Yearly Status Report - 2016-2017

Part A	
Data of the Institution	
1. Name of the Institution	**VOORHEES COLLEGE**
Name of the head of the Institution	**Dr. S. EZIL CHRISTADOSS**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04162220317**
Mobile no.	**9442313800**
Registered Email	**voorhees1898@gmail.com**
Alternate Email	**iqac@voorheescollege.edu.in**
Address	**No:1A, Officers Line Vellore 632 001**
City/Town	**Vellore**
State/UT	**Tamil Nadu**
Pincode	**632001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. D. PAULRAJ**
Phone no/Alternate Phone no.	**04162900319**
Mobile no.	**9443489922**
Registered Email	**iqac@voorheescollege.edu.in**
Alternate Email	**tsdjaikumar@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://voorheescollege.edu.in/wp-content/uploads/2022/08/IQAC-AQAR-2015-16-3.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://voorheescollege.edu.in/wp-content/uploads/2020/11/2016-2017.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**A**	**85.05**	**2005**	**21-Sep-2005**	**20-Sep-2010**

6. Date of Establishment of IQAC	**01-Jun-2007**

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 Development Program	**22-Jul-2016** **1**	**155**

Orientation to Administrative Staff	01-Aug-2016 1	32
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8. Provide the list of funds 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
D.Thirumaran	Minor	UGC	2016 365	200000
Dr.M.Paul Dhinakaran	Minor	UGC	2016 365	145000
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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)

The organisation of a special lecture series by resource people from the institution and the surrounding college for all UG students.

The organisation of an orientation programme to introduce newly enrolled students to the institution's vision, mission, and other information.

All of the HODs & staff agreed to set up one-day training and orientation session for the students.

The entire staff decided to host the inaugural ceremonies for various Departments'.

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	Achivements/Outcomes
Creating and carrying out annual strategies for quality improvement	Senior academics were enrolled in IQAC.
Make arrangements for parents, alumni, teachers, and students to provide feedback on the development of the curriculum	Every month, IQAC held review sessions with each department to discuss the results.
Establishing and implementing quality standards and criteria for the institution's numerous academic and administrative tasks	IQAC often organized FDPs to discuss how to communicate, how to teach, and how subjects have changed in recent years.
Information retrieval about different higher education quality metrics and recommended practices used by other institutions.	It kept track of the faculty members' teaching capabilities and took action to hone those using ICT-enabled resources.
organization of workshops and seminars on quality-related topics, encouragement of quality circles, and distribution of the results of such activities within the institution	Putting the teaching and learning process into practice using NPTEL video lectures and multimedia lectures, for example.
.Faculty Orientations	Every academic year, programmes for faculty orientation in fundamental pedagogy are organized.
.Monitoring the staff progress	It monitored the staff to make sure they were implementing the most recent teaching techniques in the classroom.
Trcking the Research works	It inspired employees to submit papers to reputable publications.
.Encourage research proposals	It assisted academics in developing research proposals for DST, TNSCST, UGC, and ICSSR.
.Encourage to organise seminars and workshops	Workshops, seminars, and quality-related topics were organized.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2016
Date of Submission	01-Feb-2016
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

In our college, we follow the syllabus of Thiruvalluvar University and has no scope of Internal Curriculum Designing for Affiliated Colleges. The faculty members nominated as member of Board of Studies (BOS) by the University and framing the syllabus as per UGC and Tamil Nadu State Council for Higher Education (TANSCHE) guidelines. The Institution / IQAC plans at the beginning of each Academic session, with reference to Regional Joint Director of Collegiate Education proceedings and Academic Calendar provided by affiliating University with tentative dates of Continuous Internal Assessment (CIA) Examination in each semester which is uploaded in the college website. Each Department conducts Departmental meetings for allotment of classes and distribution of workload and syllabus. Teaching assignment (Teaching Plan) implements lecture method, chalk and talk method, Power Point Presentation, OHP presentation, Demonstration method during the lectures and make use of ICT for teaching.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Nil	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	0	Nill
[View File](#)		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	ECONOMICS	01/06/2011
BA	DEFENCE	01/06/2011
BA	HISTORY	01/06/2011
BA	TAMIL	01/06/2011
BA	ENGLISH	01/06/2011

BCom	COMMERCE	01/06/2011
BSc	MATHEMATICS	01/06/2011
BSc	PHYSICS	01/06/2011
BSc	CHEMISTRY	01/06/2011
BSc	ZOOLOGY	01/06/2011
BCA	COMPUTER APPLICATIONS	01/06/2011
BSc	COMPUTER SCIENCE	01/06/2011
BSc	BOTANY	01/06/2011
BBA	BUSINESS ADMINISTRATION	01/06/2011
MA	HISTORY	01/06/2011
MSc	MATHEMATICS	01/06/2011
MCom	COMMERCE	01/06/2011
MSc	ZOOLOGY	01/06/2011
MSc	PHYSICS	01/06/2018
MSc	CHEMISTRY	01/06/2011
MSc	BOTANY	01/06/2011
MSW	SOCIAL WORK	01/06/2011
MA	TAMIL	01/06/2011
MA	ENGLISH	01/06/2011
MA	DEFENCE	01/06/2011
MA	ECONOMICS	01/06/2011
MSc	COMPUTER SCIENCE	01/06/2011

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

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
Nil	Nill	0
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	NIL	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	No

Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
Nil

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
BA	Economics	81	96	76
BA	Defence and Strategic Studies	81	245	72
BA	History	81	166	76
BA	Tamil	81	217	77
BA	Engish	81	346	72
BCom	Commerce (Shift-I)	81	587	72
BSc	Mathematics	70	331	66
BSc	Physics	58	436	55
BSc	Chemistry	50	502	48
BSc	Zoology	50	314	46
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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
2016	1233	247	155	92	155

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	Numberof smart classrooms	E-resources and techniques used
155	140	8	6	2	100
View File of ICT Tools and resources					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Voorhees College, Vellore has a well-established mentoring system that aims to provide academic, personal, and career guidance to students. Under this system, each student is assigned a mentor, who is typically a faculty member or an experienced senior student. The mentor who is also the class teacher serves as a guide and advisor to the student, helping them to set academic goals, plan their course of study, and navigate any challenges they may face. Mentors also offer advice on career options and help students to develop the skills and knowledge necessary to succeed in their chosen field. The mentoring system at Voorhees College is designed to be holistic, with mentors addressing not just academic issues but also personal and social concerns that may impact a students well-being and success. The system emphasizes regular communication and interaction between mentors and mentees, with mentors typically meeting with their mentees on a regular basis to provide ongoing support and guidance. Overall, the mentoring system at Voorhees College is seen as a valuable resource for students, helping them to navigate their academic and personal journeys and ultimately achieve their goals.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3624	155	1:23

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
155	148	7	10	50

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
Nill	NIL	Nill	NIL
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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
BA	U03	ODD SEMESTER	05/12/2016	01/03/2017
BA	U02	ODD SEMESTER	05/12/2016	01/03/2017
BA	U06	ODD SEMESTER	05/12/2016	01/03/2017
BA	U07	ODD SEMESTER	05/12/2016	01/03/2017
BA	U04	ODD SEMESTER	05/12/2016	01/03/2017
BCom	U10	ODD SEMESTER	05/12/2016	01/03/2017
BSc	U25	ODD SEMESTER	05/12/2016	01/03/2017
BSc	U28	ODD SEMESTER	05/12/2016	01/03/2017
BSc	U17	ODD SEMESTER	05/12/2016	01/03/2017

BSc	U33	ODD SEMESTER	05/12/2016	01/03/2017

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college made a few reforms to improve the CIE system: All the departments were asked to define clear learning outcomes for each course. Assessment tasks were designed to align with the defined learning outcomes. The college developed a feedback mechanism that provides students with meaningful feedback on their performance. Transparency in providing students with clear information on assessment tasks, grading criteria, and the weighting of each task in the final grade was implemented. The college provided training and support for faculty to develop effective assessment tasks, provide feedback, and evaluate student performance. This included workshops, online resources, and peer observation. By implementing these reforms, the college improved the CIE system, which led to better student learning outcomes and a more meaningful educational experience.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Being an affiliated college of Thiruvalluvar University, we used to get an academic calendar at the beginning of each academic year. The institute has developed a structured process for implementing the curriculum. Based on this, we prepare our own academic calendar for the year 2016-2017. The college has an Exclusive office for examinations headed by Controller of Examinations to monitor all matters pertaining to university exams and assessment tests. Thiruvalluvar University has asked all the affiliated colleges to enter 3 CIA marks with attendance parentage in the University portal on the stipulated date given in the university academic calendar. Each HOD prepares their own course plan for each semester. The dates for CIA tests mentioned in the academic calendar are strictly adhered to ensure the submission of internal marks on time. Even the number of working days and the last date of the working day for each semester are calculated as per the university academic calendar. The academic calendar prepared by the college includes the date of reopening, dates of CIA tests, the due date of payment of exam fees, the date for submission of internal marks, etc. This ensures the smooth conduct of academic affairs in the institution. The College IQAC Controller of Examinations monitor the coverage of the Syllabus, Preparation of CIA Question Papers, Assignments and Progress of Lab Sessions.

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)

https://voorheescollege.edu.in/wp-content/uploads/2020/03/Program-Outcomes-Commerce-General.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
U03	BA	ECONOMICS	46	21	45.65
U02	BA	DEFENCE	33	21	63.64
U06	BA	HISTORY	55	28	50.91

U07	BA	TAMIL	43	38	88.37
U04	BA	ENGLISH	49	34	69.39
U10	BCom	COMMERCE	55	48	32.73
U25	BSc	MATHEMATICS	63	26	41.27
U28	BSc	PHYSICS	50	23	46.0
U17	BSc	CHEMISTRY	40	21	52.5
U33	BSc	ZOOLOGY	31	16	51.61
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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)

https://voorheescollege.edu.in/wp-content/uploads/2023/03/2016-17-Feedback.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – 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
Minor Projects	730	UGC	200000	200000
Minor Projects	730	UGC	145000	145000
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3.2 – Innovation Ecosystem

3.2.1 – 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
-	-	

3.2.2 – 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
-	-	-	Nill	-
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
-	-	-	-	-	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International

0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
ZOOLOGY	3

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	ENGLISH	1	Nill
National	CHEMISTRY	3	Nill
National	MATHS	2	Nill
National	PHYSICS	2	Nill
International	ENGLISH	3	Nill
International	CHEMISTRY	6	Nill
International	MATHS	1	Nill
International	ZOOLOGY	3	Nill
International	COMMERCE	1	Nill
International	BCA	1	Nill
[View File](#)			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
TAMIL	2
ECONOMICS	2
ENGLISH	1
COMMERCE	1
DEFENCE and STRATEGIC STUDIES	1
HISTORY	1
[View File](#)	

3.3.5 – 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
0	0	0	Nill	0	0	0
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3.3.6 – 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
0	0	0	Nill	0	0	0

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	7	26	5	0
Presented papers	12	1	0	0
Resource persons	0	0	0	1

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3.4 – Extension Activities

3.4.1 – 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
BLOOD DONATION CAMP	CMCH	10	120
IMPORTING COMPUTER TRAINING	TAMILNADU POLICE DEPARTMENT	2	78
IMPORTING COMPUTER TRAINING	TAMILNADU POLICE DEPARTMENT	4	310
RALLY WORLD SUCIDE PRIVENTION	NSS/MEENAKTCHI MEDICAL HOSPITAL KANCHIPURAM	7	200

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3.4.2 – 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
BLOOD DONATION	CERTIFICATE OF APPRECIATION	CMCH	10

View File

3.4.3 – 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 activites	Number of students participated in such activites
COMMUNITY OUTREACH PROGRAMME	COOMERCE DEPARTMENT VOORHEES COLLEGE,SISUBAVAN HOME FOR DIFFERENTLY ABLED CHILDREN	COMMUNITY OUTREACH PROGRAMME	2	48

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
FACULTY EXCHANGE	Dr.T.THASIAN, Former senior Training Officer, RUHSA,Christian Medical College, Vellore.	0	1

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3.5.2 – 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
NIL	NIL	Nill	Nill	Nill	Nill

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
VOORHEES HIGHER SECONDARY SCHOOL	14/09/2016	HUMAN VALUES , SOFTSKILLS, BASIC OF COMPUTER APPLICATIONS	18
ASHRAM HIGHER SECONDAR SCHOOL	09/11/2016	HUMAN VALUES , SOFTSKILLS HEALTH AND HYGIENE	40

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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
15680000	5454619

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Existing

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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 patially)	Version	Year of automation
Nil	Nill	Nil	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	24381	36488	0	0	24381	36488
Reference Books	1097	0	0	0	1097	0
e-Books	0	0	0	0	0	0
Journals	416	0	0	0	416	0
e-Journals	5	0	0	0	5	0
Digital Database	0	0	0	0	0	0
CD & Video	4	0	0	0	4	0
Library Automation	0	0	0	0	0	0
Weeding (hard & soft)	0	0	0	0	0	0
Others(specify)	0	0	0	0	0	0

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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
0	0	0	Nill

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	104	2	3	0	0	5	17	100	0
Added	0	0	0	0	0	0	0	0	0
Total	104	2	3	0	0	5	17	100	0

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

100 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
0	[0](#)

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 incurredon maintenance of physical facilites
7550000	3817553	8280000	4980975

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, provide link)

The main campus of the college is spread across 5 acres of land at the heart of the city of Vellore. Houses 15 departments, 57 classrooms out of which 15 classrooms are with lcd projector 2 seminar halls …laboratories separate staff rooms for each department instrumental facilities, a central library auditorium of capacity 750, a canteen, separate rest room for boys, girls and staff. The other campus named De Boer, situated two kilometers south of the main campus houses hostels for boys and girls, principal's quarters, and facility for outdoor games. All the departments in the college are provided with a computer, printer and a LCD to enhance the teaching learning process. Solar power plant installed in the campus. The college maintains rain water harvesting system to meet its water requirement. Infrastructure for sports includes the physical education department with a facility for gymnasium in the main campus. It also holds facility for games such as football, basketball, shuttle etc. Playing kit and facilities such as carom boards, chess boards are available. The institution has 13 acres of land which covers a field for tracks and various games (football, basketball, volleyball, shuttle, badminton, kabaddi, etc.) Available at the De Boer campus. The college conducts two shift of academic programs. The same infrastructure is used by both the shifts ensuing maximum utilization. The institution also uses the class rooms for conducting distance education- contact class and government examinations on holidays. Physical Facilities: Learning is brought through teaching in a college and the teaching process deals with the arrangement of environment within with the students can interact and study how to learn. Our institution supports our constant endeavor towards achieving this teaching – learning process by providing the environment needed by the students. The below mentioned points help to meet up the facilities required for teaching and learning: Separate classrooms are allotted for the both undergraduate and postgraduate classes. Laboratory arrangements are made for science, arts and commerce. Department libraries available in their respective departments besides the central library and the e-library of the college. Computer science department has well equipped computer laboratories with an access to internet connectivity. Water treatment plant is maintained by the college. Tricycle mobile garbage cleaner available. herbal garden maintained by the college at De-Boer campus. Innovative techniques and methods used in delivering lectures. Ict based class rooms are conducted to cope up with the changing mind-set of the students. The college has a newly built computer block funded by the alumni of the college.

https://voorheescollege.edu.in/wp-content/uploads/2023/03/4.4.2-Procedures-and-Policies-for-maintaining-and-

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
Financial Support from institution	Endowment Prizes	65	12900
Financial Support from Other Sources			
a) National	Govt Scheme	1880	6154969
b)International	Endowment Prizes	2	240000
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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 implemetation	Number of students enrolled	Agencies involved
0	Nill	0	0
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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 passedin the comp. exam	Number of studentsp placed
2016	0	0	0	0	0
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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
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
1	96	20	Nill	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme

enrolling into higher education					admitted to
2016	102	B.A., B.Sc., B.Com., M.A., M.Sc., M.Com.,	ALL THE DEPARTMENT	Voorhees College, Thiruvalluvar University, Government B.Ed College, University of MAdras, Ganadipathy Tulsi's Jain Engineering College, Thanthai Periyar Government Institute of Technology, Muthurangam Govt. Arts College, Vellore	M.A., M.Sc., M.Com., Ph.D., B.Ed., M.C.A., M.B.A.,

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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
SLET	1

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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
Divisional Table Tennis Tournament (Men)	Division / University Level	1
Tamil Nadu Junior Kabaddi Selection (Women)	State Level	1
Divisional Inter-College Kabadi Tournament (Men)	Division / University Level	10
Inter-College Kabaddi Tournament (Women)	Inter-College Level	10
Inter-College Foot Ball Tournament	Inter-College Level	11
Divisional Inter-College Hockey Tournament (Men)	Division / University Level	11
Inter-College Basket Ball Tournament	Inter-College Level	6
Thiruvalluvar University Inter-	Division / University Level	11

Divisional Foot Ball Tournament (Men)		
Thiruvalluvar University Vellore Divisional Hand Ball Tournament (Men)	Division Level	6
Best Physique 70 kg Weight Category	State Level	1
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	Kabadi	National	1	Nill	Nill	1
2016	Table Tennis	National	1	Nill	Nill	1
2016	Hockey	National	2	Nill	Nill	2
2016	Hand ball	National	1	Nill	Nill	1
2016	Basket ball	National	1	Nill	Nill	1
2016	Athletics	National	4	Nill	Nill	4
2016	Foot ball	National	7	Nill	Nill	7
2016	Weight Lifting	National	1	Nill	Nill	1
2016	Best Physique	National	4	Nill	Nill	4
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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 College advocates the promotion of student leadership in the effective management of the student-related matters. The institution has constituted the Student Welfare Council (SWC) in 1982-83 to address the issues of the student community. The Principal is the convener of the SWC and it functions under the supervision of the Deans of Student Affairs (Shift I amp II). The Council is constituted by the representatives of UG and PG courses as well as the secretaries and joint secretaries of each department. In addition to that, each department has a staff representative in the Student Welfare Council as mentors. For the academic year 2016-2017, 27 student representatives were selected to serve in SWC. The student leaders are selected by the department based on their discipline and academic performance. A leadership training programme is conducted to equip them to serve better in their assigned roles. In order to curb the ragging inside the college campus, the Anti-Ragging Committee is formed and functioning effectively. Student representatives, both men and women are selected to serve in the Committee.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

-

5.4.2 – No. of enrolled Alumni:

876

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

148100

5.4.4 – Meetings/activities organized by Alumni Association :

Nil

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 college has an excellent mechanism for decentralizing and delegating autonomy and responsibility to the various departments under the stewardship of the respective heads. The major activities of the institution such as College day, Investiture Ceremony, Graduation Ceremony, Cultural Events, University Examinations etc are assigned on rotational basis. This helps them to showcase their commitment and loyalty to the consigned task. A committee was formed to carry out the activities of the placement cell. It was headed by the coordinator Prof D.Thirumaran. It played a very important role in developing and sustaining long term relation with the industries, NGOs, hospitals and educational intuitions.

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
Curriculum Development	The institution is affiliated to Thiruvalluvaruniversity. The university updates the syllabus every three years. The management encourages the departments to conduct seminars, workshops, symposiums, colloquiums based on the syllabus to enrich the academic learning with practice. The institution bears 50 of the base expenditure
Teaching and Learning	The college conducts orientation programme for I year UG students in the institution and at department levels. Special lectures, programmes are arranged to cater to the needs of the gifted learners. Mentoring, Tutoring, Counselling, Remedial classes and

	Sponsorships are provided to the disadvantaged sections. The Heads of the Department evaluates the teaching, learning process through staff meetings. Necessary actions are taken based on the student, teacher and parents' feedback system. Teachers are encouraged to use innovative methods of teaching to foster more student interaction such as power point presentations, field visit and applied extension activities. The institution ensures a healthy environment that promotes human and academic excellence.
Examination and Evaluation	Every department conducts three internal examinations including a model examination as per the Thiruvalluvar University pattern. Students are encouraged to read and refer various books, journals, e-sources related to their subjects and submit three assignments before the stipulated dates in each semester. Each department head deputes a staff in-charge for conducting the Continuous Internal Assessment examinations. Staff members evaluate the scripts and give for internal audit as per the instruction of the head of the department. Marks are communicated to the students and the parents. The final internal marks of the three Continuous Internal Assessments and Assignments are uploaded by the concerned class teachers in the university web portal before the scheduled date. The internal mark sheets are counter signed by the Principal, Subject in-charge and the respective heads of the department. The internal assessment is done in an objective manner without any bias.
Research and Development	Students, research scholars and staff members are encouraged to participate in seminars, workshops and publish research articles in approved journals. The management encourages each and every department to actively involve in research activities and projects that lead to educational upliftment. Faculty members are motivated to guide M.Phil/ Ph.D scholars. Every department conducts workshops, seminars, conferences in research methodology order to revamp the research skill.
Library, ICT and Physical Infrastructure / Instrumentation	The institution has a well equipped library for students, scholars and staff members. It has a collection of

	12,000 century old books. Students regularly visit the library. Every department has their own departmental library. They update the relevant resources from time to time. Every year a sum of Rs 25,000 is granted towards the purchase of new books/journals/e-resources. ICT Few departments are equipped with LCD projectors and smart boards. It has been resolved to extend these facilities to other departments. There are two computer labs equipped with 100 computers. Physical Infrastructure • The college has a sprawling Cobb Hall with 300 seating capacity. • The Department of Physical Education has a lush green playground at De Boer Campus. • There is a spacious basketball, shuttle, badminton and volleyball court in the campus. • The Department of Physical Education has a gymnasium for both men and women students. • There is a separate resting room for women staff and students. • There is a Generator with a capacity of 82.5 KVA • The College is a centre for conducting examinations of distance mode of education of University of Madras, Annamalai University and IGNOU • The college also encourages distance mode of learning forUniversity of Madras, Annamalai University and IGNOU • College is a centre for conducting TNPSC and other Government Department Exams • There is a separate car/bike/cycle parking hub in the campus for students and staff.
Human Resource Management	• The institution has dedicated and committed teaching and non-teachingstaff. • It appoints teachers with qualification as per the regulations of the UGC and Government of Tamil Nadu from time to time. • Staff requirement is assessed based on the students' strength, vacancies arising due to retirement and as per the workload norms prescribed by the Government. • The posts for both teaching and non-teachingstaff in the aided stream are sanctioned by the Director of Collegiate Education based on the workload submitted by the institution. • The institution begins every academic year with a retreat for both teaching and non-teachingstaff and ends with a tour. • Workshops and Training programmes are arranged to enrich the knowledge of the faculty

	members. • Computer training programmes on MS-Office was conducted for non-teaching staff. • Professional growth of staff members is encouraged through different training programmes such as orientation and refresher courses.
Industry Interaction / Collaboration	• The institution maintains a regular interaction with companies such as KH Leathers Pvt. Ltd., Globalution Shoes Pvt. Ltd., Delphi TVS Pvt. Ltd., Sriram Foams Pvt. Ltd., AGS Health Solutions and Rotary Club of Vellore. • It has a constructive relationship with various other nearby institutions such as Christian Medical College, Sri Narayani Hospital and Research Centre, RUSHA, SHAD-Bagayam, Leprosy hospital-Karigiri, Meenakshi Medical College-Kanchipuram and Ramachandra Medical College-Porur to provide institutional training programmes for students. • M.Com, M.Sc, and MSW students undergo an internship training of three months for project in reputed organizations. • MSW students undergo one month regular internship training in each semester in reputed organizations, industries and medical colleges. • The institution has a constructive relationship with nearby locality to work on various outreach programmes such as Rural camp, NSS camp, NCC camp and extension activities.
Admission of Students	• The institution strictly adheres to the Government norms regarding the admission of students. • Single window counselling for admission is followed to ensure the transparency in admission. • The senior most faculty is deputed as the convenor of the selection committee. • The applications are scrutinized by the selection committee and a selection list is prepared.

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

E-governace area	Details
Planning and Development	• The institution has planned for implementation of online admission process to bring transparency. • A feedback system for students has been planned. • Institution has made a proposal for library automation.
Administration	• Implemented SMS system for disseminating information to the staff and students. • Planned for software

	for student admission and fees payment
Finance and Accounts	• Office is computerized • Accounts are maintained and audited by a chartered accountant
Student Admission and Support	• Display of all university and college information through college website • Maintains students' database and admission details through computer
Examination	• Online Portal for submission of Continuous Internal Assessment (CIA) marks for each semester in the university web portal is done within the stipulated period. • The institution has an MoU with TCS-Chennai. Online exams are conducted in the campus for Central Government exams, RRB, Bank exams and GATE

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
2016	**-**	**-**	**-**	**0**
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College 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)
2016	**-**	**-**	**Nill**	**Nill**	**Nill**	**Nill**
No file uploaded.						

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
ORIENTATION COURSE	**10**	**16/11/2016**	**13/12/2016**	**28**
ORIENTATION COURSE	**8**	**02/11/2016**	**29/11/2016**	**28**
ORIENTATION COURSE	**1**	**05/05/2016**	**01/06/2016**	**28**

Course	No.	Start Date	End Date	Days
REFRESHER COURSE IN MATHEMATICS	2	07/09/2016	27/09/2016	21
REFRESHER COURSE IN NANO SCIENCE	1	08/11/2016	28/11/2016	21
REFRESHER COURSE IN CHEMISTRY	1	15/07/2016	04/08/2016	21
REFRESHER COURSE IN COMMERCE AND MANAGEMENT	1	03/08/2016	23/08/2016	21

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	12	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The staff members are provided with various welfare schemes such as Provident Fund, Health Insurance and other schemes of the State Government. There is also provision for the faculty to be a member of the Staff Cooperative Society in Vellore. They offer various welfare schemes such as loans, and group deposit schemes. Every year the staff members go for one day tour to various places for recreation and relaxation. It also organizes competitions such as musical chair, shot-put, hundred metre race and various other events for the staff members. Annual retreats are conducted to enhance the Christian values and spirituality among the staff members. The institution upholds a tradition of contributing generously to the family	The non teaching staff members are provided with various welfare schemes such as Provident Fund, Health Insurance and other schemes of the State Government. There is also provision for the faculty to be a member of the Staff Cooperative Society in Vellore. They offer various welfare schemes such as loans, and group deposit schemes. The institution also organizes tour for all the non teaching staff members regularly. They are given an opportunity to participate in competitions such as shot-put, hundred metre race, relayetc. Annual retreats are conducted to enhance the Christian values and spirituality among the non teaching staff. The institution upholds a tradition of contributing generously to the family members of the non	The students get the benefit of various scholarship schemes such as SC/ST, BC, MBC from the State government. The college also offers financial support for the deserving students in the form of fes concession, adopting and sponsoring students' educational expenditure, free mid-day meal system and subsidized cafeteria. It takes initiative in developing Christian values and ethics through various activities such as participating in leadership programmes and counselling sessions separately for boys and girls.

| members of the staff who meet untimely death while in service or are in need of urgent and expensive medical treatment. The institution offers bonus during Christmas to the teaching staff. | teaching staff who meet untimely death while in service or are in need of urgent and expensive medical treatment. The institution offers bonus during Christmas to the non-teaching staff. | |

6.4 – Financial Management and Resource Mobilization

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

The internal and external financial audit is done regularly. The internal audit for the financial year 2016-2017 was conducted by the statutory auditor CA.W.A.P. THIRUTHUVA DOSS, Chartered Accountant, Vellore. The external audit is conducted by the Accountant and Joint Director of Collegiate Education, Vellore.

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
-	0	0

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6.4.3 – Total corpus fund generated

148100

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	External Expert	Yes	Inter-departmental HODs and Deans
Administrative	Yes	Joint Director of Collegiate Education, Vellore	Yes	Management Auditor

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

• Feedback is obtained from parents in a proper format, wherein they can give their suggestions for the development of the institution. • Suggestions from teachers are taken into consideration.

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

• Retreat • Tour • Training Programmes

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

The institution has been last accredited in 2005. It is moving to the next cycle after 2005.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
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
Nill	-	Nill	Nill	Nill	0

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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
Be Bold for change-One day programme	08/03/2017	08/03/2017	814	630

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
The Department of Physics organized an orientation programme to all the students on the topic Consumption of Electricity. They were instructed educated to switch off the electrical appliances when not used and a committee was formed to monitor.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Scribes for examination	Yes	15
Ramp/Rails	Yes	2

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
2016	1	1	02/09/2016	1	Awareness on non-Plastic bags	Benefits of using Bio-degradable materials	58
2016	1	1	29/08/2	1	One Day	Signifi	312

			016		Seminar on Supply Chain Concepts Practices	cance of Supply Chain Managers in the Distribution Channels	
2016	1	1	19/08/2016	1	A Programme-Transforming ourselves for creative winners	Exposure to Students on scheme and type pf questions addressed in Competitiive Examination	180
2016	1	1	28/09/2016	1	Modern trends in social work practice and its relivance	Importance of Social Workers in all fields and relevant institutions	50
2016	1	1	13/09/2016	1	A Lecture on Influence of Organic Biomolecule in Development of electronic devices	Gaining significance of Environment friendly e-devices	120
2017	1	1	22/02/2017	5	A five days educational trip-Advanced study centre for marine biology in parangipettai, tropical butterfly	Awareness about Bio-diversity conservation	17

						conservatory at srirangam and kodaikkanal	
2017	1	1	27/02/2017	1	National seminar-F rontiers in medicinal chemisrty	Delibration by experts on medicinal chemisrty	254
2017	1	1	01/02/2017	1	Field visit-Jama namathur (apicltur e unit and amirthi forest , insect collection)	The relevance of bees and other insects in food chain	17
2017	1	1	07/03/2017	1	Industrial visit, Sipcot, Ranipet	Industrial hubs Contribution to economic growth	43
2017	1	1	11/03/2017	1	Industrial Visit Effluent plant- VANITEC, Vaniyambadi	Significance of Effluent plants in conserving our water bodies	17

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Rules for Staff:	01/06/2016	Rules for Staff: Members of the faculty are privileged to borrow up to 5 books at a time and the number of books in their possession shall not exceed 10 at a time. A book may be held for a maximum period of our weeks. When it is necessary to hold a book for a longer period, the book may be returned and borrowed again for a further period of four

			weeks. All books be returned a week before the last working day of the academic year.
General Discipline :	01/06/2016		General Discipline : 1. Student should at all times be neatly dressed and should practice courtesy to each other and to their lectures. 2. Under no circumstance will students be allowed to borrow or lend pens erasers, instruments, mathematical tables and so forth during college examinations. 3. Disobedience coping or promoting in examinations and other moral delinquencies shall be severely dealt with. 4. When a lecture enter the class room the students shall rise and remain standing until asked to sit or till the lecturer sits. 5. All students are requested to be in their seats before the bell rings. 6. No student shall leave the class room until the class is dismissed, but do so with the permission of the lecturer. 7. Student are not to deface or damage the building or furniture in any way: any damage done will be repaired by the college and the cost of the repair shall be recovered from the erring student. 8. No student is allowed to attend or take part in any political meeting or in any gathering of any kind which is likely to result in disturbance of peace, expressions or actions of disloyalty to the government. 9. Any student found to be indifferent to or careless in his work whose conduct is considered to be

			detrimental to the best interests of the college may at any time be suspended or dismissed from the institution. In case of a dismissal, a record or such dismissal shall be kept and the fact of dismissal report will be sent to the parent or guardian and to the appropriate authority. 10. Smoking, consuming alcohol and using abusive language in the college premises are strictly prohibited. 11. The government prohibits ragging. Any student caught in this act is liable for severe punishment including dismissal and criminal proceeding. 12. Any student found willfully preventing other students attending classes or inciting a strike will be expelled from the college. 13. Students who come late may be admitted into the class at the discretion of the staff – in charge but they may not be given attendance. 14. Students should take up all the three continuous class internal assessment examinations (CIA) and should do all the assignments given.
	Anti-Ragging	01/06/2016	Anti-Ragging Ragging is totally banned under the orders of the central and state governments and the Thiruvalluvar University there should be no ragging orientation initiation of any sort in campus or outside. Students of the college who violate this directive will be severely dealt with. Punishment up to a period of two years / fine up to Rs.10, 000/- or expulsion from college. Incidents

			of ragging or attempted ragging, whether in the college campus, in the hostel or anywhere else should be reported to the dean of students affair or to the principal.
Attendance Rules:	01/06/2016		Attendance Rules: 1. Attendance will be marked at the beginning of each class hour. 2. Students shall assemble in their respective lecture rooms five minutes before the hour. They shall occupy the fixed places, assigned for them in the class, and shall answer with promptness when the attendance is taken. 3. Student who come after the attendance is taken shall report himself to the lecturer - in charge at the close of the session. 4. No student should absent himself/ herself from the college without previously obtaining leave, expect in case of sudden illness or other circumstances with may prevent him/her from doing so. 5. Application for leave must state clearly the reasons and must be countersigned by parent/ guardian or warden in case of residential students. 6. If a student absents himself/ herself from the college without leave he/she shall pay a fine of Rs. 5/- for each day of absence. 7. No Leave can be granted from examinations or tests except for reasons for grave necessity. In case of illness, proper medical certificate must be produced before the close of the examination. 8. If without leave or under any false pretext a student be absent from any college examination,

			he shall be treated as having failed in the same.
Examination Rules:	01/06/2016		Examination Rules: 1. If a student loses more than 25 of the total number of working days through absence without leave he/she will not be eligible to appear for the university examination. In case where the absence has been for genuine reasons he/she may be permitted to apply to the university through the principal for condonation, paying a condonation fee of Rs.250/- provided the shortage of attendance does not exceed 12.5 and the principal considers that the reasons given for failure to keep the prescribed attendance satisfactory. 2. if a student is detained in the I II years due to shortage of attendance below 50, he/she will be allowed to take I II years examination only after the completion of the III year course or II year PG degree courses as the case may be provide he/she puts in 40 attendance during the detention year, otherwise he/she will not be promoted to II/III.
Parking Rules:	01/06/2016		Parking Rules: 1. All vehicle must be parked in the places allotted for the purpose. 2. Motorized vehicle of students should be parked only at the place near the main gate. 3. No vehicle belonging to the outsiders other than the visitors to the college should be parked inside the campus. 4. No vehicle belonging to the

			outsiders will be allowed to enter the campus without permission. 5. Residential students are not permitted to have motorized vehicle.
College Hostel Rules:	01/06/2016		College Hostel Rules: The warden shall be responsible for the strict enforcement of the rules and by laws and for the conduct of the inmates. Each year a managing committee of 5 students is elected for the internal management. Any student whose name is on the rolls of the college is eligible for admission. No one who ceased to be a student of the college shall retain the privileges of membership. Expulsion from the hostel for a serious offence shall involve expulsion from the college also. No member any absent himself from the hostel for any night without obtaining previous permission of the warden. The members shall not receive visitors except in the evening from 4.30p.m to 7.00p.m. The mess is run by dividing system. The estimated mess rate per month is Rs.1500/- all scholarship holders must pay mess charges regularly up to the end of the I term as the scholarship amount will not cover board charges in full. Study time commerce at 7.00p.m in the hostel. Roll call will be taken at 9.30p.m. Rooms must be kept open during this period. Electricity and water charges will be borne by the residents.
Library Rules:	01/06/2016		Library Rules: The library is open on all

working days from 8.30 a.m. to 5.00 p.m. the library will remain closed on Sundays and national holidays. Books are lent on production of tokens. Students will be given token as follows: Undergraduate students 2 tokens Postgraduate students 4 tokens Each token entitles the Holder to borrow one book. The token is not transferable and books cannot be borrowed on behalf of others. If a token is lost, mutilated, or defaced, it will be replaced at a cost of Rs.10/- students will have to surrender their tokens at the close of each academic year. Books borrowed may be retained for 4days. A fine of Re.1/- will be imposed for each day a book is overdue. Reference books cannot be taken out. Students may read magazines, periodicals and newspapers in leisure periods but are not allowed to take them outside the library. Any kind of marking, clipping or highlighting of book is absolutely forbidden. Readers shall be held responsible for damage done by them and shall be required to replace such books or pay the value thereof. Silence shall be observed at all times in the library.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Teachers Day	08/09/2016	08/09/2016	2050
Pongal Celebration and Tamilar Thirunal	12/01/2017	12/01/2017	1980
Republic Day	26/01/2017	26/01/2017	2034
Muthamizh	17/02/2017	19/02/2017	3012

Kalaivizha			
Youth Awakening Day - Dr. A.P.J. Abdul Kalam	20/10/2016	20/10/2016	2805
Sarthar Vallabai Patel Birthday - Essay and Elocution Competition	03/11/2016	05/11/2016	415
Christmas Celebration	16/12/2016	16/12/2016	2018
Blaze 2017, Annual Cultural Competition	04/03/2017	04/03/2017	3024
13th Blood Donation Camp	11/02/2017	11/02/2017	250

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The Green Ambience of the college campus and De Bore Hostel campus is largely due to the tree plantation. It is the major concern of the college to maintain the serenity and beauty of the college and also to provide a congenial atmosphere. Personal experience of sowing seeds, watering plant, preparing organic manure, removing weeds are carried out by the Eco-Club members and their students. The Remarkable mission of the Eco-Club is to create an Eco-friendly atmosphere. Giving training in nature conservation and Eco-Development, Providing awareness about de-forestation, global warming, preparing vermin compost pits, planting, sapling, visiting the natural Eco system like water bodies and forest in the nearby areas are par closed every year. Conducting and organizing competitions, and rallies to evince the environmental protection are the major activities of the Eco club and NSS Unit of our college.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. To inculcate the Spirit of Patriotism, respect for national traditions, ethics and values. The UG, PG and M.Phil. Students in History, Defence and Tamil Departments visited Archives, Historical places every year. The students are taken to Vellore Museum on 10TH July in order to pay tribute to the martyrs of Vellore Sepoy Mutiny which was held on 10th July 1806. 2. Sports is one of the predominant socio-cultured learning experience for each and every student in the college. Especially girls or women who play sports will have more positive body image and experience higher state of psychological well-being. Hence female students in the college are motivated to participate in various sports and games competitions conducted in and around the college premises so that girls and women achieve higher level of confidence and self-esteem and lower levels of depression. In the Inter- collegiate (women) Kabaddi Tournament, Voorhees college team entered finals and obtained second place. Three students are selected for inter – division and are University Blues and brought laurels to the college.

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

https://voorheescollege.edu.in/wp-content/uploads/2023/03/Best-Practices-for-Academic-year-2016-17.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 Green ambience of the college campus and De Boer Hostel campus is largely due to tree plantation is the major concern of the college to maintain the serenity and beauty of the college and also to provide a congenial atmosphere. Greed audit of the campus is carried out by the staff periodically by supervising the maintenance of the trees. Personal experience of sourcing seeds, watering plant, preparing organic manure, removing weeds are carried out by the Eco-Club members and their students. The Remarkable mission of the Eco-Club is to create an Eco-friendly atmosphere. Giving training in nature conservation and Eco-development, giving awareness about de-forestation, global warming, preparing vermin compost pits, planting sapling, visiting the natural Eco-system like water bodies and forest in the nearby areas are par closed every year. Conducting and organizing competitions and rallied to evince the environmental protection are the major activity of the Eco-club and NSS Units in our college.

Provide the weblink of the institution
https://voorheescollege.edu.in/wp-content/uploads/2023/03/Institutional-Distinctiveness-for-the-Academic-Year-2016-17.pdf

8.Future Plans of Actions for Next Academic Year

1. Plan to sign MoUs with various National and International Universities. 2. Academic Audit to be conducted. 3. Plan to give training Programme for the Teaching and Non-teaching staff. 4. Plan to update the Digital Library. 5. To encourage the students to go for sports and cultural activities at District, State and National level. 6. Plan to buy more innovative ICT Tools.