



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE
Name of the head of the Institution	Dr. R. Ganesan
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04423635101
Mobile no.	9444836223
Registered Email	principal@dgvaishnavcollege.edu.in
Alternate Email	dgvciqac@gmail.com
Address	No. 833, Gokul Bagh, E.V.R. Periyar Salai, Arumbakkam
City/Town	Chennai
State/UT	Tamil Nadu
Pincode	600106

2. Institutional Status					
Autonomous Status (Provide date of Conformant of Autonomous Status)			22-Sep-2008		
Type of Institution			Co-education		
Location			Urban		
Financial Status			state		
Name of the IQAC co-ordinator/Director			Dr. Haridayal Sharma		
Phone no/Alternate Phone no.			04423635101		
Mobile no.			9444339345		
Registered Email			iqac@dgvaishnavcollege.edu.in		
Alternate Email			dgvc iqac@gmail.com		
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)			http://www.dgvaishnavcollege.edu.in/dgvc_new/uploads/iqac/AQAR%202017-2018(1).pdf		
4. Whether Academic Calendar prepared during the year			Yes		
if yes,whether it is uploaded in the institutional website: Weblink :			http://www.dgvaishnavcollege.edu.in/dgvc_new/pdf/calendar/calendar.pdf		
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	3.02	2005	28-Feb-2005	27-Feb-2010
2	A	3.57	2013	12-Jan-2013	11-Jan-2018
6. Date of Establishment of IQAC			15-Jul-2005		
7. Internal Quality Assurance System					

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Faculty Orientation Programme	21-Nov-2018 7	85
State level Workshop on Dyslexia	05-Feb-2019 1	120
Prarambh - Mentoring of mentors	19-Jun-2018 1	2821
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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	CPE	UGC	2016 1827	13500000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. Motivated students to register for online courses on skill development, additional credits on completion of the same. 2. An academic audit was conducted and self evaluation through SWOT analysis was performed. 3. To develop empathy, understanding, and practice inclusivity a workshop on Dyslexia was organised to assist faculty in identifying students with dyslexia and extending support. 4. To enhance the academic standards and achieve excellence, orientation programme for members of the faculty who are either freshers or with less than 5 years experience and faculty appraisal was conducted. 5. To ensure transparency and accuracy, photocopy of answer scripts were given to students before revaluation.

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

Plan of Action	Achievements/Outcomes
To conduct Faculty Orientation Programme for newly recruited faculty	Faculty orientation programme was conducted for a week in the month of November. Around eighty five members of the faculty were benefited.
To conduct workshop on "Identifying and Supporting Dyslexic Students"	State level workshop on identifying and supporting dyslexic students was conducted and around One hundred and twenty participants were benefited.
To conduct Academic Audit	Academic audit was conducted during the month of February
Quality assurance in Assessment pattern internal and external evaluation	Ensure transparency in the assessment. Photocopy of answer scripts made available on request.
Single valuation - IVMC	Enhances efficiency in the valuation process. Internal valuation monitoring committee constituted by the COE
Student accountability	Develop student sense of responsibility - cognizance of performance
Proposal to conduct student satisfaction survey	Implemented successfully. The outcome has been measured and evaluated.
Safety measure - Marksheet with sixteen security features.	Builds confidence and trust.
Student-centric activities	Induction program - Prarambh:Scribe assistance through collaboration with NGOs

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Principal	31-Jan-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

29-Mar-2019

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission	2019
Date of Submission	28-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>In its pursuit of excellence, the institution constantly strives to enhance the infrastructure and other facilities. Due importance is given to technological infrastructure so as to ensure that the entire functioning of the institution runs efficiently. Every teaching and administrative department is equipped with superior quality technological support in terms of computers, laptops and other gadgets with software applications that are latest and cutting edge. Whether it is teaching or administrative work, technological systems are in the forefront to aid in making the various tasks easier, simpler and quicker. Teaching staff are encouraged to use resources to prepare for the classes and to use electronic material in the classrooms. Students are also encouraged to use online sources to augment their knowledge and help them access information beyond the lessons. The library is stocked with online journal database which can be accessed by faculty and research scholars to pursue their research. Most of the administrative work is computerized and digitized. admission process to maintaining students information, attendance, examinations and publication of results, it is all online and clearly systematized. This aids in the effective functioning of the institution, reduces human intervention and increases efficacy. Modules are Easy software for COE, VAASE for student database and the institution datacentre and Vivaconnect for SMS.</p>

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
No Data Entered/Not Applicable !!!			
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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
No Data Entered/Not Applicable !!!				
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Economics, Business Economics, Tamil, English, Criminology and Police Administration, Sociology	20/06/2018
BA	Tourism and travel management	20/06/2018
BCom	Commerce, Corporate Secretaryship, Honors, Accounting and Finance, Bank management,	20/06/2018
BSc	Physics, Chemistry, Mathematics, Plant biology and Plant biotechnology, Mathematics with Computer Applications, Physics with Computer Applications, Psychology, Interior Design and decor	20/06/2018
BSc	Visual communication, Biochemistry, Biotechnology, Computer Science	20/06/2018
BBA	Business Administration	20/06/2018
BCA	Computer Applications	20/06/2018
MA	Economics, HRM, Journalism and communication, Business Economics	20/06/2018

MCom	Commerce	20/06/2018
MSc	Mathematics, Chemistry, Physics, Biochemistry, Biotechnology, Microbiology, Computer Science, Information Technology	20/06/2018
MCA	Computer Applications	20/06/2018
MBA	Business Administration	20/06/2018

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>Students: Students hailing from diverse background HAVE different expectations as regards tutoring. As teachers also are from different background, they understand the needs of the students and deliver them in the classroom as is understood from the response of students both from urban and rural areas . They felt that the teachers were patient and showed great understanding. Teachers encourage and allow students to raise questions and to interact in the class room. Students acknowledged the fact the teachers take keen interest in the progress .An analysis on the feedback reflected that the competency level of the faculty was good and that the faculty share their knowledge going beyond academics. Teachers:Most of the teachers opt for this profession out of their passion for teaching. They find their job interesting. As the institution has set standards for admission in to a course they find students are eager and willing to learn. As the institution has a set of code of conduct of behavior for the students, the problem of indiscipline is almost absent. The classroom infrastructure is adequate and conducive and predominantly traditional teaching methods are followed.The concerns and the needs of the faculty are taken care of by the Management, in terms of appropriate compensation and welfare measures. They are encouraged to become members of professional bodies, publish</p>

papers and to attend conferences and seminars. Management supports participation in conferences outside the city and even in other places by extending financial support and O.D. Employer: The business houses that visit our institution seeking to recruit our students shower encomiums and are full of appreciation of their leadership qualities, communication abilities, creative thinking, depth of domain knowledge and positive approach. They find that the students of this institution are well disciplined and have a certain positive behavioural pattern. They find the faculty and the Management to be very co-operative in their effort to identify the latent talents. Employers feel that the institution offers technologically enriched environment that enhances the teaching-learning process and assists in the recruitment process. Alumni: Alumni of this institution are spread across the length and breadth of this county. They show no hesitation in saying "For whatever I am today this institution is responsible". They acknowledge that the institution has gone beyond academics and imparted life skills and values to face the challenges in life. They have a huge reverence for their teachers and their sincerity, integrity and depth of knowledge. Parents: The interaction with parents a regular feature has reflected the opinion of parents about the institution. They find the teachers to be empathetic, compassionate and sincere. They admit that their wards learn values of life that build their character for the future. They get timely intimation about the performance of their wards both in curricular and extracurricular activities. They expressed their sense of satisfaction and happiness on the facilities and support given for sports persons. They feel that the course content, the assessment and evaluation processes are relevant and help the overall growth of their wards.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	7740	973	102	41	198

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
341	274	146	15	9	5
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The class teacher takes personal interest in the growth and progress made by their students. The interaction between the teachers and the students blossoms forth and forges a bond between the two. The teacher facilitates the development of the student, based on the career orientation and interests that they possess. The immense potential, energy and vitality that the student possesses is effectively channelized. The teacher assists them in making an informed career choice through their discussions enabling them to make the right decisions in life and strive towards fulfilling their dreams and aspirations. The mentor makes himself available for help to his mentee during all working hours. Mentors also help them in their personal issues even when some students have interpersonal relationship problems. If the need to be in touch with the parents of the mentees arises that is also done by the mentors. They keep track of the mentees performance in academics and help them overcome learning difficulties. Mentors also maintain records of all students to help HOD of the concerned mentee or the principal to take informed decision. Capacity enhancement is an integral part of any educational institution. The institution endeavors to empower the students with adequate skill sets to enhance their job prospects. The various training programs include imparting soft skills to the students in a bid to make them readily employable graduates. The students are given practical training in communication skills, interpersonal skills, personality development as well as presentation and interview skills. Professional training and coaching are given, to enable students appearing for the C.P.T, inter and final C.A exams to excel. Students are also encouraged to get trained to crack competitive examinations conducted by UPSC and TNPSC. In addition to a dedicated career guidance and placement cell, the mentor – mentee program takes on the form of class teacher – ward interaction. The management too, has been proactive and positive in its approach to ensure the overall development of the students. Alongside the intellectual curiosity that the curriculum rouses in the minds of the students, the management also helps students get trained in Yoga and meditation in order to ensure the physical and psychological well being of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
8713	341	25

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
341	312	0	29	127

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
909	18355	4.95

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[http://www.dgvaishnavcollege.edu.in/dgvc_new/uploads/igac/p.o%20\(pdf\).pdf](http://www.dgvaishnavcollege.edu.in/dgvc_new/uploads/igac/p.o%20(pdf).pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.dgvaishnavcollege.edu.in/dgvc_new/uploads/igac/Student%20Satisfaction%20Survey%20-%202018-19.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

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3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
No Data Entered/Not Applicable !!!				
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3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		
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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	01/06/2018	NIL
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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	01/06/2018
No file uploaded.					

3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Commerce	4
Economics	1

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
NIL	Filed	0	01/06/2018
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3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

[View File](#)

3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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No Data Entered/Not Applicable !!!

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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
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No Data Entered/Not Applicable !!!

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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
Corporate Secretaryship	Distance Education	IGNOU	66530
DG Vaishnav college	Examination	CA, ICWA, ICSI, Government examinations	953458

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3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
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No Data Entered/Not Applicable !!!

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3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
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No Data Entered/Not Applicable !!!

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3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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No Data Entered/Not Applicable !!!

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3.6.3 – Students participating in extension activities with Government Organisations, Non-Government

Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
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No Data Entered/Not Applicable !!!

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3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
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No Data Entered/Not Applicable !!!

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3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
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No Data Entered/Not Applicable !!!

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3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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No Data Entered/Not Applicable !!!

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
71608907	78769797

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
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No Data Entered/Not Applicable !!!

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
AUTOLIB	Fully	6.5	2005

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	01/06/2018
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	610	20	1	1	1	20	23	50	29
Added	35	0	0	0	0	0	5	0	16
Total	645	20	1	1	1	20	28	50	45

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	http://www.dgvaishnavcollege.edu.in/dgvc_new/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
3697839	3217233	16260535	14782305

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

<p>The institution has the following physical facilities: 1) Classrooms 2) Scientific labs 3) Computer labs 4) Language labs 5) Seminar Halls 6) Auditoriums 7) Library 8) Sporting Facility 9) Health Facility 10) Department Staff Rooms 11) HOD Rooms 12) Rest Rooms 13) Canteen 14) Rooms for various activities for the campus like NSS, NCC, Clubs, Cell etc., 15) Boys Hostel 16) Parking 17) Elevators 18) Website. A Chief Administrative Officer is incharge</p>
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of entire physical facilities in the campus with supporting staff, and he is also supported by a system of Complaint Management and Asset Management. The Security of the facilities is outsourced to a Security agency, and Security Personnel are positioned at strategic location to take care of the properties. The upkeep of classrooms, restrooms, departments and HOD rooms and all other physical facilities are well taken care of by an outsourced agency. They are kept very clean and Hygienic. The entire campus is landscaped and is maintained with the help of an outside agency. Annual Maintenance contracts are in place to take care of Lab equipment's, Computer lab, Air Conditioners, Elevators and other electric and electronic equipment's. The needs of physical facilities are to be raised by the Heads of Department are the person in charge of a facility and will be approved by the Chief Administrative Officer and the Principal. No outsider without ID (Identity Card) can enter the campus (or) No property can come in (or) be taken away from the campus without proper authentication. Datacenter is in charge of maintaining flow of information between departments and administration. The institution has a centralized Stationery Procurement policy. Departments can raise and indent as and when they need it.

http://www.dgvaishnavcollege.edu.in/dgvc_new/uploads/iqac/Institutional%20Policies%20and%20Procedures.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
9	9	12

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The institution ensures that there is adequate representation and participation of the students in the matters pertaining to academics as well as co-curricular and extension activities. The various clubs and committees that carry out the activities are headed by faculty members who in turn identify students with potential, competence and capability and are assigned roles and responsibilities befitting their abilities. The students take up leadership responsibilities like being the President, Secretary, and Treasurer in the department associations as well as the numerous clubs and committees. The student participation starts from ideation, preparing budget, PR activities, creating content, to the effective accomplishment of the multifarious tasks and conduct of events. At the academic level, these members coordinate with resource persons for guest lectures and maintain professionalism in their interaction. The alumni of the respective departments play a key role in the board of studies meeting and represent the interest of the students, offering

suggestions and recommendations for the betterment of the courses and strengthening of the curriculum. As the students are encouraged to be part of the organising team in conducting the events and activities, it enhances their level of self-esteem, builds self-confidence, equips them with diverse skills in organisational, interpersonal and PR and enables them to be job ready.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

50000

5.4.4 – Meetings/activities organized by Alumni Association :

Yes

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Management of the institution has understood that centralized administration will result in delay of taking decisions. Hence, all efforts have been taken to decentralized and encourage participation by creating responsibility centers. HOD's are involved in all Academic decision making. This has done by convening meeting of HODs' from time to time. HODs' have to prepare Budget for their departments and are given freedom to carryout programmes on the basis of budget. The institution has a system of performance appraisal by HODs' of all faculty. Administration is decentralized by creating One Co-ordinator and Three Assistant Co-ordinators of Arts, Commerce and Science. They have been entrusted with the responsibility of monitoring the departments under their fold as to their facultys' and students' performance. They send reports to the co-ordinator and co-ordinator in turn reports to the Principal. Curriculum and Course content are prepared by involving industry experts, subject experts, entire departmental staff and student alumni, ensuring participation by all stakeholders. Academic Council: The Highest academic decision making body of the institution has again subject experts, industry experts, alumni and all HODs' as its members. In addition, Principal can nominate four faculty members to make Academic Council truly participative. Governing Body of the College also has a senior faculty as representative the entire community of faculty of the institution. Feedback of every stakeholder is seriously considered in making important changes and taking crucial decisions.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
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Curriculum Development	<p>The institution firmly believes in quality enhancement. The management takes adequate measures for the upkeep of the standard that it has set for itself. Every effort is taken to constantly update and revise the syllabus so as to make it meaningful and purposeful. This is effected through the conduct of Board of Studies meeting by the respective department giving due weightage to the feedback received from the stakeholders. Subject experts share their experience and expertise by giving valuable inputs which help sustain interest of the students in the chosen disciplines. The colleges also ensure that a conducive learning atmosphere prevails.</p>
Teaching and Learning	<p>The teaching learning process is made to be a rich and rewarding experience. The sessions are always interactive and student centric. Every department is allocated a specific amount for the purchase of books based on the requirements. Library is also subscribing to a number of journals that could be a supplemental learning material for senior students. As there are a greater number of first-generation learners, the faculty tries to bridge the gap in the competency levels by adopting peer learning or remedial coaching. Wherever possible teachers make use of audio visual medium to teach.</p>
Research and Development	<p>Both faculty and students are encouraged to pursue research. The faculty are provided financial assistance to work on research projects, participate and present papers in conferences and seminars. Faculty are motivated to be innovative and choose new and challenging areas of their research.</p>
Industry Interaction / Collaboration	<p>In its effort to enhance quality, the institution collaborates with industry and caters to the requirement of the Industry. Industry - Academy interface takes on the form of MOU entered into by the departments to disseminate knowledge and skills.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>The library replenishes the existing stock by adding the new arrivals and the latest publications. The ICT facilities available in the college are effectively used by the faculty and</p>

	students.
Human Resource Management	The college has a well-defined process of Human Resource Management. This involves training and motivating the faculty to attend orientation programmes and refresher courses. Yoga classes were conducted to help faculty and administration staff to overcome stress and maintain work- life balance. A counselling Centre was established to render assistance and support to staff and students to deal with issues both personal and professional.
Examination and Evaluation	As part of its efforts to sustain quality, changes were introduced in the assessment pattern. Single valuation was introduced for the first years. The internal valuation monitoring committee was established to look into lapses and discrepancies if any, pertaining to the end semester examinations. The process of revaluation was streamlined and instant examinations were conducted in the interest of the students to assist them to qualify for their degrees.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Student Admission and Support	With a firm belief that technology assistance enables smooth and efficient running of the institution, the college administration has always been keen on upgrading existing knowledge and systems to ensure greater efficacy in all spheres of activity. Also, there is a team of staff is employed exclusively to maintain and troubleshoot if there are issues with the systems and software. The college has completely digitalized attendance of the students which are updated every day by the staff. The final computation of attendance percentage is also generated by the system.
Examination	The results of the End Semester Examinations are published on the college website which the students can access easily through their smart phones. The admission process has also become fully computerized wherein, apart from the online submission of application forms, all related processes are also done online, thereby cutting down on human hours and errors to a great extent.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Prarambh - Mentoring of Mentors	NIL	15/06/2018	15/06/2018	44	0
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
18	102	0	12

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. HDFC ERGO insurance, 2. Diwali gift of Rs. 1000, 3. Salary advance, 4. Subsidized rate at Lions diagnostic centre	1. HDFC ERGO insurance, 2. Diwali gift of Rs. 1000, 3. Salary advance, 4. Subsidized rate at Lions diagnostic centre	Accidental Insurance

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

1. The institution conducts regular financial audits and submits the audited statement at statutory bodies. 2. The expenditure statement from each department after the completion of the programme is well scrutinized before taking for auditing.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Vallabhacharya Vidya Sabha	59687089	Academics
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes		No	
Administrative	Yes		Yes	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The Parent Teachers Association is a vibrant body which forms the cornerstone of student improvement and progress in the institution. The head and staff various departments of the college meet the parents of their students periodically on days that have been specifically earmarked for the purpose. These one-on-one meetings are conducted by the head and staff-in-charge with the parents and students to discuss the progress of the student. Discussions are centered on academic performance, regularity to college, sports and extracurricular activities and general conduct. Any issues or problems that the students face which act as impediments to their steady progress are dealt with. Minor transgressions and deviations from the norms of the institutions by the students are brought to the notice of the parents and suitable advice and suggestions are offered. These meetings are comprehensive and student-centric. The feedback from the parents in the form of suggestions and recommendations are also welcomed and due importance is given to them. The PTA meetings are conducted periodically and the students 'growth and progress are assessed and evaluated and same tracked in subsequent meetings. This exercise has proved to be an important aspect of the overall development of the students which helps them to chart a trajectory of growth in the institution

6.5.3 – Development programmes for support staff (at least three)

The college understands that it is important to promote the well-being of the support and administrative staff so that they contribute efficiently to the smooth running of the institution. The institution believes in taking care of its staff through measures that are aimed at supporting them and encouraging them. The yoga camp conducted for the support staff was one such endeavour which had benefitted them greatly. The staff were introduced to the importance of yoga, its ability to bring about a balance in the mind and body, and taught basic asanas which they can practice in their everyday life. The NSS and NCC organised a health camp for the support staff, in collaboration with Lion's Club, in which they were administered basic diagnostic tests which gave an overall picture of the staff member's health status. Based on these tests, the staff could take any further steps if necessary. The college also introduced the group insurance scheme for the benefit of the support staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. New Programmes The institution proposed to introduce new programmes as branches of existing popular courses which are structured and designed to cater to the demands of the corporate sector. These new programmes would have as their focus, relevant and updated knowledge, employability and professional appeal. As there is a great demand for such courses, the college decided to initiate them. 2. Increase in sanctioned strength The departments which offer popular programmes are greatly in demand. The college has obtained special permission to increase the sanctioned strength in these programmes so that more deserving students may be given opportunities to study. 3. Promotion of research The staff members are constantly encouraged to pursue research by the college administration. The college provides a conducive atmosphere for research studies like M.Phil, Ph.D and post doctoral studies. Staff are encouraged to attend workshops, seminars and conferences to further their knowledge and to make research a continuous process. The college provides funding to the staff who wish to participate or travel to attend conferences, seminars and workshops

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Faculty Orientation Programme	21/11/2018	21/11/2018	27/11/2019	85
2019	State level Workshop on Dyslexia	05/02/2019	05/02/2019	05/02/2019	120
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on Gender Sensitization & Career Guidance	19/01/2019	19/01/2019	210	210
Seminar on "Prevention, Prohibition and Redressal of Sexual Harassment at workplace"	31/08/2018	31/08/2018	33	67

(2013 Act) & Demo Session on Self-Defense Techniques"				
Film screening on workplace sexual harrasment	06/12/2018	06/12/2018	100	100

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Total Power consumed During the Academic Year: 8,31,209 units Power Generated through Solar Power Plant: 63,012 units Power Generated through Diesel Power Plant: 20,470 units

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Scribes for examination	Yes	12
Physical facilities	Yes	14
Provision for lift	Yes	14
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
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7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
College Hand Book(Calendar)	17/06/2019	The institution draws inspiration from the tenets of Vaishnavism laid down in the spiritual texts and the wisdom of its leaders who have inculcated the spirit of tolerance, love and respect for every individual. True to its vision of imparting value-based quality education, the college has drafted a set of rules and prescribes certain standards as codes of conduct. The handbook

states these norms which are the core values that build one's character. The standards prescribed aim to develop self-discipline which is a prerequisite for academic achievement and personal integrity. Alongside the right that the students are entitled to the need to respect and protect the rights of others is insisted upon. The students are trained to show respect, honour, and treat the opposite sex with dignity. Every attempt is made to nurture self-esteem and self-respect. The faculty demonstrate the values and ethics that they wish to nurture in their students in all their activities and interactions. Apart from infusing the rich Indian tradition and culture, the institution works towards nurturing friendliness and goodwill among students in tune with its goal of promoting communal harmony and universal brotherhood. The importance of maintaining ethical conduct in the discharge of the duties and responsibilities is insisted upon. The set of standards to be adopted at all times based on moral principles and values which form the basis of professional ethics is imparted as part of value education. The need to respect, appreciate and show goodwill to others is the prime objective of education. The college believes in character building among its students and strives to provide a safe and

conducive learning environment in order to enable the students to emerge as socially responsible citizens.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Program on "Promoting Human Relations	19/03/2019	19/03/2019	37
Martyrs day	30/01/2019	30/01/2019	500
April cool day	01/04/2019	01/04/2019	100
Candle march tribute to the Pulwama Attack Martyrs	15/02/2019	15/02/2019	2500
Independence day	15/08/2018	15/08/2018	150
Acharya Devo Bhavo	05/09/2019	05/09/2019	300
Kumbhabhishegam	21/08/2018	21/08/2018	215
Navarathri celebrations	10/10/2018	19/10/2018	425
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The college is situated in the heart of the city in a serene atmosphere. The management firmly believes in providing an eco - friendly environment. As part of its initiative to provide green cover, the tree planting programs are conducted. In addition to this, efforts are being take to make the campus plastic free. Faculty and students are dissuaded from using plastic inside the campus. Efforts have been taken to avoid the use of plastics in the canteen and other places. The water table is maintained through the process of rain water harvesting as it is collected in the pond situated in the campus. The institution also ensures that conservation of resources is practised inside the campus. Water recycling through the installation of R.O plant is utilized for gardening purpose. LED bulbs are being used in the entire campus as part of its energy conservation measures. The use of LED bulbs minimizes the need for installation of power plants and reduces the greenhouse effect. The solar panels installed provide power for the library and the boys' hostel. We have installed boom barrier to stop vehicle traffic beyond temple keeping in mind eco-friendly environment.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The institution has set quality sustenance as its bench mark. In its effort to ensure that the teaching - learning process meets the standards set by the institution, the management encourages the faculty members to be constantly in pursuit of excellence and make progress in their chosen discipline. Adequate training by way of conducting workshops and counselling orients the faculty towards pursuing research and qualifying themselves to secure their position and advance in their career. The institution has established a placement cell, with the sole aim of ensuring job opportunities to the students. The departments revise and revamp the syllabus include courses that would equip

students with skill sets to secure a job. Every attempt is made to enhance employability. The placement cell also offers placement training for the final year UG and PG students. The need to improve communication skills among students was reckoned with and addressed. The final year students across all disciplines were given training free of cost by the management on communication and other allied skills to ensure employability.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.dgvaishnavcollege.edu.in/dgvc_new/uploads/igac/Best%20Practices%20%20Institutional%20Distinctiveness.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The core of the vision of the college is to impart quality education to students. The college ensures that it does everything in its ability to make this vision a reality. Having dedicated itself to the cause of education, the institution always strives to update its knowledge, adapt itself to the latest technological advances and make education accessible to all. In its relentless pursuit of this goal, the college went into an overdrive to upgrade its infrastructural amenities so that there would be ease and convenience in process of teaching and learning. The various blocks in the college were refurbished and upgraded to include numerous facilities such as new classrooms, seminar halls, new and improvised furniture, to name a few. These new additions and upgradations helped in better planning, allocation and relocation of departments with full-fledged infrastructural backing, all of which have aided in increasing the efficacy of the running of the institutions Vaishnav bazaar was conducted to develop the entrepreneurial skills of the students.

Provide the weblink of the institution

http://www.dgvaishnavcollege.edu.in/dgvc_new/uploads/igac/Best%20Practices%20%20Institutional%20Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

The college plans to introduce new programmes based on the demand for popular degrees such as B.Com., with a focus on employability. The new programmes would be designed in such a way that its core objectives would meet the requirements of the corporate world and they would also aim at grooming the students to rise up to the needs of the modern day workplace. It was also proposed that the various departments of the institution will restructure its syllabi to make it aligned with the Outcome Based Education template. This would ensure that the objectives of the courses are clearly delineated and the outcomes of the courses offered are tangible. The college is also planning to make itself a hub for bio-science research by investing adequately on central instrumentation facility. Building of a new hostel block is in the pipeline as there is a great demand for accommodation in the college hostel. An extra block would ensure that more students get a convenient and safe place to stay during the duration of their study. The college also plans to start special coaching classes for students who wish to take up UPSC exams. Well-known for its rich greenery, the college plans to invest on increasing its green cover by enhancing the number of plants and protecting and preserving its existing flora.