

Voorhees College, Vellore-1

Part – B**Criterion – VI****6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

To become a Christian Higher Educational Institution where young men and women without any discrimination are moulded into agents of change in the service of God, the Church and the Society at large and to that end continue to offer the best possible instruction, modern and up-to-date facilities at affordable cost.

To build within the College a Community of Teaching and Non-Teaching Staff who are united in their purpose to excel in their profession and committed to the Mission of the College.

To be governed by a body of men and women who direct the present and future of the College following the best practices of Christian Higher Educational Institution.

6.2 Does the Institution has a management Information System

To impart holistic education founded on Christian values to all students without discrimination especially the less privileged in moulding the character to emerge as self-reliant, enlightened, empowered and change-agents of the society.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum is based on Thiruvalluvar University norms.

6.3.2 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.

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 deposes 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.

6.3.4 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.

6.3.5 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 classrooms. 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 for University 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.
- The institution renovated the Defence Block, M.Sc Chemistry and Zoology classrooms.

6.3.6 Human Resource Management

Human Resource Management

- The institution has dedicated and committed teaching and non-teaching staff.
- 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-teaching staff 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-teaching staff and ends with a tour.
- Staff members begin the classes with morning devotion in the chapel. Christian students and staff partake in it.
- TEACH PLUS programme and a workshop on SERVICE LEARNING IN ENVIRONMENT AND HEALTH were conducted to enrich the knowledge of the faculty members.
- Professional growth of staff members is encouraged through different training programmes such as orientation and refresher courses. One faculty member attended refresher course during the academic year.

6.3.7 Faculty and Staff recruitment

12 permanent non-teaching staff were appointed in this academic year.

6.3.8 Industry Interaction / Collaboration

- The institution maintains a regular interaction with companies such as KH Leathers Pvt. Ltd., Globalution Shoes Pvt. Ltd., Mitsubishi Heavy Industries Indian Precision Tools Ltd., C. Gopal Naiker Sons
- It also maintains a good relationship with government projects such as Rural Development and Department of Panchayat Raj-New Life Project.
- It has a constructive relationship with various other nearby institutions such as Christian Medical College, Sri Narayani Hospital and Research Centre, Leprosy Mission Trust India, Schieffelin Institute of Health Research and Leprosy Centre-Karigiri 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.

6.3.9 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.

6.4 Welfare schemes for

<p>Teaching</p>	<p>Provident Fund, Health Insurance and other schemes of the State Government 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.) Staff Tour Sports Events/Games 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 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.</p>
<p>Non teaching</p>	<p>Provident Fund, Health Insurance and other schemes of the State Government 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.) Staff Tour Sports Events/Games 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 members of the staff who meet untimely death while in service or are in need of urgent and expensive medical treatment. The institution upholds a tradition of contributing generously to the family members of the non teaching staff who meet untimely death while in service or are in need of urgent and expensive medical treatment.</p>

Students	<p>The students get the benefit of various scholarship schemes such as SC/ST, BC, MBC from the State government.</p> <p>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.</p> <p>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.</p>
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6.5 Total corpus fund generated

Rs. 2.9 crore

6.6 Whether annual financial audit has been done

Yes

✓

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	---	No	--
Administrative	Yes	Joint Director of Collegiate Education, Vellore	Yes	Management Auditor

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

✓

No

For PG Programmes

Yes

✓

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Frequent reforms in examination are carried out by the university as per the UGC guidelines.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association

NIL

6.12 Activities and support from the Parent – Teacher Association
(PTA in charge For the academic year 2015-16)

6.13 Development programmes for support staff

- Staff Retreat
- Staff Tour

6.14 Initiatives taken by the institution to make the campus eco-friendly (Activities)

The institution strives hard to maintain the campus Green and Plastic Free Zone.

Eco Club and the Department of Computer Science initiated 'Green Corner' at Centenary Block during the academic year 2015-2016. This was well maintained during the following year (2016-2017) too.

Every Saturday, a batch of 15 students clear out the plastics and garbage around the Centenary Block and water the Green Corner.

The English Department took initiatives in promoting eco-cultural and environmental awareness among students by planting and maintaining saplings under the guidance of Dr. S.A.Nesamani Maragatham.

Staff in-charge (Criterion V)

Signature of the Coordinator, IQAC

Signature of the Principal & Chairman IQAC