, and community-based participatory research, bridging theoretical knowledge and practical application.

16.Academic bank of credits (ABC):

1.As per the UGC Regulations, 2021, on the establishment and operationalization of the Academic Bank of Credits (ABC) scheme, institutions accredited by NAAC or equivalent bodies at a minimum 'A' grade are eligible for registration under the ABC scheme. Being NAAC-accredited with an 'A+' grade, the college fulfills this criterion and is eligible for ABC registration. 2.The college is continually enhancing its educational infrastructure, including advanced audio-visual facilities, ample resources, and high-bandwidth internet connectivity, etc. to support online courses and provide the necessary infrastructure for face-to-face theory, practicals, and training courses as specified by UGC and University regulations. 3.Recognition is provided to students for their involvement in sports and extracurricular activities. 4.Aligned with NEP 2020, faculty are encouraged to attend FDPs and workshops to facilitate ABC implementation, while students are acknowledged for their participation in various activities. 5. The institution is awaiting guidelines from the affiliating university to implement the Academic Bank of Credits (ABC) system.

17.Skill development:

Regular DU Courses and Skill Enhancement Courses (SECs): The current NEP focuses on skill development through SECs, where students gain hands-on experience to apply theoretical knowledge, fostering critical thinking, problem-solving, and practical expertise in their respective fields. Other courses also have practical components to develop appropriate skills in those domains. Staff Council Committee: Skill enhancement committee promotes skill development through various activities, encouraging students to enhance both technical and soft skills. These activities, such as workshops and seminars, help students develop proficiency in communication, creativity, leadership, and teamwork. All other staff council committees propmote skill development through various activities. Skills: The college implemented initiatives to promote students' holistic development. Soft skills were enhanced through workshops, role-playing, and leadership training focusing on teamwork and emotional intelligence. Language and communication skills were developed via debates, speech competitions, and public speaking workshops. Life skills were fostered through yoga sessions, fitness challenges, health camps, and cleanliness drives, emphasizing well-being and hygiene. Additionally, the college strengthened ICT and

computing skills by hosting sessions on AI tools, digital marketing, and cybersecurity, equipping students with essential technical knowledge. These efforts aimed to prepare students for personal and professional growth. (see 5.1.3 for proofs)

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

The college has established the Vivekananda Indian Knowledge System and Indian Tradition (VIKSIT) Center to integrate Indian knowledge into the curriculum. The centre has organized an orientation Session on 'Indian Knowledge System: An Introduction' on 6th February 2024. This session was designed to offer participants a comprehensive introduction to the vast and diverse domain of Indian knowledge systems, exploring their historical roots and contemporary relevance in the modern educational landscape. Additionally, the college promotes Indian culture through activities organized by various committees and clubs including Indian Music society, Devbhoomi, Folk Dance Club, Indian Classical dance Club, Educational tours as well as Pallavi-the annual cultural festival of the college. Faculty are encouraged to participate in Faculty Development Programs (FDPs), conferences, and seminars to enhance their bilingual teaching skills. Classroom instruction is primarily bilingual, with courses taught in both English and vernacular languages. The college offers degree courses in Indian languages and bilingually, including in Sanskrit and Hindi, as well as a range of courses like Food Technology, Music, Political Science, and Economics across various programs such as B.A., B.Com, and B.Sc.. In line with NEP 2020, the college integrates Indian knowledge systems into the curriculum through cultural activities, competitions, and workshops that foster an appreciation for Indian heritage and knowledge systems.

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

The college follows NEP as per DU guidelines that focuses on the principles of outcome-based education where the student is at the centre. At the college level, each department ensures that the assessments align with OBE and that the evaluation process is fair and transparent. To implement OBE in its teaching and learning practices, the college conducts regular tests, assignments, and there is a system of continuous evaluation. The college actively collects feedback from students and engages in interactions with alumni to enrich its curriculum. The college offers a curriculum where several options are given to students. The institution is shifting away from relying solely on traditional exams towards also integrating continuous assessments. This approach aims to provide ongoing feedback to students. Regular assignments, quizzes,

projects, presentations, and class discussions, students provide students opportunities through which they can show case their understanding.

20.Distance education/online education:

As part of NEP, the institution integrates Value Added Courses (VAC) and Skill Enhancement Courses (SEC) into its academic structure to promote vocational learning. The IGNOU Study Centre within the college offers online education to Master's and Diploma students, aiming to enhance their professional competencies. The college provides Personal Contact Programme Classes (PCP) for students of the School of Open Learning (SOL) and serves as a fully functional center for the Non-Collegiate Women's Education Board (NCWEB), offering flexible learning options. The college emphasizes the use of technological tools in teaching and learning activities, with faculty members involved in developing e-learning tools and e-content for initiatives like ePG Pathshala and MOOCs. The institution is equipped with Wi-Fi connectivity, projectors, computer labs, and the latest software to provide students with a variety of digital resources for an enhanced learning experience. Students are encouraged to use PowerPoint presentations (PPTs) for project work, enhancing their digital skills and communication abilities. The college fosters a blended learning approach, integrating both offline and online learning, offering a holistic educational experience. All faculty members and students have access to the Google platform through institutional email IDs, which has improved the efficiency and quality of the online teaching-learning process. The college's library provides access to e-resources, ensuring that both faculty and students have continuous access to academic materials.

Extended Profile

1.Programme

1.1   **808**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **2096**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **551**

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

File Description	Documents
Data Template	View File

2.3   **793**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **122**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **115**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	808

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	2096

File Description	Documents
Data Template	View File

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

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	793

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	122

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	115

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	64
4.2 Total expenditure excluding salary during the year (INR in lakhs)	8109636.89
4.3 Total number of computers on campus for academic purposes	196

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 dealwith concerns related to mental health.

5. VALUE INITIATIVES The college organises professional
development programmes for teaching staff and administrative
training programmes for nonteaching staff in order to upscale
their skills.

File Description	Documents
Upload relevant supporting document	[View File](#)
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 evaluationat designated centers.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

13

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

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

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

1

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

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

15:2096

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

NA

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

1.3 - Curriculum Enrichment

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

1. **The college actively fosters holistic development and social responsibility through its various clubs and committees.**

Initiatives like the Women Development Cell (WDC), NSS, Counseling Cell, Convocare, Prabha, and Girl Up are committed to promoting women empowerment through engaging talks, seminars, and workshops. Gender-related workshops and activities are also integrated into departmental programs to enhance awareness and advocacy.

2. The Garden Committee, along with the Eco Club, works tirelessly to address environmental sustainability. Efforts include promoting a green campus, organizing initiatives for environmental enrichment, and ensuring proper waste disposal with separate facilities for biodegradable and non-biodegradable materials. These actions reflect the college's dedication to creating a sustainable and eco-friendly environment.

3. The Ethical Clearance Committee ensures adherence to ethical guidelines in research,to instill ethical practices.

4. Additionally, the Internal Quality Assurance Cell (IQAC) focuses on enhancing professional ethics while addressing critical issues such as women empowerment, employability, and mental health. Through these diverse initiatives, the college aims to cultivate informed, socially responsible, and ethically driven individuals, prepared to contribute meaningfully to society.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

56

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	<u>View File</u>
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**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<u>View File</u>

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

37

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

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	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	**No File Uploaded**

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-1/Feedback%20Survey%20Report.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

923

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

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

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

389

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

1. **The college fosters one-on-one interaction between students and teachers, allowing for personalized feedback on practical work, assignments, and tests to help students track their progress throughout the semester.**
2. **To enhance learning, extra reading material is provided to strengthen foundational knowledge, and advanced learners are recognized with medals and certificates**
3. **Teaching methods extend beyond lectures, incorporating experiential and participative learning through excursions, visits, projects, research, PowerPoint presentations, audio-visual aids, diagrams, and graphs. The college promotes holistic learning through webinars, workshops, and various activities.**
4. **Mentor-Mentee groups address students' personal and professional concerns, providing necessary guidance. Additional support is offered through tutorial classes and peer assistance from classmates and senior students.**
5. **Students' diverse talents, including musical, interpersonal, and leadership skills, are nurtured by assigning them key roles in committees. Active participation of advanced learners is monitored, with some appointed as coordinators to benefit all students.**
6. **Advanced learners are encouraged to explore new topics and present them in class, further enriching the learning environment. These measures ensure comprehensive development and optimize educational outcomes for all students.**

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	View File

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

Number of Students	Number of Teachers
2096	122

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

1. The syllabus integrates experiential activities and projects into the curriculum to foster practical learning.
2. Interactive games are used to make learning engaging and participative for students.
3. Educational tours provide students with valuable real-world exposure and insights.
4. Excursion trips, like the visit to Jim Corbett National Park-Nainital, offer unique learning experiences in natural settings.
5. Industrial visits help students understand workplace dynamics and industry practices.
6. The Sapling Plantation Event promotes environmental awareness and responsibility among students.
7. Taking the Pledge on Cleanliness instills a commitment to sustainable practices.
8. Visits to the Rashtrapati Bhavan Museum and Amrit Udyan enrich students' understanding of India's history and culture.
9. Seminars such as than on "Digital Marketing 101" by Mathletico equips students with essential skills for the digital economy.
10. Participation in training programs enhances students' professional knowledge and competencies.
11. Internships provide hands-on experience, bridging the gap between academics and practical application.
12. Students actively engage in group projects and create PowerPoint presentations to enhance collaboration, communication, and presentation skills.

File Description	Documents
Upload any additional information	[View File](#)
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 Infrastructure: The college is equipped with modern ICT tools like interactive whiteboards, and advanced software.**
2. **The Wi-Fi-enabled campus has seamless connectivity. CCTV surveillance and biometric systems enhance security and monitoring.**
3. **Teaching Pedagogies: Faculty use diverse teaching aids, including PowerPoint presentations and lecture recordings, to enrich the learning experience. Webinars, FDPs, and workshops were conducted effectively using ICT platforms.**
4. **Technology Resources: The college has five computer labs, 196 computers (academic purpose), 64 classrooms and seminar halls equipped with ICT, two seminar rooms (Sharda Hall), 36 printers, photocopiers, LCDs, and gooseneck microphones and frequently updates ICT.**
5. **College Website: Managed bydedicated Website Committee, the institution's website remains interactive, user-friendly, and regularly updated with relevant information.**
6. **Software Availability: The college utilizes licensed and open-source software. Tools like Turbo C++ and WAMP server are open-source, while paid software includes Microsoft Office Pro 2012, Mathematica, and TALLY.**
7. **Online Library Resources: The library provides IP and remote access to e-resources from DULS and renews memberships with Braille library and N-List annually, ensuring inclusive accessibility. It is monitored by CCTV.**
8. **Addressing Challenges: ICT facilities were upgraded, and laptops were made available for issuance to teachers and students, and initiatives for upgrading ICT skills undertaken.**

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-2/2.3.2.pdf

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

2.3.3.1 - Number of mentors

101

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

2.4 - Teacher Profile and Quality

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

122

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

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

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

70

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

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

2.4.3.1 - Total experience of full-time teachers

1236

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

2.5 - Evaluation Process and Reforms

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

(1) 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. Under NEP, teachers are more focused on class presentations, assignments, tests, real life applications etc.

(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 are followed by the teachers. If students face any difficulties or have any grievances regarding examinations, they can approach both the teacher and the admin staff directly. In case the grievances are of grave nature, students can approach the grievance redressal committee.

(3) Modes of Internal and External Assessment: Continuous Assessment (CA) and Internal Assessment (IA) form the internal mode of assessment in the college as per university norms. This includes written assignments, class tests, projects, presentations etc. Students are encouraged to consult questions banks/previous year question papers available in the college library and on DU website. External evaluation is done in the physical mode and exams are conducted as per DU guidelines.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-2/2.5.1.pdf

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

The Grievance Redressal Committee of the institution ensures that internal examination-related grievances are addressed in a transparent, timely, and efficient manner. The grievance redressal policy formulated by the committee is communicated regularly to both students and teachers.

To register a complaint, the Grievance Redressal Committee meets as required based on received grievances. A minimum of three members out of the four must be present during meetings. The committee reviews the grievance, examines relevant documents, and submits recommendations and a report to the Principal within 15 days of receiving the complaint. If any issues arise, the committee discusses them with the Principal before finalizing the decision.

The Principal ensures that the grievance is resolved within a reasonable time, typically within one month after receiving the committee's recommendations. If a member of the committee has a conflict of interest, such as a personal connection with the aggrieved individual, they will abstain from the deliberations related to that case.

Additionally, if the aggrieved person has a personal relationship with a committee member, that member will not participate in the deliberations regarding the grievance. This ensures fairness and impartiality in the grievance redressal process.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-2/2.5.2.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Undergraduate Curriculum Framework (UGCF) under the National Education Policy (NEP) 2020 aims to overhaul and modernize higher education in India by focusing on holistic, multidisciplinary learning. The framework emphasizes flexibility, student choice, and the integration of skills alongside traditional academic learning. It envisions a broad-based education that encourages critical thinking, creativity, and problem-solving abilities, making students more adaptable to the evolving demands of the job market. The UGCF proposes a multi-stage structure for undergraduate education, typically of 3-4 years, with options for students to exit at various stages—after one year (Certificate), two years (Diploma), or upon completion of the full program (Degree). The curriculum is designed to provide a combination of core, elective, and skill-based courses, alongside experiential learning opportunities such as internships and community engagement. In line with NEP 2020's vision, the UGCF promotes multilingualism, flexibility in course choices, and the integration of technology. It also stresses the importance of research and innovation, encouraging students to engage with both theoretical knowledge and practical applications. Overall, UGCF aims to create well-rounded graduates who are not only academically proficient but also prepared for the challenges of the modern world.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-2/2.6.1.pdf
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

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	[View File]()
Paste link for Additional information	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-2/2.6.2.pdf

2.6.3 - Pass percentage of Students during the year

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

860

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://www.vivekanandacollege.edu.in/uploads/administration/Annual_Report/Annual%20Report%202023-2024.pdf

2.7 - Student Satisfaction Survey

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

https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-2/2.7.1.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)

1000 USD

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

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

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

01

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.iaccp.org/conferences/recognitions/

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

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

26

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

3.2 - Research Publications and Awards

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

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

25

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

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

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

11

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

3.3 - Extension Activities

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

The NSS unit has undertaken impactful outreach programs and community welfare initiatives. Key activities include Mahila Rojgar, empowering women through employment opportunities, and donation drives like the two Cloth Donation Drives and the Cloth and Blanket Donation Drive to support the underprivileged. Health-focused efforts such as the Blood Donation Camp, Health Checkup Camp, Dental Care Checkup, and Breast Cancer Awareness Drive have promoted well-being. Campaigns like the Rally on Unity Day, Road Safety Week, and Cleanliness Drive have fostered social responsibility, while the Pad Distribution Drive addressed menstrual hygiene needs. Fitness was encouraged through a Running Competition, and community spirit was celebrated with Divya Utsav.

The Social Outreach and Community Development Committee (SOCDC) organized a camp visit to support marginalized communities and conducted two Donation Drives to provide essential aid. Girl Up Meraki, 2023 (Project PRASHANSA) initiated a field visit to Aamdani, empowering women economically, and conducted an MCD School visit to create awareness about good and bad touch, promoting child safety and education. These initiatives highlight a strong commitment to societal development and empowerment.

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

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

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

12

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

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

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

15

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

NCC/ Red Cross/ YRC etc., during the year

300

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

3.4 - Collaboration

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

05

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

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

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

05

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Vivek Vihar college campus spans over 10 acres, including a built-up area of 3,939 sq. meters and 5.2 acres of open space dedicated to gardens and sports facilities. The campus hasspacious, well-lit classrooms and seminar hallsequipped with ICT facilities and projectors to enhance the teaching-learning process. There are specialized labs in the college . Thisincludefive computer labs, a Home Science lab, a Food Technology lab, two Psychology labs, and a Music room stocked with instruments for practical learning. The college has a fully automated, RFID enabled library. Additionally, the campus includes two seminar rooms, a medical cum counseling room equipped with essential medicines and a bed, and a sports room with gym facilities with four changing rooms.

Sports amenities include a playground, a hockey astroturf, and a synthetic athletic track. Cultural and academic activities are supported by an open stage, the Sharda Hall seminar room, and the Vivekananda Auditorium, which is currently under renovation. Together, these facilities provide a vibrant and well-rounded environment for learning, extracurricular activities, and student development.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

The college has a Sports room, four changing rooms and a gymnasium. It also has 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 .Intensive training is imparted under expert guidance. Each year, students of Vivekananda College achieve notable distinctions. We also provide yoga training facilities to the students. The college has one big auditorium with a capacity of 650 and a small auditorium (Sharda

Hall) with a seating capacity of 100. Both of them are used for academic and cultural activities. These are fully air-conditioned. The Music Room is equipped with a variety of instruments to facilitate the students in their practical work and for cultural activities. There is one Open stage as well for cultural activity.

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

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

64

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

64

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)	View File

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

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

29.7

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

4.2 - Library as a Learning Resource

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

1. **Name of ILMS software - LSEase (EJB)**

Nature of automation (fully or partially) - Full Version - 1.0

Year of Automation - 2004

1. **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.**

2. **Total Number of books are 67482 and the library subscribes to 13 print journals, 14 Newspapers and 23 magazines.**

3. **Biometrics and RFID tagged Circulation.**

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

5. **Library website is accessible on the Smartphone.**

6. **All students enrolled for accessing N-List e-resources**

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

8. **Mandatory feedback form for final year students**

9. **NAAC Peer team visit for cycle 2**

10. Hindi Diwas exhibition of three days

11. Internship to SOL (DU) students and IGNOU students

12. Interactive Smart Board for library orientation

13. Library services through QR codes and these are displayed through acrylic standees, library website and bulletin boards

14. Availability of old question papers through website and QR codes.

15. Whats app Channel initiated for dissemination of information.

16. Plagiarism detection software (Turnitin) facility available.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	Nil

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

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

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

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

4.90

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

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

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

183

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

4.3 - IT Infrastructure

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

The following ICT facilities were updated during 2023-24.

- **1 Interactive Board was purchased on 21, August 2023.**

- **1 TV for Library CCTV was purchased on 1 September,2023**

- **1 Printer was purchased on 18 January, 2024**

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

4.3.2 - Number of Computers

196

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

29.7

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

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

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	[View File](#)
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

01

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

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

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

314

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

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

File Description	Documents
Link to institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

422

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

422

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

42

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

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

5.2.2.1 - Number of outgoing student progression to higher education

51

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

6

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

5.3 - Student Participation and Activities

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

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

5

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

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

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. Therehave active participation of students and include The Indian Music Society) Buniyaad (Dramatic Society), Click 'O' Mania (Photography Society), Ehsaas (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	**Nil**
Upload any additional information	[View File](#)

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

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

11

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

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

The Alumni Association of Vivekananda College, though unregistered, is managed by an active Alumni Committee, fostering a sense of connection among over 200 members. Alumni regularly share experiences, provide guidance, facilitate career opportunities, and support current students in events and activities. To maintain ties, the committee organizes online alumni meets, enabling informal interaction between alumni, students, and teachers.

On 7th April 2024, the Online Alumni Meet brought together alumni from various years and locations. The event began with a welcome note by Dr. Ritika Nagpal, followed by a classical welcome song by "Dhwani." Dr. Vijayalakshmi, Treasurer of the Governing Body, inspired the audience with insights on embracing responsibilities.

Dr. Hina Nandrajog, the officiating principal, highlighted the significance of alumni meets, ensuring the event successfully strengthened bonds within the alumni network.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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.

A. 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.

B. 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.

C. 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	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-6/6.1.1.pdf
Upload any additional information	**No File Uploaded**

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

The Governing Body oversees college affairs and consistently supports the principal, who manages operations.

The principal convenes regular Staff Council meetings to address key matters and also ensures that non-teaching staff are consulted.

The IQAC involves teachers as vital members and promotes the all-round development of teaching staff, non-teaching staff, and students.

Students actively participate in departmental societies and extra-curricular clubs, fostering inclusive decision-making and the execution of enriching programs.

Each department functions under a Teacher-in-Charge. Duties are shared among faculty, and every teacher mentors a group of students. Selected students serve as office bearers or class representatives, creating a communication channel that distributes and gathers important information.

A significant example of decentralization is the Social Outreach and Community Development Committee (SOCDC), established during a Staff Council meeting in 2018. Comprising the principal, faculty, and students, the SOCDC forged collaborations with RWAs and NGOs. It launched Project 'HUM' – Bridge the Gap, designed through multiple meetings that included committee members and students. Under the guidance of designated teachers, students visited Jhilmil Colony's slum areas, offering educational support to children. Non-teaching staff contributed essential structural assistance to realize the committee's objectives.

File Description	Documents
Paste link for additional information	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-6/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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 continues to invest in the infrastructure (including library and ICT) to ensure the best possible teaching learning experience. Access is provided to e-resources via DULS, NList, and Delnet. The collegepromotes environment friendly measures and values.

C) Extension Activities

The college creates an inclusive environment on campus and has expanded the extension activities via teacher-student synergy.In order to do so, staff council committees such as NSS and SOCDCencourage 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	View File
Paste link for additional information	https://www.vivekanandacollege.edu.in/uploads/iqac/IDP_2024.pdf
Upload any additional information	View File

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

The functioning and policies of the institution and its bodies demonstrate efficiency and effectiveness. The decision making represents participative management at various stages.

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	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-6/6.2.2.pdf
Link to Organogram of the Institution webpage	https://www.vivekanandacollege.edu.in/administration/organogram
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

. Welfare Measures for Staff

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

B. Medical Benefits. Teaching staff and non-teaching staff can avail medical reimbursement under CGHS facilities.Moreover, staff members can avail the benefit of a counsellor on campus.

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 canavail Loan Facilities, GroupInsurance 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 forboth 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 thecollege for the teaching staff.

G. Felicitation of Staff. Felicitation of Teaching and Non-Teaching staff on reaching milestones in theircareer 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.Facilities such as lifts, ramps, etc. for differently-abled are also installed.

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

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

58

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

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

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 theUniversity 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	[View File](#)

6.4 - Financial Management and Resource Mobilization

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

Internal 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	[View File]

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

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

109981

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

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

(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 etc..

3. College receives funds from Govt and non-governmental bodies, alumni and individuals and utilises it for distributing scholarships.

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.

5. College has also signed an Mou with Delhi Elite Academy wherein

the Academy will pay a rent to the college for use of its college playgrounds (see 3.4.1)

6. College also gets a rent from the Canteen

(B) Mechanism to utilise funds:

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	View File

6.5 - Internal Quality Assurance System

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

1. Systematic Feedback from different stakeholders is taken at regular intervals.

2. 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), another MoU with BSG and Delhi Elites Football Academy.

3. IQAC has promoted a culture for systematic record keeping targeted at improving the quality of the teaching learning process.

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

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

1. Teaching-learning process:IQAC committee organizes/facilitateswebinars, interactive sessions, workshops etc.IQACorganized a talk on the topic "women related laws" on 12th April 2024 to increase awareness among the students. The faculty coordinators for the event were Dr.Gargi Sengupta and Dr.Sheetal. The guest speaker for the talk was Ms.Shishba Chawla. She is an Advocate-On-Record at Supreme court of India. Theevent began at 10:00 am.

2. Structures and methodologies of operations: The IQAC conducts periodical meetings with the principal, student members and nodal members of each department to review progress and collect information.

3. Assessment of learning outcomes: On the basis of previous years' feedback from stakeholders, and current scenario, the IQAC team created feedback and satisfaction survey forms, these forms were circulated to different stakeholders, the responses were analyzed and suitable actions were initiated for further improvements.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.vivekanandacollege.edu.in/uploads/administration/Annual_Report/Annual%20Report%202023-2024.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

1. Specific Committees and Clubs focus on women's issues such as WDC, Internal Complaints committee, Counseling cell and Clubs like Girl Up.

2. Mental and Physical Health of Women: Several committees focus on women's mental and physical health, such as Convocare and NSS.

3. Skill Enhancement Committee works on developing skills E.g. Pearl Academy Workshop, Skill Development and Women Empowerment Program- Hunar Hai toh Hosala Hai, and Field Visit to "Caught Craft Handed" 2023.

4. Laws Related to Women were discussed by IQAC

5. Entrepreneurship Skills: Girl Up Initiatives - Girl Up advocates for gender equality while Commerce Department organized an Entrepreneurship Orientation Program.

6. Leadership skills: Applied Psychology Department organized a workshop on leadership 'Giving a Gender Perspective on Leadership'.

7. Nukkad Natak & Talk: Department of Political Science & DLSA organized a Nukkad Natak (Acid Attack) on the theme of "Women Empowerment".

8. Job opportunities: NSS conducted "Mahila Rojgar" in Jhilmil Slum Area.

9. Self Defence Skills organized by NSS

10. Addressing Women Harassment and Violence through initiatives such as those by NSS

10. Curricular aspects enhance critical thinking regarding women's issues.

File Description	Documents
Annual gender sensitization action plan	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-7/7.1.1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-7/7.1.1%20facilities%20for%20women.pdf

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

A. 4 or All of the above

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

1. **Solid Waste Management: The college actively promotes efficient solid waste management by encouraging the use of green and blue dustbins for segregating dry and wet waste.**

Organic waste from the garden is processed into nutrient-rich compost using compost pits and a compost machine. Burning leaves and branches is strictly prohibited, with active compost pits used for disposal. Gardeners are encouraged to adopt organic fertilizers, supporting a sustainable ecosystem.

2. E-Waste Management: A dedicated storeroom is used for safely storing electronic waste, which is disposed of through an auction process in collaboration with authorized agencies.

3. Waste Recycling System: The college operates a compost machine near the canteen to recycle organic waste, significantly reducing landfill contributions.

4. Biomedical Waste Management: A separate medical room provides healthcare support, including a designated dustbin for biomedical waste. A sanitary napkin disposal machine has been installed, ensuring environmentally friendly waste disposal.

5. Hazardous Chemicals and Radioactive Waste Management: The college's laboratories do not handle hazardous or radioactive materials, ensuring a safe environment.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-7/7.1.3.pdf
Any other relevant information	No File Uploaded

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

    A. Any 4 or All of the above

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

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

    A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

    A. Any 4 or all of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The college is committed to fostering an inclusive environment and promoting tolerance and harmony through various activities. These include:

1. **Exposure to diverse cultural traditions via clubs Indian Music Society Indian, Devbhoomi, Kalakriti: Art & Craft Society, Classical Dance, Club: Nrityam, Folk Dance society: Thirkan, Committees: Students' Union Advisory Committee (Hunar and Pallavi), Bookmarked – the Book Club**
2. **A focus on linguistic diversity by teaching Hindi, English, Sanskrit, French, and German**
3. **Publications like Kasturi, Isha, and Lavanyam, promote inclusivity and linguistic appreciation.**
4. **Outreach programs by SOCDC and NSS focus on underprivileged communities.**
5. **Promoting tolerance and harmony through committees such as the Vivekananda Committee, Gandhi Study Circle, and Ambedkar & Social Justice.**
6. **Financial support is provided through the Fee Concession**

Committee and faculty-sponsored scholarships.

7. The college ensures an inclusive environment for PwD students with accessible facilities like lifts, ramps, and specialized washrooms, and activities to sensitize students.

8. The Enabling Committee addresses stigmatized identities and works to expand the scope of women's education.

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

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

1. Encouraging Gandhian Values: Gandhi Study Circle organized Gandhi Jayanti Celebration and Martyr's Day Commemoration. Ehsaas held a competition "Remembering Mahatma."

2. Fostering Patriotism through "Meri Maati, Mera Desh": NSS, Garden Committee, INFORMATICA, and Kasturi Deewar Patrika organized events commemorating "Meri Maati, Mera Desh."

3. Addressing Social Stigma: Convocare celebrated "The Wall of Change," addressing discrimination against human trafficking survivors, aligning with constitutional values of dignity, equality, and justice.

4. Environmental Protection and Sustainability: NSS hosted "Sapling Plantation," "Pledge on Cleanliness," and "Ek Tarikh Ek Ghanta." Volunteers attended the India Environmentalist Masterclass to understand individual environmental responsibility.

5. National Unity: NSS organized "Ek Bharat Shrestha Bharat" and "Pledge on Constitution Day. "POLITIX hosted a speech competition, "The Preamble as a Guiding Light for Nation Building."

6. Social Responsibility: NSS held a Blood Donation Camp and Donation Drives. Volunteers assisted disabled individuals during "Divya Utsav." Events on road safety and drug abuse awareness were also conducted.

7. Voter Awareness: NSS participated in National Voter's Day celebrations and organized activities like pledges, competitions, and screenings under "Mera Pehla Vote Desh Ke

Liye."

8. **Promoting Patriotism through Educational Tours: Department of Political Science organized a Parliament visit on Dr. B.R. Ambedkar's birth anniversary.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

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

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

1. **Gandhi Jayanti: Celebrated by musical performances. creative writing competition, etc**
2. **Meri Maati, Mera Desh: Included plantation drive, and Digital Poster Making Competition.**
3. **Independence Day: The Department of Economics organized a**

   Reel Making Competition.
   4. World Suicide Prevention Month: Lumos featured activities promoting mental health awareness.
   5. Mental Health Day: Meraki 2023, led by Applied Psychology, promoted mental health awareness.
   6. Vigilance Day: NSS conducted quiz on ethical conduct.
   7. Unity Day Rally by NSS
   8. Diwali celebrations with slum children.
   9. Yuva Mahotsav: State-level competitions in speech, poetry, and arts.
   10. Children's Day: A sports competition, Fun Void, was held with the Shining Birds Foundation.
   11. Constitution Day: Featured a pledge ceremony and a speech competition.
   12. Divya Utsav: Showcased innovations by disabled individuals.
   13. Veer Bal Diwas: NSS volunteers honored young martyrs on 26th December 2023.
   14. National Voter's Day: Marked by cultural performances and slogan-writing.
   15. Martyr's Day: For promoting unity and responsibility.
   16. Francophonie Day: French students joined Confluence 2024.
   17. World Environment Day: Environmental Studies led a plantation drive.
   18. International Women's Day: Celebrated with a Nukkad Natak and running competitions.
   19. Matribhasha Diwas
   20. Remembering Vivekananda: Interactive discussion on Vivekananda's teaching.

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

Practice 1: Collective Empowerment and Enriching Lives

1. **Objectives:** To impart skills for community development and support disadvantaged groups.
2. **Context:** Located in Trans Yamuna, East Delhi, the college encourages students to bridge the gap between affluent and marginalized communities, fostering a culture of giving back to society.
3. **Practice:** Students participate in community outreach through NSS, SOCD Committee and many other activities focusing on teaching slum children, organizing medical camps, and raising awareness on environmental and social issues, with support from NGOs and other departments to broaden the impact.
4. **Evidence of Success:** Continuous student engagement in social intervention activities.
5. **Challenges and Resources:** Resource and infrastructure limitations, resistance from some communities to accept outsiders, and limited cultural understanding of the groups.

Practice 2: Nurturing Conversations, Counseling, and Mentoring for Mental Wellness

1. **Objectives:** Facilitate discussions on mental health and provide counseling services.
2. **Context:** Rise in mental health concerns among students, due to social media and constant connectivity.
3. **Practice:** Discussions, supported by counseling services, promoting well-being and empathy. Convocare, Counseling Services and Mentoring committees participate.
4. **Evidence of Success:** Collaborations with organizations, and mental wellness more conversations and activities.
5. **Challenges and Resources:** Addressing taboos, myths, stigma.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

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

Educating for Empowerment: A Journey Toward Gender Equity

Vivekananda College, an all-women's institution under the

University of Delhi, stands out for its commitment to empowering women and fostering gender sensitivity in education. The college provides a sprawling, inclusive campus designed to meet diverse student needs. Distinctive courses like Food Technology, Applied Psychology, Music, and Home Science complement traditional programs, offering unique opportunities for holistic development.

The institution prioritizes inclusivity through financial assistance, a book bank, and mental health support via its counseling cell. Special facilities such as ramps, elevators, PwBD-friendly washrooms, and a Braille library ensure accessibility for students with disabilities, while free diets and incentives are provided for sports enthusiasts.

Vivekananda College integrates gender-sensitive pedagogy into its teaching. Students are encouraged to question stereotypes, develop confidence, and participate in interactive learning methods like group discussions, field trips, and community outreach. Regular workshop, conferences, pledges, self defence training camps, innovative teaching pedagogies prepare students for personal and professional challenges while awareness programs tackle social issues like dowry and sexual abuse. Additionally, the college places significant emphasis on skill enhancement through various short-term certification programs and vocational training, equipping students with industry-relevant competencies.

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 dealwith concerns related to mental health.

5. VALUE INITIATIVES The college organises professional development programmes for teaching staff and administrative training programmes for nonteaching staff in order to upscale their skills.

File Description	Documents
Upload relevant supporting document	[View File]
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 evaluationat designated centers.

File Description	Documents
Upload relevant supporting documents	[View File]
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of	C. Any 2 of the above

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	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

13

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

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

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

1

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

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

15:2096

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

NA

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

1.3 - Curriculum Enrichment

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

1. **The college actively fosters holistic development and social responsibility through its various clubs and committees. Initiatives like the Women Development Cell (WDC), NSS, Counseling Cell, Convocare, Prabha, and Girl Up are committed to promoting women empowerment through engaging talks, seminars, and workshops. Gender-related workshops and activities are also integrated into departmental programs to enhance awareness and advocacy.**

2. **The Garden Committee, along with the Eco Club, works tirelessly to address environmental sustainability. Efforts include promoting a green campus, organizing initiatives for environmental enrichment, and ensuring proper waste disposal with separate facilities for biodegradable and non-biodegradable materials. These actions reflect the college's dedication to creating a sustainable and eco-friendly environment.**

3. The Ethical Clearance Committee ensures adherence to ethical guidelines in research,to instill ethical practices.
4. Additionally, the Internal Quality Assurance Cell (IQAC) focuses on enhancing professional ethics while addressing critical issues such as women empowerment, employability, and mental health. Through these diverse initiatives, the college aims to cultivate informed, socially responsible, and ethically driven individuals, prepared to contribute meaningfully to society.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

56

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

37

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-1/Feedback%20Survey%20Report.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

923

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

389

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	<u>View File</u>

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 fosters one-on-one interaction between students and teachers, allowing for personalized feedback on practical work, assignments, and tests to help students track their progress throughout the semester.
2. To enhance learning, extra reading material is provided to strengthen foundational knowledge, and advanced learners are recognized with medals and certificates
3. Teaching methods extend beyond lectures, incorporating experiential and participative learning through excursions, visits, projects, research, PowerPoint presentations, audio-visual aids, diagrams, and graphs. The college promotes holistic learning through webinars, workshops, and various activities.
4. Mentor-Mentee groups address students' personal and professional concerns, providing necessary guidance. Additional support is offered through tutorial classes and peer assistance from classmates and senior students.

5. Students' diverse talents, including musical, interpersonal, and leadership skills, are nurtured by assigning them key roles in committees. Active participation of advanced learners is monitored, with some appointed as coordinators to benefit all students.
6. Advanced learners are encouraged to explore new topics and present them in class, further enriching the learning environment. These measures ensure comprehensive development and optimize educational outcomes for all students.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	View File

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

Number of Students	Number of Teachers
2096	**122**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

1. The syllabus integrates experiential activities and projects into the curriculum to foster practical learning.
2. Interactive games are used to make learning engaging and participative for students.
3. Educational tours provide students with valuable real-world exposure and insights.
4. Excursion trips, like the visit to Jim Corbett National Park-Nainital, offer unique learning experiences in natural settings.
5. Industrial visits help students understand workplace dynamics and industry practices.
6. The Sapling Plantation Event promotes environmental awareness and responsibility among students.

7. Taking the Pledge on Cleanliness instills a commitment to sustainable practices.
8. Visits to the Rashtrapati Bhavan Museum and Amrit Udyan enrich students' understanding of India's history and culture.
9. Seminars such as than on "Digital Marketing 101" by Mathletico equips students with essential skills for the digital economy.
10. Participation in training programs enhances students' professional knowledge and competencies.
11. Internships provide hands-on experience, bridging the gap between academics and practical application.
12. Students actively engage in group projects and create PowerPoint presentations to enhance collaboration, communication, and presentation skills.

File Description	Documents
Upload any additional information	View File
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 Infrastructure: The college is equipped with modern ICT tools like interactive whiteboards, and advanced software.
2. The Wi-Fi-enabled campus has seamless connectivity. CCTV surveillance and biometric systems enhance security and monitoring.
3. Teaching Pedagogies: Faculty use diverse teaching aids, including PowerPoint presentations and lecture recordings, to enrich the learning experience. Webinars, FDPs, and workshops were conducted effectively using ICT platforms.
4. Technology Resources: The college has five computer labs, 196 computers (academic purpose), 64 classrooms and seminar halls equipped with ICT, two seminar rooms (Sharda Hall), 36 printers, photocopiers, LCDs, and gooseneck microphones and frequently updates ICT.
5. College Website: Managed bydedicated Website Committee, the institution's website remains interactive, user-friendly, and regularly updated with relevant information.

6. **Software Availability:** The college utilizes licensed and open-source software. Tools like Turbo C++ and WAMP server are open-source, while paid software includes Microsoft Office Pro 2012, Mathematica, and TALLY.
7. **Online Library Resources:** The library provides IP and remote access to e-resources from DULS and renews memberships with Braille library and N-List annually, ensuring inclusive accessibility. It is monitored by CCTV.
8. **Addressing Challenges:** ICT facilities were upgraded, and laptops were made available for issuance to teachers and students, and initiatives for upgrading ICT skills undertaken.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-2/2.3.2.pdf

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

2.3.3.1 - Number of mentors

101

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

2.4 - Teacher Profile and Quality

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

122

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

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

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

70

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

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

2.4.3.1 - Total experience of full-time teachers

1236

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

2.5 - Evaluation Process and Reforms

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

(1) 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. Under NEP, teachers are more focused on class presentations, assignments, tests, real life applications etc.

(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 are followed by the teachers. If students face any difficulties or have any grievances regarding examinations, they can approach both the teacher and the admin staff directly. In case the grievances are of grave nature, students can approach the grievance redressal committee.

(3) Modes of Internal and External Assessment: Continuous Assessment (CA) and Internal Assessment (IA) form the internal mode of assessment in the college as per university norms. This includes written assignments, class tests, projects, presentations etc. Students are encouraged to consult questions banks/previous year question papers available in the college library and on DU website. External evaluation is done in the physical mode and exams are conducted as per DU guidelines.

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-2/2.5.1.pdf

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

The Grievance Redressal Committee of the institution ensures that internal examination-related grievances are addressed in a transparent, timely, and efficient manner. The grievance redressal policy formulated by the committee is communicated regularly to both students and teachers.

To register a complaint, the Grievance Redressal Committee meets as required based on received grievances. A minimum of three members out of the four must be present during meetings.

The committee reviews the grievance, examines relevant documents, and submits recommendations and a report to the Principal within 15 days of receiving the complaint. If any issues arise, the committee discusses them with the Principal before finalizing the decision.

The Principal ensures that the grievance is resolved within a reasonable time, typically within one month after receiving the committee's recommendations. If a member of the committee has a conflict of interest, such as a personal connection with the aggrieved individual, they will abstain from the deliberations related to that case.

Additionally, if the aggrieved person has a personal relationship with a committee member, that member will not participate in the deliberations regarding the grievance. This ensures fairness and impartiality in the grievance redressal process.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-2/2.5.2.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Undergraduate Curriculum Framework (UGCF) under the National Education Policy (NEP) 2020 aims to overhaul and modernize higher education in India by focusing on holistic, multidisciplinary learning. The framework emphasizes flexibility, student choice, and the integration of skills alongside traditional academic learning. It envisions a broad-based education that encourages critical thinking, creativity, and problem-solving abilities, making students more adaptable to the evolving demands of the job market. The UGCF proposes a multi-stage structure for undergraduate education, typically of 3-4 years, with options for students to exit at various stages—after one year (Certificate), two years (Diploma), or upon completion of the full program (Degree). The curriculum is designed to provide a combination of core, elective, and skill-

based courses, alongside experiential learning opportunities such as internships and community engagement. In line with NEP 2020's vision, the UGCF promotes multilingualism, flexibility in course choices, and the integration of technology. It also stresses the importance of research and innovation, encouraging students to engage with both theoretical knowledge and practical applications. Overall, UGCF aims to create well-rounded graduates who are not only academically proficient but also prepared for the challenges of the modern world.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-2/2.6.1.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

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	[View File](#)
Paste link for Additional information	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-2/2.6.2.pdf

2.6.3 - Pass percentage of Students during the year

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

860

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://www.vivekanandacollege.edu.in/uploads/administration/Annual_Report/Annual%20Report%202023-2024.pdf

2.7 - Student Satisfaction Survey

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

https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-2/2.7.1.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)

1000 USD

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

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

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

01

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.iaccp.org/conferences/recognitions/

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

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

26

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

3.2 - Research Publications and Awards

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

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

25

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

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

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

11

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

3.3 - Extension Activities

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

The NSS unit has undertaken impactful outreach programs and community welfare initiatives. Key activities include Mahila

Rojgar, empowering women through employment opportunities, and donation drives like the two Cloth Donation Drives and the Cloth and Blanket Donation Drive to support the underprivileged. Health-focused efforts such as the Blood Donation Camp, Health Checkup Camp, Dental Care Checkup, and Breast Cancer Awareness Drive have promoted well-being. Campaigns like the Rally on Unity Day, Road Safety Week, and Cleanliness Drive have fostered social responsibility, while the Pad Distribution Drive addressed menstrual hygiene needs. Fitness was encouraged through a Running Competition, and community spirit was celebrated with Divya Utsav.

The Social Outreach and Community Development Committee (SOCDC) organized a camp visit to support marginalized communities and conducted two Donation Drives to provide essential aid. Girl Up Meraki, 2023 (Project PRASHANSA) initiated a field visit to Aamdani, empowering women economically, and conducted an MCD School visit to create awareness about good and bad touch, promoting child safety and education. These initiatives highlight a strong commitment to societal development and empowerment.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

12

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

3.3.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

15

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

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

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

300

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

3.4 - Collaboration

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

05

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

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

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

05

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Vivek Vihar college campus spans over 10 acres, including a built-up area of 3,939 sq. meters and 5.2 acres of open space dedicated to gardens and sports facilities. The campus hasspacious, well-lit classrooms and seminar hallsequipped with ICT facilities and projectors to enhance the teaching-learning process. There are specialized labs in the college . Thisincludefive computer labs, a Home Science lab, a Food Technology lab, two Psychology labs, and a Music room stocked with instruments for practical learning. The college has a fully automated, RFID enabled library. Additionally, the campus includes two seminar rooms, a medical cum counseling room equipped with essential medicines and a bed, and a sports room

with gym facilities with four changing rooms.

Sports amenities include a playground, a hockey astroturf, and a synthetic athletic track. Cultural and academic activities are supported by an open stage, the Sharda Hall seminar room, and the Vivekananda Auditorium, which is currently under renovation. Together, these facilities provide a vibrant and well-rounded environment for learning, extracurricular activities, and student development.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

The college has a Sports room, four changing rooms and a gymnasium. It also has 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 .Intensive training is imparted under expert guidance. Each year, students of Vivekananda College achieve notable distinctions. We also provide yoga training facilities to the students. The college has one big auditorium with a capacity of 650 and a small auditorium (Sharda Hall) with a seating capacity of 100. Both of them are used for academic and cultural activities. These are fully air-conditioned. The Music Room is equipped with a variety of instruments to facilitate the students in their practical work and for cultural activities. There is one Open stage as well for cultural activity.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

64

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

64

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)	[View File](#)

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

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

29.7

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

4.2 - Library as a Learning Resource

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

   1. **Name of ILMS software - LSEase (EJB)**

Nature of automation (fully or partially) - Full Version - 1.0

Year of Automation - 2004

1. 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.

2. Total Number of books are 67482 and the library subscribes to 13 print journals, 14 Newspapers and 23 magazines.

3. Biometrics and RFID tagged Circulation.

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

5. Library website is accessible on the Smartphone.

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

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

8. Mandatory feedback form for final year students

9. NAAC Peer team visit for cycle 2

10. Hindi Diwas exhibition of three days

11. Internship to SOL (DU) students and IGNOU students

12. Interactive Smart Board for library orientation

13. Library services through QR codes and these are displayed through acrylic standees, library website and bulletin boards

14. Availability of old question papers through website and QR codes.

15. Whats app Channel initiated for dissemination of information.

16. Plagiarism detection software (Turnitin) facility available.

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

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

A. Any 4 or more of the above

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

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

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

4.90

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

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

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

183

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

The following ICT facilities were updated during 2023-24.

- **1 Interactive Board was purchased on 21, August 2023.**

- **1 TV for Library CCTV was purchased on 1 September,2023**

- **1 Printer was purchased on 18 January, 2024**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

196

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

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

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)
29.7

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

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

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	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

01

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

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

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

314

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

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

A. All of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

422

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

422

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

42

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

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

5.2.2.1 - Number of outgoing student progression to higher education

51

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

6

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

5.3 - Student Participation and Activities

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

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

5

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

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

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. Therehave active participation of students and include The Indian Music Society) Buniyaad (Dramatic Society), Click 'O' Mania (Photography Society), Ehsaas (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	**Nil**
Upload any additional information	[View File]()

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

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

11

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Alumni Association of Vivekananda College, though unregistered, is managed by an active Alumni Committee, fostering a sense of connection among over 200 members. Alumni regularly share experiences, provide guidance, facilitate career opportunities, and support current students in events and activities. To maintain ties, the committee organizes online alumni meets, enabling informal interaction between alumni, students, and teachers.

On 7th April 2024, the Online Alumni Meet brought together alumni from various years and locations. The event began with a welcome note by Dr. Ritika Nagpal, followed by a classical welcome song by "Dhwani." Dr. Vijayalakshmi, Treasurer of the Governing Body, inspired the audience with insights on embracing responsibilities. Dr. Hina Nandrajog, the officiating principal, highlighted the significance of alumni meets, ensuring the event successfully strengthened bonds within the alumni network.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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.

A. 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.

B. 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.

C. 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	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-6/6.1.1.pdf
Upload any additional information	No File Uploaded

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

The Governing Body oversees college affairs and consistently supports the principal, who manages operations.

The principal convenes regular Staff Council meetings to address key matters and also ensures that non-teaching staff are consulted.

The IQAC involves teachers as vital members and promotes the all-round development of teaching staff, non-teaching staff, and students.

Students actively participate in departmental societies and extra-curricular clubs, fostering inclusive decision-making and the execution of enriching programs.

Each department functions under a Teacher-in-Charge. Duties are shared among faculty, and every teacher mentors a group of students. Selected students serve as office bearers or class representatives, creating a communication channel that distributes and gathers important information.

A significant example of decentralization is the Social Outreach and Community Development Committee (SOCDC), established during a Staff Council meeting in 2018. Comprising the principal, faculty, and students, the SOCDC forged collaborations with RWAs and NGOs. It launched Project 'HUM' – Bridge the Gap, designed through multiple meetings that included committee members and students. Under the guidance of designated teachers, students visited Jhilmil Colony's slum areas, offering educational support to children. Non-teaching staff contributed essential structural assistance to realize the committee's objectives.

File Description	Documents
Paste link for additional information	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-6/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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 continues to invest in the infrastructure (including library and ICT) to ensure the best possible teaching learning experience. Access is provided to e-resources via DULS, NList, and Delnet. The collegepromotes environment friendly measures and values.

C) Extension Activities

The college creates an inclusive environment on campus and has expanded the extension activities via teacher-student synergy.In order to do so, staff council committees such as NSS and SOCDCencourage students and staff to participate in collaborative endeavors to aid the marginalized section of the society.

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]
Paste link for additional information	https://www.vivekanandacollege.edu.in/uploads/iqac/IDP_2024.pdf
Upload any additional information	[View File]

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

The functioning and policies of the institution and its bodies demonstrate efficiency and effectiveness. The decision making represents participative management at various stages.

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	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-6/6.2.2.pdf
Link to Organogram of the Institution webpage	https://www.vivekanandacollege.edu.in/administration/organogram
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

. Welfare Measures for Staff

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

B. Medical Benefits. Teaching staff and non-teaching staff can avail medical reimbursement under CGHS facilities.Moreover, staff members can avail the benefit of a counsellor on campus.

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 canavail Loan Facilities, GroupInsurance 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 forboth 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 thecollege for the teaching staff.

G. Felicitation of Staff. Felicitation of Teaching and Non-Teaching staff on reaching milestones in theircareer 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.Facilities such as lifts, ramps, etc. for differently-abled are also installed.

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

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	<u>View File</u>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

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

58

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

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

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 theUniversity 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	View File

6.4 - Financial Management and Resource Mobilization

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

```
Internal 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	[View File](#)

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

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

109981

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

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

(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 etc..

3. College receives funds from Govt and non-governmental bodies, alumni and individuals and utilises it for distributing scholarships.

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.

5. College has also signed an Mou with Delhi Elite Academy wherein the Academy will pay a rent to the college for use of its college playgrounds (see 3.4.1)

6. College also gets a rent from the Canteen

(B) Mechanism to utilise funds:

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	[View File](#)

6.5 - Internal Quality Assurance System

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

1. **Systematic Feedback from different stakeholders is taken at regular intervals.**

2. **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), another MoU with BSG and Delhi Elites Football Academy.**

3. **IQAC has promoted a culture for systematic record keeping targeted at improving the quality of the teaching learning process.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

1. **Teaching-learning process:IQAC committee organizes/facilitateswebinars, interactive sessions, workshops etc.IQACorganized a talk on the topic "women related laws" on 12th April 2024 to increase awareness among the students. The faculty coordinators for the event were Dr.Gargi Sengupta and Dr.Sheetal. The guest speaker for the talk was Ms.Shishba Chawla. She is an Advocate-On-Record at Supreme court of India. Theevent began at 10:00 am.**

2. **Structures and methodologies of operations: The IQAC conducts periodical meetings with the principal, student members and nodal members of each department to review progress and collect information.**

3. **Assessment of learning outcomes: On the basis of previous years' feedback from stakeholders, and current scenario, the IQAC team created feedback and satisfaction survey forms, these forms were circulated to different stakeholders, the responses were analyzed and suitable actions were initiated for further improvements.**

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://www.vivekanandacollege.edu.in/uploads/administration/Annual_Report/Annual%20Report%202023-2024.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

1. Specific Committees and Clubs focus on women's issues such as WDC, Internal Complaints committee, Counseling cell and Clubs like Girl Up.

2. Mental and Physical Health of Women: Several committees focus on women's mental and physical health, such as Convocare and NSS.

3. Skill Enhancement Committee works on developing skills E.g. Pearl Academy Workshop, Skill Development and Women Empowerment Program- Hunar Hai toh Hosala Hai, and Field Visit to "Caught Craft Handed" 2023.

4. Laws Related to Women were discussed by IQAC

5. Entrepreneurship Skills: Girl Up Initiatives - Girl Up advocates for gender equality while Commerce Department organized an Entrepreneurship Orientation Program.

6. Leadership skills: Applied Psychology Department organized a workshop on leadership 'Giving a Gender Perspective on Leadership'.

7. Nukkad Natak & Talk: Department of Political Science & DLSA organized a Nukkad Natak (Acid Attack) on the theme of "Women Empowerment".

8. Job opportunities: NSS conducted "Mahila Rojgar" in Jhilmil Slum Area.

9. Self Defence Skills organized by NSS

10. Addressing Women Harassment and Violence through initiatives such as those by NSS

10. Curricular aspects enhance critical thinking regarding women's issues.

File Description	Documents
Annual gender sensitization action plan	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-7/7.1.1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-7/7.1.1%20facilities%20for%20women.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**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

1. **Solid Waste Management: The college actively promotes efficient solid waste management by encouraging the use of green and blue dustbins for segregating dry and wet waste. Organic waste from the garden is processed into nutrient-rich compost using compost pits and a compost machine. Burning leaves and branches is strictly prohibited, with active compost pits used for disposal. Gardeners are encouraged to adopt organic fertilizers, supporting a sustainable ecosystem.**
2. **E-Waste Management: A dedicated storeroom is used for safely storing electronic waste, which is disposed of through an auction process in collaboration with authorized agencies.**
3. **Waste Recycling System: The college operates a compost machine near the canteen to recycle organic waste, significantly reducing landfill contributions.**
4. **Biomedical Waste Management: A separate medical room provides healthcare support, including a designated dustbin for biomedical waste. A sanitary napkin disposal machine has been installed, ensuring environmentally friendly waste disposal.**
5. **Hazardous Chemicals and Radioactive Waste Management: The college's laboratories do not handle hazardous or radioactive materials, ensuring a safe environment.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.vivekanandacollege.edu.in/uploads/iqac/aqar/23-24/criterions-7/7.1.3.pdf
Any other relevant information	No File Uploaded

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

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	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	A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

The college is committed to fostering an inclusive environment and promoting tolerance and harmony through various activities. These include:

1. **Exposure to diverse cultural traditions via clubs Indian Music Society Indian, Devbhoomi, Kalakriti: Art & Craft Society, Classical Dance, Club: Nrityam, Folk Dance society: Thirkan, Committees: Students' Union Advisory Committee (Hunar and Pallavi), Bookmarked – the Book Club**
2. **A focus on linguistic diversity by teaching Hindi, English, Sanskrit, French, and German**
3. **Publications like Kasturi, Isha, and Lavanyam, promote inclusivity and linguistic appreciation.**
4. **Outreach programs by SOCDC and NSS focus on underprivileged communities.**
5. **Promoting tolerance and harmony through committees such as the Vivekananda Committee, Gandhi Study Circle, and Ambedkar & Social Justice.**
6. **Financial support is provided through the Fee Concession Committee and faculty-sponsored scholarships.**
7. **The college ensures an inclusive environment for PwD students with accessible facilities like lifts, ramps, and specialized washrooms, and activities to sensitize students.**
8. **The Enabling Committee addresses stigmatized identities and works to expand the scope of women's education.**

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

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

1. **Encouraging Gandhian Values: Gandhi Study Circle organized Gandhi Jayanti Celebration and Martyr's Day Commemoration. Ehsaas held a competition "Remembering Mahatma."**
2. **Fostering Patriotism through "Meri Maati, Mera Desh": NSS, Garden Committee, INFORMATICA, and Kasturi Deewar Patrika organized events commemorating "Meri Maati, Mera Desh."**
3. **Addressing Social Stigma: Convocare celebrated "The Wall of Change," addressing discrimination against human trafficking survivors, aligning with constitutional values of dignity, equality, and justice.**
4. **Environmental Protection and Sustainability: NSS hosted "Sapling Plantation," "Pledge on Cleanliness," and "Ek Tarikh Ek Ghanta." Volunteers attended the India Environmentalist Masterclass to understand individual environmental responsibility.**
5. **National Unity: NSS organized "Ek Bharat Shrestha Bharat" and "Pledge on Constitution Day. "POLITIX hosted a speech competition, "The Preamble as a Guiding Light for Nation Building."**
6. **Social Responsibility: NSS held a Blood Donation Camp and Donation Drives. Volunteers assisted disabled individuals during "Divya Utsav." Events on road safety and drug abuse awareness were also conducted.**
7. **Voter Awareness: NSS participated in National Voter's Day celebrations and organized activities like pledges, competitions, and screenings under "Mera Pehla Vote Desh Ke Liye."**
8. **Promoting Patriotism through Educational Tours: Department of Political Science organized a Parliament visit on Dr. B.R. Ambedkar's birth anniversary.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

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	**B. Any 3 of the above**

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

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

1. **Gandhi Jayanti: Celebrated by musical performances. creative writing competition, etc**
2. **Meri Maati, Mera Desh: Included plantation drive, and Digital Poster Making Competition.**
3. **Independence Day: The Department of Economics organized a Reel Making Competition.**
4. **World Suicide Prevention Month: Lumos featured activities promoting mental health awareness.**
5. **Mental Health Day: Meraki 2023, led by Applied**

Psychology, promoted mental health awareness.
6. Vigilance Day: NSS conducted quiz on ethical conduct.
7. Unity Day Rally by NSS
8. Diwali celebrations with slum children.
9. Yuva Mahotsav: State-level competitions in speech, poetry, and arts.
10. Children's Day: A sports competition, Fun Void, was held with the Shining Birds Foundation.
11. Constitution Day: Featured a pledge ceremony and a speech competition.
12. Divya Utsav: Showcased innovations by disabled individuals.
13. Veer Bal Diwas: NSS volunteers honored young martyrs on 26th December 2023.
14. National Voter's Day: Marked by cultural performances and slogan-writing.
15. Martyr's Day: For promoting unity and responsibility.
16. Francophonie Day: French students joined Confluence 2024.
17. World Environment Day: Environmental Studies led a plantation drive.
18. International Women's Day: Celebrated with a Nukkad Natak and running competitions.
19. Matribhasha Diwas
20. Remembering Vivekananda: Interactive discussion on Vivekananda's teaching.

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

Practice 1: Collective Empowerment and Enriching Lives

1. Objectives: To impart skills for community development and support disadvantaged groups.
2. Context: Located in Trans Yamuna, East Delhi, the college

encourages students to bridge the gap between affluent and marginalized communities, fostering a culture of giving back to society.

3. Practice: Students participate in community outreach through NSS, SOCD Committee and many other activities focusing on teaching slum children, organizing medical camps, and raising awareness on environmental and social issues, with support from NGOs and other departments to broaden the impact.

4. Evidence of Success: Continuous student engagement in social intervention activities.

5. Challenges and Resources: Resource and infrastructure limitations, resistance from some communities to accept outsiders, and limited cultural understanding of the groups.

Practice 2: Nurturing Conversations, Counseling, and Mentoring for Mental Wellness

1. Objectives: Facilitate discussions on mental health and provide counseling services.

2. Context: Rise in mental health concerns among students, due to social media and constant connectivity.

3. Practice: Discussions, supported by counseling services, promoting well-being and empathy. Convocare, Counseling Services and Mentoring committees participate.

4. Evidence of Success: Collaborations with organizations, and mental wellness more conversations and activities.

5. Challenges and Resources: Addressing taboos, myths, stigma.

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

7.3 - Institutional Distinctiveness

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

Educating for Empowerment: A Journey Toward Gender Equity

Vivekananda College, an all-women's institution under the University of Delhi, stands out for its commitment to

empowering women and fostering gender sensitivity in education. The college provides a sprawling, inclusive campus designed to meet diverse student needs. Distinctive courses like Food Technology, Applied Psychology, Music, and Home Science complement traditional programs, offering unique opportunities for holistic development.

The institution prioritizes inclusivity through financial assistance, a book bank, and mental health support via its counseling cell. Special facilities such as ramps, elevators, PwBD-friendly washrooms, and a Braille library ensure accessibility for students with disabilities, while free diets and incentives are provided for sports enthusiasts.

Vivekananda College integrates gender-sensitive pedagogy into its teaching. Students are encouraged to question stereotypes, develop confidence, and participate in interactive learning methods like group discussions, field trips, and community outreach. Regular workshop, conferences, pledges, self defence training camps, innovative teaching pedagogies prepare students for personal and professional challenges while awareness programs tackle social issues like dowry and sexual abuse. Additionally, the college places significant emphasis on skill enhancement through various short-term certification programs and vocational training, equipping students with industry-relevant competencies.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The comprehensive plan of action for Vivekananda College focuses on enhancing academic and administrative excellence through infrastructure development, implementation of the National Education Policy (NEP), faculty training, collaborations, and strengthening alumni relations. To improve infrastructure, the college will upgrade classrooms, laboratories, and digital facilities, ensuring a modern, inclusive learning environment. Sustainable practices, such as green buildings and renewable energy systems, will also be integrated. The college will align its academic programs with the NEP, promoting multidisciplinary learning, flexibility in

course selection, and holistic education. A key focus will be on faculty development, with training programs on pedagogy, digital tools, and research to enhance teaching quality. Furthermore, the college will expand its national and international collaborations through partnerships with universities, research bodies, and industry experts to foster student exchanges and joint research initiatives. Hosting more academic conferences and events will increase the institution's visibility and academic discourse. Strengthening alumni relations through networking events, mentorship programs, and career guidance will ensure continued support for students and the college. This comprehensive approach will help in creating a thriving academic environment that meets the evolving needs of students, faculty, and society at large.