Yearly Status Report - 2019-2020

Part A	

Data of the Institution	
1. Name of the Institution	**VOORHEES COLLEGE**
Name of the head of the Institution	**Dr. A. NELSONVIMALANATHAN**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04162220317**
Mobile no.	**9380839998**
Registered Email	**iqac@voorheescollege.edu.in**
Alternate Email	**voorhees1898@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.	**04162220317**
Mobile no.	**9443037437**
Registered Email	**tsdjaikumar@gmail.com**
Alternate Email	**voorhees1898@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://voorheescollege.edu.in/wp-content/uploads/2023/04/AQAR_Report-2018-19.pdf

4. Whether Academic Calendar prepared during the year

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/2020/11/2019-2020.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

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
IQAC organized on A special orientation on	**18-Oct-2019** **1**	**155**

the Importance of NAAC		
Dengue Awareness programme was organized by IQAC	22-Oct-2010 1	1500

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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
Nil	Nil	Nil	2020 0	0

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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 :	**4**
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)

1. Online Applications received for both UG and PG Admissions. The Admission Committee and IQAC jointly organized a general counselling for UG Students by May 2019 and for PG Students by August 2019.

2. The Bridge Course / Orientation programme for the 1st year students of UG was organized by IQAC.

3. IQAC organized "A special orientation on the Importance of NAAC" was held on 18.10.2019. Dr. Babu, Assistant Professor of Computer Applications, AAA Government Arts College, Cheyyar was the Guest Speaker.

4. Dengue Awareness programme was organized by IQAC team on 22.10.2019. Dr. Manivannan, City Health Officer, Vellore inaugurated the programme.

5. Remedial classes were conducted those students who have arrear in the term end examination.

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

Plan of Action	Achivements/Outcomes
Plan to digitalize the Admission Process	Online Applications received for both UG and PG Admissions. The Admission Committee and IQAC jointly organized a general counselling for UG Students by May 2019 and for PG Students by August 2019.
Plan to conduct Bridge course and Orientation programme for the first year students	The Bridge Course / Orientation programme for the 1st year students of UG was organized by IQAC
Plan to redesing the college website and introduce bio-metric system for both teaching and non-teaching faculties	The college website was redesigned and biometric system was initiated for both teaching and nonteaching faculties.
Plan to conduct orientation programme on the Importance of NAAC	IQAC organized "A special orientation on the Importance of NAAC" was held on 18.10.2019. Dr. Babu, Assistant Professor of Computer Applications, AAA Government Arts College, Cheyyar was the Guest Speaker.
Plan to bar-code the library books.	Barcoding process of Library books were completed.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
COLLEGE GOVERNING BODY	14-Dec-2021

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	**2020**
Date of Submission	**24-Feb-2020**
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 in person communication and meetings. In the context of Voorhees College, Vellore, it is worth noting that the admission process for the 201920 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 college 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 college 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/entrepreneurship	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
BA	Defence and Strategic Studies (Shift-II)	01/07/2019
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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	ECONOMICS	16/06/2017
BA	DEFENCE AND STRATEGIC STUDIES	16/06/2017
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
BSc	CHEMISTRY	16/06/2017
BSc	ZOOLOGY	16/06/2017
BSc	HISTORY	16/06/2017
MCom	COMMERCE	16/06/2017

MSc	MATHEMATICS	16/06/2017
MSc	ZOOLOGY	16/06/2017
BCom	COMMERCE (SHIFT-II)	16/06/2017
BSc	COMPUTER SCIENCE (SHIFT-II)	16/06/2017
BCA	COMPUTER APPLICATION (SHIFT-II)	16/06/2017
BBA	BUSINESS ADMINISTRATION (SHIFT-II)	16/06/2017
BA	ENGLISH (SHIFT-II)	16/06/2017
BSc	CHEMISTRY (SHIFT-II)	16/06/2017
BSc	BOTANY (SHIFT-II)	16/06/2017
MA	TAMIL (SHIFT-II)	16/06/2017
MA	ENGLISH (SHIFT-II)	16/06/2017
MA	ECONOMICS (SHIFT-II)	16/06/2017
MA	DEFENCE (SHIFT-II)	16/06/2017
MSc	PHYSICS (SHIFT-II)	16/06/2017
MSc	CHEMISTRY (SHIFT-II)	16/06/2017
MSc	COMPUTER SCIENCE (SHIFT-II)	16/06/2017
MSc	BOTANY (SHIFT-II)	16/06/2017
MSW	SOCIAL WORK (SHIFT-II)	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	6
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nill
Employers	Nill
Alumni	Nill

Parents	Nill

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 from the students were taken in the form of questionnaire, around 20 questions were framed and collected from 1988 students from Voorhees College Vellore randomly comprising all of the departments. The feedback was collected from entire college. Around 87 of the total respondents had expressed Excellent and Good to the syllabus covered. Around 87, 82 and 85 had given Excellent and Good to the teacher's preparation to the class, for the communication and Approach inside the class. Majority of the respondents around 82 had said that the internal evaluation was fair and enough by the teacher and it was Excellent and Good. The assignments by the students were discussed well enough and 82 percent of the students have said Excellent and Good. Around 81, 82 and 81 percentage of the respondents had given Excellent and Good about the institution activities in the field of promoting internship, field visit opportunities, teaching and mentoring process and multiple opportunities to learn and grow. More than 80 percent of the respondents had said Excellent and Good about the teachers' activities like mentoring, follow-up, identifying strengths and encouraging the students. Majority of the respondents had given good feedback like Excellent and Good for the teachers who were using students' centric methods, encouraging them to extracurricular activities and problem-solving methodology. Regarding the soft skills and employability skills, majority of the students agreed with excellent and good. About 75 of the respondents had given Excellent and Good for the ICT tools used by the teacher. The rating for the overall quality if teaching-learning process was rated as Excellent and Good. Less than 5 percentage of the total respondents were given Fair rating to the questions regarding the Institution, Teacher's performance, opportunities and skills. Less than 1 percent of the total respondents had given Poor rating to the college activities.

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	1026	70
BA	ECONOMICS	70	103	70
BA	ENGLISH	70	253	70
BA	HISTORY	70	199	70
BA	TAMIL	70	286	54
BCom	COMMERCE	70	890	70
BSc	CHEMISTRY	50	336	45
BSc	MATHEMATICS	70	169	56
BSc	PHYSICS	50	355	50
BSc	ZOOLOGY	50	296	45

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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
2019	1325	158	126	90	126

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
123	123	125	15	4	150

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)

A student mentoring system at Voorhees College connects students with mentors who provide guidance and support throughout their academic journey. Mentors offer advice on academic and personal matters, as well as help students develop skills and goals that will assist them in achieving their desired outcomes. A learning management system (LMS) allows students to access course materials and interact with instructors and classmates in both virtual and physical environments. Mentors use the online platform to communicate with students, track their progress, and provide feedback on assignments. The hybrid LMS also offers a range of resources, such as video lectures, discussion forums, and interactive quizzes, which can supplement the mentoring process.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4266	123	1:35

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	123	32	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
2019	Dr. K. KISHORE	Assistant Professor	UNIVERSITY NOMINEE, BOARD OF STUDIES, ISLAMIAH COLLEGE, VANIYAMBADI
2019	Dr. K. KISHORE	Assistant Professor	UNIVERSITY NOMINEE, BOARD OF STUDIES, AUXILIUM

2019	Dr. V. GUNASEKARAN	Assistant Professor	Honoured with Ph.D, Thiruvalluvar University
2019	Dr. C. GAJALAKSHMI	Assistant Professor	Honoured with Ph.D, Thiruvalluvar University
2019	Dr. D. ANUSUYA	Assistant Professor	Honoured with Ph.D, Thiruvalluvar University
2019	Dr. S. HEPCY CHRISTINA MARY	Assistant Professor	Honoured with Ph.D, Thiruvalluvar University

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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	U02	ODD SEMESTER	30/11/2019	03/01/2020
BA	U03	ODD SEMESTER	30/11/2019	03/01/2020
BA	U04	ODD SEMESTER	30/11/2019	03/01/2020
BA	U06	ODD SEMESTER	30/11/2019	03/01/2020
BA	U07	ODD SEMESTER	30/11/2019	03/01/2020
BCom	U10	ODD SEMESTER	30/11/2019	03/01/2020
BSc	U17	ODD SEMESTER	30/11/2019	03/01/2020
BSc	U25	ODD SEMESTER	30/11/2019	03/01/2020
BSc	U28	ODD SEMESTER	30/11/2019	03/01/2020
BSc	U33	ODD SEMESTER	30/11/2019	03/01/2020

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

One of the key reforms that have been introduced by Voorhees College is the use of online and offline Learning Management Systems (LMS) to facilitate the CIE process. These platforms have made it easier for teachers to create and grade assignments, conduct online quizzes, and provide feedback to students in real-time. In addition, online and offline LMS have made it possible for students to access course materials, submit assignments, and track their progress from anywhere and at any time. One of the online platforms used by teachers is Google Classroom, which has become increasingly popular due to its user-friendly interface and robust features. Google Classroom allows teachers to create and share assignments, quizzes, and other resources with their students, and students can complete and submit them online. Google Classroom also provides teachers with tools for tracking student progress, providing feedback, and communicating with students and parents.

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

words)

To address the challenges of COVID breaks and academic distress, Voorhees College developed academic calendars that are flexible and adaptable. The academic calendar has been designed to ensure that students receive a high-quality education while also adhering to social distancing guidelines and other safety measures. One of the key features of these academic calendars is the use of online learning platforms, which allow students to attend classes remotely and access course materials from anywhere. These platforms have become essential in facilitating the hybrid system of education, enabling students to continue their studies even when they are unable to attend in-person classes. In addition, academic calendars have been adjusted to account for the COVID-19 vacation, with Voorhees College rescheduling exams and other assessments to ensure that students are not unfairly disadvantaged by the disruption caused by the pandemic. Overall, the development and adherence to academic calendars that accommodate the hybrid system of education and COVID-19 vacation have been essential in ensuring that students continue to receive a high-quality education during these challenging times.

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	80	80	100
U02	BA	DEFENCE	81	81	100
U06	BA	HISTORY	81	81	100
U07	BA	TAMIL	81	81	100
U04	BA	ENGLISH	78	78	100
U10	BCom	COMMERCE	79	79	100
U25	BSc	MATHEMATICS	78	78	100
U28	BSc	PHYSICS	55	55	100
U17	BSc	CHEMISTRY	50	50	100
U33	BSc	ZOOLOGY	50	50	100
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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/2023/04/Students-Satisfaction-Survey-2019-20.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
Interdisciplinary Projects	0	0	0	0
Industry sponsored Projects	0	0	0	0
Projects sponsored by the University	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
0	0	

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
GMRAF AWARDS 2019	B SUDHA	Global Multidisciplinary Research Academic Foundation Chennai	29/12/2019	FACULTY AWARD
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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
[View Uploaded File](#)					

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	2
Commerce	2
History	1

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	ENGLISH	1	0
International	BCA	2	0
International	COMMERCE	8	0
National	COMMERCE	10	0
National	ZOOLOGY	1	0
International	ZOOLOGY	1	0
National	MATHEMATICS	1	0
International	MATHEMATICS	2	0
National	PHYSICS	1	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
0	0

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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 mentioned in the publication	Number of citations excluding self citation
0	0	0	2019	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	2019	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	18	11	18	0
Presented papers	7	1	0	0
Resource persons	0	3	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	11	120
LEGAL LITERACY FOR COLLegal Literacy for College StudentsEGE STUDENTS	Collaborated With NSS,Additional Labour Court,Vellore	5	161
BATTALION PARADE HELD IN 3rd Battalion Parade held in 3rd YearEAR	TN10 Battalion	1	130
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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
Drug awareness programme- Department of English	Department of English	Awareness programme	5	243
Cancer awareness programme - department of chemistry	Department of chemistry	Awareness programme	6	299

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
0	0	0	0

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
Industry Internship	Internship	SRIRAM FOAMS (P)LTD ,ANNANAGAR WEST,CHENNAI-600040.PH.91-44-42666615/18.Website: sriramfoams.com	22/05/2019	26/06/2019	1
Industry Internship	Internship	FLEXTRONICS TECHNOLOGIES (INDIA)(P) LTDNO.381,PADUR ROAD,KUTHAMBAKKAM VILLAGE,POONAMALLEE TALUK,THIRUVALLUR DISTRICT,TAMIL NADU-602 107.	22/05/2019	26/06/2019	1
NGO	Internship	UDHAVUM ULLANGAL,GOVERNMENT GARDEN,TIRUPATTUR.	27/05/2019	26/06/2019	1
Medical	Internship	SCHIZOPHRENIA RESEARCH FOUNDATION (SCARF) (INDIA),MENTAL HEALTH CENTRE,R/7A, NORTH MAIN ROAD,ANNA NAGER(WEST EXTN,) CHENNAI-600	03/06/2019	29/06/2019	1

		101.PH.044-2 6151073. Website:www.sca rfindia.org			
Medical	Internship	SRI RAMACHANDRA,INSTITUTE OF HIGHER EDUCATION AND RESEARCH ,PORUR,CHENNAI -600 116. PH:091-44-24 765995. Website:sriramac handra.edu.i n	04/06/2019	29/06/2019	1
NGO	Internship	SRI SAKTHI SOCIAL ECONOMICAL AND EDUCATIONAL WELFARE TRUS T,RAMALINGA NAGAR STREET ,AYYAMPALAYA M,DINDIGUL (DT).	28/05/2019	26/06/2019	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
3200000	1466893

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing

Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
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

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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	2023

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	24424	46563	14	5560	24438	52123
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

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nill

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	164	2	3	0	0	5	17	150	0
Added	6	0	0	0	0	0	0	0	0
Total	170	2	3	0	0	5	17	150	0

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

<div align="center">150 MBPS/ GBPS</div>

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
933960	559953	1050500	336754

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. In case 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.

https://voorheescollege.edu.in/wp-content/uploads/2023/04/Procedures-and-Policies-2019-20.docx.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	ENDOWMENT/PROFICIENCY PRIZES/MJ JOHN ENDOWMENT SHOLARSHIP	150	37400
Financial Support from Other Sources			
a) National	SC/ST/ADC/BC/MBC SCHOLARSHIP	1900	6094355
b)International	Nill	Nill	Nill
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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
Workshop on Language Skills and Personality Development	24/09/2019	320	Department of English
Personality Development	12/02/2020	311	Department of Defence
One day Seminar on Peronality Development	03/10/2019	163	Department of BCA
Skill Training Programme through Puppet Show	29/08/2019	122	Department of Social Work
Academic Writing	28/09/2019	217	Department of

for Ph.D. Scholars			Commerce
Guest lecture on Digital Marketing	19/08/2019	318	Department of Commerce
De- Addiction Recounselling Programme	13/01/2020	814	Department of Commerce

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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
2020	Training Programme on Competitive exams - Department of English	130	130	0	0
2020	Career Guidance Programme - Defence Department	186	186	0	0
2019	Career Opportunities in Civil Services - Placement Cell	733	733	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
AGS Health - 10-01-2019 -SK Academy - Campus Drive	50	6	HDP Finanace, Sriram Finanace, Indian Army, Indian	44	44

Airforce, Tamilnadu Police, AKS Jewellery, Usha Fire Safety, Chennai, Teamers Cons tructions, Vellore, Gana Outsourcing Pvt. Ltd., Reliance Mart Flextronics Lamis Outstanding Solutions Pvt. Ltd, CMC H	

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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	3	.B.Sc Physics	Physics	Voorhees College, Vellore	M.Sc Physics
2019	2	B.Sc Physics	Physics	Muthurangam Govt. Arts College, Vellore	M.Sc Physics
2019	1	B.Sc Physics	Physics	GTM College, Gudiyattam	M.Sc Physics
2019	1	B.Sc Physics	Physics	Ansolda College of Education, Chetpet	B.Ed Physics
2019	1	B.Sc Physics	Physics	MGR University, Chennai	M.Sc Physics
2019	1	B.Sc Physics	Physics	IIT, Hyderabad	Ph.D Physics
2019	2	BCA	Computer Applications	Muthukumar Institute of Technology, Chennai	MCA.,
2019	1	BCA	Computer Applications	Meenakshi College of	MCA.,

| 2019 | 9 | B.A., Tamil | Tamil | Voorhees College, Vellore | M.A., Tamil |
| 2019 | 9 | B.A., Defence Studies | Defence Studies | Voorhees College, Vellore | M.A., Defence Studies |

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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
NET	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
Drawing (Pencil Sketching and Painting)	Inter Department Level	32
Essay Writing (Tamil)	Inter Department Level	45
Elocution (Tamil)	Inter Department Level	20
Debate (Tamil)	Inter Department Level	30
JAM (Just in a Minute)	Intra Department Level	22
Elocution (English)	Intra Department Level	35
Poertry Writing (English)	Intra Department Level	25
Debate (English)	Intra Department Level	30
Volley Ball	Inter Department Level	60
Cricket	Inter Department Level	70

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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
2019	CUP	National	1	Nill	32317U09109	B.YOGESH
2019	SECOND PRIZE	National	1	Nill	32319U33002	J.AKASH
2019	SECOND PRIZE	National	1	Nill	32319U42014	M. KALAI ARASAN
2019	CUP	National	1	Nill	32317U18021	A. JAGADESH
2019	GOLD MEDAL	National	1	Nill	32319U04025	S.DINESH

2019	GOLD MEDAL	National	1	Nill	32315RU18501	R. ABINASH
2019	GOLD MEDAL	National	4	Nill	32319P25008	P. SIDHAN
2020	CUP	National	1	Nill	32317U42040	B.PRAVEEN KUMAR
2020	GOLD MEDAL	National	2	Nill	32319U09006	M.ANBAZHAGAN
2020	GOLD MEDAL	National	1	Nill	32318U03070	M. YAMIINI
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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 students' participation in the academic and administrative programmes conducted in the college to enhance their skills and leadership qualities. The college has student welfare council (SWC) with the principal as convenor and 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. The Investiture ceremony for Student Welfare Council was held on 23rd September 2019Student leaders organize guest lectures, workshops, industrial visits, rallies, and competitions. They are encouraged to attend several competitions Intra- Collegiate and at Institutional level too. Thereby increasing the exposure of the students to other college students. To name a few activities of the associations in the year 2019-20 • The Association of Tamil organized a debate on 'Literary Carnival – Muthamizh Kalai Vizha" • The association of Mathematics Hosted a International Seminar on Inventive Scenario in Modern mathematics (ISISMM-2019). • Association of Commerce conducted a workshop for Ph.D. Scholars on 'Academic Writing' and an 'International Seminar on Cashless Transaction' on 21st Feb 2020. • Department of Social Work organized a Skill Training Programme through a Puppet Show on 29th August 2019. The institute also has Student Christian Movement (SCM) body with student leaders guided by the Dean of Religious Affairs for their spiritual enrichment. The students take-up the responsibility of leading the prayer in most of the events in the college and regularly conduct Friday Morning Devotion in the chapel. The College also promotes he welfare of the Women students an exclusive club called "Women's Cell' is established for the guidance, enrichment and development of female students in the institute. International Women's Day was celebrated on 9th March 2020. The Cell also organized Anemia Screening Camp in Collaboration with Apollo KH Hospital, Melvisharam and several other initiatives are spearheaded by the female students with the motivation of the convener and the club members. The college has constituted many other committees and clubs 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:
1165

5.4.3 – Alumni contribution during the year (in Rupees) :
390616

5.4.4 – Meetings/activities organized by Alumni Association :

1. Alumni Day organized on 31st August 2019. Dr. G. Vishwanathan, Chancellor, VIT, Vellore, President, Voorhees College, Alumni Association chaired the Meeting. Chief Guest Rt. Rev. H. Sharma Nithyanandham, Bishop in Vellore, Chairman and Secretary, Voorhees College, Vellore and distinguished Alumnus, graced the occasion. 2. Department of Computer Science celebrated Silver jubilee. 300 alumni participated in the event held on 29th February 2020. 3. Department of history convened alumni meet on 10th august 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, University Examinations etc. are assigned on rotational basis. This helps them to showcase their commitment and loyalty to the assigned task. Convenors are assigned during various programmes. The admission duties are carried out by the senior most faculty members. Campus drive is organized for the benefit of students. Students are being recruited by agencies during in planned training programmes.

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 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. • General RO water system was repaired for the usage of students • Wiring work was done for BCA, BSW classrooms • 2 ton AC fixed in the BCA lab • Computers with latest configuration was given to IQAC, COE Office, Accounts department, Office, BBA Department, Economics Department, Mathematics Department and Bursar office. • New printers to superintendent office, Accounts office, IQAC, COE, Chemistry Department and Bursar office • Electrical wiring done in Cobb Hall and Dr. M J John Chapel • Replacement of wooden rafters with iron in History HOD's room, Defense Department and Bursar's cabin • Electrical bells were installed • Renovated the dilapidated compound walls of the campus • Renovated the parking hub of students • Construction of Hand washing facility behind the Cobb Hall for students • Installation

		of CCTV cameras in every nook and corner of the premises • Renovation at De Boer Campus (warden quarters, new RO system was installed, Three Phase EB connection, furniture repaired, cots for students, renovation of girls' restroom, CCTV installed, construction of drainage system in boys' hostel)
	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. • 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 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
2019	NIL	Nil	Nil	0

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)
2019	NIL	NIL	Nill	Nill	Nill	Nill

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 MATHEMATICS AND STATISTICS	2	01/08/2019	14/08/2019	14
REFRESHER COURSE IN MATHEMATICS	3	09/09/2019	21/09/2019	13
REFRESHER COURSE IN PHYSICAL AND CHEMICAL SCIENCES	1	09/08/2019	21/08/2019	13
REFRESHER COURSE IN COMMERCE AND MANAGEMENT	1	14/10/2019	26/10/2019	13
REFRESHER COURSE IN ENVIRONMENTAL STUDIES	1	23/12/2019	04/01/2020	13

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	The non-teaching staff members are provided with various welfare schemes	The students get the benefit of various scholarship schemes such

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 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.	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, relay etc. 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-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.	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.

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
nil	0	0
View File		

6.4.3 – Total corpus fund generated

390616

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

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. • Parents are updated the progress of the students**

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)

* **Measures have been taken to make the college premises more lush green and clean • Two decomposing pits are dug for waste management • Fee payment of students (UG, PG and Hostel) are made online. • Preventive measures were taken for COVID 19.**

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
2019	A special orientation on the Importance of NAAC	18/10/2019	18/10/2019	18/10/2019	155
2019	Dengue Awareness programme was organized by IQAC	22/10/2019	22/10/2019	22/10/2019	1500
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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
Career opportunities in civil services	21/08/2019	21/08/2019	415	318
Theme- Each for Equal	09/03/2020	09/03/2020	518	210
Aneamia Screening Camp	10/03/2020	10/03/2020	175	78
A Medical awareness talk on kidney - to commemorate the world kidney day	11/03/2020	11/03/2020	418	302
staff retreat - Yelagiri retreat center	04/01/2020	04/01/2020	52	73
women empowerment, parenting with love, women -the face of the society, awareness rally, pride walk	03/03/2020	03/03/2020	417	303

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
1. The Management after the installation of solar plant (9.7kW) has initiated to utilize the solar power. To enable this resource, an agreement is made with EB Department for regular inspection and to monitor the power consumption after fixing the net-meter. 2. CCTV Surveillance are installed in several blocks in the College Campus. 3. Three Phase EB Connection is provided to the College (De Boer Campus) 4. Old Motors are replaced with new, Sump Motors with new pipeline connections in the college. 5. Replaced Tungsten bulb with LED Bulb.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	0
Ramp/Rails	Yes	4
Braille Software/facilities	No	0

Rest Rooms	Yes	3
Scribes for examination	Yes	4
Special skill development for differently abled students	No	0
Any other similar facility	No	0

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
2019	1	1	19/08/2019	1	A Guest lecture - Department of Commerce	Digital marketing	318
2019	1	1	20/08/2019	1	International seminar-Department of Mathematics	inventive scenario in modern mathematics (ISISNN-2019)	418
2019	1	1	27/08/2019	1	Invited talk-Department of Chemistry	innovation in Nano chemical technology	312
2019	1	1	29/08/2019	1	Counseling Session - department of Commerce	grief and disciplinary management	350
2019	1	1	29/08/2019	1	A Skill training programme-department of social work	puppet show	122
2019	1	1	10/09/2019	1	A Legal literacy class-BSW,MSW,NSS	awareness programme-save girl child, go	319

2019	1	1	17/09/2019	1	Inauguration of science association	the scope of Nano sciences as interdisciplinary approach	853
2019	1	1	24/09/2019	1	Department of English	Language skills and personality development	320
2019	1	1	26/09/2019	1	A Workshop – Department of Commerce	internet banking	416
2019	1	1	28/09/2019	1	A Workshop – Department of Commerce	academic writing for Ph.D. scholars	217

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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)
General Discipline:	17/06/2019	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	17/06/2019		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	17/06/2019		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 | 17/06/2019 | 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	17/06/2019		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	17/06/2019		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	17/06/2019	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	17/06/2019		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
International mother language day -department of Tamil	21/02/2020	21/02/2020	1890
mutham kalai vizha - 3day literary carnival	05/03/2020	07/03/2020	2014
drug awareness programme-Department of English	24/09/2019	24/09/2019	248

an antique exhibition-department of history	09/08/2019	09/08/2019	418
a rally on national voters day - department of Defence	25/01/2020	25/01/2020	311
a de-addiction recounseling programme- department of commerce	13/01/2020	13/01/2020	814
cancer awareness programme - department of chemistry	04/02/2020	04/02/2020	315
Dr.A.P.J abdul kalam - Rembering his birthday, department of economics	15/10/2019	15/10/2019	1320
Teachers day	05/09/2019	05/09/2019	1206
International Womens day	09/03/2020	09/03/2020	716

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

1. Horticulture The Department of Botany has put forth an excellent initiative in horticulture. It laid the foundation for a new organic vegetable garden in the college premises on 8th December 2019. The I UG students set up a cactus garden adjacent to the department on 27th January 2020. 2. Eco club The eco club of the college plays a crucial role in creating environmental awareness among the students. It enables them to be sensitive towards environment issues and to tackle them effectively. Campus Greening is being carried out under the guidance of zoology department. Eco Club - Green Stall is set up on 25th October 2019. The Motto of the stall is to Reduce, Reuse and Recycle. 3. Rainwater Harvesting An Awareness Rally on Rainwater Harvesting held on 26th August 2019. The Rally set off from the college and led to the Fort ground. The Red Cross team conducted Tree Plantation programme on 27th December 2019. 4. Two Organic Decomposing Pits are situated in the college as an initiative for Waste Management. Garbages are segregated and Pits to collect organic waste are created 5. Herbal Garden is situated behind the History Block. 6. A separate Vermicompost Unit is created in the De Boer Campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices Social Responsibility: The College has planned to invest its potential and Resources to help the local community. The Vision has been materialized by developing and empowering the deserving and socially disadvantaged as well as economically marginalized youth in Suriyakulam situated few kilometer away from the College Campus. It is the long standing desire of the Institute and ground breaking intention to promulgate a new paradigm for the new challenges amidst technological revolution. The Following Institutional social responsibility is initiated by the Students and Staff of

various departments. Aim and Objective: i). To develop and impart basic life skills, communication skill. b). To create awareness on health and hygiene c). To teach and develop positive environment d). To educate and impart the knowledge of preservation and consumption of resources. Target Group: Youngsters and Teenagers from a socially and economically under privileged and academically below average students at Suriyakulam Village. Process of Implementation: The Final year students of six following Departments English, Physics, Chemistry, Computer Science, Computer Application and Defence has provided in their respective subjects. 1. Importance of soft skills and need of communication skill insisted through charts and banners by the III year B.A English literature 2. Awareness on electricity consumption is made through skit, street play, songs and interaction with Public by the III year B.Sc. Physics Students monitored by Staff Members. 3. The Training Programme on basics of Computer, awareness and usage of mobile apps and social media is implemented by III year students of Computer Science and Computer Application assisted by Staff Member. 4. The Final year students of the Department of Chemistry gave awareness on benefits of hygiene as well as Importance of drinking boiled water. The students even brought water samples from Suriyakulam Village to test the purification water. 5. The Students and staff of the college involve themselves in the Social Responsibility. They extend valuable support in bringing innovation in the life of Socio -Economically underprivileged youngster in Suriyakulam Village.

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/2023/04/Best-Practices-2019-20.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

Digitalization a boon to Higher Education: To enhance and copeup with advancement in the digital era. The College initiated to digitize the Admission process with HIGRADE, Boscosoft Tech. To increase the efficiency of the admission as well as to provide flexibility and convenience to the applicants, the College successfully implemented Online Admission. The Management integrated the online admission registration using Third Party Gateway (ATOM Technologies) provided BPO support by attending students queries, paved way for Online Payment. The College Website is created, Admissions, Prospectus, Fee Collections and Events are frequently uploaded. ID Cards are provided to the students and staff of the College. G-Suite account is created through ERNET (edu.in) registration which enabled webinar facilities since March 2020. Facilities such as SMS Communication, Auto Email sent to students during Admission. Alumni Registration Link is hosted in the Website though Google Form. Illustrious Alumni photos are displayed as they are pride of the college. Hence the great challenge of manual records of payment and paper based work is eliminated through the process of Online Admission.

Provide the weblink of the institution
https://voorheescollege.edu.in/wp-content/uploads/2023/04/Institutional-Distinctiveness-2019-20.pdf

8.Future Plans of Actions for Next Academic Year

The following are the planned goals of action for the upcoming academic year: 1. To strengthen ICT and Wi-Fi bandwidth facilities. 2. To increase linkage programme with industry-academia to encourage greater corporate involvement in academia. 3. Taking initiatives to help and encourage students' community to

promote entrepreneurship. 4. Holding events to fast-learning students creative abilities and give them a stage to project their creativity. 5. Encourage Eco-friendly learning plat-form initiatives. 6. Engaging in academic and skill-development activities that are student-centered. 7. The college intends to increase faculty research publications and student motivation in the forthcoming academic year in order to put a greater emphasis on research and development.