



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		VIVEKANANDA GOVERNMENT DEGREE COLLEGE
• Name of the Head of the institution		DR.G.SUKANYA
• Designation		PRINCIPAL
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		04029550559
• Mobile No:		9866526619
• Registered e-mail		svsvidyanagar.ejkc@gmail.com
• Alternate e-mail		iqacsvs@gmail.com
• Address		1-9-670/A, Adikmet, Vidyanagar, Hyderabad - 500044
• City/Town		HYDERABAD
• State/UT		TELANGANA
• Pin Code		500044
2.Institutional status		
• Type of Institution		Co-education
• Location		Urban
• Financial Status		UGC 2f and 12(B)

• Name of the Affiliating University	OSMANIA UNIVERSITY				
• Name of the IQAC Coordinator	DR.N.C.SOWJANYA				
• Phone No.	04029550559				
• Alternate phone No.	6302832770				
• Mobile	9490119997				
• IQAC e-mail address	iqacsvs@gmail.com				
• Alternate e-mail address	jaisahithi3@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://vivekanandagdc.in/newsite/AQAR%2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	No				
• if yes, whether it is uploaded in the Institutional website Web link:	http://vivekanandagdc.in/newsite/ac.php				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.10	2015	01/05/2015	30/04/2020
6.Date of Establishment of IQAC			24/03/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			8		

Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
If yes, mention the amount		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
Online Orientation Program for UG Students. Consolidation of data of five years Preparation and submission of SSR for Re-accreditation.		
Online Seminars/Webinars		
YouTube Videos		
Mentor-Mentee Counselling		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
Expansion of Library facilities	Could not materialize due to Covid	
Expansion of Sports facilities	Could not materialize due to Covid	
13. Whether the AQAR was placed before statutory body?	No	
Name of the statutory body		
Name	Date of meeting(s)	
Nil	Nil	

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	25/02/2022

Extended Profile**1. Programme**

1.1 **286**

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2. Student

2.1 **1623**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **480**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 **335**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3. Academic

3.1 **35**

Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2		46
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1		21
Total number of Classrooms and Seminar halls		
4.2		111.68
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		121
Total number of computers on campus for academic purposes		
Part B		
CURRICULAR ASPECTS		
1.1 - Curricular Planning and Implementation		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
Vivekananda Government Degree College is affiliated with Osmania University, Hyderabad. The College offers courses as per the guidelines of the University. The curriculum is scaffolded by certificate courses, online courses in Swayam, IIT Mumbai, project work, and volunteering to enhance the competencies of the students. The TSKC Cell (Telangana Skill and Knowledge Centre) of VGDC trains students in computer skills, Communication Skills and Soft Skills, so as to groom students for 21st Century Job Markets. The college ensures that the University curriculum is followed in the best of spirit. The college academic calendar is prepared in accordance with the Academic calendar issued by the University. The		

Principal monitors the effective implementation of the Calendar through formal meetings with Heads of Departments.

The teaching Plan and Teaching Diary is maintained by all the departments. The curriculum delivery is effectively done through interactive methodology and ICT enabled tools. Field trips are arranged for experiential Periodic assessment of curriculum delivery is conducted by IQAC . The College also provides Bridge/Remedial /Add-on courses that are structured into the timetable to reach out advanced learners and slow learners.

Further, feedbacks from students are regularly collected to review and strengthen future curriculum development.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://vivekanandagdc.in/newsite/AffiliationVgdc2020.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

VGDC is affiliated with Osmania University. As per the university guidelines, the College conducts two internal exams for each semester, while the End exam is conducted by the University to assess the students' performance in common courses. The criteria for internal evaluation are displayed on the notice board by the examination branch. Students are also apprised of the same on the orientation day and it is reiterated in classes as well.

The college adheres to the University norms and strictly follows the Almanac issued by the University. Two internals are conducted for each semester on the mentioned dates in the Almanac. Each Internal is conducted for 20 marks as per the university modelled pattern. The average of two internal tests along with Assignment marks constitutes the CIE for each semester. The Examination branch of the college conducts the examinations and after the evaluation of answer scripts uploads the marks to the university portal within the given timeframe.

Besides, departments' conducts unit tests, assignments, projects, seminars, group discussions, quiz, paper presentation and PPT presentation for enhancing the knowledge of the students. Thus,

throughout the year, the academic performance of the students is evaluated to upgrade them.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

24

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

3

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

94

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

94

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

VGDC effectively integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and

Sustainability into its curriculum that leads to a strong value-based holistic development of students.

Environmental Studies as a part of the curriculum is taught to I semester UG from the academic year 2016-17, to help students gain awareness of biodiversity and understand serious environmental concerns. The Eco-club, practices several environmental conservation strategies and observes environmental important days to make students aware of the efficient use of natural resources.

Gender Sensitization: Students are Sensitized and encouraged to work towards gender equity from a cross-cultural perspective. The Women Empowerment Cell counsels Students, to promote gender equity and ensures the safety and security of female students, and faculty.

Human Values: The institution organises blood donation camps and social service activities to inculcate values among students and staff.

Professional Ethics: Ethical practices such as truthful information, facts, and unprejudiced approach are taught in the content of syllabus. TSKC cell gives training in skill and conducts placement drives for students.

Basic Computer Skills as a part of the curriculum is introduced at the U.G. level for I year and II years (Non-Computer Students) to enhance their computer skills.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website						
<table border="1"> <thead> <tr> <th data-bbox="86 315 542 378">File Description</th><th data-bbox="542 315 1477 378">Documents</th></tr> </thead> <tbody> <tr> <td data-bbox="86 378 542 483">Upload any additional information</td><td data-bbox="542 378 1477 483">View File</td></tr> <tr> <td data-bbox="86 483 542 636">URL for feedback report</td><td data-bbox="542 483 1477 636">http://vivekanandagdc.in/newsite/Feedback%20Analysis%202020-21.pdf</td></tr> </tbody> </table>	File Description	Documents	Upload any additional information	View File	URL for feedback report	http://vivekanandagdc.in/newsite/Feedback%20Analysis%202020-21.pdf	
File Description	Documents						
Upload any additional information	View File						
URL for feedback report	http://vivekanandagdc.in/newsite/Feedback%20Analysis%202020-21.pdf						
TEACHING-LEARNING AND EVALUATION							
2.1 - Student Enrollment and Profile							
2.1.1 - Enrolment Number Number of students admitted during the year							
2.1.1.1 - Number of sanctioned seats during the year							
960							
<table border="1"> <thead> <tr> <th data-bbox="86 1005 542 1068">File Description</th><th data-bbox="542 1005 1477 1068">Documents</th></tr> </thead> <tbody> <tr> <td data-bbox="86 1068 542 1131">Any additional information</td><td data-bbox="542 1068 1477 1131">View File</td></tr> <tr> <td data-bbox="86 1131 542 1236">Institutional data in prescribed format</td><td data-bbox="542 1131 1477 1236">View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Institutional data in prescribed format	View File	
File Description	Documents						
Any additional information	View File						
Institutional data in prescribed format	View File						
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)							
2.1.2.1 - Number of actual students admitted from the reserved categories during the year							
235							
<table border="1"> <thead> <tr> <th data-bbox="86 1543 542 1606">File Description</th><th data-bbox="542 1543 1477 1606">Documents</th></tr> </thead> <tbody> <tr> <td data-bbox="86 1606 542 1668">Any additional information</td><td data-bbox="542 1606 1477 1668">View File</td></tr> <tr> <td data-bbox="86 1668 542 1774">Number of seats filled against seats reserved (Data Template)</td><td data-bbox="542 1668 1477 1774">View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Number of seats filled against seats reserved (Data Template)	View File	
File Description	Documents						
Any additional information	View File						
Number of seats filled against seats reserved (Data Template)	View File						
2.2 - Catering to Student Diversity							
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners							
Students with varying degrees of learning capabilities and backgrounds join in various courses offered by the college.							

Therefore, the level of challenge faced by them is also different. The College is empathetic to this aspect and takes maximum steps to optimize the learning outcomes of all the students.

In the beginning, class XII scores are taken as the initial indicator of students' learning ability. The students' performance is further augmented by the observations made by the teachers and mentors. Thus, advanced and slow learners are identified by their academic profile, classroom interaction, and performance in the Diagnostic Tests conducted by several Departments.

Steps taken to address the need of:

Advanced learners:

- Provide advanced study material.
- Offer leadership and class representative roles.
- Motivate students to write articles for magazines/participation in projects/ seminars.
- Encourage students to take up certificate courses offline and online.
- The faculty offers guidance to students for competitive examinations and higher studies.

Slow learners:

- Bridge courses, remedial classes, assignments and intensive coaching are conducted for slow learners
- Mentor-mentee interaction irons out academic and personal issues, and help students take part in departmental activities.
- Multiple career options are suggested to students, keeping in mind their aptitude and interests.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1623	35

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

To make the process of teaching and learning more effective, the College makes sincere efforts in enhancing the learning experience of students by adopting student-centric methods like experiential learning, participative learning and problem-solving methodologies across all streams, both inside and outside the classroom.

Experiential Learning:

The College practices experiential learning by taking students to field trips, Industry visits and involve students in Swachh Bharat Abhiyan, Tree Plantation programs, maintaining medicinal garden and compost pit in the college. The faculty also encourages students to volunteer at ELF. Encourage students to get trained in using EVM machines and guide voters and to volunteer for gender parity.

Participative learning:

The college organizes activities such as group discussions, seminar s, PPT presentation, poster presentations, Jam Sessions, Role-play, peer teaching, and Elocution, to develop presentation skills. Extension lectures are organized to provide students an opportunity to interact with eminent resource persons. The students are encouraged to take an active part in organising fresher's day and farewell day, to enhance their management skills.

Problem Solving:

The teachers involve students in Jignasa Projects and finding solutions to combat environmental issues. The NSS Cell indulges students in social issues and helps develop problem-solving skills

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- VGDC, has adopted the new technology into its methodology of teaching and learning. Teachers are trained with basic computer skill to be able to use the digital platform to achieve high academic standards.
- The College is Wi-Fi Enabled Campus which helps the teachers and students to stay connected to the internet and update information.
- Around 50% of the classrooms are ICT enabled, with projectors and a virtual classroom. Teachers use the tools for effective teaching.
- Students prepare presentations, assignments, project work and field reports using MSWord, PPT, MS Excel, and other ICT tools.
- The college Library is fully Automated and teachers and students have access to e-resources.
- MOOCs courses in Journalism and Psychology are offered by the College.
- Labs with updated technology.
- Students and teachers are benefitted from NPTEL, Spoken Tutorial and SWAYAM online courses.
- During Covid-19, teachers used social media platforms to connect with the students. YouTube video lessons were prepared and uploaded for students to access and stay connected.
- VGDC has adapted blended teaching-learning methodology.
- Feedback from teachers and students are done through Google forms.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

35

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

10

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

98

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

VGDC, affiliated with Osmania University follows the modalities of conducting the Continuous Internal Evaluation as per the University guidelines. The criteria for internal evaluation are displayed on the notice board. At the commencement of each new academic session, students are apprised of the same on the orientation day and it is reiterated in classes as well.

The College conducts two internal exams for each semester, while the End exam is conducted by the University. Two internals are conducted on the mentioned dates in the Almanac, for 20 marks each and question papers are set by each department as per the university modelled pattern. The average of two internal tests along with Assignment marks constitutes the CIE for each semester.

The Examination Committee circulates the dates for the internal examinations and looks into the arrangements for the examinations. After the examination, the papers are evaluated marks are uploaded

to the University portal within the timeframe given by the University.

Besides, departments' conducts unit tests, assignments, projects, seminars, group discussions, quiz, paper presentation and PPT presentation for enhancing the knowledge of the students. Thus, throughout the year, the academic performance of the students is evaluated to upgrade them.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

VGDC is affiliated with Osmania University and it follows the guidelines set by the University for the conduct of examinations. The office of controller of examinations undertakes necessary measures while conducting the internal assessment and addressing the grievances related to the internal examination.

The grievances and are addressed in the following manner;

- After the examination the answer sheets are evaluated in stipulated time and feedback is given to students regarding the errors they commit.
- If any grievances are raised by the student regarding the marks awarded to them, the faculty looks into the matter and addresses the grievances and moderate the marks if necessary immediately
- The final marks are uploaded in the University portal and a copy of the same is given to the teachers to cross check. If any discrepancy, necessary corrections are made.
- After final verification, the marks are submitted to the University.
- Even after rigorous scrutiny, if any errors are noticed in the University marks sheet, the Examination branch assists the students in getting such errors rectified.
- Hence the College employs a robust multi-tiered mechanism to ensure transparency and objectivity in dealing with grievances related to the internal examination.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Mechanism of communication of Programme and Course Outcomes to teachers:

- Vivekananda Government Degree College adopts the Program Outcomes/ Course Outcomes framed by Osmania University. It is communicated to the heads of the department (HOD'S) in the BOS meeting at the University.
- The HOD's discusses the program outcomes and course outcomes at the departmental level and aligns with vision and mission of the college.
- The CO's are carefully prepared by the subject teachers into sessions and devise instructional strategies. They also plan co-curricular and extracurricular activities as value addition to achieve the stated outcomes.
- Evaluation and attainment of the PO's and CO's are reviewed periodically by the principal in the Departmental meetings.

Mechanism of communication to students:

- The prospectus and college Website showcase the programme and course outcome for students.
- Admission convenors also explain students of what to expect from various courses.
- HOD's appraise PO's to the students during the orientation program.
- The course-specific outcomes are communicated through classroom discussions, expert lectures and practical sessions.
- The teachers display the PO's and CO's in their departments and website.
- Program-specific outcomes and career options are further highlighted through Mentors.
- Teachers provide student feedback and motivate them to achieve the stated outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://vivekanandagdc.in/newsite/programoutcomes.php
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- The College evaluates the performance of students through various methods for measuring the attainment of Program Outcomes (PO), and Course Outcomes (CO).

Direct Assessment Measures:

- As per University guidelines, the college conducts internals and evaluates students on a continuous basis.
- Presentations on specific topics, individual and group assignment is given to students to measure PO/CO.
- Practical experiments and Viva-voce, is a part of evaluation for some of the courses.
- Staff meetings are held to review the progress and ensure ways to achieve optimum learning outcomes.
- End exam results are analysed and is consolidated at the Examination Branch.
- The Principal conducts meetings and discuss the result analysis and chalk out remedial measures for below-average students.
- The Students are further evaluated through certificate courses, quizzes, Project works, competitions and seminars.

Indirect Assessment Measures

- The TSKC Cell trains and evaluates students in communication, computer and industry-related skills and ensures the attainment of PO/CO through workshops and trainings.
- Placement Cell prepares and organises drives to students to achieve Professional goals.
- Alumni's trains and inspire students.
- The IQAC tracks student feedback to achieve course milestones.
- The College evaluates the success of PO/CO on the basis of student's result, progression towards higher studies and

placement .

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://vivekanandagdc.in/newsite/programoutcomes.php

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year****74**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**<http://vivekanandagdc.in/newsite/ATR-2020-21.pdf>**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****0**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

6

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

9

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

- Vivekananda Government Degree College promotes regular engagement of students with neighbourhood community for their holistic development through various activities. Every Year, programme is organized under which students participate voluntarily in community-based activities. The college undertakes various extension activities in the neighbourhood community through National Service Scheme (NSS) and Eco Club Committee.
- The following ways our students contribute to the community:
- The NSS volunteers have participated in clean India drive and volunteered in cleaning public places.
- The NSS volunteers also spread awareness on cleanliness in the neighbouring villages
- The Eco-club Committee prepares students to spread awareness on pollution, girl child education.

- The Eco-Club counselled Covid victims and encouraged students to help out the family with medicines and precautions and distribute food packets to the beggars and people outside the hospitals.
- NSS Volunteers advised students and villagers the need to wear mask and follow proper social distancing.
- Volunteers used social media to help people by sharing verified information regarding Covid related resources.
- Student volunteers helped stranded animals and birds during lockdown by providing them with food and water.
- The NSS unit and Eco- Club conducted vaccination drive in the campus and helped teachers and students get vaccination.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**1**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College campus is spread over 5500sq yards area of land. It is equipped with modern facilities and learning resources to achieve academic excellence. The Class Rooms and laboratories are extended into two blocks.

The old block has 12 Classrooms, one is digital Seminar hall and, two computer Labs equipped with LCD projectors, wi-fi, and Printer facilities; Library, Reading room with eight computers. Arts staff room; the NSS room have computer systems Wi-Fi and printing facility for staffs use. Office room is provided with Computers, Wi-fi, and printer facility.

The new Block.

Ground floor has Principal's room, virtual room, digital classroom and well-equipped computer lab. The ground floor also has the English staff room, ACO and IQAC office which is provided with internet facility and computers.

First floor has two classrooms of which one is digital, four Science Laboratories with staff rooms for languages and Science Departments.

Second Floor has four classrooms of which two classrooms are digitally equipped, and a staff room for Commerce Department. The

construction of three more rooms is in progress.

The available physical infrastructure is optimally utilized beyond regular college hours, to conduct co-curricular activities/extra - curricular activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Sports

The college administration lays emphasis on sports - both indoor games and outdoor games along with academic excellence. There is an open ground utilized by the students for practicing, Khokho, Kabaddi and Volleyball. Students are encouraged to participate in district, university and national level sports. The Physical director also periodically arranges yoga sessions in the college, where students and staff participate actively. Thus, the physical education department aims at providing a safe and healthy atmosphere for its students and staff members.

Cultural

The students are encouraged to participate in various cultural activities inside and outside the campus. The college has constituted committees for various co-curricular and extracurricular activities for identifying, motivating, grooming and encouraging students to participate in various intercollegiate, regional, and state events.

The Seminar hall is available for cultural activities. The mentors identify the students interested in cultural activities and get them enrolled in various clubs and committees. To inculcate the cultural and traditional values, the Cultural committee conducts various cultural activities at college level.

Students are also encouraged to participate in cultural Competition

at District and state level competitions. They are motivated to participate in competitions conducted by Alumni, cultural organizations, and college fests.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://vivekanandagdc.in/newsite/413.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

59.59

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College provides a library that enhances the quality of academics. It is Wi-Fi enabled and provides e-based learning opportunities.

The library is situated on the ground floor of the old block and has a collection of 6881 books, with a reading room. The collection of books includes books related to curriculum, documents covering a wide range of subjects which help students in acquiring knowledge and values. The library is also equipped with competitive books to help student prepare for various entrance examinations.

The library is automated using proprietary library software "SOUL" of the INFLIBNET. It is fully automated using Koha. There are two computer systems in the library. In addition to these, a computer and a printer are available for students to browse and take required content for the projects, assignments, and seminars.

Apart from books, the library has 16 periodicals, 6 newspapers in Telugu and English. The library is Wi-Fi enabled and provides e-based learning opportunities, and access to online e-resources. The library subscribes to N-LIST online resources of the INFLIBNET which is a college component of the e-ShodhSindhu consortium with access to 6,000+ e-journals, 1,64,300+ eBooks, and 6,00,000 eBooks through the National Digital Library.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://vivekanandagdc.in/newsite/library.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.208

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

40

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college provides IT enabled teaching-learning environment in the campus round the clock. It has developed IT facilities to meet the Learning requirements of students and faculty.

Computer Labs:

There are 3 computer labs consisting of 121 computers with Internet connectivity for the purpose of the students who opt for computer papers as part of their course as well as for general purpose. All the required software as per the curriculum is installed and updated and the maintenance of the computers is done through AMC, on regular basis. The college upgrades in quantity and quality of the ICT facilities and purchases new equipment for effective teaching-learning process and curriculum transaction.

Programming languages:

The programming languages required for Course Curriculum are installed from OERs (Open Educational Resources) each year for conducting Practical classes, and examinations.

Wi-Fi network:

The entire campus is equipped with Wi-Fi and Local Area Network (LAN) with CAT 6 Fibre Optic Cables, Routers in 2018 and is maintained through AMC. Wi-Fi network in the campus is also maintained through AMC. The college has virtual classroom and 15 LCD projector installed in some of the rooms in every floor.

The College has Photocopying machines, and multipurpose printers.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

134

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

52.09

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities.

Library Committee is constituted to ensure the smooth and efficient functioning of the library. Book binding is carried out for damaged books and weeded out books are disposed. The requirement and list of books is taken from the departments and is duly approved by the Principal and purchased.

The College has an adequate number of computers with internet connections and utility software. The maintenance is done through AMC.

Laboratories are regularly maintained by the attendant. Equipment are maintained properly, and serviced from time to time and records

maintained. Special Fee, Restructured fee, and RUSA funds were utilized for procurement and maintenance of equipment.

The building maintenance committee looks after the maintenance of the building. A Few classrooms are equipped with audio visual aids. The washrooms are regularly cleaned and sanitized by external agencies.

Gardening: Watering of trees and lawn is maintained by gardeners.

The Physical Director, and Sports Committee, give a requisition for games material that is procured from available funds.

The college conducts annual stock verification of library books, lab equipment, and furniture every year.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1094

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year****0**

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**
C. 2 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**10****5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year****10**

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

9

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education****25**

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year****0**

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.****0**

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

VGDC facilitates Student representative to actively participate in various activities. Representatives help in coordinating all the events related to curricular & extra-curricular activities, as per the directives of teaching faculty.

The students' representatives engage themselves in the following activities:

Academic:

- The Class representatives assist Committees to conduct field trips, exhibitions, seminars, workshops, various club activities.
- They communicate important events and activities through social media.
- They bring to the notice of mentors students problems.
- If any students misbehave in the classroom they bring it to the notice of anti-ragging cell.
- The girl student representative brings to the notice of the Women Empowerment Cell any issues related to girls.

Literary and Cultural:

- Students are members of the Editorial Board of College magazine.
- Student representatives of Cultural Committees help teachers in tapping the talents of students and help participate in cultural competitions.

Sports, Games, NSS/NCC:

- The student representatives help physical director form teams and participate for District, University, State, National level competitions.
- The NSS team helps the Coordinator in combating various social issues.

In Administration

- Students representatives are a part of Restructured committee, Special Fee Committee, Alumni, Parent-teacher committee etc.

File Description	Documents
Paste link for additional information	http://vivekanandagdc.in/newsite/Committees%202020-2021.pdf
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

VGDC has a registered Alumni Association that contributes significantly to the development of the Institution through Financial Resources. The Institution got registered on 25th

September 2019, Under the Telangana Societies Reorganization Act 2001 with no. 445 of 2019. It is formally registered as a recognized body. The members of the Alumni are eminent personalities from different walks of life. The Alumni Association has been rendering advisory service and extends their cooperation for the development of the college.

Constitution of Alumni Association of VGDC

Name Designation

Mr. Upender President

Mr. A. Satyanarayana General Secretary

Ms. Hemalatha Joint Secretary

Mr. Shiva Treasurer

4 additional members

File Description	Documents
Paste link for additional information	http://vivekanandagdc.in/newsite/alumni%20registration.pdf
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of VGDC is to provide access to quality Higher Education to the students from diverse backgrounds of the society and

inculcate human values to enable them to face the challenges of life with courage, confidence and mould them into socially responsible citizens.

The mission of the college is to provide quality Higher Education for the empowerment and self-reliance of students.

The aim of the College is:

- To offer skill-based programs and provide skilled manpower to the industry.
- To provide quality education to students from diverse backgrounds.
- To maintain excellent academic standard through Innovative teaching and learning methodologies.
- To inculcate moral values and social awareness among students.
- To inculcate student's leadership skills

The governance of the institution is reflective:

- The college is funded by the Government of Telangana, under the aegis of CCE.
- The empowered team of the college involves principal, conveners of different committees, Teaching-staff, non-teaching and student representatives. They play a key role in implementing the vision and mission of the college.
- All the committees plan activities and execute their responsibilities in every academic session.
- The Principal approves the financial requirements proposed by various committee
- Departments commit to doing what is required to excel.

File Description	Documents
Paste link for additional information	http://vivekanandagdc.in/newsite/vision.php
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The leadership of VGDC has adopted a decentralized and participativestyle of functioning under which day to day governance is administered through decisions of various Committees like IQAC, RUSA, Anti-Ragging, Alumni, NSS, Discipline, Building maintenance,

sports, library, Audio

Visual, literary and cultural, Research; and cells like TSKC, Placement, Grievance Redressal, Women Empowerment Cell, Entrepreneur Development Cell; and clubs like Eco Club, Red Ribbon Club, Consumer Club, involve students in conducting various activities. The Committees resolve decisions that are approved by Principal and implemented in a transparent procedure as per various policies. The Cells conduct activities like workshops, lectures, certificate courses to empower, train students, to enhance their employability skills and overall well-being. The Clubs in college in collaboration with committees, departments and NGOs conduct awareness programmes, trainings for staff and students.

Action plan for future:

The college proposes to construct another floor on the existing new block for additional classrooms and shift to solar energy by installing solar panels; demolish old block and construct new block that can house additional classrooms, seminar halls; strengthen library, sports and establish labs and workshop halls.

File Description	Documents
Paste link for additional information	http://vivekanandagdc.in/newsite/Committees%202020-2021.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

A SWOC analysis of the College in its various facets reveals that with the increase in strength of faculty, students and courses, College is restricted due to lack of infrastructure. Based on the SWOC analysis a Strategic Plan was developed for Institutional Development

Strategic Plan

- The College is running in two shifts due lack of rooms to accommodate the increasing strength. The primary focus and efforts of the college is to renovate the academic and administrative buildings (old block) and construct a new building, so that the College as a whole can run in a single

shift.

- The College developed an Action Plan to upgrade the Library facilities to cater to the needs of growing strength and also facilitate books for new courses.
- Physical director of VGDC has taken charge from 2018 for 350 plus students. However, with the increase of strength the college proposes to include it in the action plan and enhance sports facilities.
- To impart requisite skills relevant for dynamic job market TSKC cell at VGDC trains students in Communication Skills, Analytical Skills, Personality Development, Soft Skills and Computers. In this view the college proposes to construct an exclusive lab for TSKC students.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college has an established administrative setup, institutional bodies and strictly follows the guidelines laid down by the Commissionerate of Collegiate Education (CCE), Government of Telangana, UGC, and Osmania University. Administration is by Principal assisted by staff, both teaching and non-teaching. Several committees are formed to ensure decentralization and effective management monitored by Principal. Various statutory and non-statutory bodies contribute towards efficient functioning of college. IQAC, WEC/ICC/GRC Committees, SC/ST Minority Cell OBC Cell implement welfare Programmes for the SC/ST students from the respective government departments. Non-statutory bodies such as Academic and Examination, Admission, Student Welfare, UGC, NSS, Eco-club, Career Guidance, and Placement committee, etc, aid in the smooth functioning of the college.

Appointment of staff is through Telangana State Public Service Commission by the State Government, transfer of Junior Lecturers on promotion, recruitment of lecturers on a contract basis that is renewed yearly, appointment of Guest lecturers through a committee set up by CCE. The service rules of all the regular teaching and non-

teaching posts are governed by the Telangana State and Subordinate Service Rules issued by the Government. Promotions are based on rules of merit, seniority, and reservation are scrupulously followed as per UGC and State Government norms.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://vivekanandagdc.in/newsite/organogram.php
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Telangana State Government provides Welfare Schemes from time to time to create efficient, healthy, loyal, and satisfied employees for the Institution.

Existing Welfare Measures for Teaching and Non-teaching staff:

- The Faculty are encouraged to attend the Orientation/Refresher/FDP programs organized by different State and National Universities.
- The teachers are encouraged to present papers in

National/International seminar

- Annual and Special increments are sanctioned on total emoluments to the staff.
- Increments for M.Phil. and Ph.D. are sanctioned as per UGC norms for teachers.
- UGC Pay scales/ state Pay revision is implemented.
- The service registers and personal profiles of the staff are updated regularly.
- TS government contributes its share towards Contributory Pension Scheme and pays gratuity on retirement.
- The Government adds 8% in average compound interest to employees General Provident Fund
- The Staff can avail Casual leaves, maternity, paternity, medical, earned leave, study and child care leave as per the government rules. .
- Cashless Health Scheme is provided to the staff. The government reimburses treatment expenditure of any particular disease which is not included in the EHS.
- The Principal regularly conducts staff meetings, and seek suggestion for the Institution's development.
- Grievance redressal of the staff is addressed by the committee.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

5

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year****0**

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year****10**

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Vivekananda Government Degree College (VGDC), has a systematic performance appraisal system for teaching and non-teaching staff.

Teaching Staff:

Every year the teacher furnishes the self-appraisal form /API which include their efforts towards teaching-learning and evaluation, curricular and co-curricular activities, and academic contribution. The API appraisal form is assessed by the principal on the parameters prescribed by CCE and API scores are awarded. Promotions and Career Advancement Schemes (CAS) are based on the API scores.

Every year an academic audit is conducted by the office of the CCE. This audit team will assess the performance of each department and give feedback to the Principal. The principal in turn submits the action taken report to the CCE office.

The teachers attend Orientation Programs, Refresher Courses, and MOOCS Online Courses and are evaluated during the course.

Every year, students fill feedback forms and submit individual teacher evaluations. The feedback forms are later analysed by the IQAC and the feedback thus obtained is judiciously addressed.

Performance Appraisal for Non-teaching Staff:

- The Principal monitors the non-teaching staff and supervises the administrative and financial aspects.

Based on the reports given by the superintendent confidential report is given by the Principal to the higher authorities for promotions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Vivekananda Government Degree College spends the budget allotted for the benefit of the students and the Institution.

Government budgetary allocations are made under specific heads and spent as per the procedures and rules.

State Budget

- The state budget is utilized to pay Electricity, Water bills, purchase of stationery, and other miscellaneous items.
- The expenditure is audited during the Commissionerate of Collegiate Education Audit.

Special Fee:

- The special fee committee is formulated with the Principal and senior faculty
- Meetings are conducted and resolutions passed for need-based expenditure.

CPDC funds:

Funds from other sources are spent by the resolutions of the CPDC

Financial Audits:

The College conducts both internal and external financial audits:

- The external financial audit of the utilization of funds is done by the government auditors, whenever the incumbent principal retires or is transferred.
- Audits carried out by the government through AG's office ensure proper maintenance of assets/documents/audited statements.
- RUSA grants expenditure is maintained properly and audit is done by the Chartered Accountant.

Internal Audit:

- Annual physical stock verification is done at the end of every academic year and summary is submitted to the government.
- Internal audit is conducted for the disbursed scholarship amount followed by an external audit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Vivekananda Government Degree College is a Government Institution and most of the funding is from government agencies and a little from philanthropists and Alumni. Funds generated are used for the maintenance and development of the College.

Salary Funds: Since our Institution is a Government Institution, it receives salary grant from the State Government for permanent teaching and non-teaching staff. A separate budget is allocated for Contract, Re-Deployed, and Guest Faculty and salary is released from Government of Telangana.

All the major financial transactions other than the salaries are analysed and verified by the Principal along with the conveners and members and ensures optimal allocation and utilization of funds.

The Principal and the various committee members regularly conduct meetings and take the consensus of the council members and spend money from special fee fund, restructured fund, RUSA Funds, Alumni

Funds, CPDC funds for the purchase of material, equipment, up gradation of infrastructure and building, gold medals, library up gradation etc. The principal takes utmost care to utilise the funds optimally and in accordance with the rules.

Audit is carried out for all financial transactions by the Institution periodically by Commissioner of Collegiate Education and Account General Audit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

- IQAC of VGDC channelizes and systematizes the efforts and measures of the college towards academic excellence

Initiatives taken up by IQAC:

- IQAC along with the senior teachers played an important role in providing effective online teaching learning platform using existing resources to students.
- The IQAC roped the mentor teachers to help the students to adjust to the new system of teaching and learning
- The IQAC in order to facilitate the needs of students with network issues had requested the teachers to prepare videos of the lessons taught to the students online and upload the videos in what's App group.
- The IQAC during pandemic has encouraged and facilitated the departments to conduct webinars.
- The IQAC has taken online feedback and address the student's problems.
- The IQAC motivated teacher to complete Ph.D. Program and take up online courses.
- NSS and Eco-Club has initiated in awareness/prevention programs on COVID-19.
- The students were encouraged to distribute food packets to the needy during lockdown.
- The IQAC encouraged Staff and students to spread information regarding Covid related resources through social media.

- Under the IQAC guidelines, NSS and Eco- Club conducted vaccination drive in the campus.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- The IQAC contributes significantly to institutionalize the quality culture of VGDC. It has initiated the following practices to enhance the quality of education.
- The IQAC conduct periodical meetings with the departments and committees, and facilitates the needs of the College.
- The teaching-learning processes are reviewed periodically, and improvements implemented, based on the IQAC recommendations.
- IQAC encouraged teachers to utilize ICT tools.
- The IQAC played an important role in administering the online classes conducted by the college. It also facilitates training sessions to teachers and non- teaching staff to use ICT .
- IQAC conducts Orientation Program to the newly admitted students.
- The IQAC monitors the Mentor-mentee process and its implementation.
- This year the IQAC along with the ICC monitored the digital misuse by the students on what's App groups and online classes.
- The IQAC monitors the students learning outcome through the following procedure :
 - Regular class tests and interactions
 - Midterm and continuous evaluation comprising of internal tests, assignments, group discussions etc.
 - Providing Question bank of various subjects.
 - Providing Lecture notes through an online portal.
 - End semester results and analysis.
 - Timely Redressal of students' grievances.
- The IQAC takes the feedback from students to review the reliability of Online teaching.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://vivekanandagdc.in/newsite/minutes%2020-21%20final.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

VGDC Women Empowerment Cell (WEC), spares no effort in promoting gender equity among students. Boys and girls are treated on equal terms and are involved in all the workshops and activities.

WEC has entered into MoU with NGOs Tharuni, Prajwala, to deal with gender-related issues. Moreover, awareness on gender equity is spread through posters, programs, and interactive sessions.

Safety and Security:

The college has installed CCTV cameras and the Anti-Ragging committee is vigilant 24/7. WEC conducts counselling sessions and provide contact numbers of NGO partners and TELANGANA POLICE helpline for their personal help and counselling.

WEC works in tandem with the Grievance Redressal Cell and Internal Complaints Committee and look into grievances. The College has a zero-tolerance policy on issues concerning gender, ragging, sexual harassment etc.

Counselling:

WEC has collaborated with NGO Roshni Counselling Center to counsel students on issues relating to young adults.

The teaching Staff also gives counselling to the needy students apart from mentoring sessions

Rest Rooms for Girls:

The College provides a sick room for girls to take rest if they are sick. A sufficient number of toilets is available for girls with an Incinerator.

File Description	Documents
Annual gender sensitization action plan	http://vivekanandagdc.in/newsite/7.1.1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://vivekanandagdc.in/newsite/7.1.1%20additional%20information.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Environmental protection and ways for sustainability form the prime focus of VGDC. The college Shoulder the responsibility of keeping the premises clean and green.

Solid Waste Management:

- The college has placed dust bins at different corners of the campus.
- The MCH workers collect the segregated waste by the gardener.
- The NSS volunteers organise a cleanliness drive under Swacch Bharat Abhiyaan and clean the campus once a month.
- The College has plants and trees around the campus.
- Departments of Life Sciences maintain a composting pit.
- The Eco Club ensures a plastic-free campus.
- The college minimizes the use of paper by using social media for official communications
- The Office updates its files in CAIMS software.

Liquid Waste:

- Plumbing maintenance of taps is done on regular basis to arrest wastage of water.
- Posters on water conservation are displayed around the campus
- Rainwater harvesting pits are dug at different locations.

E-Waste/hazardous waste:

- The broken furniture is brought in reuse after assembling the useable parts.
- Other E-waste materials are stored in a separate room, and later, disposed of as per the CCE instructions.
- AMC ensures minimum e-waste.
- The hazardous waste is minimal, and science departments manage disposal as per standard norms and procedures.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1.Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
- 3.Pedestrian Friendly pathways
- 4.Ban on use of Plastic
- 5.landscaping with trees and plants

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

B. Any 3 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

VGDC has always been at the forefront in sensitising students to the cultural, regional, linguistic communal and socio-economic

diversities. The college organizes several activities to build and promote tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities among the students and staff.

- Commemorative days are celebrated on the campus to generate the feeling of oneness and social harmony.
- Teachers motivate Students to celebrate different festivals to implant social and religious harmony.
- The college celebrates Telangana Formation Day on 2nd June, to honour the formation of state.
- Bonalu and Bathukamma centuries-old traditional festivals are celebrated to keep its cultural heritage alive.
- Students are encouraged to participate in inter-collegiate literary and cultural festivals, and Hyderabad Literary Festival events.
- VGDC promotes communal harmony by conducting workshops in collaboration with RUBEROO, the NGO to help students embrace unity in diversity.
- To deliberate linguistic harmony, VGDC celebrates Hindi Dinostav, Telugu Dinostavam, Mother Language Day, English Language Day .
- Republic Day and Independent Day are celebrated every year in the College
- VGDC celebrates EktaDiwas, to inculcate the feeling of oneness among the Staff and Students.
- The College strictly follows the reservation policies for admissions of students and appointments of staff.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

VGDC takes all possible initiatives in organizing various events and programmes to sensitize students and employees to the constitutional obligation.

Various departments observe the following days:

Literacy Day: VGDC promotes the importance of literacy by celebrating Literacy Day on 8th September every year and advocates "each one teach one".

National Unity day: The Social Science department of VGDC administers the RashtriyaEktaDiwas pledge to the staff and students and motivates them to strive to maintain the unity and integrity of the country on the 31st of October every year.

National Education day: The College marks National Education Day on November 11 and conducts competitions, workshops and rallies with slogans on the importance of literacy.

Constitutional day: The College celebrates Constitution Day on 26 November every year to commemorate the adoption of the Constitution of India.

Aids day: The College observes Aids day on 1st December, the Staff and Students support a global effort to prevent new HIV cases.

Human rights: The College observes human Rights Day on 10th December every year. The teachers focus on "be the change you want to see".

Republic day: The College Celebrates, 26th January, every year to honour the establishment of the Indian constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

- The Staff and Students of VGDC all come together under one umbrella to celebrate important days to commemorate the ideology of nationalism and to pay tribute to our great National Leaders.
- The College celebrates the following days:
- The International Youth Day is celebrated on January 12 to inspire young students.
- Republic Day is celebrated on January 26 to pledge to uphold the honour integrity and diversity of India.
- National Science day on 28th February to mark the discovery of the Raman effect.
- VGDC celebrates International Yoga Day on 21st June to know about the benefits of practicing of yoga
- 22nd July – Mendel's Birthday to commemorate Father of Genetics' contributions.
- The College celebrates 15th August every year and acknowledge the sacrifices of the leaders.
- To deliberate linguistic harmony 29th August – Telugu Basha Dinotsavam and 9th September Language day are celebrated.
- Teachers' day is celebrated on 5th September, to honour teachers.
- The College observes Hindi Diwas on 14th September to mark the popularity of Hindi as national official language.
- VGDC celebrates Ekta Diwas on 31st October to show their solidarity and unity in diversity.
- The Departments of Social Sciences on 14th April organizes programs in memory of Dr.B.R. Ambedkar .

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice -1

Name of the Best Practice: Online teaching/YouTube videos

Objectives:

- To offer highly effective learning environments during pandemic.

.Context: Vivekananda Government Degree College has opted to go for online teaching during lockdown. The teachers have initiated online teaching through different social media platforms.

Practice: The committee framed a time table, and the teachers conducted online classes with the help of PPTs. The teacher uploaded recorded video lessons to help students, who had network issues.

Success of the Practice:

- The students continued to learning during pandemic without any disruption.

Best Practice -2

Name of the Best Practice: Mentor –Mentee counselling

Objectives:

- To help students cope with pandemic issues.

Context: Academic disruption, financial problems, social distancing,

has resulted in loneliness and restlessness among students. In such situations the College has decided to provide Mentor- Mentee services to students.

Practice: During pandemic the mentors had personal touch with the students over phone and social media. They counselled and helped students cope with the new teaching learning pattern and overcome depression due to confinement to their home.

Success of the Practice:

- The students shared their issues with the teachers and were able to help fellow students.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Vivekananda Government Degree College strives to provide access to quality Higher Education for the empowerment and self- reliance of students from diverse backgrounds of the society. To achieve this VGDC constantly thrives through distinctive approaches and strategies.

The Performance of the College is distinctive in the following aspects:

Teacher upgrading programme:

The college has well qualified teaching faculty. In order to stay ahead of the curve and address the changing needs of its student's teachers upgrade their qualification. During lockdown making use of the opportunity they upgraded their skills by attending FDP online programmes.

Mentor -Mentee Counselling:

During the pandemic, to minimize the mental and emotional stress among students, the mentors were in constant touch with their students. They helped them with their lessons and personal problems.

Extension of Building:

In the past years the College have expanded exponentially in all aspects and to match the growing strength, has initiated to extend the construction and provide more classrooms for students,

Helping students build their self-awareness:

After graduating, option for most of the students is to go into full time job, but the teachers help students build their self-awareness and encourage students to go for higher studies.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year**Plan of action in the next academic year**

The Principal along with the IQAC coordinator and heads of the departments have prepared the following plan of action:

- To upgrade the ICT facilities so as to conduct blended system of teaching and learning process.
- Expansion of second floor to facilitate classroom and makeshift of laboratory from the old building.
- To expand the Library facilities and upgrade the books in the library for the new courses introduced in the college
- To improve the sports facilities to accommodate the exponentially growing strength of the College.
- To establish a separate TSKC lab.
- To demolish the old block and seek funds from RUSA for new construction of the old block.