YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	VIVEKANANDA COLLEGE, Vivek Vihar, Delhi
• Name of the Head of the institution	Dr. Hina Nandrajog
• Designation	Principal(in-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01122150100
• Mobile no	9810693946
• Registered e-mail	vivac2008@vivekanand.du.ac.in
• Alternate e-mail	iqac.vnc2021@gmail.com
• Address	Vivek Vihar
• City/Town	Delhi
• State/UT	Delhi
• Pin Code	110095
2.Institutional status	
• Affiliated /Constituent	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	**Dr. Vanita Sondhi**
• Phone No.	**01122150100**
• Alternate phone No.	**9810522486**
• Mobile	**9810522486**
• IQAC e-mail address	**iqac.vnc2021@gmail.com**
• Alternate Email address	**vivac2008@vivekanand.du.ac.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://vivekanandacollege.edu.in/wp-content/uploads/2021/02/AQAR-PDF-2019-2020.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://vivekanandacollege.edu.in/academic-calendar-2016-17-university-of-delhi/

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**

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	**NonPlan**	**UGC**	**2020 365**	**73,00,420**
Vivekananda College	**NonPlan**	**Govt. of NCT of Delhi**	**2020 365**	**60,000,00**

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

NAAC guidelines		
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	30	
• 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)

Through the systematic record keeping, IQAC developed effective intervention strategies for quality improvement. Preparation of the College's AQAR in the approved format Development of an effective online system for feedback and satisfaction from different stakeholders. With the aim of improving teaching pedagogies seven-day FDP Training was organized on MS tools. As part of quality assurance strategy, the IQAC committee decided to organise a series of webinars, interactive sessions, workshops etc. on Women Empowerment.

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
1. The committee will develop separate forms for Departments, Committees, Teachers, Admin, and Accounts and collect respective information between the months from Aril to August 2021. Proofs will be checked simultaneously. This will be followed by filling up the AQAR form. We will also register for NIRF 2. We will develop two online surveys from the months of April to June 2021that will collect feedback from all stakeholders (students, alumni and teachers) regarding the syllabi and teaching learning process in the college. 3. A series of webinars are planned on women related issues (April/May 2021) including leadership, healthcare, stress, and gender stereotypes. 4. One week FDP in May 2021 is also being planned on creating effective teaching and learning environment with a focus on MS tools. 5. A webinar on improving employability skills to be organized in July 2021 6. Interactive session with alumni for highlighting the knowledge and skills needed for possible career paths and job opportunities available for the students is planned in July 2021	1. The committee was able to successfully develop separate forms for Departments, Committees, Teachers, Admin/Accounts and collect respective information between the months from Aril to August 2021 2. We have filled up the AQAR form. 3. Two online surveys were developed. One collected collect feedback from all stakeholders (students, alumni and teachers) regarding the syllabi and teaching learning process in the college while other collected information on student satisfaction . 4. A series of webinars on women related issues were organized including leadership, healthcare, stress, and gender stereotypes. 5. One week FDP was conducted on creating effective teaching and learning environment with a focus on MS tools. 6. A webinar on improving employability skills was successfully organized 7. Online Interactive session with alumni for highlighting the knowledge and skills needed for possible career paths and job opportunities available for the students was also successfully conducted.

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

- Name of the statutory body

Name	Date of meeting(s)
Staff Council	**20/12/2021**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	**10/01/2022**

Extended Profile

1.Programme

1.1	**389**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	**2313**
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	**885**
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	**577**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	**91**

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

| 3.2

 Number of sanctioned posts during the year | **115** |

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

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**62**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**UGC Grant – Rs.73,00,420.00 (Approx.)**
4.3 Total number of computers on campus for academic purposes	**157**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college is affiliated to DU; CBCS and LOCF have been implemented. DU Academic calendar is followed; it was flexible due to the pandemic. Effective curriculum planning and delivery is done through following measures:

1. **Curriculum planning: Before the implementation of the curriculum, the college plans for its introduction: (i) Presently the college is gearing up for NEP for the next session.Several committees are involved in this planning. For**

e.g. National Education Policy (NEP) committee organised an interactive session on "National Education Policy 2020" and a discussion on the policy was organized by NSS. (ii) Moreover, the committes and departments planned for various activities/webinars in the beginning of the session but some plans had to change because of the unprecedented circumstances.

2. Implementing the curriculum: (i) COVID -19 taskforce was specially constituted to deal with the emergent situation arising from the pandemic andmake recommendations to ensure effective curriculum delivery. (ii) Departments and several committees were involved in implementing the curriculum. TICs of Departments met regularly with department teachers through online and offline mode to discuss workload and then submit it to TimeTable (TT) Committee. TT committee ensured workload was as per DU guidelines and accordingly time tables wereformulated.Academic Development and Career Orientation Committee (ADCC) ensured effective planning for newcourses. Website committee ensured college website is updated, Counselling Cell ensured that a counsellor isavailableand mental health services are available while the library provided adequate online and offline resources.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://vivekanandacollege.edu.in/academic-calendar-2016-17-university-of-delhi/

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

1.The institution religiously follows the academic calender issued by the University of Delhi (DU) and the DU link for the same is given on the college website. All programs commence and disperse classes in a timely manner.

2.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. In addition, the Timetable and Workload Committee, during the covid phase had to plan and strategise measures to avoid any overlap in the timetables, due to scattered/flexible academic calendars for all three years. This ensured, timely completion of the syllabus, followed by timely internal evaluation procedures.

4. The Examination committee ensured smooth conduct of examination in online mode given the present circumstances.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://vivekanandacollege.edu.in/academic-calendar-2016-17-university-of-delhi/

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

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

1.2 - Academic Flexibility

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

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

13

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

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

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

2

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

26

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 institution prescribes to the latest syllabi issued by the University of Delhi. The syllabi follows an inclusive approach wherein concerns related to Professional Ethics, Gender, Human Values, Environment and Sustainability are addressed through different courses offered by different departments.

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

3. Many other committees are dedicated to particular concerns, for instance Women Development Cell (WDC) tirelessly works on women empowerment; Garden and Environment Committee and Eco Club, EVS department and NSS sensitisestudents on issues related to environment; Social Outreach and Community Development and NSS focus on human values and IQAC endeavours to enhance professional ethics as well as focuses on other relevant issues such as women empowerment etc. Ethical Clearance Committee also ensures that ethical guidelines are followed in research, These committees organise webinars, interactive sessions, talks, workshops where students focus on the aforementioned issues and develop new perspectives on the same (proofs in 3.4.3, 6.5.1 criteria).

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

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

20

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**
Institutional Data in Prescribed Format	View File

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

262

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	https://vivekanandacollege.edu.in/wp-content /uploads/2022/01/Feedback-survey- report-2020-21-edited.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	**No File Uploaded**

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://vivekanandacollege.edu.in/wp-content/uploads/2022/01/Feedback-survey-report-2020-21-edited.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2285

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

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

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

885

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

2.2 - Catering to Student Diversity

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

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

2. Teaching pedagogies besides lectures include experiential and participative learning involving projects, research work, powerpoint presentations, audio-visual, diagrams and graphs are used so that both slow and advanced learners benefit.

3. Mentor-Mentee group for students werecreated so that their personal as well as professional issues can be taken up and guidance related to it can be provided.

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

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

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

7. All students are encouraged to optimize their learning through webinars/workshops/activities. If some students showed interest in certain areas then teachers guide them. Fast learners are given chance to work on new topics and presented to the class.

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

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

Number of Students	Number of Teachers
2285	91

File Description	Documents
Any additional information	[View File](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

Google classroom platform and using other social media are used to conduct teaching during pandemic. Several activities by IT society as well FDPs for faculty have been conducted to make everyone ready in this context.Different teaching methods are adopted to improve student learning.

1. Experiential learning: Interactive sessions, experiential exercises, presentations by students, project work, virtual field visits, audio-visual aids, practicum, online-demonstrations, Webinars/ online-workshops, debates, and quiz are used besides direct teaching and tutorials.

2. Participative learning: Research by students is encouraged and students carry out various projects to encourage participative learning. For e.g Food technology department's Research and Innovation Club of the Department is very active. NSS too has carried out research in the context of current pandemic. Besides publications in various college magazines such as Isha, Kasturi wall magazine, and Lavanayam also help in participative learning.

3. Developing problem solving abilities through participation in college committees and internships: Student representatives are there in almost all committees like Student Union, Social outreach committee, College Clubs, ICC etc. so that they actively participate in decision making, develop leadership qualities and learn from doing. Social outreach educational activities for children in slums is carried out mainly by students. Food technology students are engaged on several program such as nutrition report card programme 2020, study on assessment of food security and food safety andthe editorial board of Association of Food Scientists and Technologists – Delhi Chapter. They learn teaming up with students of other colleges, working for newsletter, gain host of opportunities

to interact with experts from academia and industry. Students also are encouraged to do internships to develop problem solving abilities.

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

Most teaching was online this year but later on physical mode was also used as follows:

1. ICT Tools: The teachers used ICT tools including computers, interactive white boards, and several softwares. Institute premises are Wifi enabled with a bandwidth upto 300 MBPS. Latest softwares are used by many departments such as maths and computer sciences.

2. Teaching pedagogies: Google classroom and Zoom were used to conduct online lectures, share resources and conduct internal exams and assignments. Pedagogy was mainly participative. Teachers also used Powerpoint presentations, lecturerecordings, uploading on google drive, and Audio/video aids. Google Forms wereused for taking feedback, research-based activities, maintaining attendanceetc. All webinars, FDPs, workshops, DU exams, outreach programmes have beenconducted through ICT

3. Upgrading ICT skills: Several webinars as well as FDP on MS tools was organized by college committees and IQAC. The IT society has conducted digital logo making competition.

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

5. Overcoming challenges: Even though most softwares are in English yet Hindi and Sanskrit departments also could adopt this new technology and were completely online. ICT facilities were upgraded and college laptops made available for issuing.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

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

2.3.3.1 - Number of mentors

22

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

2.4 - Teacher Profile and Quality

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

91

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

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

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

64

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

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

1171

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

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. During the pandemic a lot of flexibility was given to students in submitting the assignments due to extraordinary circumstances. Extra time is given to some students who have a disability or other problems.**

2. **Modes of internal assessment: Online assessment was used during pandemic as per DU guidelines. Continuous assessment, End-of-unit tests, mid-unit tests are conducted by teachers according to the requirement of the course. This includes written assignments that can be emailed or uploaded, presentations by students etc. Questions banks are available**

in the college library and through DU website. The teachers ensure speedy evaluation and students are given feedback about their performance.

3. The college has set up an examination committee for the smooth functioning of conducting exams. The committee follows the guidelines issued by University of Delhi. All exam related procedural guidelines need to be followed by teachers,

4. If students have any grievances, then they can approach the teacher directly. In case it doesn't get resolved then can approach the grievance redressal committee.

5. During the last two semesters, the university has conducted examinations in Open Book Examination Mode (OBE).

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

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

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

Procedure to be followed to register complaint in college:

- The Grievance Committee will meet as and when required depending on grievances received.
- Minimum of 3 members out of 4 members of the Grievance Committee shall be present in a meeting. The members shall study the application and after looking into the relevant documents submit its recommendations and report to the principal as soon as possible within max 15 days of the date of application. In case of any difficulties, the Grievance Committee shall have discussion with the principal before a decision is taken.
- The final settlement of any grievance shall be made within a

reasonable period (normally not exceeding one month) by the principal after the recommendations are submitted to her by the Grievance Redressal Committee.

- If a member of the Grievance Committee has a connection with the grievance of the aggrieved individual, the concerned member of the Grievance Committee shall not participate in the deliberations regarding that individual's case.
- If the aggrieved person has a personal relationship with the member of the Grievance Committee, then he/she shall not participate in the deliberations as a member of the Committee when her representation is being considered.

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

2.6 - Student Performance and Learning Outcomes

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

1. The UGC-based LOCF focusing on learning outcomes has now been introduced in all courses.

2. After extensive collaboration with all faculty and stakeholders, the relevant department of DU develops Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs). Many college teachers are members of these committees.

3. Once a consensus has been reached, the information is extensively disseminated and popularized through Curriculum, and by teachers in the Classrooms. The curriculum itself is available through the DU link provided on college website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://vivekanandacollege.edu.in/wp-content/uploads/2021/12/POs-and-COs-2.6.1.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

1. All the Outcomes are based on internal and evaluation assessments.

2. Internal evaluation: Continuous internal evaluation is taken to know the levels of outcomes. During the pandemic, online presentations by students were encouraged so that skills and knowledge of students can be assessed. Other modes included home assignments and quiz.

3. External evaluation: Currently this is done in the OBE mode and exams are conducted as per DU guidelines.

4. In order to assess overall behavioral outcomes, students are also encouraged to participate in college committees, and club activities. Though no credit is given for such activities, the best student award is given at the end of the year which takes into account all parameters of the outcomes framework. This encourages a holistic development of students.After the overall results are declared by DU based on internal and external assessment, awards are also given to the students who show meritorious performance. This also encourages all students to improve the performance as per the outcomes based framework. Teachers and students also discuss in various informal meetings how the outcomes can be improved further.

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

2.6.3 - Pass percentage of Students during the year

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

577

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	Nil

2.7 - Student Satisfaction Survey

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

https://vivekanandacollege.edu.in/wp-content/uploads/2021/12/Student-Satisfaction-survey-Report-2021.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)

4,01,625

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 teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

09

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

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

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

0

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

3.2 - Innovation Ecosystem

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

1. Innovative ecosystem through e-based delivery: This became a backbone during the pandemic and included innovative use of digital

classroom, online library services, webinars, and online administration and account services.

2.Transfer of knowledge through MoUs: Vivekananda College has signed two MoUs with Mahatma Hansraj Faculty Development Centre and conducted FDPs.

3.Encouraging innovative research: The Food technology department has a research and innovation club to instil research-oriented aptitude within the students. It has conducted two activities during the mentioned time period: Nutrition Report Card Programme (September 2020) and a study on assessment of Food Security and Food Safety during Lockdown 2.0 in East Delhi-India along with NSS unit of the college. NSS also conducted research on managing stress during difficult times called "??????". Students carry out various projects.

4.Several faculties have published research papers in high impact journals. The Ethical Clearance Committee ensures ethical procedures are followed in research. Dr. Shehnaz Begum also received the International Academic and Research Excellence Award 2021.

5.Magazine Publications: The students were encouraged to present their innovative ideas in various publications of the college (including departmental/committee publications):"Isha" (college magazine), "Kasturi- wall magazine" (Hindi department) and "Lavanyam" (NSS Magazine).

6.Organizing webinars/activities: These webinars include topics like Entrepreneurship, Intellectual Property Rights, skills development etc.

7.Developing innovative networks through Outreach Programmes: Vidya Vistar committee has collaborated successfully with Government Model College, Assam; Social Outreach Committee and NSS are involved in conducting educational camps for the underprivileged and conducting awareness programmes on conservation of nature, cancer awareness, child labour, human rights, stress management, COVID 19 etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vivekanandacollege.edu.in/wp-content/uploads/2021/12/ISHA-E-Magazine-2020-2021.pdf

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

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

05

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

02

File Description	Documents
URL to the research page on HEI website	https://vivekanandacollege.edu.in/wp-content/uploads/2022/01/Ph.D-Guidance.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

15

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

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

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

6

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

3.4 - Extension Activities

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

Vivekananda College organized various extension activities with a dual objective of not only sensitizing students about various social issues but also contributing to the community and strengthening community participation.

1. Participating in multiple events organized by NSS has resulted in students' broader understanding of social issues such as conservation of nature, cancer awareness, child labour, human rights, Stress Management, COVID 19 etc.

2. To strengthen the community, various events were organised on topics like NEP, Atma Nirbhar Bharat, achievements and role of the Indian Navy, Exploring Our Constitution, Fit India movement, Role of youth in making India Self-Reliant etc.

3. SODCconducted regular educational camps, distributed dry

ration and organised legal, health and environmental awareness programmes for slums. "Be Your Own Lakshmi " shared insights with the women participants about the basics of financial concepts.

4. On the occasion of International Girl Child Day, Shahdara District Legal Services Authority (DLSA) in association with SODCorganized a three-day awareness-cum-activity program titled 'Project Shakti'.

5. Add-On courses were organised to increase legal literacy amongst college students which helped the young generation to groom not only as more responsible citizens but also equipped and empowered them in claiming their legal rights.

Through these various extension activities, students have become more responsible towards society and its issues and thus facilitate holistic development.

File Description	Documents
Paste link for additional information	https://vivekanandacollege.edu.in/wp-content/uploads/2021/12/extension-activities.pdf
Upload any additional information	View File

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

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

5

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

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

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

113

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

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

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

6868

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

3.5 - Collaboration

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

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

38

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

1. Campus Area of college: 40586.96 sq. m. (green area:)The sprawling college campus at Vivek Vihar is spread over an area of over 10 Acres which includes 3939 sq metres of built up area & 5.2 acres of open space for garden and sports facilities.

2.Number of classrooms: 61 (including 25 classrooms with LCD facilities),

3.Entire campus is Wifi enabled with bandwidth > 50 MBPS

4.Total number of computers: 151

5.Laboratories: 09

5.1 Computer Lab – 5 with 51 computers

5.2 Food Tech Lab – 2

5.3 Applied Psychology Lab – 2 (one lab is fully equipped with laptops while other has LCD facilities)

6. English Language lab

7. Music Room – 2

8. Gym – 1

9. Seminar Halls: 2 (Both with LCD facilities)

10. Auditorium with a seating capacity of 650

11. College Library: Book bank available. College library has IP access as well as remote access to e-resources of DULS, Membership of Braille library of DULS and N-List renewed every year, number of books: 65715

12. Medical and counseling room: 1

13. Sports room:1

14. Playground: College has a 200 meters Synthetic Athletic Track and a 4200 sq. mt. Hockey Turf is prepared

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.

1.The college provides the following games under Sports activities :

Archery

Hockey

Net Ball

Soft Ball

2. The college has a 200 meters Synthetic Athletic Track in March, 2011 .

3. There is no yoga centre but a fully equipped indoor gymnasium for welfare of the students.

4. There is green area , 5.2 acres of open space for garden and sports facilities available for multipurpose use and different games.

5. Two Music rooms,

6. one Student Union room

7. one open air stage for students (where a lot of cultural activities are held),

8.Cutural activities are also held in the auditorium and seminar rooms

The college also " arranges cultural activities under the supervision of Cultural Committee during the whole year from time to time for enhancing the talent of the students.

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.

26

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

Year April 2020-March 2021 (INR in Lakhs) UGC Grant – Rs.73,00,420.00 (Approx.)

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

4.2 - Library as a Learning Resource

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

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

- **Nature of automation (fully or partially)**

- **Version - 1.0**

- **Year of Automation -2004**

Present a write-up within a maximum of 200 words.ut

1.Automated Stock Verification.

2.Automatic e-mails of :-

2.1Book Overdue reminders,

2.2Check in and checkout,

2.3 Overdue fine

3 .Scanned Book image and contents in OPAC

4 .Scanned Table of contents of library subscribed journals is created to upload on library website

5 .In-house developed software to record the footfall digitally and installed on the Property Counter computer is being used to compute per day footfall. Members provided with smart I-Card to scan to enter the library.

6. Circulation transactions of the day through ILMS.

7. Clearance of Adhoc teachers, and renewal as per need

8. Clearance of Retiring Faculty, Non teaching staff, & Contractual staff

9. Physical record of the books consulted in a day is maintained in register.

10. First Year students enrolled for library membership

11. Renewal of library membership of UG and PG students

12. All students were also enrolled for accessing N-List e-resources

13. To support online learning teaching virtual orientation programmes were organized for all the college students

14. The recording of the same has been uploaded on library YouTube channel.

15. In-house designed and hosted library website

16. Library facebook page being used for live streaming of college events & also to publicize them.

17. Various social media tools being used to disseminate library information as well as for publicity of college programmes.

18. Library is accessible on the mobile (Smartphone) through its website.

19 .Various QR codes have been generated to facilitate quick and fast access to various library services and social media tools.

20. Online feedback form is mandatory for final year students' clearance but due to pandemic, the process could not be completed.

21. Anti plagiarism software 'Urkund/ being used to generate plagiarism report as per the need of the patrons.

22. Biometric system has been installed for check-in and check out

of books.

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)

Year 2020 - 2021 (INR in Lakhs) 3,67,868.00

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

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

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

78

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

1. **The whole campus has the Wi-Fi facilities. For the said purpose, there are 6 Wi-Fi connections i.e. 1 from Delhi University, 1 from NEXTRA, 4 from EXCITEL.**
2. **ICT Tools: The teachers used ICT tools including computers, interactive white boards, and several softwares. Institute premises are Wifi enabled with a bandwidth upto 300 MBPS. Latest softwares are used by many departments such as maths and computer sciences.**
3. **Teaching pedagogies: Google classroom and Zoom were used to conduct online lectures, share resources and conduct internal exams and assignments. Pedagogy was mainly participative. Teachers also used Powerpoint presentations, lecturerecordings, uploading on google drive, and Audio/video aids. Google Forms wereused for taking feedback, research-based activities, maintaining attendanceetc. All webinars, FDPs, workshops, DU exams, outreach programmes have beenconducted through ICT**
4. **Upgrading ICT skills: Several webinars as well as FDP on MS tools was organized by college committees and IQAC. The IT society has conducted digital logo making competition.**
5. **Online library resources: College library has IP access as**

well as remote access to e-resources of DULS, Membership of
Braille library of DULS and N-List renewed every year

6. Overcoming challenges: Even though most softwares are in
English yet Hindi and Sanskrit departments also could adopt
this new technology and were completely online. ICT facilities
were upgraded and college laptops made available for issuing.

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

4.3.2 - Number of Computers

157

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

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)

Year •01.04.2020 to 31.03.2021 (INR in Lakhs) •40,26,556/-

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	No File Uploaded
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 developed procedures for this where all stakeholders are involved. The proceduresinvolvelabelling all college files, stock register maintenance, signing of annual maintenance contractsand delegating responsibilities for actual maintenance/utilization of college facilities. Students are given proper instructions for usage of the equipment, books etc. All the purchases and repair & maintenance expenditure have been made as per GRF 2017 and its amendments. Central purchase and stock verification committee ensures that purchases follow the right procedures and that stock verification takes place periodically. Library maintenance is carried o

ut by librarian and her team who ensures good condition of books, regular book binding, and removal of old books; laboratories are regularly maintained by the Laboratory attendant and lab assistants; computers, UPS, Softwares and LCDs are maintained by technicians, Lab Assistants, and TICs; safai karamcharis and Lab attendants clean rooms/labs; Directorof Physical Education, Sports committee and support staff look after the sports facilities while gardeners are assigned for the upkeep of the gardens. The college has a building subcommittee constituted by the Governing Body of college which recommends repairs and expansion of college infrastructure.proofs are attached :-

STOCK REGISTER

GFR 2017

AMC OF PURIFIER

LIBRARY COMPUTER AMC

AMC OF HP COMPUTERS

AMC OF LSEase SOFTWARE

FIRE REFILLING MAINTENANCE PROOF

AMC OF BIOENABLE

File Description	Documents
Upload any additional information	<u>View File</u>
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

1

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<u>View File</u>
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)	<u>View File</u>

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

31

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	https://vivekanandacollege.edu.in/wp-content/uploads/2022/03/capability-enhancement-program-5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

440

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

440

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	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

2

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

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

5.2.2.1 - Number of outgoing student progression to higher education

72

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

18

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

5.3 - Student Participation and Activities

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

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

3

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 univer sity/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. 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. **Cultural Clubs. These have active participation of students and include Aarohi (The Indian Music Society), Buniyaad (Dramatic Society), Click 'O' Mania (Photography Society), Ahsaas (Creative Writing Society), Kalakriti (Art And Craft Society), Nrityam (Indian Classical Dance Society), Thirkan (Folk Dance Society), Vibes (Western Music Society) Vivacious (Western Dance Society) , Alluring Dazzlers (Fashion Society).**

3. **College Committees: Students are represented in a number of committees such as IQAC, ICC, Social Outreach committee, NSS etc.**

4. **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.They actively help in organizing webinars and other activities.**

5. **Publications of College: The college magazine 'ISHA', and other publications such as Kasturi wall magazine and Lavanayam**

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

55

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

Registration of the Alumni Association is in progress.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

1. The institution is affiliated to the University of Delhi. Itis dedicated to impart quality education to women. It runs undergraduate programs in different disciplines and also offers post-graduate programs in some fields (M.A. Hindi and M.A. Sanskrit; M.A. English has also been recently approved to be offered). The college also runscertificate/diploma/add-on courses for catering to the diverse interests of students.

2. In addition, the college promotes participation of students in sports and ECA, for all-round development. The institution imbibes the ideals of Swami Vivekananda, "Arise, awake and stop not till the goal is reached" wherein the goal is to provide quality education to young minds, promote an ethos of inclusivity and achieve academic excellence. The teaching and non-teaching staff diligently work together in order to align with the vision of the college.

3. The faculty members are part of different staff council committees dedicated to accommodate the requirements of the institution and its stakeholders.

4. In future, the institution aims to maintain its all-round excellence, impart quality education, conduct programs/take initiatives for extensive development of students (MoUs have been signed by IQAC and Maths department), upscale the skills of teaching and non-teaching staff, promote critical thinking through experiential learning, and contribute to the betterment of the society via its social outreach initiatives.

File Description	Documents
Paste link for additional information	https://vivekanandacollege.edu.in/vision-and-mission/
Upload any additional information	View File

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

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

1. **(i) A Governing Body, constituted by the Executive Council, Delhi University administers the college affairs and appoints a full-time principal responsible for overall management. (ii)The Principal is appointed as the head of the institution and ensures that staff council meetings are held regularly; in one such meeting the Social Outreach Committee was formed in 2019. It had a faculty convenor and 8 core members and several meetings were held to initiateprogrammes. They then formed a students' team by creating awareness through notices and posters. Student coordinators spearheaded different activities and met regularly. The committee then made linkages with RWAs, NGOs etc.**

2. **Besides, each teacher is a part of two staff council committees and each committee is governed under the guidance of a convener.**

3. **Each department works under the aegis of its teacher in-charge, further each teacher is allocated a list of students to mentor, additionally, select students are appointed as office bearers/class representatives to ensure a channelisedworking/communication.**

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

05-05-2022 05:31:28

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1.Teaching Learning:

a.VNC made teaching online as soon as August 2020 using e-platforms such google meet and Zoom. For later part of academic year activities were also available offline.

b.University/college communications were immediately posted on website/ student groups/ faculty groups through WhatsApp and email.

c.Specific training activities to support teachers, webinars, virtual heritage walk, virtual pledge sessions were held.

d.MoUs with colleges/universieswere also signed

e.Research by teachers focused on understanding the social context of the pandemic.

2.Awareness programs about pandemic

a.The COVID -19 task force developed advisories, facilitated on-campus RTPCR Covid 19 testing facility, organized webinars such as: ?????? ???: ??? ?? ???? ??? ?? ????(Corona Kaal: Kuch Aap Beeti Kuch Jug Beeti).

b.NSS too organized several activities including pledge to protect ourselves from Covid 19, vaccination drive campaign Vaccine ?????(Utsav) from 11th -14th April 2021.

3.Library, ICT and physical infrastructure:

a.Improved Infrastructure: Better wifi facilities, issuing laptops, providing faculty with institutional email ids, e-resources of library through N-List and other e-resources.

4.Mental health

a. Since mental health issues were a main concern, a counsellor was available throughout.

b. Several webinars and workshops were also organized so that students could cope up more effectively.

5.Outreach Activities

a.The social outreach committee launched "saarthi" for educational support to slum children, and also distributed free ration to the needy while NSS intensified its outreach activities.

b. Vidya Vistar committee has collaborated successfully with Government Model College, Assam.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://vivekanandacollege.edu.in/wp-content/uploads/2022/01/Strategic-Plan-11.01.2022-.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.

1.The functioning and policies of the Institution and its bodies demonstrate efficiency and effectiveness. The decision making represents participative management at various stages. The first tier is represented by the Governing Body which comprises of Chairman, Treasurer, members, University Representatives, Teaching Representatives, non-Teaching Representative and Officiating Principal.

2.The teaching staff is divided into departments with TIC heading each department. The college also has 38 functioning staff council committees which play an active role in the functioning of the college.

3.The decisions taken by the authorities and staff council committees are implemented in the college with the support of

Adminstrative wing. Administrative wing comprises of the Office of the Principal, Administration section, Accounts section, Medical staff, Library staff and RTI cell.Administration wing comprises of Sr. P.A to the principal and Officiating Adminstrative officer, Administrative officer, Section Officer (Admin), Senior Assistant and Officiating Section Officer (Accounts), Assistant & Officiating Senior Assistant (Accounts) Drafting and Offg. JACT (Admin), Sr. Technical Assistant (Computer Lab/ Contract), Assistants, Junior Assistants, Librarian, Professional Assistant & Offg. Librarian, Lab Assistant (Applied Psychology Dept.), Lab Assistant (Food Technology Dept.), Lab Attendant (Applied Pshychology Dept.), Lab Attendant (Computer Lab), Library Attendant & Offg. Library Assistant, Library Attendants. The non Teaching staff is recruited according to Recruitment Rules (Non-Teaching Employees) 2020 under Ordinance XXII-D.

4. The policy and decision making process at the institution is participative which involves various levels of stakeholders supported by the administrative set up.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://vivekanandacollege.edu.in/wp-content/uploads/2021/12/Organogram-pdf.pdf
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 inter faces	View File
Any additional information	View File
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

1.For teachers

1.a. COVID -19 task force facilitated on-campus RTPCR Covid 19 testing facility

1.b. Faculty Development Programs (FDPs) organised by the college;

1.c. Teachers given leave for undergoing FDPs;

1.d.LTC facility

1.e. All kinds of leave as per DU guidelines including casual leave, earned leave, medical leave, sabbatical, study leave, maternity leave,child care leave.

1.f.Group insurance of staff members

1.g.CGHS facilities

1.h.Nurse on campus

1.i.Counselor on campus

1.j.Children Education Allowance

1.k.Canara Bank extention counter on campus

1.l.Felicitation of faculty on reaching milestones in career

1.m.Ward quota for admission as per DU guidelines

1.n. Staff quarters on campus

1.o.Gym facilities

1.p. Canteen and Tea Club

1.q. Staff lounge/room

2. For non-teaching staff

2.a. COVID -19 task force facilitated on-campus RTPCR Covid 19 testing facility

2.b. All kinds of leave as per DU guidelines including casual leave, earned leave, medical leave, sabbatical, study leave, maternity leave.

2.c. Group insurance of staff members

2.d. LTC facility

2.e. Nurse on campus

2.f. Counselor on campus

2.g. Canara Bank Extention counter on campus

2.h. Felicitation on reaching milestones in career

2.i. Children Education Allowance

2.j.Ward quota for admission as per DU guidelines

2.k. Staff quarters on campus

2.l.Gym facilities

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

00

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

02

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

35

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[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

1. **Teaching staff: The academic year 2020-21 marked the processing of promotions for first and second level, for teaching staff. Starting the procedure in a systematic manner by issuing notifications and making announcementsin the month of November. The institution executed appraisal for teaching staff, following the guidelines underlined by the central government and the University of Delhi. The interviews were conducted under the aegis of Dr. Hina Nandrajog (Acting Principal) and the screening committee, following the orders issued by the University of Delhi under Career Advancement Scheme (CAS-2018) as per UGC regulations and norms.**

2. **Non-Teaching: The institution simultaneously follows the guidelines issued by central government and the university for appraisal. The non-teaching staff is required to maintain a regular annual APAR (Annual Performance Assessment Report).**

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

1.Internal Financial Audit of the College is being conducted at regular intervals in the College. It is done upto the financial year 2019-20 and the financial year 2020-21 is under process.

2. External audit is conducted every two years. External audit was completed till March 2020.

Most of audit objections have been settled. Work is under progress for some objections.

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

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

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

0

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

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

1. **Mobilization of Funds: (a) The major funding comes from UGC (95%) while 5% from Delhi Government. UGC grant provides for salaries and other expenses. Student tuition feesprovides for additional funds. (b) Government/non-government agencies sponsor events including conferences/webinars. Sponsorships are sought from individuals/corporates for events and**

conferences. (c) The institution, and private individualsprovide scholarships to deserving students.

2. Mechanism to utilise funds: (a) The purchases of items for the college are made through GeM following GFR-2017.(b) The principal, Central purchase and stock verification committee and accounts department ensure optimum utilization of funds. Moreover, The Central Purchase and Stock Verification Committeeseeks quotations from vendors for the purchase of equipments above Rs. 25,000/- .The administration maintains a stock register of consumable and non-consumable items.Before the financial year begins, the Principal, the Accounts Department and the TICs provide inputs for the college budget.The institutional budget includes both recurring as well as non-recurring expenses and is scrutinized and approved by the Governing Body. The Principal, the Central Purchase and Stock Verification Committeeand the Accounts Department ensure that expenses are as per budgetary provisions.

3. Optimal utilisationof resources: (a) During pre-pandemic times, the Time Table committee ensured thatclassrooms wereallotedto accomodatethe needs of students and the subjects; (b) thelibrary functions from 9 to 5.30, on weekends and after college hours, the college makes optimal use of its resources as it is also a study centre for (c) Non-Collegiate Women's Education Board (NCWEB) and (d) IGNOU.

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 record keeping to promote academic excellence: Through the systematic record keeping, IQAC developed effective intervention strategies for quality improvement:

- **Stage 1: Having meetings with stakeholders regarding quality parameters**

- **Stage 2: Taking feedback and actions from stakeholders**

- **Stage 3: Decentralizing the process of collecting information. Instead of one single AQAR form or criteria wise AQAR forms, separate forms for teachers, students, departments, committees, admin and accounts were developed based on quality requirements by the IQAC committee and these were communicated through WhatsApp groups.**

- **Stage 4: Sifting and analysing forms for relevant information, organizing it and developing effective interventions such as a ensuring more effective grievance policy, conducting FDP and webinars in areas that required attention and guiding other committees to promote excellence.**

- **Stage 5: A repository was developed, it can be accessed through google drive and the available information is further sent to different sources (like DU, annual reports) as and when required.**

2. Developing a more effective online system for feedback and satisfaction: The feedback survey earlier used to be conducted onlinebut this time, it was obtained not only from the students (2019-2020) but also from teachers and alumni. Moreover the sample size increased from 365 students to 927-almost a double of the earlier response. In addition, an action taken report has been added. Another initiative of the IQAC was the online Student Satisfaction survey wherein data was collected from 1043 students. In addition, a meeting was arranged with the principal to reflect on the same for further improvements.

File Description	Documents
Paste link for additional information	https://vivekanandacollege.edu.in/iqac/
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: As part of quality assurance strategy, the IQAC committee decided to organise a series of webinars, interactive sessions, workshops etc. on relevant topics, every semester and propose/implement new initiatives.

(i) The IQAC organised a seven day FDP with the objective of building awareness about different Microsoft Tools. The event was attended by faculty members and research scholars from different institutions of higher learning, across the country.

(ii) The IQAC organised an interactive series on "women empowerment" wherein myriad significant topics were covered.

(iii) The IQAC also suggested to expand the social outreach initiatives wherein the Social Outreach and Community Development Committee, faculty members, students worked together towards the betterment of the community.

(iv) On the basis of current scenario wherein we are reeling under the impact of the pandemic, gearing up to prepare for the New Education Policy; committees viz. Covid-19 Task force, NEP and Vidya Vistar were formed to ensure effective teaching-learning measures.

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. Around 28 meetings have been conducted from February 2021 onwards to discuss and ensure quality measures, at regular intervals.

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 analysed and suitable actions were initiated for further improvements.

File Description	Documents
Paste link for additional information	https://vivekanandacollege.edu.in/iqac/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);

C. Any 2 of the above

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

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

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

The college is ALL girls college and focus is on gender empowerment:

Specific Committees

WDC focuses on empowerment and Internal Complaints committee looks into specific issues of sexual harassment

Mental health of women

1. Counseling cell: Counselling services for students and conducts Webinars

2. Applied Psychology Deptt: MeHeal- Annual Mental Health Event

3. NSS: Webinars on "Stress Management", "Cancer Awareness", Film screening on "Menstrual Hygiene Day", etc.

Women centric Awareness programmes

1. SOCDC: 'Project Shakti' and members took an anti-dowry pledge.

2. WDC: Student presentations, on great women thinkers; lectures on "SexualHarassment at Workplace", and "Women Empowerment"

3. IQAC conducted a series of four webinars on women empowerment.

4. Political science Dept. organized APRAJITA

5. Poster making competition by kalakriti on "Women Empowerment"

6. Gandhi Study circle: Webinar on "Mahatma Gandhi aur Mahila Sashaktikaran"

7. NSS: Several webinars and activities were conducted on rights of women, elimination of violence against women, education of girl child, Women's empowerment, Eminent women of India, Menstrual Hygiene etc.

8. Focus on women's financial independence through webinars conducted by Commerce, Economics and political Science departments as well as SOCDC.

9. Focus on Women's nutrition: Food technology department conducted Activities on "Create a Mid-Morning Snack for Kindergarten Child" and "Nutrition Report Card Programme"

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

Menstrual hygiene Sanitary napkin disposal and dispensers (automatic)

File Description	Documents
Annual gender sensitization action plan	https://vivekanandacollege.edu.in/wp-content/uploads/2022/01/new-Annual-Gender-Sensitization-Action-Plan-2020-21.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://vivekanandacollege.edu.in/infrastructure-and-facilities/

7.1.2 - The Institution has facilities for alternate sources of energy and energy

B. Any 3 of the above

**conservation measures   Solar energy
Biogas plant Wheeling to the Grid   Sensor-
based energy conservation Use of LED bulbs/
power efficient equipment**

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

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

College has organized numerous cleanliness campaigns over the last few years. These initiatives encourage students to separate recyclable and non-recyclable wastes. New dustbins are often installed as part of such drives. Green and blue dustbins are available at every floor of college building, canteen and garden area.

Solid waste management: The institution has two functional compost pits (geotagged image uploaded) for the organic solid waste management. The organic waste of the college garden such as dry leave, grass, small branches of trees etc. segregated and used in the pit compost for the generation of nutrient rich compost. Usually, it takes few months to convert waste to compost under normal environmental conditions. In additional, Institute also has compost machine (geotagged image uploaded) for fast composting of kitchen and garden waste.

Liquid waste management: The institute has a waste water recycling unit near gate no. 1. With the help of this college waste water used for the purpose of gardening

Biomedical waste management: The institute has a separate room for medical benefits to the students and also has a separate dustbin for medical waste. Moreover, college has also installed sanitary napkin disposal machine which reduces the waste in efficient manner without polluting nearby areas.

E-waste management: College has a separate store room for the safe storage of electronic waste. After certain interval of time college hand over E waste to concerned agencies by the auction process.

Waste recycling system: Organic waste of college canteen usually used for the production of compost with the help of compost machine which is installed near the big auditorium.

Hazardous chemicals and radioactive waste management: The institute has 5 laboratory which do not works on hazardous or radioactive element. Therefore, no radioactive waste management needed.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	View File

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

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**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

A. Any 4 or all of the above

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

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

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).

College is undertaking initiatives for an inclusive environment and developing tolerance and harmony. Besides the curriculum, following activities are undertaken:

1. Exposure to diverse cultural traditions through various clubs/societies activities including Arts and Crafts, Indian Folk Dance, Indian Music, and Indian classical. Bharatanatyam with French music and video on "Life during lockdown" (in French) were organized during Pallavi. SPICMACAY raises awareness about our Cultural traditions.

2. Focus on linguistic diversity: Besides Hindi, English, and Sanskrit, French and German is also taught and activities undertaken in all 4 languages.

3. College publications etc to promote inclusiveness and appreciate linguistic diversity. These include Kasturi, Isha, Film screening and Reading clubs (English) and "Lavanyam".

4. Outreach activities emphasizing inclusiveness: For underprivileged families in slums, SOCDC initiated 'Saarthi' educational initiative and distributed food during the pandemic.

5. Tolerance and Harmony promoted by specific committees including Vivekananda Committee, Gandhi Study Circle and Ambedkar & Social Justice.

6. Financial support: Fee concession committee through the

Student aid fund and faculty sponsored scholarship programmes provides financial support

7. Inclusive environment for PwD students: There are lifts, wheelchairs, ramps, pathways designed for visually impaired and PwD friendly washrooms. College also has membership of Braille library of DULS. Activities are conducted for sensitization of students (EVS).

8. Enabling committee helps pierce the pre-established silence around stigmatised identity and through its timely intervention expands the structural boundaries 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

Various curricular and co-curricular activities emphasize such aspects. The committees actively involved in such work are as follows:

1. NSS: Online quiz competition on Indian Constitution; "Exploring Our Constitution-The Root of Justice" (Power Point Presentation and Pledge), Online Poem competition on role of youth in making India Self-Reliant and photography conteston self reliant India were organized.

2. College departments and committeesorganized various activities under Azadi ka Amrut Mahotsava fuelled by the spirit ofAtma nirbhar Bharat

3. SOCDC: In association with Delhi State Legal Services Authority (DLSA), this college committee initiated an Add on course on constitutional obligations: values, rights, duties and responsibilities of citizens (Proofs covered in 3.4.1)

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://vivekanandacollege.edu.in/azadi-ka-amrut-mahotsav/
Any other relevant information	https://vivekanandacollege.edu.in/wp-content/uploads/2021/12/extension-activities.pdf

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

C. Any 2 of the above

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

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

National/International memorial days are celebrated on a regular basis to promote unity and remind students of our country's rich cultural history. Several committees such as Student Union, Vivekananda Committee and NSS celebrated Azadi ka Amrut Mahotsav. International Women's Day was celebrated by WDC (Presentations on great women thinkers), SOCDC ('Project Shakti') and the political science department ('APRAJITA'). Teachings of Swami Vivekananda and Gandhiji are remembered throughout the year. Vivekananda Committee organized "Abhivyakti '' and interactive sessions while a webinar

was organized by Political Science. Gandhi study circle also organized a Lecture.

Other days celebrated include World environment day (organized by EVS and NSS), National Voters' Day (Political Science Dept.), World Mental Health Day (Applied Psychology Dept.), Menstrual Hygiene Day (NSS), World ozone day (Garden committee and NSS).Several festivals are celebrated including Vasant Panchmi (Music department), Diwali (NSS), Holi (food technology department) and Poshan Maah (Food technology dept.).Other days celebrated by efforts of NSS include World Rivers Day, National Unity Day, Vigilance week, World AIDS Day, National Youth Day, birth anniversary of Subhash Chandra Bose, Road Safety Month, Shaheed Diwas, World No Tobacco Day, Yoga Mahotsav, and International Day Against Drug Abuse And Illicit Trafficking.

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

7.2 - Best Practices

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

Practice 1

1. Title of the Practice

Outreach programs to promote inclusiveness

2. Objectives of the Practice

The primary purpose is to inculcate the values of civic responsibilities in the students by working and supporting the marginalized and deprived sections of our society. The main objectives were as follows

1. Providing services/products to the underprivileged

2. Outreach to increase awareness about relevant issues in the community

3. Outreach to enhance skills in the community

4. Developing beneficial networks through Outreach Programmes to reduce disparities

6. Promoting civic engagement in students

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

The college is located in Trans Yamuna of East Delhi where both the rich and the poor reside in close proximity. A need was soon felt that students should be responsible members of the society and should work on community outreach projects that aim to reduce the gaps between the mainstream and the marginalized sections of our society. The Staff Council had acknowledged the need for engaging our students in community and extension activities and with this intent the 'Social Outreach Committee' was formed in 2018. Project 'HUM' focussed primarily in the area of education but later we also addressed other important issues as well such as environment, and women empowerment etc. Later on, NSS, COVID task force and Vidya Vistar Committee also became actively involved in carrying out extension and outreach programs.The main challenge was the pandemic due to which all activities had to become online.

4. The Practice

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

When carrying out the practice of outreach it was important to develop a system where such community work becomes a part of their student life. The entire initiative was institutionalized from association with an NGO, training of members, linkages with RWA, and important members of the colony, as well as recording of daily attendance.

Providing education for the underprivileged

The slums in JhilMil colony were selected for the daily educational camps as this area was near to the college. Since March 2020 they are being held online due to pandemic. The practice developed as follows:

- Developing awareness for outreach activities in students through notices, posters, meeting and orientation programs.

- Developing adequate skills in students through training program so that they could be better able to work with community members.

- ECA slot in Time Table: Time Table committee ensured that in the ECA slot no lectures were taken and so students could go to the field for extension activities.

- Knowing the area: Walks, Door to door programs, Nukkad Natak, Daan Utsav', and Health Mela in the JhilMil colony were organized

- Developing Linkages with society: We developed a long-term collaboration with two organizations. The first was with an NGO - Slum Swaraj Foundation (education) and second was with Delhi State Legal Services Authority (DLSA) which provides free legal services to weaker sections of the society. Gradually more linkages were formed

- Preparing a self-sustaining system for outreach activities such as educational camps: We decided to start educational camps in the Rajiv Camp of Jhilmil colony where student volunteers taught a group of small students on a specific day of the week. Assignments are given, PTMs are held, festivals and important days are celebrated, and all attendance are maintained. Since March 2020 initiative is online. Online mentoring includes teaching, moral support, educational guidance, social etc. via mobile.

Expansion of outreach initiatives

- Legal awareness: Once we gained entry in the area, another group of student volunteers now focused on legal awareness and SOCDC collaborated with DLSA. Aadhar cards were made in JhilMil colony on the basis of the data collected by students. DLSA Add On was started for college students to increase their legal literacy.

- **Forming New Committees:** Vidya Vistar committee has collaborated with Government Model College, Assam. The COVID-19 task force developed advisories, facilitated on-campus RTPCR Covid 19 testing facility, organized webinars. The existing NSS intensified its efforts on conducting awareness programmes.

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.

Many of the outreach activities were focused on educational camps for slum children whereas others were intended for community improvement with a focus on environment, health, and legal awareness. Feedback from the children living in Slums and PTMs has been very positive. Some children being taught by the college students have shown exceptional results. Jhilmil colony people are now more welcoming of the students and discuss their problems more freely. Our initiatives have also been covered in newspapers. Other awareness programs have also had good attendance and the COVID pandemic has not stopped these efforts.

Students of the college are not only givers but through the community activities they also reap benefits as engagement in such activities leads to academic and personal development. More and more students are getting aware about the outreach activities.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

The main problem was the pandemic due to which the entire outreach activity was turned to online mode. It was also considered important to make everyone aware of the pandemic and then focus on other programs. Both NSS and Covid taskforce were engaged in carrying out several such awareness programs. As teaching became online for slum children, it was realized that many children in slums do not have mobiles/ computers/network required for online teaching. For this teaching was done in smaller groups as per convenience of the students depending when they could borrow mobiles from other family

members. When we had awareness programs for the women from slums they were very shy to speak in the online forum and did not speak in front of everyone. More students are now being engaged in these activities so that more funds or used mobiles/computers can be distributed amongst the children of slums. More funds are needed and for this donation drives are being organized in the college and they are then distributed in nearby slums.

7. Notes (Optional)

Please add any other information that may be relevant for adopting/ implementing the Best Practice in other Institutions (in about150 words).

Any other information regarding Institutional Values and Best Practices which the university would like to include.

Practice 2

   1. Title of the Practice

Online learning and COVID preparedness

2. Objectives of the Practice

What are the objectives / intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice (in about 100 words)?

Due to the COVID-19 pandemic, the college had to make the difficult decision to close and conduct all activities online. However, later during the year at least some activities became in the physical mode. Moreover, the year was marked by lots of uncertainties and accordingly a new practice had to emerge to adapt to this new world. The objectives of this practice were threefold:

1). To ensure that the teaching learning practice goes on effectively in an online world during the pandemic by responding quickly and appropriately

2) To gradually reopen the institution as per GoI guidelines so that

at least some teaching takes place in the physical face to face mode

3) To ensure COVID appropriate behaviours as well encourage prosocial behaviours in all

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

There was an urgent need to rethink education as regular teaching was disrupted and the majority of the teaching learning process became online. Teachers have been forced to rethink their teaching pedagogies to accommodate online learning. Doing practical work in an online mode has been one of the most difficult obstacles. Other activities, such as internships, seminars, and field work, had to be moved online as well. Admissions and administration also became online. All these changes necessitated the acquisition of new skills in order to adapt to the changing environment. The impact on women's education was massive as many women students struggled to manage their studies with academics. Everyone has struggled with the loss of personal interaction. Research suggests that anxiety, despair, and stress have become frequent among students and employees. The college had to build the necessary infrastructure to support the online modality. The college also had to think about how to reopen at least some educational activities while ensuring that COVID appropriate protocols are followed.

4. The Practice

Describe the practice and its uniqueness in the context of India higher education.

- Upgrading ICT: The entire college was made Wifi accessible with a bandwidth > 50 MBPS and all faculty were provided institutional email ids, Google classroom and Zoom were extensively used to conduct online lectures, share resources and conduct internal exams and assignments.

- Training for ICT skills: Since the technology is new for several teachers therefore several webinars as well as FDP

were organized.

- Developing innovative teaching pedagogies appropriate to online mode: Pedagogy was mainly participative with a focus on students engaging in group projects and giving powerpoint presentations, as well as discussions and other activities. Besides online lectures, teachers used Powerpoint presentations, lecture recordings, uploading on google drive, and Audio/video aids. Google Forms were used for taking feedback, research-based activities, maintaining attendance etc. All webinars, FDPs, workshops, DU exams, outreach programmes, heritage walk, pledge sessions have been virtual and conducted through ICT. Research by teachers focused on understanding the social context of the pandemic.

- Enhancing communication during lockdown: All students, faculty and other staff were in constant contact with each other through various means such as whatsapp, emails etc. Faculty groups and student groups were created and university/college communications were immediately posted on website/ student groups/ faculty groups through WhatsApp and email. At times a small support group was created online for helping a critical member.

- Developing tools for assessment: For online assignments online, it was important to develop assess the originality of content. One of the tools used was the plagiarism software Urkund which became available in the college library.

- Availability of Online library Resources: E-library resources became available as the College library had IP access as well as remote access to e-resources of DULS, Membership of Braille library of DULS and N-List was also renewed.

- Ensuring awareness about pandemic: The Covid Task Force of college developed advisories, facilitated on-campus RTPCR Covid 19 testing facility, and organized webinars.

- Focussing on Outreach activities: Anti Covid Task Force was created by 7 NSS units of different colleges of university of Delhi and our NSS unit was also a part of it. NSS worked on different areas to help people like plasma requirement, oxygen department, hospital beds and ventilators, food and security etc. The social outreach committee launched "saarthi" for educational support to slum children, and also distributed free ration to the needy while NSS intensified its outreach

activities. Vidya Vistar committee has collaborated successfully with Government Model College, Assam.

- Planning for reopening the college for partial activities: Planning involved COVId advisories, COVID awareness activities, arrangements for sanitization, staggered timings, following COVID appropriate behaviours, following all safety mandates and upgrading Wifi.

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.

Although the face-to-face interaction of physical classes cannot be replicated in the online approach, the college's response to the pandemic was appropriate given the circumstances. The following examples show how the college acted quickly and effectively:

1. In March 2020 itself all classes and other activities such as webinars and exams became online

2. The feedback survey and satisfaction survey taken during the pandemic year indicated that students were quite satisfied with the online mode

3. The examination results of the students during the above period indicates that students on the whole performed quite well

This experience has implications for future preparedness of the college under similar circumstances if these were to arise again:

1. To ensure that ICT tools are upgraded from time to time and teachers and others stakeholders are trained in them

2. Innovative teaching pedagogies alongside lecture methods are important

3. Inequities in education needs to be reduced by providing financial and other support

4. College should take up the responsibility of creating awareness about COVID-19

5. Counseling and other support during such times is essential for the mental health of everyone

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

While many women students were resilient and gained from these new pedagogies there were others especially those from weaker backgrounds who struggled. COVID forced many of our women students to take up the additional burden of household responsibilities. In certain cases they had to work to support their families. At times, girls took care of sick members of the families and their younger siblings. As students and faculty experienced stress and anxiety, it became vital to provide counseling services. Several webinars/activities were also conducted for coping during these difficult times. The college realized that students coming from weaker sections of the society did not have access to laptops and students (and faculty) could issue laptops from college. Flexibility in assignments schedules further helped students who struggled with internet connections. As per DU guidelines fees was reduced.

File Description	Documents
Best practices in the Institutional website	https://vivekanandacollege.edu.in/wp-content/uploads/2022/01/New-Best-Practices-2020-2021.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Vivekananda college is an all women college that prioritizes women empowerment and a gender-sensitive pedagogy. The college has a long history of fostering women empowerment, in which women are nurtured to realise their full potential and develop leadership skills . The

pedagogy encourages students to question gender-biased attitudes, change behaviours impeding academic performance (e.g., lack of confidence and fear of speaking up in class).To provide choices, the college offers distinctive courses including not offered by many colleges in DU including courses such as Food technology, BSc Home Science, Music and Applied psychology. The sprawling campus spread over an area of over 10 Acres having 5.2 acres of open space for garden and sports facilities provides spaces for intellectual stimulation very central to women students who are able to go out of the confined spaces of their home and develop their potential The current pandemic has affected women education the most, especially those from poor backgrounds. The college provides counselling, financial assistance, and ensures that all acts of sexual harassment are punished. To develop gender sensitivity and develop civic responsibility, the college has an expansive community outreach program that includes committees such as Social Outreach Committee, NSS, and COVID -19 taskforce that encourage women students to spearhead initiatives focussing on diverse issues ranging from education, legal rights, to health

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college is affiliated to DU; CBCS and LOCF have been implemented. DU Academic calendar is followed; it was flexible due to the pandemic. Effective curriculum planning and delivery is done through following measures:

1. Curriculum planning: Before the implementation of the curriculum, the college plans for its introduction: (i) Presently the college is gearing up for NEP for the next session.Several committees are involved in this planning. For e.g. National Education Policy (NEP) committee organised an interactive session on "National Education Policy 2020" and a discussion on the policy was organized by NSS. (ii) Moreover, the committes and departments planned for various activities/webinars in the beginning of the session but some plans had to change because of the unprecedented circumstances.

2. Implementing the curriculum: (i) COVID -19 taskforce was specially constituted to deal with the emergent situation arising from the pandemic andmake recommendations to ensure effective curriculum delivery. (ii) Departments and several committees were involved in implementing the curriculum. TICs of Departments met regularly with department teachers through online and offline mode to discuss workload and then submit it to TimeTable (TT) Committee. TT committee ensured workload was as per DU guidelines and accordingly time tables wereformulated.Academic Development and Career Orientation Committee (ADCC) ensured effective planning for newcourses. Website committee ensured college website is updated, Counselling Cell ensured that a counsellor isavailableand mental health services are available while the library provided adequate online and offline resources.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://vivekanandacollege.edu.in/academic-calendar-2016-17-university-of-delhi/

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

1.The institution religiously follows the academic calender issued by the University of Delhi (DU) and the DU link for the same is given on the college website. All programs commence and disperse classes in a timely manner.

2.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. In addition, the Timetable and Workload Committee, during the covid phase had to plan and strategise measures to avoid any overlap in the timetables, due to scattered/flexible academic calendars for all three years. This ensured, timely completion of the syllabus, followed by timely internal evaluation procedures.

4. The Examination committee ensured smooth conduct of examination in online mode given the present circumstances.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://vivekanandacollege.edu.in/academic-calendar-2016-17-university-of-delhi/

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	A. All of the above

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	View File

1.2 - Academic Flexibility

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

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

13

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

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

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

2

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

26

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 institution prescribes to the latest syllabi issued by the University of Delhi. The syllabi follows an inclusive approach wherein concerns related to Professional Ethics, Gender, Human Values, Environment and Sustainability are addressed through different courses offered by different departments.

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

3. Many other committees are dedicated to particular concerns, for instance Women Development Cell (WDC) tirelessly works on women empowerment; Garden and Environment Committee and Eco Club, EVS department and NSS sensitisestudents on issues related to environment; Social Outreach and Community Development and NSS focus on human values and IQAC endeavours to enhance professional ethics as well as focuses on other relevant issues such as women empowerment etc. Ethical Clearance Committee also ensures that ethical guidelines are followed in research, These committees organise webinars, interactive sessions, talks, workshops where students focus on the aforementioned issues and develop new perspectives on the same (proofs in 3.4.3, 6.5.1 criteria).

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

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

20

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
Institutional Data in Prescribed Format	View File

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

262

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	B. Any 3 of the above

from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://vivekanandacollege.edu.in/wp-content/uploads/2022/01/Feedback-survey-report-2020-21-edited.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://vivekanandacollege.edu.in/wp-content/uploads/2022/01/Feedback-survey-report-2020-21-edited.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2285

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

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

supernumerary seats)

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

885

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

2.2 - Catering to Student Diversity

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

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

2. Teaching pedagogies besides lectures include experiential and participative learning involving projects, research work, powerpoint presentations, audio-visual, diagrams and graphs are used so that both slow and advanced learners benefit.

3. Mentor-Mentee group for students werecreated so that their personal as well as professional issues can be taken up and guidance related to it can be provided.

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

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

6. Students may show different types of intelligence like musical, dance, interpersonal etc.. Based on their specific aptitudes they are given important positions in committees. Department scrutinizes the active participation of advanced

learners and produces coordinators among them so that both all students are benefited.

7. **All students are encouraged to optimize their learning through webinars/workshops/activities. If some students showed interest in certain areas then teachers guide them. Fast learners are given chance to work on new topics and presented to the class.**

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

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

Number of Students	Number of Teachers
2285	**91**

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

2.3 - Teaching- Learning Process

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

Google classroom platform and using other social media are used to conduct teaching during pandemic. Several activities by IT society as well FDPs for faculty have been conducted to make everyone ready in this context.Different teaching methods are adopted to improve student learning.

1. **Experiential learning: Interactive sessions, experiential exercises, presentations by students, project work, virtual field visits, audio-visual aids, practicum, online-demonstrations, Webinars/ online-workshops, debates, and quiz are used besides direct teaching and tutorials.**

2. **Participative learning: Research by students is encouraged and students carry out various projects to encourage**

participative learning. For e.g Food technology department's Research and Innovation Club of the Department is very active. NSS too has carried out research in the context of current pandemic. Besides publications in various college magazines such as Isha, Kasturi wall magazine, and Lavanayam also help in participative learning.

3. Developing problem solving abilities through participation in college committees and internships: Student representatives are there in almost all committees like Student Union, Social outreach committee, College Clubs, ICC etc. so that they actively participate in decision making, develop leadership qualities and learn from doing. Social outreach educational activities for children in slums is carried out mainly by students. Food technology students are engaged on several program such as nutrition report card programme 2020, study on assessment of food security and food safety andthe editorial board of Association of Food Scientists and Technologists – Delhi Chapter. They learn teaming up with students of other colleges, working for newsletter, gain host of opportunities to interact with experts from academia and industry. Students also are encouraged to do internships to develop problem solving abilities.

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

Most teaching was online this year but later on physical mode was also used as follows:

1. ICT Tools: The teachers used ICT tools including computers, interactive white boards, and several softwares. Institute premises are Wifi enabled with a bandwidth upto 300 MBPS. Latest softwares are used by many departments such as maths and computer sciences.

2. Teaching pedagogies: Google classroom and Zoom were used to conduct online lectures, share resources and conduct internal exams and assignments. Pedagogy was mainly participative. Teachers also used Powerpoint presentations, lecturerecordings, uploading on google drive, and Audio/video aids. Google Forms wereused for taking feedback, research-based activities, maintaining attendanceetc. All webinars, FDPs, workshops, DU exams, outreach programmes have beenconducted through ICT

3. Upgrading ICT skills: Several webinars as well as FDP on MS tools was organized by college committees and IQAC. The IT society has conducted digital logo making competition.

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

5. Overcoming challenges: Even though most softwares are in English yet Hindi and Sanskrit departments also could adopt this new technology and were completely online. ICT facilities were upgraded and college laptops made available for issuing.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

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

2.3.3.1 - Number of mentors

22

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

2.4 - Teacher Profile and Quality

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

91

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

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

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

64

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

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

2.4.3.1 - Total experience of full-time teachers

1171

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. During the pandemic a lot of flexibility was given to students in submitting the assignments due to extraordinary circumstances. Extra time is given to some students who have a disability or other problems.

2. Modes of internal assessment: Online assessment was used during pandemic as per DU guidelines. Continuous assessment, End-of-unit tests, mid-unit tests are conducted by teachers according to the requirement of the course. This includes written assignments that can be emailed or uploaded, presentations by students etc. Questions banks are available in the college library and through DU website. The teachers ensure speedy evaluation and students are given feedback about their performance.

3. The college has set up an examination committee for the smooth functioning of conducting exams. The committee follows the guidelines issued by University of Delhi. All exam related procedural guidelines need to be followed by teachers,

4. If students have any grievances, then they can approach the teacher directly. In case it doesn't get resolved then can approach the grievance redressal committee.

5. During the last two semesters, the university has conducted examinations in Open Book Examination Mode (OBE).

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

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

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

Procedure to be followed to register complaint in college:

- The Grievance Committee will meet as and when required depending on grievances received.
- Minimum of 3 members out of 4 members of the Grievance Committee shall be present in a meeting. The members shall study the application and after looking into the relevant documents submit its recommendations and report to the principal as soon as possible within max 15 days of the date of application. In case of any difficulties, the Grievance Committee shall have discussion with the principal before a decision is taken.
- The final settlement of any grievance shall be made within a reasonable period (normally not exceeding one month) by the principal after the recommendations are submitted to her by the Grievance Redressal Committee.
- If a member of the Grievance Committee has a connection with the grievance of the aggrieved individual, the concerned member of the Grievance Committee shall not participate in the deliberations regarding that individual's case.
- If the aggrieved person has a personal relationship with the member of the Grievance Committee, then he/she shall not participate in the deliberations as a member of the Committee when her representation is being considered.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated

and displayed on website and communicated to teachers and students.

1. The UGC-based LOCF focusing on learning outcomes has now been introduced in all courses.

2. After extensive collaboration with all faculty and stakeholders, the relevant department of DU develops Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs). Many college teachers are members of these committees.

3. Once a consensus has been reached, the information is extensively disseminated and popularized through Curriculum, and by teachers in the Classrooms. The curriculum itself is available through the DU link provided on college website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://vivekanandacollege.edu.in/wp-content/uploads/2021/12/POs-and-COs-2.6.1.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

1. All the Outcomes are based on internal and evaluation assessments.

2. Internal evaluation: Continuous internal evaluation is taken to know the levels of outcomes. During the pandemic, online presentations by students were encouraged so that skills and knowledge of students can be assessed. Other modes included home assignments and quiz.

3. External evaluation: Currently this is done in the OBE mode and exams are conducted as per DU guidelines.

4. In order to assess overall behavioral outcomes, students are also encouraged to participate in college committees, and club activities. Though no credit is given for such activities, the best student award is given at the end of the year which takes into account all parameters of the outcomes framework. This encourages a holistic development of students.After the overall results are declared by DU based on internal and external assessment, awards are also given to the students who show meritorious performance. This also encourages all students to improve the performance as per the outcomes based framework. Teachers and students also discuss in various informal meetings how the outcomes can be improved further.

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

2.6.3 - Pass percentage of Students during the year

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

577

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	Nil

2.7 - Student Satisfaction Survey

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

https://vivekanandacollege.edu.in/wp-content/uploads/2021/12/Stud

ent-Satisfaction-survey-Report-2021.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)

4,01,625

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 teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

09

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

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

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

0

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

3.2 - Innovation Ecosystem

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

1. Innovative ecosystem through e-based delivery: This became a backbone during the pandemic and included innovative use of digital classroom, online library services, webinars, and online administration and account services.

2.Transfer of knowledge through MoUs: Vivekananda College has signed two MoUs with Mahatma Hansraj Faculty Development Centre and conducted FDPs.

3.Encouraging innovative research: The Food technology department has a research and innovation club to instil research-oriented aptitude within the students. It has conducted two activities during the mentioned time period: Nutrition Report Card Programme (September 2020) and a study on assessment of Food Security and Food Safety during Lockdown 2.0 in East Delhi-India along with NSS unit of the college. NSS also conducted research on managing stress during difficult times called "??????". Students carry out various projects.

4.Several faculties have published research papers in high impact journals. The Ethical Clearance Committee ensures ethical procedures are followed in research. Dr. Shehnaz Begum also received the International Academic and Research Excellence Award 2021.

5.Magazine Publications: The students were encouraged to present their innovative ideas in various publications of the college (including departmental/committee publications):"Isha" (college magazine), "Kasturi- wall magazine" (Hindi department) and "Lavanyam" (NSS Magazine).

6.Organizing webinars/activities: These webinars include topics like Entrepreneurship, Intellectual Property Rights, skills development etc.

7.Developing innovative networks through Outreach Programmes: Vidya Vistar committee has collaborated successfully with Government Model College, Assam; Social Outreach Committee and NSS are involved in conducting educational camps for the underprivileged and conducting awareness programmes on conservation of nature, cancer awareness, child labour, human rights, stress management, COVID 19 etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vivekanandacollege.edu.in/wp-content/uploads/2021/12/ISHA-E-Magazine-2020-2021.pdf

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

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

05

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

02

File Description	Documents
URL to the research page on HEI website	https://vivekanandacollege.edu.in/wp-content/uploads/2022/01/Ph.D-Guidance.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

15

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

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

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

6

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

3.4 - Extension Activities

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

Vivekananda College organized various extension activities with a

dual objective of not only sensitizing students about various social issues but also contributing to the community and strengthening community participation.

1. Participating in multiple events organized by NSS has resulted in students' broader understanding of social issues such as conservation of nature, cancer awareness, child labour, human rights, Stress Management, COVID 19 etc.

2. To strengthen the community, various events were organised on topics like NEP, Atma Nirbhar Bharat, achievements and role of the Indian Navy, Exploring Our Constitution, Fit India movement, Role of youth in making India Self-Reliant etc.

3. SODCconducted regular educational camps, distributed dry ration and organised legal, health and environmental awareness programmes for slums. "Be Your Own Lakshmi " shared insights with the women participants about the basics of financial concepts.

4. On the occasion of International Girl Child Day, Shahdara District Legal Services Authority (DLSA) in association with SODCorganized a three-day awareness-cum-activity program titled 'Project Shakti'.

5. Add-On courses were organised to increase legal literacy amongst college students which helped the young generation to groom not only as more responsible citizens but also equipped and empowered them in claiming their legal rights.

Through these various extension activities, students have become more responsible towards society and its issues and thus facilitate holistic development.

File Description	Documents
Paste link for additional information	https://vivekanandacollege.edu.in/wp-content/uploads/2021/12/extension-activities.pdf
Upload any additional information	View File

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

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

5

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

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

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

113

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

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

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

6868

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

3.5 - Collaboration

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

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

38

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

1. Campus Area of college: 40586.96 sq. m. (green area:)The sprawling college campus at Vivek Vihar is spread over an area of over 10 Acres which includes 3939 sq metres of built up area & 5.2 acres of open space for garden and sports facilities.

2.Number of classrooms: 61 (including 25 classrooms with LCD facilities),

3.Entire campus is Wifi enabled with bandwidth > 50 MBPS

4.Total number of computers: 151

5.Laboratories: 09

5.1 Computer Lab – 5 with 51 computers

5.2 Food Tech Lab – 2

5.3 Applied Psychology Lab – 2 (one lab is fully equipped with laptops while other has LCD facilities)

6. English Language lab

7. Music Room – 2

8. Gym – 1

9. Seminar Halls: 2 (Both with LCD facilities)

10. Auditorium with a seating capacity of 650

11. College Library: Book bank available. College library has IP access as well as remote access to e-resources of DULS, Membership of Braille library of DULS and N-List renewed every year, number of books: 65715

12. Medical and counseling room: 1

13. Sports room:1

14. Playground: College has a 200 meters Synthetic Athletic Track and a 4200 sq. mt. Hockey Turf is prepared

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.

1.The college provides the following games under Sports activities :

Archery

Hockey

Net Ball

Soft Ball

2. The college has a 200 meters Synthetic Athletic Track in March, 2011 .

3. There is no yoga centre but a fully equipped indoor gymnasium for welfare of the students.

4. There is green area , 5.2 acres of open space for garden and sports facilities available for multipurpose use and different games.

5. Two Music rooms,

```
6. one Student Union room

7. one open air stage for students (where a lot of cultural
activities are held),

8.Cutural activities are also held in the auditorium and seminar
rooms

The college also " arranges cultural activities under the
supervision of Cultural Committee during the whole year from time
to time for enhancing the talent of the students.
```

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.

26

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

```
Year April 2020-March 2021 (INR in Lakhs) UGC Grant –
Rs.73,00,420.00 (Approx.)
```

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

4.2 - Library as a Learning Resource

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

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

- **Nature of automation (fully or partially)**

- **Version - 1.0**

- **Year of Automation -2004**

Present a write-up within a maximum of 200 words.ut

1.Automated Stock Verification.

2.Automatic e-mails of :-

2.1Book Overdue reminders,

2.2Check in and checkout,

2.3 Overdue fine

3 .Scanned Book image and contents in OPAC

4 .Scanned Table of contents of library subscribed journals is created to upload on library website

5 .In-house developed software to record the footfall digitally and installed on the Property Counter computer is being used to compute per day footfall. Members provided with smart I-Card to scan to enter the library.

6. Circulation transactions of the day through ILMS.

7. Clearance of Adhoc teachers, and renewal as per need

8. Clearance of Retiring Faculty, Non teaching staff, & Contractual staff

9. Physical record of the books consulted in a day is maintained in register.

10. First Year students enrolled for library membership

11. Renewal of library membership of UG and PG students

12. All students were also enrolled for accessing N-List e-resources

13. To support online learning teaching virtual orientation programmes were organized for all the college students

14. The recording of the same has been uploaded on library YouTube channel.

15. In-house designed and hosted library website

16. Library facebook page being used for live streaming of college events & also to publicize them.

17. Various social media tools being used to disseminate library information as well as for publicity of college programmes.

18. Library is accessible on the mobile (Smartphone) through its website.

19 .Various QR codes have been generated to facilitate quick and fast access to various library services and social media tools.

20. Online feedback form is mandatory for final year students' clearance but due to pandemic, the process could not be completed.

21. Anti plagiarism software 'Urkund/ being used to generate plagiarism report as per the need of the patrons.

22. Biometric system has been installed for check-in and check out

of books.

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)

Year 2020 - 2021 (INR in Lakhs) 3,67,868.00

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

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

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

78

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

1. The whole campus has the Wi-Fi facilities. For the said purpose, there are 6 Wi-Fi connections i.e. 1 from Delhi University, 1 from NEXTRA, 4 from EXCITEL.
2. ICT Tools: The teachers used ICT tools including computers, interactive white boards, and several softwares. Institute premises are Wifi enabled with a bandwidth upto 300 MBPS. Latest softwares are used by many departments such as maths and computer sciences.
3. Teaching pedagogies: Google classroom and Zoom were used to conduct online lectures, share resources and conduct internal exams and assignments. Pedagogy was mainly participative. Teachers also used Powerpoint presentations, lecturerecordings, uploading on google drive, and Audio/video aids. Google Forms wereused for taking feedback, research-based activities, maintaining attendanceetc. All webinars, FDPs, workshops, DU exams, outreach programmes have beenconducted through ICT
4. Upgrading ICT skills: Several webinars as well as FDP on MS tools was organized by college committees and IQAC. The IT society has conducted digital logo making competition.
5. Online library resources: College library has IP access as well as remote access to e-resources of DULS, Membership of Braille library of DULS and N-List renewed every year
6. Overcoming challenges: Even though most softwares are in English yet Hindi and Sanskrit departments also could adopt this new technology and were completely online. ICT facilities were upgraded and college laptops made available for issuing.

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

4.3.2 - Number of Computers

157

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

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)

Year •01.04.2020 to 31.03.2021 (INR in Lakhs) •40,26,556/-

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	**No File Uploaded**
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 developed procedures for this where all stakeholders are involved. The proceduresinvolvelabelling all college files, stock register maintenance, signing of annual maintenance contractsand delegating responsibilities for actual

maintenance/utilization of college facilities. Students are given proper instructions for usage of the equipment, books etc. All the purchases and repair & maintenance expenditure have been made as per GRF 2017 and its amendments. Central purchase and stock verification committee ensures that purchases follow the right procedures and that stock verification takes place periodically. Library maintenance is carried o

ut by librarian and her team who ensures good condition of books, regular book binding, and removal of old books; laboratories are regularly maintained by the Laboratory attendant and lab assistants; computers, UPS, Softwares and LCDs are maintained by technicians, Lab Assistants, and TICs; safai karamcharis and Lab attendants clean rooms/labs; Directorof Physical Education, Sports committee and support staff look after the sports facilities while gardeners are assigned for the upkeep of the gardens. The college has a building subcommittee constituted by the Governing Body of college which recommends repairs and expansion of college infrastructure.proofs are attached :-

STOCK REGISTER

GFR 2017

AMC OF PURIFIER

LIBRARY COMPUTER AMC

AMC OF HP COMPUTERS

AMC OF LSEase SOFTWARE

FIRE REFILLING MAINTENANCE PROOF

AMC OF BIOENABLE

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

1

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

31

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	https://vivekanandacollege.edu.in/wp-content/uploads/2022/03/capability-enhancement-program-5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

440

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

440

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	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

2

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

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

5.2.2.1 - Number of outgoing student progression to higher education

72

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

18

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

5.3 - Student Participation and Activities

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

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

3

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. 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. Cultural Clubs. These have active participation of students and include Aarohi (The Indian Music Society), Buniyaad (Dramatic Society), Click 'O' Mania (Photography Society), Ahsaas (Creative Writing Society), Kalakriti (Art And Craft Society), Nrityam (Indian Classical Dance Society), Thirkan (Folk Dance Society), Vibes (Western Music Society) Vivacious (Western Dance Society) , Alluring Dazzlers (Fashion Society).

3. College Committees: Students are represented in a number of committees such as IQAC, ICC, Social Outreach committee, NSS etc.

4. 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.They actively help in organizing webinars and other activities.

5. Publications of College: The college magazine 'ISHA', and other publications such as Kasturi wall magazine and Lavanayam 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

55

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

Registration of the Alumni Association is in progress.

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

> 1. **The institution is affiliated to the University of Delhi. Itis dedicated to impart quality education to women. It runs undergraduate programs in different disciplines and also offers post-graduate programs in some fields (M.A.**

Hindi and M.A. Sanskrit; M.A. English has also been recently approved to be offered). The college also runscertificate/diploma/add-on courses for catering to the diverse interests of students.

2. In addition, the college promotes participation of students in sports and ECA, for all-round development. The institution imbibes the ideals of Swami Vivekananda, "Arise, awake and stop not till the goal is reached" wherein the goal is to provide quality education to young minds, promote an ethos of inclusivity and achieve academic excellence. The teaching and non-teaching staff diligently work together in order to align with the vision of the college.

3. The faculty members are part of different staff council committees dedicated to accommodate the requirements of the institution and its stakeholders.

4. In future, the institution aims to maintain its all-round excellence, impart quality education, conduct programs/take initiatives for extensive development of students (MoUs have been signed by IQAC and Maths department), upscale the skills of teaching and non-teaching staff, promote critical thinking through experiential learning, and contribute to the betterment of the society via its social outreach initiatives.

File Description	Documents
Paste link for additional information	https://vivekanandacollege.edu.in/vision-and-mission/
Upload any additional information	View File

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

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

1. (i) A Governing Body, constituted by the Executive Council, Delhi University administers the college affairs and appoints a full-time principal responsible for overall management. (ii)The Principal is appointed as the head of the institution and ensures that staff council meetings are held regularly; in one such meeting the Social Outreach

Committee was formed in 2019. It had a faculty convenor and 8 core members and several meetings were held to initiateprogrammes. They then formed a students' team by creating awareness through notices and posters. Student coordinators spearheaded different activities and met regularly. The committee then made linkages with RWAs, NGOs etc.

2. Besides, each teacher is a part of two staff council committees and each committee is governed under the guidance of a convener.

3. Each department works under the aegis of its teacher in-charge, further each teacher is allocated a list of students to mentor, additionally, select students are appointed as office bearers/class representatives to ensure a channelisedworking/communication.

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1.Teaching Learning:

a.VNC made teaching online as soon as August 2020 using e-platforms such google meet and Zoom. For later part of academic year activities were also available offline.

b.University/college communications were immediately posted on website/ student groups/ faculty groups through WhatsApp and email.

c.Specific training activities to support teachers, webinars, virtual heritage walk, virtual pledge sessions were held.

d.MoUs with colleges/universitieswere also signed

e.Research by teachers focused on understanding the social context of the pandemic.

2.Awareness programs about pandemic

a.The COVID -19 task force developed advisories, facilitated on-campus RTPCR Covid 19 testing facility, organized webinars such as: ?????? ???: ??? ?? ???? ??? ?? ????(Corona Kaal: Kuch Aap Beeti Kuch Jug Beeti).

b.NSS too organized several activities including pledge to protect ourselves from Covid 19, vaccination drive campaign Vaccine ?????(Utsav) from 11th -14th April 2021.

3.Library, ICT and physical infrastructure:

a.Improved Infrastructure: Better wifi facilities, issuing laptops, providing faculty with institutional email ids, e-resources of library through N-List and other e-resources.

4.Mental health

a. Since mental health issues were a main concern, a counsellor was available throughout.

b. Several webinars and workshops were also organized so that students could cope up more effectively.

5.Outreach Activities

a.The social outreach committee launched "saarthi" for educational support to slum children, and also distributed free ration to the needy while NSS intensified its outreach activities.

b. Vidya Vistar committee has collaborated successfully with Government Model College, Assam.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://vivekanandacollege.edu.in/wp-content/uploads/2022/01/Strategic-Plan-11.01.2022-.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.

1.The functioning and policies of the Institution and its bodies demonstrate efficiency and effectiveness. The decision making represents participative management at various stages. The first tier is represented by the Governing Body which comprises of Chairman, Treasurer, members, University Representatives, Teaching Representatives, non-Teaching Representative and Officiating Principal.

2.The teaching staff is divided into departments with TIC heading each department. The college also has 38 functioning staff council committees which play an active role in the functioning of the college.

3.The decisions taken by the authorities and staff council committees are implemented in the college with the support of Adminstrative wing. Administrative wing comprises of the Office of the Principal, Administration section, Accounts section, Medical staff, Library staff and RTI cell.Administration wing comprises of Sr. P.A to the principal and Officiating Adminstrative officer, Administrative officer, Section Officer (Admin), Senior Assistant and Officiating Section Officer (Accounts), Assistant & Officiating Senior Assistant (Accounts) Drafting and Offg. JACT (Admin), Sr. Technical Assistant (Computer Lab/ Contract), Assistants, Junior Assistants, Librarian, Professional Assistant & Offg. Librarian, Lab Assistant (Applied Psychology Dept.), Lab Assistant (Food Technology Dept.), Lab Attendant (Applied Pshychology Dept.), Lab Attendant (Computer Lab), Library Attendant & Offg. Library Assistant, Library Attendants. The non Teaching staff is recruited according to Recruitment Rules (Non-Teaching Employees) 2020 under Ordinance XXII-D.

4. The policy and decision making process at the institution is participative which involves various levels of stakeholders supported by the administrative set up.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://vivekanandacollege.edu.in/wp-content/uploads/2021/12/Organogram-pdf.pdf
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 inter faces	View File
Any additional information	View File
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

1.For teachers

1.a. COVID -19 task force facilitated on-campus RTPCR Covid 19 testing facility

1.b. Faculty Development Programs (FDPs) organised by the college;

1.c. Teachers given leave for undergoing FDPs;

1.d.LTC facility

1.e. All kinds of leave as per DU guidelines including casual leave, earned leave, medical leave, sabbatical, study leave, maternity leave,child care leave.

1.f.Group insurance of staff members

1.g.CGHS facilities

1.h.Nurse on campus

1.i.Counselor on campus

1.j.Children Education Allowance

1.k.Canara Bank extention counter on campus

1.l.Felicitation of faculty on reaching milestones in career

1.m.Ward quota for admission as per DU guidelines

1.n. Staff quarters on campus

1.o.Gym facilities

1.p. Canteen and Tea Club

1.q. Staff lounge/room

2. For non-teaching staff

2.a. COVID -19 task force facilitated on-campus RTPCR Covid 19 testing facility

2.b. All kinds of leave as per DU guidelines including casual leave, earned leave, medical leave, sabbatical, study leave, maternity leave.

2.c. Group insurance of staff members

2.d. LTC facility

2.e. Nurse on campus

2.f. Counselor on campus

2.g. Canara Bank Extention counter on campus

2.h. Felicitation on reaching milestones in career

2.i. Children Education Allowance

2.j.Ward quota for admission as per DU guidelines

2.k. Staff quarters on campus

2.l.Gym facilities

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

00

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

02

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

35

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	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

1. **Teaching staff: The academic year 2020-21 marked the processing of promotions for first and second level, for teaching staff. Starting the procedure in a systematic manner by issuing notifications and making announcementsin**

the month of November. The institution executed appraisal for teaching staff, following the guidelines underlined by the central government and the University of Delhi. The interviews were conducted under the aegis of Dr. Hina Nandrajog (Acting Principal) and the screening committee, following the orders issued by the University of Delhi under Career Advancement Scheme (CAS-2018) as per UGC regulations and norms.

2. Non-Teaching: The institution simultaneously follows the guidelines issued by central government and the university for appraisal. The non-teaching staff is required to maintain a regular annual APAR (Annual Performance Assessment Report).

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

1.Internal Financial Audit of the College is being conducted at regular intervals in the College. It is done upto the financial year 2019-20 and the financial year 2020-21 is under process.

2. External audit is conducted every two years. External audit was completed till March 2020.

Most of audit objections have been settled. Work is under progress for some objections.

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

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

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

0

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

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

1. **Mobilization of Funds: (a) The major funding comes from UGC (95%) while 5% from Delhi Government. UGC grant provides for salaries and other expenses. Student tuition feesprovides for additional funds. (b) Government/non-government agencies sponsor events including conferences/webinars. Sponsorships are sought from individuals/corporates for events and conferences. (c) The institution, and private individualsprovide scholarships to deserving students.**

2. **Mechanism to utilise funds: (a) The purchases of items for the college are made through GeM following GFR-2017.(b) The principal, Central purchase and stock verification committee and accounts department ensure optimum utilization of funds. Moreover, The Central Purchase and Stock Verification Committeeseeks quotations from vendors for the purchase of equipments above Rs. 25,000/- .The administration maintains a stock register of consumable and non-consumable items.Before the financial year begins, the Principal, the Accounts Department and the TICs provide inputs for the college budget.The institutional budget includes both recurring as well as non-recurring expenses and is scrutinized and approved by the Governing Body. The Principal, the Central Purchase and Stock Verification**

Committeeand the Accounts Department ensure that expenses are as per budgetary provisions.

3. Optimal utilisationof resources: (a) During pre-pandemic times, the Time Table committee ensured thatclassrooms wereallotedto accomodatethe needs of students and the subjects; (b) thelibrary functions from 9 to 5.30, on weekends and after college hours, the college makes optimal use of its resources as it is also a study centre for (c) Non-Collegiate Women's Education Board (NCWEB) and (d) IGNOU.

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 record keeping to promote academic excellence: Through the systematic record keeping, IQAC developed effective intervention strategies for quality improvement:

   - Stage 1: Having meetings with stakeholders regarding quality parameters

   - Stage 2: Taking feedback and actions from stakeholders

   - Stage 3: Decentralizing the process of collecting information. Instead of one single AQAR form or criteria wise AQAR forms, separate forms for teachers, students, departments, committees, admin and accounts were developed based on quality requirements by the IQAC committee and these were communicated through WhatsApp groups.

   - Stage 4: Sifting and analysing forms for relevant information, organizing it and developing effective

interventions such as a ensuring more effective grievance policy, conducting FDP and webinars in areas that required attention and guiding other committees to promote excellence.

- Stage 5: A repository was developed, it can be accessed through google drive and the available information is further sent to different sources (like DU, annual reports) as and when required.

2. Developing a more effective online system for feedback and satisfaction: The feedback survey earlier used to be conducted onlinebut this time, it was obtained not only from the students (2019-2020) but also from teachers and alumni. Moreover the sample size increased from 365 students to 927-almost a double of the earlier response. In addition, an action taken report has been added. Another initiative of the IQAC was the online Student Satisfaction survey wherein data was collected from 1043 students. In addition, a meeting was arranged with the principal to reflect on the same for further improvements.

File Description	Documents
Paste link for additional information	https://vivekanandacollege.edu.in/iqac/
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: As part of quality assurance strategy, the IQAC committee decided to organise a series of webinars, interactive sessions, workshops etc. on relevant topics, every semester and propose/implement new initiatives.

(i) The IQAC organised a seven day FDP with the objective of building awareness about different Microsoft Tools. The event was attended by faculty members and research scholars from different institutions of higher learning, across the country.

(ii) The IQAC organised an interactive series on "women empowerment" wherein myriad significant topics were covered.

(iii) The IQAC also suggested to expand the social outreach initiatives wherein the Social Outreach and Community Development Committee, faculty members, students worked together towards the betterment of the community.

(iv) On the basis of current scenario wherein we are reeling under the impact of the pandemic, gearing up to prepare for the New Education Policy; committees viz. Covid-19 Task force, NEP and Vidya Vistar were formed to ensure effective teaching-learning measures.

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. Around 28 meetings have been conducted from February 2021 onwards to discuss and ensure quality measures, at regular intervals.

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 analysed and suitable actions were initiated for further improvements.

File Description	Documents
Paste link for additional information	https://vivekanandacollege.edu.in/iqac/
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)** | C. Any 2 of the above |

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

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

The college is ALL girls college and focus is on gender empowerment:

Specific Committees

WDC focuses on empowerment and Internal Complaints committee looks into specific issues of sexual harassment

Mental health of women

1. Counseling cell: Counselling services for students and conducts Webinars

2. Applied Psychology Deptt: MeHeal- Annual Mental Health Event

3. NSS: Webinars on "Stress Management", "Cancer Awareness", Film screening on "Menstrual Hygiene Day", etc.

Women centric Awareness programmes

1. SOCDC: 'Project Shakti' and members took an anti-dowry pledge.

2. WDC: Student presentations, on great women thinkers; lectures on "SexualHarassment at Workplace", and "Women Empowerment"

3. IQAC conducted a series of four webinars on women empowerment.

4. Political science Dept. organized APRAJITA

5. Poster making competition by kalakriti on "Women Empowerment"

6. Gandhi Study circle: Webinar on "Mahatma Gandhi aur Mahila Sashaktikaran"

7. NSS: Several webinars and activities were conducted on rights of women, elimination of violence against women, education of girl child, Women's empowerment, Eminent women of India, Menstrual Hygiene etc.

8. Focus on women's financial independence through webinars conducted by Commerce, Economics and political Science departments as well as SOCDC.

9. Focus on Women's nutrition: Food technology department conducted Activities on "Create a Mid-Morning Snack for Kindergarten Child" and "Nutrition Report Card Programme"

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

Menstrual hygiene Sanitary napkin disposal and dispensers (automatic)

File Description	Documents
Annual gender sensitization action plan	https://vivekanandacollege.edu.in/wp-content/uploads/2022/01/new-Annual-Gender-Sensitization-Action-Plan-2020-21.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://vivekanandacollege.edu.in/infrastructure-and-facilities/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

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

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

College has organized numerous cleanliness campaigns over the last few years. These initiatives encourage students to separate recyclable and non-recyclable wastes. New dustbins are often installed as part of such drives. Green and blue dustbins are available at every floor of college building, canteen and garden area.

Solid waste management: The institution has two functional compost pits (geotagged image uploaded) for the organic solid waste management. The organic waste of the college garden such as dry leave, grass, small branches of trees etc. segregated and used in the pit compost for the generation of nutrient rich compost. Usually, it takes few months to convert waste to compost under normal environmental conditions. In additional, Institute also has compost machine (geotagged image uploaded) for fast composting of kitchen and garden waste.

Liquid waste management: The institute has a waste water recycling unit near gate no. 1. With the help of this college waste water used for the purpose of gardening

Biomedical waste management: The institute has a separate room for medical benefits to the students and also has a separate dustbin for medical waste. Moreover, college has also installed sanitary napkin disposal machine which reduces the waste in efficient manner without polluting nearby areas.

E-waste management: College has a separate store room for the safe storage of electronic waste. After certain interval of time college hand over E waste to concerned agencies by the auction process.

Waste recycling system: Organic waste of college canteen usually used for the production of compost with the help of compost machine which is installed near the big auditorium.

Hazardous chemicals and radioactive waste management: The institute has 5 laboratory which do not works on hazardous or radioactive element. Therefore, no radioactive waste management needed.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	View File

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

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**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	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

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

College is undertaking initiatives for an inclusive environment and developing tolerance and harmony. Besides the curriculum, following activities are undertaken:

1. **Exposure to diverse cultural traditions through various clubs/societies activities including Arts and Crafts, Indian Folk Dance, Indian Music, and Indian classical. Bharatanatyam with French music and video on "Life during lockdown" (in French) were organized during Pallavi. SPICMACAY raises awareness about our Cultural traditions.**

2. **Focus on linguistic diversity: Besides Hindi, English, and Sanskrit, French and German is also taught and activities undertaken in all 4 languages.**

3. **College publications etc to promote inclusiveness and appreciate linguistic diversity. These include Kasturi, Isha, Film screening and Reading clubs (English) and "Lavanyam".**

4. **Outreach activities emphasizing inclusiveness: For underprivileged families in slums, SOCDC initiated 'Saarthi' educational initiative and distributed food during the pandemic.**

5. **Tolerance and Harmony promoted by specific committees including Vivekananda Committee, Gandhi Study Circle and Ambedkar & Social Justice.**

6. **Financial support:** Fee concession committee through the Student aid fund and faculty sponsored scholarship programmes provides financial support

7. **Inclusive environment for PwD students:** There are lifts, wheelchairs, ramps, pathways designed for visually impaired and PwD friendly washrooms. College also has membership of Braille library of DULS. Activities are conducted for sensitization of students (EVS).

8. **Enabling committee** helps pierce the pre-established silence around stigmatised identity and through its timely intervention expands the structural boundaries 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

Various curricular and co-curricular activities emphasize such aspects. The committees actively involved in such work are as follows:

1. NSS: Online quiz competition on Indian Constitution; "Exploring Our Constitution-The Root of Justice" (Power Point Presentation and Pledge), Online Poem competition on role of youth in making India Self-Reliant and photography conteston self reliant India were organized.

2. College departments and committeesorganized various activities under Azadi ka Amrut Mahotsava fuelled by the spirit ofAtma nirbhar Bharat

3. SOCDC: In association with Delhi State Legal Services Authority (DLSA), this college committee initiated an Add on course on constitutional obligations: values, rights, duties and responsibilities of citizens (Proofs covered in 3.4.1)

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://vivekanandacollege.edu.in/azadi-ka-amrut-mahotsav/
Any other relevant information	https://vivekanandacollege.edu.in/wp-content/uploads/2021/12/extension-activities.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**C. Any 2 of the above**

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

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

National/International memorial days are celebrated on a regular basis to promote unity and remind students of our country's rich cultural history. Several committees such as Student Union, Vivekananda Committee and NSS celebrated Azadi ka Amrut Mahotsav. International Women's Day was celebrated by WDC (Presentations on

great women thinkers), SOCDC ('Project Shakti') and the political
science department ('APRAJITA'). Teachings of Swami Vivekananda
and Gandhiji are remembered throughout the year. Vivekananda
Committee organized "Abhivyakti '' and interactive sessions while
a webinar was organized by Political Science. Gandhi study circle
also organized a Lecture.

Other days celebrated include World environment day (organized by
EVS and NSS), National Voters' Day (Political Science Dept.),
World Mental Health Day (Applied Psychology Dept.), Menstrual
Hygiene Day (NSS), World ozone day (Garden committee and
NSS).Several festivals are celebrated including Vasant Panchmi
(Music department), Diwali (NSS), Holi (food technology
department) and Poshan Maah (Food technology dept.).Other days
celebrated by efforts of NSS include World Rivers Day, National
Unity Day, Vigilance week, World AIDS Day, National Youth Day,
birth anniversary of Subhash Chandra Bose, Road Safety Month,
Shaheed Diwas, World No Tobacco Day, Yoga Mahotsav, and
International Day Against Drug Abuse And Illicit Trafficking.

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

7.2 - Best Practices

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

Practice 1

1. Title of the Practice

Outreach programs to promote inclusiveness

2. Objectives of the Practice

The primary purpose is to inculcate the values of civic
responsibilities in the students by working and supporting the

marginalized and deprived sections of our society. The main objectives were as follows

1. Providing services/products to the underprivileged

2. Outreach to increase awareness about relevant issues in the community

3. Outreach to enhance skills in the community

4. Developing beneficial networks through Outreach Programmes to reduce disparities

6. Promoting civic engagement in students

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

The college is located in Trans Yamuna of East Delhi where both the rich and the poor reside in close proximity. A need was soon felt that students should be responsible members of the society and should work on community outreach projects that aim to reduce the gaps between the mainstream and the marginalized sections of our society. The Staff Council had acknowledged the need for engaging our students in community and extension activities and with this intent the 'Social Outreach Committee' was formed in 2018. Project 'HUM' focussed primarily in the area of education but later we also addressed other important issues as well such as environment, and women empowerment etc. Later on, NSS, COVID task force and Vidya Vistar Committee also became actively involved in carrying out extension and outreach programs.The main challenge was the pandemic due to which all activities had to become online.

4. The Practice

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

When carrying out the practice of outreach it was important to develop a system where such community work becomes a part of their student life. The entire initiative was institutionalized

from association with an NGO, training of members, linkages with RWA, and important members of the colony, as well as recording of daily attendance.

Providing education for the underprivileged

The slums in JhilMil colony were selected for the daily educational camps as this area was near to the college. Since March 2020 they are being held online due to pandemic. The practice developed as follows:

- Developing awareness for outreach activities in students through notices, posters, meeting and orientation programs.

- Developing adequate skills in students through training program so that they could be better able to work with community members.

- ECA slot in Time Table: Time Table committee ensured that in the ECA slot no lectures were taken and so students could go to the field for extension activities.

- Knowing the area: Walks, Door to door programs, Nukkad Natak, Daan Utsav', and Health Mela in the JhilMil colony were organized

- Developing Linkages with society: We developed a long-term collaboration with two organizations. The first was with an NGO - Slum Swaraj Foundation (education) and second was with Delhi State Legal Services Authority (DLSA) which provides free legal services to weaker sections of the society. Gradually more linkages were formed

- Preparing a self-sustaining system for outreach activities such as educational camps: We decided to start educational camps in the Rajiv Camp of Jhilmil colony where student volunteers taught a group of small students on a specific day of the week. Assignments are given, PTMs are held, festivals and important days are celebrated, and all attendance are maintained. Since March 2020 initiative is online. Online mentoring includes teaching, moral support, educational guidance, social etc. via mobile.

Expansion of outreach initiatives

- **Legal awareness:** Once we gained entry in the area, another group of student volunteers now focused on legal awareness and SOCDC collaborated with DLSA. Aadhar cards were made in JhilMil colony on the basis of the data collected by students. DLSA Add On was started for college students to increase their legal literacy.

- **Forming New Committees:** Vidya Vistar committee has collaborated with Government Model College, Assam. The COVID -19 task force developed advisories, facilitated on-campus RTPCR Covid 19 testing facility, organized webinars. The existing NSS intensified its efforts on conducting awareness programmes.

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.

Many of the outreach activities were focused on educational camps for slum children whereas others were intended for community improvement with a focus on environment, health, and legal awareness. Feedback from the children living in Slums and PTMs has been very positive. Some children being taught by the college students have shown exceptional results. Jhilmil colony people are now more welcoming of the students and discuss their problems more freely. Our initiatives have also been covered in newspapers. Other awareness programs have also had good attendance and the COVID pandemic has not stopped these efforts.

Students of the college are not only givers but through the community activities they also reap benefits as engagement in such activities leads to academic and personal development. More and more students are getting aware about the outreach activities.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

The main problem was the pandemic due to which the entire

outreach activity was turned to online mode. It was also considered important to make everyone aware of the pandemic and then focus on other programs. Both NSS and Covid taskforce were engaged in carrying out several such awareness programs. As teaching became online for slum children, it was realized that many children in slums do not have mobiles/ computers/network required for online teaching. For this teaching was done in smaller groups as per convenience of the students depending when they could borrow mobiles from other family members. When we had awareness programs for the women from slums they were very shy to speak in the online forum and did not speak in front of everyone. More students are now being engaged in these activities so that more funds or used mobiles/computers can be distributed amongst the children of slums. More funds are needed and for this donation drives are being organized in the college and they are then distributed in nearby slums.

7. Notes (Optional)

Please add any other information that may be relevant for adopting/ implementing the Best Practice in other Institutions (in about150 words).

Any other information regarding Institutional Values and Best Practices which the university would like to include.

Practice 2

   1. Title of the Practice

Online learning and COVID preparedness

2. Objectives of the Practice

What are the objectives / intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice (in about 100 words)?

Due to the COVID-19 pandemic, the college had to make the difficult decision to close and conduct all activities online. However, later during the year at least some activities became in

the physical mode. Moreover, the year was marked by lots of uncertainties and accordingly a new practice had to emerge to adapt to this new world. The objectives of this practice were threefold:

1). To ensure that the teaching learning practice goes on effectively in an online world during the pandemic by responding quickly and appropriately

2) To gradually reopen the institution as per GoI guidelines so that at least some teaching takes place in the physical face to face mode

3) To ensure COVID appropriate behaviours as well encourage prosocial behaviours in all

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

There was an urgent need to rethink education as regular teaching was disrupted and the majority of the teaching learning process became online. Teachers have been forced to rethink their teaching pedagogies to accommodate online learning. Doing practical work in an online mode has been one of the most difficult obstacles. Other activities, such as internships, seminars, and field work, had to be moved online as well. Admissions and administration also became online. All these changes necessitated the acquisition of new skills in order to adapt to the changing environment. The impact on women's education was massive as many women students struggled to manage their studies with academics. Everyone has struggled with the loss of personal interaction. Research suggests that anxiety, despair, and stress have become frequent among students and employees. The college had to build the necessary infrastructure to support the online modality. The college also had to think about how to reopen at least some educational activities while ensuring that COVID appropriate protocols are followed.

4. The Practice

Describe the practice and its uniqueness in the context of India higher education.

- Upgrading ICT: The entire college was made Wifi accessible with a bandwidth > 50 MBPS and all faculty were provided institutional email ids, Google classroom and Zoom were extensively used to conduct online lectures, share resources and conduct internal exams and assignments.

- Training for ICT skills: Since the technology is new for several teachers therefore several webinars as well as FDP were organized.

- Developing innovative teaching pedagogies appropriate to online mode: Pedagogy was mainly participative with a focus on students engaging in group projects and giving powerpoint presentations, as well as discussions and other activities. Besides online lectures, teachers used Powerpoint presentations, lecture recordings, uploading on google drive, and Audio/video aids. Google Forms were used for taking feedback, research-based activities, maintaining attendance etc. All webinars, FDPs, workshops, DU exams, outreach programmes, heritage walk, pledge sessions have been virtual and conducted through ICT. Research by teachers focused on understanding the social context of the pandemic.

- Enhancing communication during lockdown: All students, faculty and other staff were in constant contact with each other through various means such as whatsapp, emails etc. Faculty groups and student groups were created and university/college communications were immediately posted on website/ student groups/ faculty groups through WhatsApp and email. At times a small support group was created online for helping a critical member.

- Developing tools for assessment: For online assignments online, it was important to develop assess the originality of content. One of the tools used was the plagiarism software Urkund which became available in the college library.

- Availability of Online library Resources: E-library resources became available as the College library had IP access as well as remote access to e-resources of DULS,

- Membership of Braille library of DULS and N-List was also renewed.

- Ensuring awareness about pandemic: The Covid Task Force of college developed advisories, facilitated on-campus RTPCR Covid 19 testing facility, and organized webinars.

- Focussing on Outreach activities: Anti Covid Task Force was created by 7 NSS units of different colleges of university of Delhi and our NSS unit was also a part of it. NSS worked on different areas to help people like plasma requirement, oxygen department, hospital beds and ventilators, food and security etc. The social outreach committee launched "saarthi" for educational support to slum children, and also distributed free ration to the needy while NSS intensified its outreach activities. Vidya Vistar committee has collaborated successfully with Government Model College, Assam.

- Planning for reopening the college for partial activities: Planning involved COVId advisories, COVID awareness activities, arrangements for sanitization, staggered timings, following COVID appropriate behaviours, following all safety mandates and upgrading Wifi.

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.

Although the face-to-face interaction of physical classes cannot be replicated in the online approach, the college's response to the pandemic was appropriate given the circumstances. The following examples show how the college acted quickly and effectively:

1. In March 2020 itself all classes and other activities such as webinars and exams became online

2. The feedback survey and satisfaction survey taken during the pandemic year indicated that students were quite satisfied with the online mode

3. The examination results of the students during the above period indicates that students on the whole performed quite well

This experience has implications for future preparedness of the college under similar circumstances if these were to arise again:

1. To ensure that ICT tools are upgraded from time to time and teachers and others stakeholders are trained in them

2. Innovative teaching pedagogies alongside lecture methods are important

3. Inequities in education needs to be reduced by providing financial and other support

4. College should take up the responsibility of creating awareness about COVID-19

5. Counseling and other support during such times is essential for the mental health of everyone

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

While many women students were resilient and gained from these new pedagogies there were others especially those from weaker backgrounds who struggled. COVID forced many of our women students to take up the additional burden of household responsibilities. In certain cases they had to work to support their families. At times, girls took care of sick members of the families and their younger siblings. As students and faculty experienced stress and anxiety, it became vital to provide counseling services. Several webinars/activities were also conducted for coping during these difficult times. The college realized that students coming from weaker sections of the society did not have access to laptops and students (and faculty) could issue laptops from college. Flexibility in assignments schedules further helped students who struggled with internet connections. As per DU guidelines fees was reduced.

File Description	Documents
Best practices in the Institutional website	https://vivekanandacollege.edu.in/wp-content/uploads/2022/01/New-Best-Practices-2020-2021.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Vivekananda college is an all women college that prioritizes women empowerment and a gender-sensitive pedagogy. The college has a long history of fostering women empowerment, in which women are nurtured to realise their full potential and develop leadership skills . The pedagogy encourages students to question gender-biased attitudes, change behaviours impeding academic performance (e.g., lack of confidence and fear of speaking up in class).To provide choices, the college offers distinctive courses including not offered by many colleges in DU including courses such as Food technology, BSc Home Science, Music and Applied psychology. The sprawling campus spread over an area of over 10 Acres having 5.2 acres of open space for garden and sports facilities provides spaces for intellectual stimulation very central to women students who are able to go out of the confined spaces of their home and develop their potential The current pandemic has affected women education the most, especially those from poor backgrounds. The college provides counselling, financial assistance, and ensures that all acts of sexual harassment are punished. To develop gender sensitivity and develop civic responsibility, the college has an expansive community outreach program that includes committees such as Social Outreach Committee, NSS, and COVID -19 taskforce that encourage women students to spearhead initiatives focussing on diverse issues ranging from education, legal rights, to health

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

7.3.2 - Plan of action for the next academic year

1.The current pandemic is transforming our world and changing the skills requirements. In today environment, varied skills such as those related to IT, entrepreneurship, coping, and research have become increasingly vital. IQAC intends to conduct activities that will help students and staff develop these skills. 2. It is vital to help one another throughout the pandemic and post pandemic, especially the most vulnerable sections of society. The IQAC plans to increase the college outreach efforts. 3. NEP has reformed education in a way that has never been done before. IQAC aspires that the college is better prepared for NEP. The NEP committee has already been formed at the college, and the focus in the future will be on stepping up these efforts. 4. The question of when and how to securely reopen the college without jeopardising public health is on everyone mind. The IQAC would like to prepare for a safe college reopening while also ensuring that resources are used wisely in areas where they are most needed. Infrastructure expansion will be critical, and IQAC will pursue this goal as well. 5. Developing more formal linkages with other universities and colleges through MoUs will improve knowledge transfer, and the IQAC will focus its efforts in this direction.