Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**VOORHEES COLLEGE**
Name of the head of the Institution	**Dr. M. JAYA SELVA DOSS**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04162220317**
Mobile no.	**9443446545**
Registered Email	**iqac@voorheescollege.edu.in**
Alternate Email	**vorhees1898@gmail.com**
Address	**No.1,Officers Line**
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. Jaikumar**
Phone no/Alternate Phone no.	**04162900319**
Mobile no.	**9443037437**
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/2023/03/AQAR_Report-2017-2018-1.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/2020/11/2018-2019.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
Assessment and Accreditation by NAAC -	**22-Sep-2018** **1**	**145**

An Overview and Briefing of Seven Criterions - Teaching staff		
Importance and Procedures of NAAC - Non-Teachinf staff	01-Oct-2018 1	40

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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
No Data Entered/Not Applicable!!!				

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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View Link
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 Uploaded 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)

Digitalized Students ID card with Barcode were issued.

Students Feedback was collected and analyzed (Students Satisfaction Survey).

HIGHGRADE Software purchased from Bosco Soft Tech, Yelagiri for the Enterprise Resource Planning and Management Information System.

Planning for receiving online applications for Admission process.

Planning to conduct seminars and workshops periodically.

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
Faculty Orientations for Teahing staff about the Importance of NAAC and Developing Academic Excercise	Conducted Faculty Orientations for Teahing staff.
Faculty Orientations for Non-teaching staff about the Importance of NAAC documentation and Procedures	Conducted Orientations for Non-Teahing staff
Monitoring the staff progress through Departmental meetings	Implemented and reported the staff progress
Motivate Research Proposal for Teaching faculties.	Encouraged and motivated the faculties for applying Research Proposal.
Digitalized Students ID card with Barcode.	Implemented to all the first year students of UG and PG.

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
COLLEGE GOVERNING BODY	31-May-2019

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	2019
Date of Submission	28-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	An offline management system in Voorhees College involved the use of manual processes and physical documents to manage various administrative and academic tasks. This included the maintenance of student records, managing course schedules, and

coordinating with faculty and staff. Offline systems also involved the use of paperbased forms and documents, as well as inperson communication and meetings. In the context of Voorhees College, Vellore, it is worth noting that the admission process for the 201819 academic year was reportedly done online. This has stepped the college in utilizing a hybrid system, combining online and offline processes to manage various aspects of its operations. In terms of the admission process, the college's application process for undergraduate programs is done online through the colleges website. Applicants are required to submit the application form along with supporting documents and pay the application fee online. The admission process for postgraduate programs is also done online through the colleges website. Voorhees College, Vellore started to use a combination of online and offline processes to manage various aspects of its operations, including the admission process.

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

Voorhees College is affiliated to Thiruvalluvar University. The Revision of CBCS syllabi for both UG and PG programmes was done by the University. The new syllabi was implemented from 2017-18. The syllabi were updated for all the disciplines. There is uniformity in the CIA-Internal Assessment Marks especially skilled papers, Non-Major Elective, Soft Skill, Environmental studies and Value Education. The faculty members are nominated as members of Board of Studies (BOS) by the University. They frame the syllabus as per the guidelines of the UGC and Tamil Nadu State Council for Higher Education (TANSCHE). The Institution / IQAC chalk out the activities at the beginning of each Academic session, as per the instruction of Regional Joint Director of Collegiate Education. The Academic Calendar is prepared in accordance with the University Calendar. The tentative dates for conducting and uploading Continuous Internal Assessment (CIA) Examination in each semester is mentioned in the college calendar. The Head of each Department conducts departmental meetings for allotment of classes and distribution of workload and syllabus. They prepare master time table and individual time table too. Various teaching methods like, Quiz, Group Discussion, Demonstrations, Debates, PPT Presentations, Role Play, Games, Short Films, Industrial Visits, Add-on practical, Open book tests, Assignments, Videos, Use of charts and graphs are adopted instead of the conventional teaching method. Based on semester wise result analysis of every course, corrective measures are suggested by IQAC and bridge courses and remedial lectures are conducted if required. The IQAC take

initiative in conducting remedial classes based on the semester wise analysis of results. A bridge course is organized every year for the first year UG students to enhance their personality and proficiency in English.

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	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Physics Shift-II	02/07/2018
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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	HISTORY	16/06/2017
BA	TAMIL	16/06/2017
BA	ENGLISH	16/06/2017
BCom	COMMERCE	16/06/2017
BSc	MATHEMATICS	16/06/2017
BSc	PHYSICS	16/06/2017
BBA	BUSINESS ADMINISTRTAION	16/06/2017
MA	HISTORY	16/06/2017
MSc	MATHEMATICS	16/06/2017
MCom	COMMERCE	16/06/2017
MSc	ZOOLOGY	16/06/2017
MSc	PHYSICS	16/06/2017
MSc	CHEMISTRY	16/06/2017
MSc	BOTANY	16/06/2017
MSW	SOCIAL WORK	16/06/2017
MA	TAMIL	16/06/2017
MA	ENGLISH	16/06/2017
MA	DEFENCE	16/06/2017
MA	ECONOMICS	16/06/2017
MSc	COMPUTER SCIENCE	16/06/2017
BSW	SOCIAL WORK	16/06/2017
BA	ECONOMICS	16/06/2017
BA	DEFENCE	16/06/2017
BSc	CHEMISTRY	16/06/2017

BSc	ZOOLOGY	16/06/2017
BCA	COMPUTER APPLICATION	16/06/2017
BSc	COMPUTER SCIENCE	16/06/2017
BSc	BOTANY	16/06/2017

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
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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
MSW	SOCIAL WORK	4
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
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

The feedback form was collected from the students in physical format (hand written) for Voorhees College during the year 2018-19. A perfect questionnaire was framed with 20 questions and the written feedback was collected from the students by the college. Students were taken from all the departments of Voorhees College. For each student the questionnaire was distributed and asked to fill the form which consists of 20 questions. The majority of the students i.e., 33.8 and 46.1 percent of the sample have chosen Very Good and Excellent respectively for the syllabus was covered in the class. Majority of the sample group has said Excellent for the teacher's performance inside the class for the activities like Class Preparation, Communication and Teaching Approach. About the internal assessment and assignments, the majority have rated it as Excellent and Very Good. Regarding the field visit opportunities and extension activities for students, the majority of the respondents has rated positively. Regarding to the mentoring system, the majority of the respondents agreed that the teacher was doing regular follow up, informs about their expected competencies, course outcomes and programme outcomes and continuous quality improvement of the teaching learning process. Most of the Respondents had agreed that the teachers are encouraging them to involve in the Extra-

Curricular activities. In regard to the use of ICT tools such as LCD projector, multimedia, etc. while teaching by the teachers, nearly half of the total respondents had given Very Good and Excellent rating. Teachers are able to identify the weakness and helps them to overcome from it was agreed by the majority of the respondents. The opportunities and the quality of education given by Voorhees College was rated as very good and excellent by the majority of the respondents. Only 3 percent of the total survey has given poor rating and the corrective steps are taken by the Institution to address the problems faced by the respondents.

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	DEFENCE	70	1447	70
BA	ECONOMICS	70	150	70
BA	ENGLISH	70	314	69
BA	HISTORY	70	248	70
BA	TAMIL	70	374	65
BCom	COMMERCE	70	1224	70
BSc	CHEMISTRY	50	438	45
BSc	MATHEMATICS	70	208	70
BSc	PHYSICS	50	460	50
BSc	ZOOLOGY	50	364	44
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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	1406	202	136	90	136

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
136	136	100	15	4	100
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

For the purpose of fostering student success and ensuring that all students have access to the resources they require to excel academically and socially, the establishment of an efficient student mentoring system in institutions of higher learning is important. In order to accomplish this, Voorhees College in Vellore defined the objectives and goals of the program, recruit and train mentors, match mentors and mentees, establish communication channels, provide resources and support, monitor, and evaluate each program, and make sure that it is meeting the needs of both the students and the institution. This help to support the success of students, encourage development both academically and personally, and improve the overall student experience.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4457	136	1:33

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	136	19	3	53

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
2018	Dr. K. KISHORE	Assistant Professor	Best Faculty Award, Global Education and Corporate Awards
2018	Dr. P. ANBALAGAN	Assistant Professor	Best Coordinator, Consumer Club
2018	Dr. D. SATHYA PRASATH KUMAR	Assistant Professor	Honoured with Ph.D, Thiruvalluvar University
2018	Dr. A. GNANAVEL	Assistant Professor	Honoured with Ph.D, Thiruvalluvar University
2018	Dr. S.G. SAMUEL COLLISON	Assistant Professor	Honoured with Ph.D, Thiruvalluvar University
2019	Dr. S. MURUGAN	Assistant Professor	Honoured with Ph.D, Thiruvalluvar University
2019	Dr. S. SENDIL KUMAR	Assistant Professor	Best Teacher Award, Pari Foundation, Chennai
2019	Mr. J. ALTRIN JAYAPRASATH	Assistant Professor	Scibay Research Inducement Award
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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	10/12/2018	31/01/2019
BA	U02	ODD SEMESTER	10/12/2018	31/01/2019
BA	U06	ODD SEMESTER	10/12/2018	31/01/2019
BA	U07	ODD SEMESTER	10/12/2018	31/01/2019
BA	U04	ODD SEMESTER	10/12/2018	31/01/2019
BCom	U10	ODD SEMESTER	10/12/2018	31/01/2019
BSc	U25	ODD SEMESTER	10/12/2018	31/01/2019
BSc	U28	ODD SEMESTER	10/12/2018	31/01/2019
BSc	U17	ODD SEMESTER	10/12/2018	31/01/2019
BSc	U33	ODD SEMESTER	10/12/2018	31/01/2019

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

Reforms in CIE system at Voorhees College: Voorhees College has initiated several reforms in its CIE system to enhance the quality of education and learning outcomes. The following are the major reforms introduced: Introduction of Rubrics: Voorhees College has introduced rubrics in its CIE system to provide more accurate and objective feedback to students. Rubrics are used to evaluate students assignments, tests, and other assessment tasks based on predefined criteria. Rubrics provide clear guidelines to evaluators on how to assess students performance, ensuring consistency and fairness in the evaluation process. Use of Technology in Control Office: Voorhees College has also adopted technology to improve the efficiency and accuracy of its CIE system. The college has implemented an Enterprise Management System (EMS) that allows teachers to store and administer assessments. Multiple Assessments: Voorhees College has also introduced multiple assessments in its CIE system to provide students with more opportunities to demonstrate their knowledge and skills. The college has replaced the traditional one-time final exam with multiple assessments, such as quizzes, assignments, and tests, throughout the academic session. This approach allows students to receive continuous feedback on their progress, identify their strengths and weaknesses, and improve their learning outcomes. Continuous Feedback: Voorhees College has also emphasized continuous feedback in its CIE system to help students improve their performance. The college has made it mandatory for teachers to provide feedback to students after every assessment. The feedback is designed to highlight the areas where students need improvement and suggest strategies for improvement. The reforms initiated by Voorhees College in its CIE system have significantly improved the quality of education and learning outcomes. The introduction of rubrics, use of technology, multiple assessments, and continuous feedback has provided students with more opportunities to demonstrate their knowledge and skills, receive feedback, and improve their learning outcomes. These reforms have also enhanced the efficiency and accuracy of the assessment process, ensuring consistency and fairness in evaluating students performance. Overall, the reforms have been instrumental in providing students with a better learning experience and preparing them for success in their academic and professional careers.

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

Voorhees College adheres to the academic calendar of Thiruvalluvar University to conduct its examinations. Apart from this, all departments prepare individual academic and extracurricular activities to provide students with a holistic learning experience. In this report, we will discuss the Academic Calendar prepared and adhered to by Voorhees College for conducting examinations. Academic Calendar for Conduct of Examinations: Voorhees College follows the academic calendar of Thiruvalluvar University for conducting examinations. The academic calendar is prepared well in advance, usually at the beginning of the academic year, and contains the schedule for conducting examinations for all the courses offered by the college. The academic calendar is approved by the university authorities and is strictly adhered to by the college. The academic calendar specifies the dates for conducting the mid-semester and end-semester examinations for each course. The mid-semester examinations are usually conducted in the middle of the academic session to evaluate students understanding of the course material and provide them with feedback to improve their learning outcomes. The end-semester examinations are conducted at the end of the academic session to evaluate students overall performance and assess their readiness to move to the next level. Apart from the dates for conducting examinations, the academic calendar also specifies the duration of the examination, the schedule for the announcement of results, and the deadline for submitting applications for revaluation and supplementary examinations. Academic and Extracurricular Activities: In addition to adhering to the academic calendar of Thiruvalluvar University for conducting examinations, all departments of Voorhees College prepare individual academic and extracurricular activities for students. The academic activities include seminars, workshops, guest lectures, and conferences that are designed to provide students with exposure to the latest developments in their field of study. The extracurricular activities include sports, cultural events, and community service programs that are aimed at providing students with a holistic learning experience. These activities help students develop their leadership and team-building skills, promote physical and mental well-being, and instil a sense of social responsibility. Overall, the academic and extracurricular activities provided by Voorhees College help students achieve their academic and personal goals and prepare them for success in their careers.

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/2023/ALL%20COURSE%20SYLLABUS,%20PROGRAMME%20AND%20COURSE%20OUTCOMES_com-.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	76	29	38
U02	BA	DEFENCE	52	28	54
U06	BA	HISTORY	57	45	79
U07	BA	TAMIL	77	49	64
U04	BA	ENGLISH	67	45	67
U10	BCom	COMMERCE	65	23	35
U25	BSc		54	19	35

		MATHEMATICS			
U28	BSc	PHYSICS	50	25	50
U17	BSc	CHEMISTRY	46	28	61
U33	BSc	ZOOLOGY	45	14	31
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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/2023/03/2018-19-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
Major Projects	0	0	0	0
Minor Projects	0	0	0	0
Industry sponsored Projects	0	0	0	0
Students Research Projects (Other than compulsory by the University)	0	0	0	0
International Projects	0	0	0	0
Any Other (Specify)	0	0	0	0
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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
Workshop on Ethical hacking -Awareness on Network security	Computer Science	05/10/2018
Seminar on Recent trends in IT	Computer Science	17/10/2018
Mega Quiz competition	Computer Science	24/01/2019
Seminar on Network Basics	Computer Science	14/01/2019
Seminar on Firewall	Computer Science	15/03/2019

| insight on renewable sources of energy | Chemistry | 25/01/2019 |
| Zonal Training Programme in collaboration with E-cell, IIT, Kharagpur | Physics | 29/01/2019 |

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
Nil	Nil	Nil	Nill	Nil

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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
0	0	0	0	0	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
Commerce	6
Zoology	2

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)
International	Tamil	2	0
International	English	5	3.12
International	Social Work	2	0
National	0	0	0

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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
social work	1
Chemistry	12
English	3

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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	Number of citations

0	0	0	2018	0	mentioned in the publication 0	excluding self citation 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	2018	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	29	10	0
Presented papers	0	0	0	0
Resource persons	0	0	0	0

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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	CMC HOSPITAL, Vellore	2	120
Blood Donation Camp	CMC HOSPITAL,Vellore	10	110
Youth Red Cross	Youth Red Cross,Voorhees college	1	20
INDEPENDENCE DAY CELEBRATION	10 TN BATTALION THROUGH COMPANY 1,VOORHEES COLLEGE, VELLORE	1	107
YOGA DAY	10 TN BATTALION THROUGH COMPANY 1,VOORHEES COLLEGE, VELLORE	1	90
BATTALION PARADE HELD IN 3rd YEAR	10 TN BATTALION THROUGH COMPANY 1,VOORHEES COLLEGE, VELLORE	1	32

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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
0	0	0	0

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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
Awareness Camp	Kalaignar Medical Research Foundation	BloodEye Donation	2	200
National seminar on Youth Development	Organised by Dept. of Social Work,Tirupattur.	Social Awareness	1	8

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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	1	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
Internship	Internship	Dept.of Infectious Diseases,Christian Medical College,Vellore-632004.	20/12/2018	09/03/2019	1
Internship	Internship	Malladi Drugs Pharmaceuticals Ltd.,Unit-3,7B 7C,Sipcot Industrial Complex,Ranipet-632403. Vellore District.Ph:91-4	21/12/2018	09/03/2019	1

Internship	Internship	172-244290.	20/12/2018	09/03/2019	1
Internship	Internship	Schieffelin Institute of Health- Research Leprosy Centre,Karigiri, Katpadi Taluk,vellore Dist..-632 106. Ph:0416 -2274203/223 .	20/12/2018	09/03/2019	1
Internship	Internship	The Vellore Co- Op. Sugar Mills Ltd.,Katpadi Taluk,Vellore District-632 519. Ph:0416 -2236104.	20/12/2018	09/03/2019	1

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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
0	Nill	0	0

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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
1500000	4005758

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased	Newly Added

during the year (rs. in lakhs)	
Others	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
[View File](#)	

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	2023

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	24414	44188	10	2375	24424	46563
Reference Books	1907	0	0	0	1907	0
e-Books	0	0	0	0	0	0
Journals	416	0	0	0	416	0
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	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
[View File](#)						

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	Nill
[View File](#)			

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	154	2	3	0	0	5	17	100	0
Added	10	0	0	0	0	0	0	0	0
Total	164	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
Nil	Nill

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
420000	1506660	1230000	1317851

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)

Physical, Academic and Support Facilities The physical, academic and other activities of the college are monitored by the Chairman and Secretary, Principal and the office bearers. The management constitutes various committees to ensure the overall progress of the institution. The campus is neatly maintained by the grade IV staff (sweepers). The Bursar allots the schedule every week and they follow it accordingly. They clean the washrooms and campus regularly. Every department has an attender (non-teaching staff) to maintain cleanliness and hygiene. Laboratory There are ten laboratories in the college. Each laboratory is monitored by the concerned allotted staff member on rotational basis. There are lab assistants for each laboratory. The staff and the lab assistant are responsible in maintaining and upgrading the lab with necessary equipments as per the syllabus. They take a stock of the equipments and prepare a list of the required items. Library The library is monitored by the Library Advisory Committee. It constitutes the Principal, the Librarian and selected staff members. There are two supporting staff in the library. Every year books are purchased and the racks are updated. There are also sufficient journals and magazines for each discipline. There are entry registers for students and staff members. The library functions from 8:30 a.m. to 5:30 p.m. on all working days. It will remain closed on Sundays and National Holidays. Sports Sports activities are carried out under the eminent guidance of the Physical Director. There is an Assistant Physical director and also a marker. There is a spacious basketball court in the main campus. The De Boer campus has a sprawling lush green ambience. It has a vast stadium comprising of ten acres. Sports training, practices and competitions for both staff and students are conducted regularly. There is a physical fitness facility (gym) for students and staff. Students and staff make use of this facility. Ramps Rail facilities

are arranged in all the blocks of the campus in order to meet the needs of the physically challenged students. Computers There are computers in the computer labs. Besides these, each department has a computer and printer. Students use the computer lab to do their practical works. Incase the computers are under repair, the expenses are borne by the management. There are computers in the office too. The office staff use them to expedite their work. Classrooms There are sufficient classrooms in the college. All the classrooms are adjacent to the respective departments. The classrooms are cleaned daily by the non-teaching staff (attenders) of the concerned department. All the classrooms are well ventilated. There are adequate furniture, fans and other accessories to facilitate the teaching process. The size of the classrooms is as per the regulation and specification. LCD projectors are available in most of the departments. The repair and maintenance of the furniture and electronic gadgets of the classrooms are reviewed under the guidance of the non-teaching staff of the concerned department.

https://voorheescollege.edu.in/wp-content/uploads/2023/03/Procedures-and-Policies-for-maintaining.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
Financial Support from institution	PROFICIENCY SCHOLARSHIP AND Dr. M.J.JOHN ENDOWMENT SCHOLARSHIP	121	31256
Financial Support from Other Sources			
a) National	SC/ST/ADC/BC/MBC SCHOLARSHIP	2374	6866399
b)International	NIL	0	0
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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
Orientation Programme	29/06/2018	70	Department of English Rotary Club of Vellore
Soft skill development : Virtual learning and leadership	24/10/2018	90	Department of English
Soft skill development : Advanced English grammar	31/01/2019	70	Department of English
Personality Development Programme	09/02/2019	300	Department of Computer Applications
Ethical Hacking, Recent trends in	16/02/2019	119	Department of Computer Science

IT, Network Basics, Firewall, Remedial coaching.			
Guidance for Competitive Exams - TNPSC	26/07/2018	45	Department of Botany Vellore District Library
Guidance for Competitive Exams	31/10/2018	40	Department of Botany Bright Academy, Vellore
Goal Setting and TNPSC exam awareness	22/02/2019	70	Department of Commerce and Bharath School of Banking
Awareness for Bank Exams	04/10/2018	85	Department of Commerce - Mr. G. Sathish , District Senior Revenue Inspector

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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
2018	Guidance for Competitive Exams - TNPSC	45	45	0	0
2018	Guidance for Competitive Exams	40	40	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
Nil	0	0	Tvs Mayura	13	13

| | | | Auto, Axis Bank, Cognizant Technology Solutions Pvt. Ltd., Indian Army, Malladi Drugs, Global Health Centre | | |

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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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	8	B.A.ECONOMICS	ECONOMICS	VOORHEES COLLEGE	M.A.ECONOMICS
2019	6	B.A.HISTORY	HISTORY	VOORHEES COLLEGE	M.A HISTORY
2019	1	M.A.HISTORY	HISTORY	VOORHEES COLLEGE	M.PHIL HISTORY
2019	3	B.A.DEFENCE	DEFENCE AND STRATEGIC STUDIES	VOORHEES COLLEGE	M.A.DEFENCE
2019	1	B.A.DEFENCE	DEFENCE AND STRATEGIC STUDIES	UNIVERSITY OF MADRAS	M.A DEFENCE
2019	1	B.A.DEFENCE	DEFENCE AND STRATEGIC STUDIES	RGNIYD, SR IPERUMBUDUR	M.A.SOCIAL WORK
2019	3	M.Sc. MATHEMATICS	MATHEMATICS	VIT UNIVERSITY	PH.D. MATHEMATICS
2019	1	M.Sc. MATHEMATICS	MATHEMATICS	AUXILLIUM COLLEGE OF EDUCATION	B.Ed
2019	2	M.Sc. MATHEMATICS	MATHEMATICS	PALLAVAN COLLEGE OF EDUCATION	B.Ed
2019	1	M.Sc. MATHEMATICS	MATHEMATICS	GOVT. COLLEGE OF EDUCATION	B.Ed

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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
Any Other	0
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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
Dumb C and Turncoat	Intra Department Level	10
Scramble	Intra Department Level	12
Business Quiz	Intra Department Level	30
Group Discussion	Intra Department Level	15
Best CEO, Resume Building	Intra Department Level	10
Drawing and photography	Intra Department Level	13
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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
2018	SECOND PRIZE	National	1	Nill	32318U04040	R. NARESH
2018	TROPY	National	1	Nill	32317U18021	A. JAGADEESH
2018	CUP	National	1	Nill	32318U08004	M.ARUNKUMAR
2018	BEST PHYSIQUE	National	2	Nill	32317U08011	S.DHANASEKAR
2018	SILVER MEDAL	National	3	Nill	32316U10058	J.THOMAS
2018	SILVER MEDAL	National	1	Nill	32318U04026	JAYA PRAKASH K
2018	FIRST PRIZE	National	4	Nill	32318U42056	U.SURIYA
2018	TROPY	National	1	Nill	32316U04067	T.VIGNESH
2018	FIRST PRIZE	National	1	Nill	32317U10073	THAMEEM ANSARI M
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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 has established various clubs and centers for the enrichment and enhancement of students' leadership skills and personality. Students' participation in the academic and administrative activities is a routine practice advocated by the institution. This is achieved through college student welfare council (SWC) with the principal as convenor which functions under the

supervision of the dean of student affairs. Student Representatives from the all the departments (UG PG) under a staff mentor from their respective departments look in to the welfare of their fellow students. Apart from the student welfare council, each department has academic association with a president (Staff), secretary and joint secretary (Students) to undertake academic activities at the department level. Students leaders organize guest lectures, workshops, industrial visits, rallies, competitions (Intra and Inter Department Level) and also represent the department at inter-collegiate seminars, conferences and competitions. Several other committees and clubs are established to include each student in the college. Other than NSS and NCC the college has Consumer club, Eco Club, Red Ribbon Club, Youth Red Cross, Women Cell and Rotaract club. Each of this club actively function through out the year with students as the members and leaders guided by a teaching staff appointed as the convenor. The institute also has Student Christian Movement (SCM) body with student leaders under the Dean of Religious Affairs for their spiritual enrichment. The members take-up the responsibility of leading the prayer in most of the events in the college. Several other personality enrichment activities are undertaken under different banners in the institution for the welfare and holistic development of the students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

926

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

227171

5.4.4 – Meetings/activities organized by Alumni Association :

1. DEPT. OF DEFENCE STRATEGIC STUDIES CONDUCTED ALUMNI MEET ON 02.09.2018. 2. DEPT. OF COMMERCE CONDUCTED ALUMNI MEET ON 28.02.2019. 3. DEPT. OF CHEMISTRY CONDUCTED ALUMNI MEET ON 03.03.2019. 4. DEPT. OF ZOOLOGY CONDUCTED ALUMNI MEET ON 28.02.2019.

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, and University Examinations etc are assigned on rotational basis. This helps them to showcase their commitment and loyalty to the assigned task. A committee was formed to carry out the activities of the placement cell. It was headed by the coordinator Prof. 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
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-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.
Curriculum Development		The institution is affiliated to Thiruvalluvar University. The university updates the syllabus every five year. 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	Library 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 for University of Madras, Annamalai University and IGNOU • College is a centre for conducting TNPSC and other Government Department Examinations. • There is a separate car/bike/ cycle parking hub in the campus for students and staff. • Constructed a separate wing for Social Work and BCA departments. • Renovated the office, with separate cabins for non-teaching staff who are in-charge of admission, mark sheets, Income Tax, Scholarships etc.. • Renovated the Principal's office

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 a 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

2018	Dr.D. Jaikumar	Two days Faculty Development Workshop on Outcome Based Education	Don Bosco College, Yelagiri Hills	1000
2018	Dr. Binu Anitha Joseph	Two days Faculty Development Workshop on Outcome Based Education	Don Bosco College, Yelagiri Hills	1000
2018	Dr. K. Kishore	Two days Faculty Development Workshop on Outcome Based Education	Don Bosco College, Yelagiri Hills	1000
2018	Dr.M. Job Gopinath	Two days Faculty Development Workshop on Outcome Based Education	Don Bosco College, Yelagiri Hills	1000
		[View File]()		

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)
2018	NIL	NIL	Nill	Nill	Nill	Nill
			[View File]()			

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
REFRESHER COURSE IN HEALTH	1	12/11/2018	01/12/2018	21
ORIENTATION COURSE	1	06/08/2018	01/09/2018	28
ORIENTATION COURSE	2	16/08/2018	12/09/2018	28
ORIENTATION COURSE	2	08/11/2018	05/12/2018	28

ORIENTATION COURSE	2	21/01/2019	16/02/2019	28
ORIENTATION COURSE	1	01/02/2019	28/02/2019	28
REFRESHER COURSE IN CHEMISTRY	1	04/07/2018	24/07/2018	21
REFRESHER COURSE IN RESEARCH	1	29/08/2018	18/09/2018	21
REFRESHER COURSE IN ENTRE PRENEURSHIP	1	24/09/2018	13/10/2018	21
REFRESHER COURSE IN ECONOMICS	1	08/11/2018	28/11/2018	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
0	0	0	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. Festival allowances for Christmas are given to shift II teaching and non-teaching staff members. 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	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	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 fees 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. 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.	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. 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 2018-2019 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
Nill	0	0

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6.4.3 – Total corpus fund generated

227171

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. • Teachers update the student's performance to the parents

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 planned to regularize the Academic Audit To organize an ICT training programme for the non-teaching staff To strengthen the research activities of the faculties

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
2018	Importance of NAAC and Developing Academic Excellence	22/09/2018	22/09/2018	22/09/2018	141

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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
Student walfare council - an activity	16/06/2018	16/06/2018	214	180
Women's club	30/08/2018	30/08/2018	318	112
Women Hygiene- Basic life supports skills	14/03/2019	14/03/2019	413	83
staff retreat	27/07/2018	27/07/2018	65	50
a one day tour to the country club jade resort, chennai	09/03/2019	09/03/2019	64	56

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

Energy Consciousness: Seminar and Workshops are organized to educate students on renewable energy resources Minimal consumption of energy is prioritized and

the Department of Physics initiated to Survey the Energy consumption in the College. A Committee is formed in the Physics Department and a Faculty is allotted along with the students to collect data and to monitor the use of energy resources uses overall in the College Campus. A Solar Panel is installed at the end of the year in the Heritage Block above the Physics Lab.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	No	Nill
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nill
Rest Rooms	Yes	2
Scribes for examination	Yes	4
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

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
2018	1	1	06/08/2018	1	A Programme on Leadership Skills	Rotary-Life skills	460
2018	1	1	07/08/2018	1	Science Department of Redi otheraphy CMC,Vellore	Recent advancement in the field of diagnosis	780
2018	1	1	21/08/2018	1	debate - department of tamil	ananda suganthiram adaind huvitoma adayavilaya	410
2018	1	1	31/08/2018	1	A seminar - Department of Computer	Basic Photography by canon PVT.LTD	213

2018	1	1	06/09/2018	1	A oneday Programme - Department of Computer science	career guidance programme in association with NIIT	116
2018	1	1	23/10/2018	1	Department of mathematics	Applications of differential equation in communication Technology	180
2018	1	1	04/10/2018	1	A Guest Lecture - Department of commerce Banking Exams Guidance Programme	Goal Setting And TNPSC Exam	218
2018	1	1	05/10/2018	1	A state level workshop- Department of Computer science	Ethical hacking	210
2018	1	1	17/10/2018	1	an orientation progrmme - department of BBA	skills on bussiness management	120
2018	1	1	24/10/2018	1	A Programme on Leadership Skills	MOOCs and Online Free Courses	602

View File

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

Title	Date of publication	Follow up(max 100 words)
General Discipline:	18/06/2018	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 student s 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	18/06/2018		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 student's affair or to the principal.
Attendance Rules:	18/06/2018		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:	18/06/2018		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:	18/06/2018	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:	18/06/2018	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:	18/06/2018	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.
Rules for Staff:	18/06/2018	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.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Muthamizh Kalai vizha	11/02/2019	13/02/2019	828
Museum on wheels - tamilnadu	24/09/2018	24/09/2018	780

archaeological and museum department- department of history			
Historical trip to south tamilnadu - visit to mahabalipuram	08/08/2018	08/08/2018	32
A special on surgical strike, role of commandors in indiam armed, industrial safety and career in government sector	18/09/2018	18/09/2018	1030
a one day national seminar on human and national security	13/10/2018	13/10/2018	783
a speical talk on ozone depletion	17/09/2018	17/09/2018	108
an awareness rally on eye donation	07/09/2018	07/09/2018	312
A tribute to DR.A.P.J Abdul kalam former President- indian economic association	27/12/2018	30/12/2018	50
A visit to tea and chocolate factory in ooty	23/03/2019	23/03/2019	42
free medical camp in panchayat union middle school, narayanapuram	28/09/2018	28/09/2018	83
[View File](#)			

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

1 National Forest Week: Inter - Department competitions are held to mark the National Forest Week and Awareness on Ozone preservation held 24th September 2018. An Awareness Campaign is organized in collaboration with The Indian Medical Association on National Science day and Cancer Awareness day. 2. An Ecological Tour: The PG students visited Entomology Lab and insect museum at Pandit Jawaharlal Nehru Centre for agriculture, Karaikkal. Students also collected specimens at Velankani beach, Danish fort, Amirthi forest and Magroove forest at Pichavaram. Students made a visit to Genetics, Biotechnology and Pathology Laboratories, Fish and Prawn culture ponds at Sirkazhi. 3. Competitions (Impact of Deforestation, Save Ozone): The students actively participated in various competitions such as water paint, rangoli to give awareness on Forest Preservation. 4. Eco stall - Green Stop: On "Mission Festival 2018" Green Stop and an Eco-Stall is organized to increase environmental concern among the students and public. The students planted

saplings in the college premises to mark the pre plantation event Sapling are distributed to the public. A pledge is taken to conserve and start healing the environment by signing on the pledge board. 5. Reduce, Reuse, and Recycle: A green stall is inaugurated where reusable materials like clothes, electronic gadgets, kitchen utensils etc. are generously contributed by the staff members and friends to the under privileged friends at minimum cost. This Green stall increases the environmental consciousness among student and public.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Achievement of the Faculty Members: The Achievement of the Faculty Members play a pivotal role in the progress of the college. Hence the college motivates and emphasize the faculties to attend National, International Seminars and Conferences. Fifteen Faculty Members published articles in reputed Journals. The college creates opportunities for Faculty Members to act as Resource Person in Seminar and Conference, Chief Guest, Judge, Special Invited Talks in their respective area of interest Few Faculty Members are honored with best faculty award received from other University or Organizations. Two Faculty Members of the college are trained by NIMHANS, Bangaluru for police well-being programme in Tamil Nadu. 2. Staff Fellowship: Blissful occasion such as Christmas is the pleasant moment where the management host a lavish dinner for all the teaching and Non-Teaching staff of the college along with their kith and kin.

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-2018-19.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 great challenge of the College Management to arrest the water flow during rainy season is sorted out to an extend by constructing seven Pits for harvesting rain water. The Rain water flow is channelized through pits from Economics block through the wicket gate behind the Heritage Block till the Computer Block. The excuses rain water leads to the drainage behind the computer block. The Pits are situated in the ascending order to enable the Rain Water Harvest. Pit Covers are installed to regularly monitor the water level and its usage.

Provide the weblink of the institution

https://voorheescollege.edu.in/wp-content/uploads/2023/03/Institutional-Distinctiveness-2018-19.pdf

8.Future Plans of Actions for Next Academic Year

Expansion of academic programs: Voorhees College considered expanding its academic programs to offer a wider range of research degrees. This included adding new Ph.D programmes in Chemistry, Tamil and English that align with emerging job markets and industry demands in the area of Research. Emphasis on interdisciplinary learning: In addition to traditional disciplinary approaches, Voorhees College encouraged interdisciplinary learning and collaboration across different fields of study. This included offering interdisciplinary majors and minors, creating cross-disciplinary elective courses and fostering interdisciplinary collaborations among faculty and students. Enhancement of research opportunities: Voorhees College invested in enhancing research opportunities for students and faculty. This included developing research

partnerships with other institutions, increasing funding for research projects, and providing more research-oriented coursework and training. Integration of technology: To stay competitive in the digital age, Voorhees College considered integrating technology more deeply into its academic programs. This included assessments and practical works with technology. Focus on student-centered learning: Finally, Voorhees College prioritized student-centered learning approaches that emphasize active engagement, critical thinking, and experiential learning. This included incorporating service-learning and community-engaged projects into coursework, providing more opportunities for internships and co-curricular activities, and creating a culture of innovation and creativity on campus.