YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	VIDYA ACADEMY OF SCIENCE AND TECHNOLOGY TECHNICAL CAMPUS
• Name of the Head of the institution	Dr.T. MATHAVRAJ RAVIKUMAR
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04702649234
• Mobile No:	9894162425
• Registered e-mail	principal@vidyatcklmr.ac.in
• Alternate e-mail	mathurajravi@vidyatcklmr.ac.in
• Address	MALAKKAL P.O., KILIMANOOR THIRUVANANTHAPURAM (DISTRICT)
• City/Town	KILIMANOOR ,THIRUVANANTHAPURAM (DISTRICT)
• State/UT	KERALA
• Pin Code	695602
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**Self-financing**	
• Name of the Affiliating University	**A.P.J. Abdul Kalam Technological University**	
• Name of the IQAC Coordinator	**Prof. K. Vijayakumar**	
• Phone No.		
• Alternate phone No.		
• Mobile	**9447493301**	
• IQAC e-mail address	**iqacconvener@vidyatcklmr.ac.in**	
• Alternate e-mail address	**iqaccoordinator.vasttc@vidyatcklmr.ac.in**	

3.Website address (Web link of the AQAR (Previous Academic Year)

https://vidyatcklmr.ac.in/admin/upload/pdf/956287814SSRPrequlaified080921.pdf

4.Whether Academic Calendar prepared during the year?

Yes

• if yes, whether it is uploaded in the Institutional website Web link:

https://vidyatcklmr.ac.in/admin/upload/pdf/5122436954collegeacademiccalendar201920.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**2.79**	**2022**	**08/02/2022**	**07/02/2027**

6.Date of Establishment of IQAC **20/09/2019**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Depa rtment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

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	`4`
• 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	No File Uploaded
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)
`International webinar series`
`Induction programme 2020`
`Department Programmes`
`Time table for offline classes`

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
International webinar series	Conducted 6 international Webinar
Induction programme	Organized 3 weeks induction programme for first year students
Department Programmes	Organized 33 online department programmes
Time table for offline classes	Decided to prepare special timetable for conduct classes
Remedial Class	Below average students are identified and given extra classes or bonus classes helping the students to the fullest
MOOC,Minor,Honor degree courses	Encourage the students to undergo Minor and honor degree courses .Motivate them to do MOOC courses
Effectiveness of online classes	Online classes are conducted for all subjects and notes are uploaded in google classroom in advance

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Academic Council	04/08/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	28/02/2022

15.Multidisciplinary / interdisciplinary

According to the National Educational Policy 2020, the University has added multidisciplinary subjects to its curriculum in order to help students develop their overall abilities, including their intellectual, aesthetic, social, physical, emotional, and moral ones, in an integrated manner. Mandatory courses like Lifes Skills and Professional Ethics were added to the curriculum to enhance the soft skills and ethical standards of the graduates. Courses like Environmental Engineering, Sustainable Engineering and Disaster Management were also made part of the curriculum to promote Environmental Education.

The Institution provides minor courses to all students from semester 3 onwards. If a student successfully completes a minor program he can get a degree in the engineering field of their choice as well as a minor degree in another branch of engineering.

16.Academic bank of credits (ABC):

The institution must wait for approval from the university and government before implementing the Academic Bank of Credits. Since the Institution is affiliated with a University, the syllabus and assessment methods are followed as mentioned by the university.

17.Skill development:

The institution is pledged to provide value based education to students. The University has incorporated mandatory courses like life skills, professional communication, Constitution of India, Sustainable Engineering and Environmental Engineering into the BTech curriculum. These courses help in the development of humanistic, ethical, Constitutional, universal human values scientific temper, citizenship values, and also life-skills of students. The college moreover observes national holidays like Republic Day and Independence Day. Taking part in events like World Aids Day, Environment Day, and commemorating the birthdays and deaths of our national leaders all help students develop positive character traits.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Regarding the adoption of Indian languages, the faculties give lectures both in Malayalam and English.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

IQAC takes initiative steps for implementing Outcome Based Education in the teaching learning process.

Following steps were taken for the quality content delivery of each course.

- A session on Outcome Based Education was organized by IQAC for all faculty members.

- Programme Outcomes (POs) are specified by NBA (National Board of Accreditation) which are followed by us.

- The Department Advisory Committee (DAC) holds meetings and identifies PSOs for each Programme. All the core courses of the programme and also the scope of the streams is assimilated in the PSOs

- Course outcomes (COs) are framed for each course by the concerned faculty member. DAC evaluates the COs before the commencement of each semester. After discussion/review, the COs are finalized and published.

- CO-PO and CO-PSO matrices are prepared for each course indicating correlation levels.

- Internal examination question papers and assignments are framed using Bloom's Taxonomy and COs are matched against each question.

- Mark scored by the student in each question is mapped to the corresponding CO for attainment level calculation in Internal Examinations and Assignments.

- CO attainment level for each course is calculated at the end of the semester using direct and indirect assessment tools.

- Using CO-PO and CO-PSO matrices PO and PSO attainments are also calculated

20.Distance education/online education:

The faculty members used a variety of technological tools, particularly during the pandemic lockdown, including Google Classroom, Zoom, Google Meet, and using videos as teaching and learning aids.

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**317**

File Description	Documents
Data Template	<u>View File</u>

2.Student	
2.1 Number of students during the year	**832**

File Description	Documents
Data Template	<u>View File</u>

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**120**

File Description	Documents
Data Template	<u>View File</u>

2.3 Number of outgoing/ final year students during the year	**199**

File Description	Documents
Data Template	<u>View File</u>

3.Academic	
3.1 Number of full time teachers during the year	**52**

File Description	Documents
Data Template	<u>View File</u>

3.2	**60**

Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**22**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**1003.78**
4.3 Total number of computers on campus for academic purposes	**271**

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

The institution takes the following efforts for the effective implementation of the curriculum set by the university.

- **The institution ensures that the curriculum set by the University is strictly followed.**

- **Planning of curriculum implementation is carried out in a systematized manner.**

- **Every faculty gives their course preferences and courses are allocated to the faculty by the Head of the Department.**

- **The time table committee prepares the college timetable.**

- **The faculty members maintain a course file for all the courses.**

- **Tutorial sessions are provided to students for the subjects specified in the curriculum.**

- **The Institute follows ICT-enabled teaching in addition to traditional classroom education.**

- **The class committee evaluates the completion of portion coverage, the performance of students and their grievances, faculty feedback and takes appropriate and timely measures to resolve it.**

- **Periodical reviews on the syllabus coverage, academic performance, and student feedback are monitored internally**

- **For slow learners' remedial classes are arranged after regular classes.**

- **The Institution follows a continuous academic evaluation procedure.**

- **The teacher evaluation by students is done by taking direct feedback from students after the first series examination, and at the end of the semester.**

- **We are using ERP software tool for monitoring of academic related activities.**

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://vidyatcklmr.ac.in/setnew.php?sub=4

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

- **The University publishes the academic calendar at the beginning of every academic year. The coordinator, after discussions with the respective departments, prepares an internal draft academic calendar in accordance with the university academic calendar. The draft academic calendar is presented by the coordinator in the academic council meeting and is approved by the academic council members. This calendar is disseminated on the institute website, distributed among the faculty, staff, and students.**

- **The Internal Examination Cell plans and conducts the internal**

examination of both theory and practical subjects following the institute's academic calendar.

- Assignments, tutorials, seminar presentations, Laboratory, evaluation of mini projects/projects are scheduled according to the academic plan of the respective semesters.

- The faculty advisor maintains the consolidated attendance of every month and monthly attendance is published in the department notice board.

- On the basis of the internal test marks, assignment marks, and the attendance, the final internal marks are finalized and published. As per the university regulations, the scheme of Continuous Internal Evaluation (CIE)

- The institute organises various extracurricular and co-curricular activities.

- Training programs, certification programs, guest lectures, and industrial visits are also arranged.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://vidyatcklmr.ac.in/admin/upload/pdf/165378963CollegeAcademicCalendar.pdf

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

5

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
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

34

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

the year

34

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

The university curriculum has incorporated many relevant subjects like Professional Ethics, Human Values, Environment and Sustainability.

Environment and Sustainability:

The course Introduction to Sustainable Engineering is mandatory for all first year students and it reflects on the role of engineers to live and meet their needs without compromising the natural resources of future generations.

The Curriculum also offers the following courses in Core and Elective related to Environment and Sustainability.

Environmental Engineering I & II

Environmental Engineering Lab

Environmental Impact Assessment

Environment and Pollution

Environmental Engineering

Air Quality Management

Energy Conservation and Management

Sustainable Energy Process

Gender

The institution has taken special initiatives for the empowerment of women through committees like Women's Grievance Redressal Committee, Women's Welfare Committee and the committees organise several programmes and seminars every year.

Human Values and Professional Ethics

Human Values is an extension of Value Education with a focus on moulding up the individual to maintain ethical human values in their profession. The course Life Skills is introduced in the curriculum for all second year students to adapt themselves with psychosocial abilities. The course Professional Ethics is included for pre-final year students to make them familiarize with the human values and ethics in engineering.

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

76

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
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

199

File Description	Documents
Any additional information	View File
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

A. All 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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://vidyatcklmr.ac.in/admin/upload/pdf/552364042CombinedActiontaken.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

300

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

52

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

The institution categorises first year students as slow learners and advanced learners on the basis of: 1. Higher secondary marks. 2. State level engineering entrance examination rank 3.Talent test.

An induction program is organised for the first year students. Advanced learners and slow learners are identified and categorized into separate batches based on the above criteria. For slow learners, induction courses are scheduled with special attention to weaker areas.

For advanced learners, creativity and skills are boosted through sessions on product development/design, soft skill development and leadership quality enhancement programs.

For subsequent semesters, each subject faculty member assesses the students based on internal test marks, class test marks, class attentiveness and attendance. Based on the review by respective

faculty members, staff advisors consolidate each student's learning level and then classify to slow and advanced learners.

For the slow learners, based on the above details,

- **Remedial classes are conducted**
- **Summer courses were conducted**

For advanced learners,

- **The students are motivated to do online certification courses like SWAYAM-NPTEL, MOOCs, Coursera.**
- **Eligible Students are encouraged to take Minor Degree coursesand Honours Degree**
- **They are motivated and supported to attend National conferences, workshops, hackathons and other acclaimed competitions to exhibit their skills.**

File Description	Documents
Link for additional Information	https://news.vidyatcklmr.ac.in/news-titles.php?id=eefcf65b-b454-11eb-98c5-001e67b662e1&source=STUDENT
Upload any additional information	View File

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

Number of Students	Number of Teachers
832	52

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

Student centric methods which involve experiential learning, participative learning and problem solving methodologies are facilitated in VAST TC.

Experiential Learning:

- **Laboratories – Students get primary exposure to engineering equipment and machines from different laboratories available in the college.**
- **Product development –Vidya Talent Center (VTC) facilitates a platform for students to learn the process of product development.**
- **Industry Exposure – During Internships and Industrial Visits, students acquire real world experience and understanding the technical concepts and various processes in Industries.**

Participative Learning:

- **Projects – Students do their main project in final year and mini-project in the pre-final year.**
- **Student Seminars – Students are given opportunities to take seminars through the course of their curriculum.**

Problem Solving Methodologies:

- **Tutorial hours – In tutorial hours, students in groups use their analytical and reasoning abilities to find solutions for numerical problems.**
- **Finding solutions to social and industrial issues – Students find technical solutions to social and industrial problems with their projects.**
- **Technical problem solving – Students showcase their problem solving skills at various competitions within and outside our college.**

Outcomes:

- **Students have designed Automatic Sanitizer as part of VTC initiatives.**
- **Students have achieved in Hacking Competitions and Idea pitching competitions at National Level.**

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	https://vidyatcklmr.ac.in/page.php?page=113

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

Teachers in our college use various Information and Communication Technology (ICT) enabled tools to make the teaching-learning process effective.

- Classroom Teaching Tools – Teachers utilize different multimedia tools like LCD projectors, portable PA systems and laptops to enhance the learning experience in classrooms. 18 halls (classrooms and seminar halls) are permanently equipped with projectors and screens for illustrative teaching.

- Academic Monitoring – The student academic activities like semester registration, daily attendance recording are done in Enterprise Resource Planning (ERP) software.

- Learning Outside classrooms – Teachers motivate students to use different electronic resource packages like National Programs on Technology Enhanced Learning (NPTEL), Spoken Tutorials, SWAYAM, Coursera and MOOC for advanced learning and understanding of subjects. The college library facilitates offline access of NPTEL videos saved in the library computers, for staff and students. Faculty members in our college record lecture videos and demonstration videos and share them in various online platforms like YouTube channels and Google Classrooms.

- Research and Project works –Teachers help the students to acquire online journals and guide them to properly utilize it. The student projects, which involve software programming and simulation works utilize the college computing facilities.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://vidyatcklmr.ac.in/photo_gallery.php?album_id=29

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

45

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

52

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
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

3

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

182

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.

- **The attendance is entered in the Campus ERP system and the parents will get notification through SMS facility about absenteeism of students.**

- **Dates of the internal examinations are notified on the class room notice board.**

- **Faculty members prepare question papers based on the course plan, course outcomes & Bloom's taxonomy to their respective subjects. After the scrutiny it will be given to students.**

- **After the valuation HOD verifies 3 to 5 sample answer scripts.**

- **Students can approach the respective faculty members for any grievance on evaluation & tabulation.**

- **For laboratory courses, continuous assessment is done by considering regular laboratory work, preparation of work book, regular class viva and end semester laboratory examination.**

- **The Evaluation of the project is to be done in two stages.**

- **For comprehensive examination, each department conducts oral examination. At the end of the semester, a comprehensive viva**

is conducted by an assessment committee consisting of an external subject expert/ industrial expert.

- Minimum two assignments are given to students. After evaluation, scripts are returned to the students with the comments of subject teachers.

- Consolidated final internal examination marks of all subjects of respective semester and attendance is published in the notice boards.

File Description	Documents
Any additional information	View File
Link for additional information	https://vidyatcklmr.ac.in/page.php?page=120

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

The VAST TC conducts two internal examinations as per academic calendar. Dates of the internal examinations are notified on the notice boards of class room.

Internal examination squad is constituted with a senior faculty member as head and along with other two faculty members to avoid any type of malpractices.

If a student misses internal examinations due to medical reasons or other personal emergencies, based on genuine evidence, a single test will be conducted covering four modules.

For laboratory courses, continuous assessment is done by considering day to day laboratory work, preparation of work book, regular class viva and end semester laboratory examination.

The evaluation of the project is to be done in two stages: two internal progress evaluations and a final report evaluation.

The entire procedures are informed to the students through the notice boards and through respective mentors.

After internal examinations, the evaluated answer scripts along with the answer-key are provided to the students. Students can approach

the respective subject faculty member within 2 days for any grievance on evaluation, mark allocation and tabulation. The corrections are duly made by the faculty member and published in the notice board.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.vidyatcklmr.ac.in/page.php?page=81

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.

In VAST TC every department has its own Program Specific Outcomes (PSOs) formulated to meet the objectives of each program. Program Specific Outcomes (PSOs) were identified for each program after detailed discussions in the DAC (Department Advisory Committee) meetings. PSOs are program specific and are two to four in number.

Course Outcomes (COs) are defined for all the courses in the curriculum by each department.The process followed in VAST TC on framing COs is given below:

- Courses are allotted to the faculty members and they identify and formulate the COs using Bloom's Taxonomy and subject curriculum.
- All departments have formed a DAC (Department Advisory Committee) to review the COs.
- The members of DAC evaluate the COs before the commencement of each semester.

The following platforms are used to disseminate the POs and PSOs to the students and teachers;

- The college official website.
- Induction Program / Orientation Program
- IQAC meetings
- Notice boards in the Classrooms and Laboratories

COs are made available and communicated to teachers and students

through following activities,

- Course diary and course file maintained by the respective subject faculty member
- Make aware of students during the beginning of each semester
- Course outcome surveys.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://vidyatcklmr.ac.in/department_details.php?dep_id=2
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

The artifacts that demonstrate the skills, personal characteristics and accomplishments required for measuring the attainment, are collected from:

1.Direct attainment

2.Indirect attainment

Direct Attainment:

As per the regulations of the affiliated university, the assessment is in two ways: 1. Internal Assessment (50 Marks) 2. University Examination (100 Marks)

Internal Assessment is done by the subject teacher throughout the semester. Assessment components are,

1.Internal Examination

2.Assignments

Indirect attainment:

Course Outcome Survey: A survey is being taken from students for each course at the end of the semester.

CO attainment:

- Concerned faculty members list out the COs and prepare CO-PO and CO-PSO matrices/attainments for all courses indicating the correlation.

- Benchmark attainment is set.

- Individual marks of each student is calculated for all COs considering marks of internal tests, assignments, University Examination and Course end survey.

- Based on the given Benchmark the CO attainment is measured.

CO- PO/PSO attainment:

Each Course Outcome is mapped to Program Outcomes and Program specific outcomes in terms of relevance. The levels of correlation are 1 for low, 2 for medium, and 3 for high correlation.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil

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

188

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	https://vidyatcklmr.ac.in/admin/upload/pdf/2096070344AnnualReport20202021AQAR633.pdf

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)

https://vidyatcklmr.ac.in/admin/upload/pdf/1355887867SSS20.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)

0.3

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
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

1

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	View File
Paste link to funding agency website	https://kscste.kerala.gov.in/wp-content/uploads/2019/05/Studentprjct_result_21.pdf&sa=D&source=docs&ust=1659509703570301&usg=AOvVaw07eBCXCRQc0NWzxPx2Dg5C

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

33

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

1

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

0

File Description	Documents
Any additional information	**No File Uploaded**
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

The major events are:

1. Ozone Day celebration : Organized an online quiz competition, "Ozone for Life".

2. World Post Day: organized a letter writing competition in connection with World Post Day on 9th October 2020.

3. Webinar on 'NATIONAL EDUCATION POLICY 2020": Organized a block-level webinar by Mr. Abdul Jabbar Ahamed, AICTE State Nodal Officer.

4. World Internet Day Celebration: Organized a debate competition on the topic "MERITS AND DEMERITS OF INTERNET",

5. Community cleaning program: Kilimanoor Panchayat bus stand was cleaned by NSS volunteers as a part of Republic Day celebrations.

6. Social Outreach Program: As a part of the Break the chain campaign NSS unit VAST TC along with the Primary Health Centre Kilimanoor Panchayath conducted a one-day awareness campaign about the importance to take Covid vaccination

7. 20 Rupee Challenge: Organized a 20 Rupeeschallenge to help students struggling with online classes without necessary online gadgets like smartphones.

8. NAVAMI 7 Day Camp:Conducted a 7-daycamp 'NAVAMI' for the NSS volunteers.

9. World Aids Day Celebration:conducted a "poster making" competition and gave prizes to the winners.

10. World Engineers Day Celebration: Organised an online talk

show, "Marvels of the Future''.

File Description	Documents
Paste link for additional information	https://vidyatcklmr.ac.in/page.php?page=16
Upload any additional information	View File

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

0

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

10

File Description	Documents
Reports of the event organized	View File
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

93

File Description	Documents
Report of the event	View File
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

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
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.

Campus Infrastructure

- **The campus building incorporates 20 classrooms and 5 tutorial rooms, that are spacious with ambient ventilation and lighting having carpet area of 2178.63 m²**

- **The institution facilitates a total of 53 labs and covering a carpet area of 4156.26 m²**

- **The college is facilitated with 2 seminar halls and a drawing hall with a total carpet area of 689.06 m²**

- **The two Seminar halls equipped with Public Address system, Wi-Fi connectivity and projectors.**

- **Language Lab is equipped with 25 desktop computers, headsets and each computer is installed with "Tell Me More'' software.**

Library

- **The Central library is spread over an area of 420 m² with a fine collection of 10080 volumes and 2750 titles.**

- **The Digital Library is equipped with desktop computers with an uninterrupted Wi-Fi and LAN connection.**

- **The library reading space can accommodate 150 students.**

Computing Facilities

- **The institution has a total of 316 desktop computers.**

- **Six computer labs including language lab, Library and other academic related labs have a total of 271 desktop computers.**

- **Uninterrupted functioning of computing facilities is ensured with 28 kVA UPS in addition to backup of 250 kVA generators.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://vidyatcklmr.ac.in/newpage.php?new=2

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

Sports and Games

- **The institution has a qualified and experienced physical education instructor.**

- **The playground is 2007.5 m² in area. Football matches, cricket matches and track & field athletic events are conducted in the main ground.**

- **Badminton court of 106.8 m² area is located near the East block.**

- **Table Tennis facility is set up at the underground level 2 of East Block.**

Cultural Activities

- **Major cultural activities are hosted at Sri Narayana Guru cultural arena which cover a floor space of 665 square meters and seating capacity of 700.**

- **Space for indoor board games like chess and carroms are at**

room number SB 815, with a floor area of 165 m².

- Volleyball and Kabaddi courts of 162 and 130 square meters, respectively, are provided in the space adjacent to the Men's hostel.

- Students participate in different team and individual competitions as part of the Arts Fest.The latest edition, titled - "NIRAM 2.0" and "NIRAM 2K" was conducted on 17/11/2021 to 19/11/2020 and 28/05/2021 respectevely.

- The rooms in the workshop block having floor areas of 76 m², 72 m² and SB815 with 165 m²in the South Block are facilitated for practice of different cultural activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vidyatcklmr.ac.in/photo_gallery.php?album_id=28

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

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vidyatcklmr.ac.in/photo_gallery.php?album_id=31
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)

272.4

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

4.2 - Library as a Learning Resource

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

The Central Library is automated with KOHA software, which is used for all acquisition as well as information retrieval facilities. Book issues, return, renewal, and cataloging are being done with the help of this software. KOHA software is customized as per the requirement of library staff. All the subject books are bar-coded which enables easy check-in and checkout with the help of scanners. Integrated Library Management System KOHA software along with bar-code scanners enables library automation.

The books are classified and arranged on the open shelves according to the Dewey Decimal classification system (DDC). The library follows the open stack access policy for its members. The students and staff can access the central library collection from the Online Public Access Catalogue (OPAC) by checking the computer terminal in the reading area of the library. KOHA OPAC search by

Author, Title, Subject, etc.can be facilitated to the clientele by this software. OPAC search facility is available in the entire campus through intranet.

Name of the ILMS Software: KOHA (open source)

Nature of Automation: Partially Automated

Version: 3.22.04.000

Year of automation: KOHA (2013).

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://vidyatcklmr.ac.in/department_details.php?dep_id=25

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   **B. Any 3 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)

1.51

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
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

3

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

- **3 Network Switches were purchased during 2020 - 21**

- **The infrastructure incorporates both wired & wireless networks connecting all the building blocks of the college. The Wired and Wi-Fi equipment utilises 13 Hub racks, 22 network switches & 6 access points.**

- **Available Wi-Fi bandwidth is 40 Mbps.**

- **Wi-Fi access points are provided in the campus at various points to access the network through personal laptops, gadgets, mobility devices etc.**

- **The institution has 316 computers and 7 Laptops in various laboratories, departments, andadministrative office.**

- **To take care of the day to day user issues, a complaint management portal is maintained where the individual users can register their complaint.**

- **The Institution has the ICT equipment of 20 multimedia projectors, 3 Biometric Fingerprint devices, 40 Fire protection and safety equipment, 26 printers, 3 printers cum scanner and 29 Surveillance Cameras for campus safety & management.**

- **All Computers and related IT facilities are supported by UPS Back-up.**

- **80% Classrooms are ICT enabled for an effective teaching learning process.**

- **The whole campus is monitored using CCTV surveillance.**

Licensed software:

- **Digital Language Lab Software**

- **MATLAB**

- **ETAP 14**

- **Microsoft Office 2016**

- **MS Windows Server**

- **SIMULINK**

- **AUTOCAD**

Security software:

- **Microsoft windows security**

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	[https://www.vidyatcklmr.ac.in/page.php?page=47]()

4.3.2 - Number of Computers

271

File Description	Documents
Upload any additional information	[View File]()
Student – computer ratio	[View File]()

4.3.3 - Bandwidth of internet connection in the Institution   C.10 - 30MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
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)

272.4

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.

Laboratory

- **Proper working of all the equipment in the laboratory is ensured by the laboratory in-charge along with the lab assistant at the beginning of every semester.**

- **Stock verification is carried out annually.**

- **Repair and maintenance works of the laboratory equipment are initiated by the respective laboratoryin charge as and when required.**

- **Minor repairs in the laboratory are done by lab assistants and major repairs by equipment experts.**

- **A preventative maintenance register is maintained in all the**

laboratories

Library

- At the beginning of each academic year, HODs in consultation with the faculty members, make requisitions of required books and literature to the Librarian.

- Subsequently, tenders are invited from firms and publishers.

- After the acquisition of books, the details are entered in the Accession Register and in the ILMS (Integrated Library Management System) software.

Computer Labs

- Software are updated regularly by the ITIMS (Information Technology and InfrastructureManagement System) team.

- System maintenance, if any, is conducted by the ITIMS team.

- Maintenance register is maintained in the computer labs by the lab staff.

Complaint Management System

- Complaint Management System (CMS) is a facility through which any staff in the college can log a complaint in it.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://docs.google.com/a/vidyatcklmr.ac.in/forms/d/e/1FAIpQLSf6GyToJjleaEysgKZ6LZ1_vsH9IvaEknN2jcYcHKeN-b0KAw/viewform

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

192

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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

633

File Description	Documents
Upload any additional information	View File
Number of students benefited 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

D. 1 of the above

File Description	Documents
Link to institutional website	https://vidyatcklmr.ac.in/
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

0

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

0

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	*View File*
Upload any additional information	**No File Uploaded**
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

128

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

10

File Description	Documents
Upload supporting data for student/alumni	*View File*
Any additional information	**No File Uploaded**
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)

Our institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities through various committees and clubs listed below.

Students Steering Committee/Senate

- **NSS**

- **Students Grievance Redressal Committee**

- **Women's Grievance Redressal Committee**

- **Anti-Ragging Committee**

- **Class Committee**

- **Course Committee**

- **Department Association**

- **Arts Club**

- **Energy Management Club**

- **Science Club**

- **Photography club**

Students Grievance Redressal Committee, Anti-ragging Committee, Women's Grievance Redressal Committee, Class committee and Course committee are some of the other committees which involve student participation. Student representatives actively participate in meetings and express their suggestions. Students are also involved in department association and they actively coordinate all the technical and nontechnical events in their respective departments.

File Description	Documents
Paste link for additional information	https://news.vidyatcklmr.ac.in/
Upload any additional information	View File

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

2

File Description	Documents
Report of the event	View File
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

Our institution is having an alumni association under Association of Vidya Alumni along with our sister concern Vidya Academy of Science and Technology, Thrissur. The association was registered under "Travancore/Cochin Literary, scientific and charitable societies Act (Act XII of 1955)" with register number TSR/TC/364/2016.

Involvements of alumni are instrumental in organizing various Technical Invited Talks (TITs), Motivational Talks, Seminars, Workshops and Career Guidance Classes to their juniors. Institution is organizing different activities by inviting alumni whose involvement is beneficial and it also rejuvenates the teaching learning process. Few of the other areas in which substantial contributions are mentioned below

- **Discussions / seminars on entrepreneurship opportunities**

- **Contributions to library in the form of books**

- **Sharing their corporate experience and motivate the students to bridge the gap between academia and industry**

- **Apprising the current trends and future scopes in the area**

- **Conducting alumni interaction sessions**

- **Internship Opportunities**

- **Promoting Institution events**

- **Supporting Institute Social Responsibilities**

- **encouraging the students of the Institute and members of the Association for research projects**

- **Encouraging the students of the Institute to go for higher education**

- **Encouraging and guiding the students of the Institute on self-employment to become entrepreneurs.**

File Description	Documents
Paste link for additional information	**Nil**
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

Vision of the Institution: Progress Through Education.

Mission of the Institution:To seek, strive for and scale greater heights of quality education

The vision and mission of the Institution focuses on achieving greater heights by providing quality education. The Vidya International Charitable Trust Executive Committee (EC) consists of 11 executive members which is officiated by Chairman, Vice Chairman, Secretary, Joint-Secretary and Treasurer. All policy decisions ,academic and administrative plans are analyzed and executed by the ECmembers.Every week Weekly Aligned Meeting is arranged to interact with the Principal and administrative head by the EC members.To

ensure the progress of the institution according to our vision, the Academic Council constituting Principal and Head of the Departments meets once in a week. The council plans, discusses and takes decisions regarding institutional activities in alliance with the Mission.In order to progressthe students with the emerging trends in their respective disciplines, the institution provides Add-on courses to all students every year. The Institution also conducts department wise seminars, national and international webinars and workshops to enrich the knowledge of students and to reach greater heights. As the mission proclaims the institution, students and staff strive tirelessly in creating professionals par excellence.

File Description	Documents
Paste link for additional information	https://vidyatcklmr.ac.in/vision_mission.php
Upload any additional information	View File

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

The institution maintains a culture of participative management amalgamating the management, staff members and all stakeholders. The Principal oversees academic and non-academic activities of the institution by framing various committees and cells such as Academic Council,Women Grievance Redressal Committee, Training and Placement Cell etc. The Principal appoints senior faculty members as coordinators to delegate and coordinate the functioning of these committees. The programmes conducted by the Training and Placement Cell depict decentralization and participatory management in the institution. The placement and training related activities are conducted in the institution under the Training and Placement Cell.The Department Placement Coordinators interact with the Student Coordinators to identify the training programmes needed for them and discuss the matter in the Placement and Training Cell meeting. The Training and Placement Cell organizes on-campus and off-campus recruitments for the students.The action plan is executed with the help of the Department Placement Coordinator and HR team of various companies are invited for conducting placement drives in the institution and also the students brought to the companies and other institutions for the off campus drives.

File Description	Documents
Paste link for additional information	https://vidyatcklmr.ac.in/department_details.php?dep_id=24
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic plans of the institution are formed with the aim to ensure academic and research excellence through various measures. The effective teaching learning process is the major objective through which the quality education to the students is aimed.

The strategic plans of our Institution are as follows:

- Develop, strengthen, and implement academic programs that are responsive to the VAST TC's mission and are systematically reviewed for sustained quality, relevance, and excellence to meet the challenges of a highly competitive and global workforce.

- Enhance institute infrastructure to accommodate research, production centre, entrepreneurial activities, technology development and transfer; contribute to an enhanced quality of life in the region.

- Promote and sustain a disciplined campus environment that supports a high quality of life and learning that positively impacts retention through graduation and produces knowledgeable and culturally competent citizens able to lead effectively and compete globally.

- Continuous and involved participation of faculty members and students in various technical seminars, workshops and conferences. Motivate our faculty members and students to involve in research projects and to publish journal papers.

- Improve academic interaction and participation of institutes / universities of national and international eminence in order to facilitate learning, innovation and research.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://vidyatcklmr.ac.in/vision_mission.php
Upload any additional information	[View File](#)

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.

Vidya International Charitable Trust (VICT) was established in the year 1999 with a motto of providing a state of art higher education and training to the younger generation.The top most layer of the organization committee is VICT Executive Committee which is the governing body. The Executive Committee comprises 11 members elected by the trustees. Chairman, Vice Chairman, Secretary, Joint Secretary, Treasurer and 6 Executive members . The governing body guides the institution in policy making, planning, implementation, budgeting and performance review.

Recruitment procedure undergoes:

- **Submission of staff requirements by HODs through ERP.**

- **HR will advertise the staff requirements in leading newspapers and college websites.**

- **Scrutiny of the Resume.**

- **Issuance of Interview call letter to eligible candidates.**

- **Short listing the candidates for the final interview based on a written test.**

- **Interview panel (Management Representative, Directors, Principal and respective HOD).**

- **Formation of Rank list of selected candidates.**

- **Issuance of appointment orders**

Service Rules

Sl.No.	Policies and Rules	Year of Publication
1	General Rules	2013
2	Recruitment, Selection and Appointment	2013
3	Performance Appraisal	2013
4	Students Rules and Regulations	Yearly
5	Hostel Rules and regulations	Yearly

File Description	Documents
Paste link for additional information	https://vidyatcklmr.ac.in/page.php?sub_page=4
Link to Organogram of the Institution webpage	https://vidyatcklmr.ac.in/admin/upload/pdf/15850345581618290724603organogramNAAC1.pdf
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
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

A good institute must have the faculty who are creating, not just conveying knowledge in their fields, and who are engaged in their disciplines beyond the institute itself. It should foster a passion for learning, not just train people for specific jobs, so there should generally be an eco-system enabling intellectual curiosity on campus. It must have a focus on continuous improvement whereby the pursuit of excellence is never ending.By considering all these factors, the institution has given prime importance to support the staff and thus initiated many welfare measures for both teaching and non-teaching staff members.

- **Provision for different types of leaves**

- **Study Leave**

- **Fees scholarships for wards of staff**

- **Maternity Leave**

- **ESI for eligible staff**

- **Gratuity**

- **EPF**

- **Bus Coordinator**

- **RT and Warden in hostel**

- **Festival allowance**

- **Promoting self-development**

The programs for self-development other than regular academics are provided to the staff. Each junior staff is given an opportunity to attend an Induction program that includes Technical and Soft Skill development. In addition, institutions encourage staff members to attend professional or administrative development programs.

File Description	Documents
Paste link for additional information	https://vidyatcklmr.ac.in/notification.php?tab_id=34
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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

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)	<u>View File</u>

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

31

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
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

The performance evaluation of faculty members is done by the institution annually. It gives employees the opportunity to discuss work tasks, promote and identify strengths, identify weaknesses, and discuss constructive and objective approaches to achieve goals.

Self-Appraisal Report

The institution follows a robust mechanism in evaluating staff performance and respective HoDs review the SAR periodically. It consists of the latest university examination results, feedback of students, participation or publication in conferences/ workshops/ FDP and details of activities involved/ organized in the college.

Performance Appraisal Committee

Staff has to upload all the documents for HoD review. During the review meeting, the strength and challenges of the staff are identified and the appraisal can be considered in any one of the categories.

1. **For the staff in the probationary period, who performed well during the academic year, the**

   committee recommends and forwards the application for probation declaration.

2. **If the performance is below average for a staff in probationary period, they will be given a chance to improve and reapply within a time period of six months.**

3. **Appreciation will be given to the staff who performed well during that academic year.**

File Description	Documents
Paste link for additional information	https://erp.vidyaacademy.ac.in/
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

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted quarterly by the internal financial committee/ internal auditors of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through the Principal. External audit is conducted once in every year by an external agency.

The mechanisms used to monitor effective and efficient use of financial resources are as below:

- **Before the commencement of every financial year, the Principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management.**

- **College budget includes recurring expenses such as salary, electricity, internet charges,maintenance cost, stationery, other consumable charges etc., and non-recurring expenses like lab equipment purchases, furniture and other development expenses.**

- **The expenses will be monitored by the Accounts/ Finance department as per the budget allocated by the management.**

- **The depreciation costs of various things purchased in the preceding years are also worked out.**

File Description	Documents
Paste link for additional information	https://vidyatcklmr.ac.in/admin/upload/pdf/1233830624INTERNALANDEXTERNALAUDITREPORT1AQAR.pdf
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

The Financial Director in coordination with the Treasurer shall set guidelines for assumptions to be used for operational expenses and capexes and shall establish a deadline for the preparation and submission of various budgets for the next financial year.

The requirements from various academic departments and project departments are considered while preparing the budget. Finance department shall compile the data received from various departments at organization level and consolidate it at the office level before submitting it to the Finance Director through the Principal.

The income from various sources like tuition fee from the students, miscellaneous fees and contribution from management are used for the effective functioning of the institution. The utilization of these resources will be used for staff salary, festive allowances, contribution to EPF, contribution to ESI, leave encashment, staff

and students welfare expenses, Administrative expenses, AICTE processing fees, affiliation fees, Course and lab expenses, cultural events, seminars and induction program, examination expenses, placement expenses, legal and professional fees, insurance, repairs and maintenance charges.

File Description	Documents
Paste link for additional information	https://vidyatcklmr.ac.in/admin/upload/pdf/1169286716EXTERNALAUDITREPORT11AQAR.pdf
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

The IQAC of VAST TC meets up quarterly in an academic year to discuss and plan the activities targeted for the academic growth of students and faculty in general and is convened in between time based on specific requirements.

Webinars

National/International webinars were planned by the institution to empower the students and faculty members not only for our institution but also for the external participants during the Covid era.As a Case study, we submit the details of the International webinar series conducted by the Department of Electrical and Electronics Engineering. Eminent personalities from various reputed foreign Institutions and Industries handled a series of sessions from 26th July to 10th August 2020.

Quality assurance for the Internal Examination

IQAC guided the faculty members to use Bloom's Taxonomy to prepare internal examination question papers belonging to various cognitive levels. The following practices are implemented for assuring the quality of Internal Examination.

- The suggestions made by this committee are incorporated in the question papers. Then the modified question papers will be forwarded to the Internal Exam Cell by the respective Head of the Department.

- After the valuation of the Internal Examination, the HOD verifies three to five sample answer scripts of each subject.

File Description	Documents
Paste link for additional information	https://vidyatcklmr.ac.in/page.php?page=105
Upload any additional information	View File

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 cell is effectively functioning to assess the teaching learning process

1. Outcome Based Education (OBE)

IQAC takes initiative steps for implementing OBEin the teaching learning process.

Following steps were taken for the quality content delivery of each course.

- Course outcomes (COs) are framed for each course by the concerned faculty.
- CO-PO and CO-PSO matrices are prepared for each course indicating correlation levels.

- Mark scored by the student in each question is mapped to the corresponding CO for attainment level calculation in Internal Examinations and Assignments.

- CO attainment level for each course is calculated at the end of the semester using direct and indirect assessment tools.

- Using CO-PO and CO-PSO matrices PO and PSO attainments are also calculated

2. Mechanism of effective teaching learning process

- **IQAC took various initiatives for the successful conduct of classes through online during Covid era**

- **Faculty concerned were instructed to create Google classrooms for each course. Syllabus, module wise learning materials, question bank and recorded classes were uploaded.**

- **Virtual laboratory sessions were effectively conducted by trade instructors**

- **Online classes and internal assessments were conducted through online platforms Google meet and Zoom.**

- **Online classes and examinations were frequently monitored by respective HODs and Principal.**

File Description	Documents
Paste link for additional information	https://vidyatcklmr.ac.in/page.php?page=105
Upload any additional information	View File

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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://vidyatcklmr.ac.in/admin/upload/pdf/2096070344AnnualReport20202021AQAR633.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
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

The institution provides equal opportunities for all the students in various activities and events without anydiscrimination. All the Clubs and Committees are constituted with an equal number of male and female members. The institution treats both genders equally for the selection of trust-sponsored scholarships and other awards.

Facilities for women on campus

1. Safety and security

- **The college has an exclusive Women's Grievance Redressal Committee to provide a platform for sharing insecurity and redressal of grievances.**

- **Safety of the women is ensured by the help of Surveillance CCTV cameras, installed in the campus for monitoring all. Details of visitors are kept in the security hub. Identity cards are compulsory for all students and staff inside the campus.**

2. Counseling

- **Student Welfare Committee commonly known as Vidya Student Support Cell (VSSC) which provides emotional support to students. Interactions with students help to identify their strengths and weaknesses and provide guidance accordingly by**

the group tutor under the supervision of VSSC.

3. Common Rooms

Separate Common rooms are provided for the boys and girls with basic facilities. Separate washrooms for boys and girls are provided on every floor of the academic and laboratory blocks.

File Description	Documents
Annual gender sensitization action plan	https://vidyatcklmr.ac.in/admin/upload/pdf/1 1452416027112AQAR.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	https://vidyatcklmr.ac.in/newpage.php?new=2#

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

B. Any 3 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

The institution takes initiatives for properly disposing of waste and maintaining an eco-friendly environment in and around the campus. The Campus is maintained clean and tidy by housekeeping staff every day in an effective manner.

Solid waste management

Dustbins with labeling are provided at appropriate locations in the

campus including washrooms,classrooms and staff rooms. Cleaning or emptying of dustbins is done on a regular basis before 8.30 am and 2 pm by housekeeping staff.

Liquid waste management

The liquid wastes of the institution include sewage and sullage water. Sewage including human wastes (i.e.feces and urine), as well as wastewater from various sources is connected to the biogas plant.

Biomedical waste management

No biomedical waste is produced as the institution is not involved in any clinical experiments directly.

E-waste management

All the electronic wastes are collected and dumped in the storage area.

Waste recycling system

The solid waste collected is handed over to the Panchayath Waste management system for further treatment including recycling.

Hazardous chemicals and radioactive waste management

Lab custodian takes care of the hazardous chemicals and ensures safety norms in the laboratory. Chemical wastes from the chemistry lab are channelized to a separate tank.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/110360/7.1.3_1622528138_6481.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks   A. Any 4 or all of the above

and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

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**

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 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities   **D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
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).

The Institution celebrates all cultural and regional festivals as our students and staff members are from diverse cultural backgrounds. Irrespective of community, all the students and staff join in celebrating festivals like Onam, Christmas, and the cultural programs conducted via online platformsdue to covid.Due to Covid

,Onam was celebrated as online.The Onam Events were

1.Malayalam Essay Competition

2. Talent show. .

3.Onathallu (virtual debate)

4. Onaruchi (recipe contest)

Due to Covid Christmas wascelebrated as an online event that aims to inculcate values like loving everyone, caring for the needy, and sharing with family and society. The programme organized ingoogle meet with 37students .Then demo video released which was prepared and shared their wishes and experience each other and ended with a group song.

Students from all strata of society are admitted and the institution provides various scholarship schemes for meritorious students as well as students from economically backward irrespective of their caste, religion, race, financial capability and gender.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
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

The institution takes pride in the fact that apart from maintaining a sound academic foundation of the student community, the college constantly works upon to develop them as better citizens of the nation.

1.Right to education is one of the fundamental rights as per the constitution based on which the institution has been strictly following the government directives with regards to reservation of seats to deprived groups of people like SC/ST, OBC /OEC, economically backward classes, differently abled etc.

2.The institution celebrates all the national days such as Independence Day, Republic day, Gandhi Jayanthi for promoting the

spirit of patriotism.

3. Abiding fundamental duties, we protect and preserve the natural environment through many activities like planting saplings, organic farming, rain water harvesting and limiting the use of plastics.

4.Institution organizes blood donation camps whereby the students are sensitized on the importance of the activity and are encouraged to participate in saving their lives.

The course on "CONSTITUTION OF INDIA" was introduced by the affiliating university as a required course in semester 4 for all branches under the 2019 Scheme.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
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

A. All 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	[View File](#)
Any other relevant information	No File Uploaded

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

Institution organizes various national and international commemorative days, events and festivals thisyear.Due to covid pandemic all events are conducted on online platform

World Blood Donor's Day:

Gandhi Jayanti:Anactivity named, 'YOUR COMMUNITY CLEAN UP DAY' organizedas part of the Gandhi Jayanti celebrations

Panchayath Bus Stand Cleaning & Drawing Competition:

Christmas Day:

World Aids Day

World Ozone Day:The World Ozone Day is celebrated on September 16th of every year to spread awareness about the Ozone depletion

World Environment Day:The NSS unit celebrated 'World Environment Day' on 5th of June, 2020 under the banner 'Haritha Hridayam'

World Ocean Day:The online quiz competition conducted onJune 8th, 2020 under the banner 'Poseidon'.

World Internet Day

World Post Day

International Day for Girl Child

World Nature Conservation: To promote farming and to grow green, leafy vegetables at ourhomes during this pandemic time.

International Day Against Drug Abuse and Illicut Trafficking??????

Students spent their time in an Old age home interacting and entertaining them with their Fun games and cultural activities. The institution provides opportunities to develop Human Values in students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

1. **Title of the Practice:**

Center for Continuing Education (CCE)

1. **Objectives of the Practice:**

Center for Continuing Education aims to

1. Enhance the employability of students.

2. Equip the students fit for Industries.

3. Improve the practical skills of the students.

4. Equip the students to deal with problems existing in their respective field.

5. Add values outside the curriculum and help them to get placed.

1. **The Context**

To mitigate the gap between institution-industry and to increase the practical knowledge of students CCE was started.

The Practice

1. Principal nominates a coordinator for CCE.

2. The CCE coordinator discusses with the dept. coordinators on various add on courses based on the requirements from departments. The recommended courses from each department are presented before the CCE Apex committee.

Evidence to Success

CCE enhances the technical skills of students in specialized fields to explore the opportunities in a broad spectrum.

Problems Encountered and Resource Required

Lack of awareness in students about the requirement of skill development, requirement of practical knowledge, off syllabus skills and industry exposure were found to be the constraints in the initial stages.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

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

VICT Scholarship

Vidya Academy of Science and Technology Technical Campus is managed by Vidya International Charitable Trust (VICT), a public charitable trust, truly committed to promote quality professional education by supporting needy students through generous scholarships. VICT is committed to the principle that no competent student should be deterred by their financial constraints for pursuing higher studies. Thus, we offer extensive financial support to ensure that our students meet the cost of their education, regardless of their background which makes our institute distinctive. VICT maintained a clear and transparent policy to identify the most deserving

students.

The various scholarships offered by the Institution are:

Sl No.

SCHOLARSHIP

1

VIDYA MERITORIOUS/SUBSIDIZED FEE

SCHOLARSHIP

2

VIDYA MERIT-CUM-MEANS FULL FEE & HALF FEE SCHOLARSHIP

3

VIDYA MERIT-CUM - MEANS FULL FEE & HALF FEE LET SCHOLARSHIP

4

VIDYA AICTE FULL FEE WAIVER SCHOLARSHIP

5

VIDYA MERIT – ARTS & SPORTS FULL FEE

6

VIDYA MERIT – ARTS & SPORTS HALF FEE SCHOLARSHIP

7

VIDYA EXCELLENCE/VIDYA ENTRANCE TOPPERS FULL FEE SCHOLARSHIP

8

VIDYA EXCELLENCE/VIDYA ENTRANCE TOPPERS HALF FEE SCHOLARSHIP

9

VIDYA NON-FACULTY STAFF WARD FULL FEE SCHOLARSHIP

10

VIDYA NON-FACULTY STAFF WARD HALF FEE SCHOLARSHIP

11

VIDYA EXCELLENCE FULL FEE (LOCAL

PANCHAYATH) SCHOLARSHIP

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

The institution takes the following efforts for the effective implementation of the curriculum set by the university.

- **The institution ensures that the curriculum set by the University is strictly followed.**

- **Planning of curriculum implementation is carried out in a systematized manner.**

- **Every faculty gives their course preferences and courses are allocated to the faculty by the Head of the Department.**

- **The time table committee prepares the college timetable.**

- **The faculty members maintain a course file for all the courses.**

- **Tutorial sessions are provided to students for the subjects specified in the curriculum.**

- **The Institute follows ICT-enabled teaching in addition to traditional classroom education.**

- **The class committee evaluates the completion of portion coverage, the performance of students and their grievances, faculty feedback and takes appropriate and timely measures to resolve it.**

- **Periodical reviews on the syllabus coverage, academic performance, and student feedback are monitored internally**

- **For slow learners' remedial classes are arranged after regular classes.**

- **The Institution follows a continuous academic evaluation procedure.**

- **The teacher evaluation by students is done by taking direct**

- **feedback from students after the first series examination, and at the end of the semester.**

- **We are using ERP software tool for monitoring of academic related activities.**

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://vidyatcklmr.ac.in/setnew.php?sub=4

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

- **The University publishes the academic calendar at the beginning of every academic year. The coordinator, after discussions with the respective departments, prepares an internal draft academic calendar in accordance with the university academic calendar. The draft academic calendar is presented by the coordinator in the academic council meeting and is approved by the academic council members. This calendar is disseminated on the institute website, distributed among the faculty, staff, and students.**

- **The Internal Examination Cell plans and conducts the internal examination of both theory and practical subjects following the institute's academic calendar.**

- **Assignments, tutorials, seminar presentations, Laboratory, evaluation of mini projects/projects are scheduled according to the academic plan of the respective semesters.**

- **The faculty advisor maintains the consolidated attendance of every month and monthly attendance is published in the department notice board.**

- **On the basis of the internal test marks, assignment marks, and the attendance, the final internal marks are finalized and published. As per the university regulations, the scheme of Continuous Internal Evaluation (CIE)**

- **The institute organises various extracurricular and co-curricular activities.**

- **Training programs, certification programs, guest lectures, and industrial visits are also arranged.**

File Description	Documents
Upload relevant supporting documents	[View File]()
Link for Additional information	[https://vidyatcklmr.ac.in/admin/upload/pdf/165378963CollegeAcademicCalendar.pdf]()

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

5

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
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)

1

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
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

34

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

34

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

The university curriculum has incorporated many relevant subjects like Professional Ethics, Human Values, Environment and

Sustainability.

Environment and Sustainability:

The course Introduction to Sustainable Engineering is mandatory for all first year students and it reflects on the role of engineers to live and meet their needs without compromising the natural resources of future generations.

The Curriculum also offers the following courses in Core and Elective related to Environment and Sustainability.

Environmental Engineering I & II

Environmental Engineering Lab

Environmental Impact Assessment

Environment and Pollution

Environmental Engineering

Air Quality Management

Energy Conservation and Management

Sustainable Energy Process

Gender

The institution has taken special initiatives for the empowerment of women through committees like Women's Grievance Redressal Committee, Women's Welfare Committee and the committees organise several programmes and seminars every year.

Human Values and Professional Ethics

Human Values is an extension of Value Education with a focus on moulding up the individual to maintain ethical human values in their profession. The course Life Skills is introduced in the curriculum for all second year students to adapt themselves with psychosocial abilities. The course Professional Ethics is included for pre-final year students to make them familiarize with the human values and ethics in engineering.

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

76

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
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

199

File Description	Documents
Any additional information	View File
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	A. All 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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://vidyatcklmr.ac.in/admin/upload/pdf/552364042CombinedActiontaken.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

300

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

52

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

The institution categorises first year students as slow learners and advanced learners on the basis of: 1. Higher secondary marks. 2. State level engineering entrance examination rank 3.Talent test.

An induction program is organised for the first year students. Advanced learners and slow learners are identified and categorized into separate batches based on the above criteria. For slow learners, induction courses are scheduled with special attention to weaker areas.

For advanced learners, creativity and skills are boosted through sessions on product development/design, soft skill development and leadership quality enhancement programs.

For subsequent semesters, each subject faculty member assesses the students based on internal test marks, class test marks, class attentiveness and attendance. Based on the review by respective faculty members, staff advisors consolidate each student's learning level and then classify to slow and advanced learners.

For the slow learners, based on the above details,

- **Remedial classes are conducted**
- **Summer courses were conducted**

For advanced learners,

- **The students are motivated to do online certification**

courses like SWAYAM-NPTEL, MOOCs, Coursera.
- **Eligible Students are encouraged to take Minor Degree coursesand Honours Degree**
- **They are motivated and supported to attend National conferences, workshops, hackathons and other acclaimed competitions to exhibit their skills.**

File Description	Documents
Link for additional Information	https://news.vidyatcklmr.ac.in/news-titles.php?id=eefcf65b-b454-11eb-98c5-001e67b662e1&source=STUDENT
Upload any additional information	View File

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

Number of Students	Number of Teachers
832	52

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

Student centric methods which involve experiential learning, participative learning and problem solving methodologies are facilitated in VAST TC.

Experiential Learning:

- **Laboratories – Students get primary exposure to engineering equipment and machines from different laboratories available in the college.**
- **Product development –Vidya Talent Center (VTC) facilitates a platform for students to learn the process of product development.**
- **Industry Exposure – During Internships and Industrial Visits, students acquire real world experience and understanding the technical concepts and various processes in Industries.**

Participative Learning:

- **Projects – Students do their main project in final year and mini-project in the pre-final year.**
- **Student Seminars – Students are given opportunities to take seminars through the course of their curriculum.**

Problem Solving Methodologies:

- **Tutorial hours – In tutorial hours, students in groups use their analytical and reasoning abilities to find solutions for numerical problems.**
- **Finding solutions to social and industrial issues – Students find technical solutions to social and industrial problems with their projects.**
- **Technical problem solving – Students showcase their problem solving skills at various competitions within and outside our college.**

Outcomes:

- **Students have designed Automatic Sanitizer as part of VTC initiatives.**
- **Students have achieved in Hacking Competitions and Idea pitching competitions at National Level.**

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://vidyatcklmr.ac.in/page.php?page=113

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

Teachers in our college use various Information and Communication Technology (ICT) enabled tools to make the teaching-learning process effective.

- **Classroom Teaching Tools – Teachers utilize different multimedia tools like LCD projectors, portable PA systems and laptops to enhance the learning experience in classrooms. 18 halls (classrooms and seminar halls) are permanently equipped with projectors and screens for**

illustrative teaching.

- Academic Monitoring – The student academic activities like semester registration, daily attendance recording are done in Enterprise Resource Planning (ERP) software.

- Learning Outside classrooms – Teachers motivate students to use different electronic resource packages like National Programs on Technology Enhanced Learning (NPTEL), Spoken Tutorials, SWAYAM, Coursera and MOOC for advanced learning and understanding of subjects. The college library facilitates offline access of NPTEL videos saved in the library computers, for staff and students. Faculty members in our college record lecture videos and demonstration videos and share them in various online platforms like YouTube channels and Google Classrooms.

- Research and Project works –Teachers help the students to acquire online journals and guide them to properly utilize it. The student projects, which involve software programming and simulation works utilize the college computing facilities.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://vidyatcklmr.ac.in/photo_gallery.php?album_id=29

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

45

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

52

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
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

3

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

182

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.

- **The attendance is entered in the Campus ERP system and the parents will get notification through SMS facility about absenteeism of students.**

- **Dates of the internal examinations are notified on the class room notice board.**

- **Faculty members prepare question papers based on the course plan, course outcomes & Bloom's taxonomy to their respective subjects. After the scrutiny it will be given to students.**

- **After the valuation HOD verifies 3 to 5 sample answer scripts.**

- **Students can approach the respective faculty members for any grievance on evaluation & tabulation.**

- **For laboratory courses, continuous assessment is done by considering regular laboratory work, preparation of work book, regular class viva and end semester laboratory examination.**

- **The Evaluation of the project is to be done in two stages.**

- **For comprehensive examination, each department conducts oral examination. At the end of the semester, a comprehensive viva is conducted by an assessment committee consisting of an external subject expert/ industrial expert.**

- **Minimum two assignments are given to students. After evaluation, scripts are returned to the students with the comments of subject teachers.**

- **Consolidated final internal examination marks of all subjects of respective semester and attendance is published in the notice boards.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://vidyatcklmr.ac.in/page.php?page=120

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

The VAST TC conducts two internal examinations as per academic calendar. Dates of the internal examinations are notified on the notice boards of class room.

Internal examination squad is constituted with a senior faculty member as head and along with other two faculty members to avoid any type of malpractices.

If a student misses internal examinations due to medical reasons or other personal emergencies, based on genuine evidence, a single test will be conducted covering four modules.

For laboratory courses, continuous assessment is done by considering day to day laboratory work, preparation of work book, regular class viva and end semester laboratory examination.

The evaluation of the project is to be done in two stages: two internal progress evaluations and a final report evaluation.

The entire procedures are informed to the students through the notice boards and through respective mentors.

After internal examinations, the evaluated answer scripts along with the answer-key are provided to the students. Students can approach the respective subject faculty member within 2 days for any grievance on evaluation, mark allocation and tabulation. The corrections are duly made by the faculty member and published in the notice board.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.vidyatcklmr.ac.in/page.php?page=81

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.

In VAST TC every department has its own Program Specific Outcomes (PSOs) formulated to meet the objectives of each program. Program Specific Outcomes (PSOs) were identified for each program after detailed discussions in the DAC (Department Advisory Committee) meetings. PSOs are program specific and are two to four in number.

Course Outcomes (COs) are defined for all the courses in the curriculum by each department.The process followed in VAST TC on framing COs is given below:

- Courses are allotted to the faculty members and they identify and formulate the COs using Bloom's Taxonomy and subject curriculum.
- All departments have formed a DAC (Department Advisory Committee) to review the COs.
- The members of DAC evaluate the COs before the commencement of each semester.

The following platforms are used to disseminate the POs and PSOs to the students and teachers;

- The college official website.

- **Induction Program / Orientation Program**
- **IQAC meetings**
- **Notice boards in the Classrooms and Laboratories**

COs are made available and communicated to teachers and students through following activities,

- **Course diary and course file maintained by the respective subject faculty member**
- **Make aware of students during the beginning of each semester**
- **Course outcome surveys.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://vidyatcklmr.ac.in/department_details.php?dep_id=2
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

The artifacts that demonstrate the skills, personal characteristics and accomplishments required for measuring the attainment, are collected from:

1.Direct attainment

2.Indirect attainment

Direct Attainment:

As per the regulations of the affiliated university, the assessment is in two ways: 1. Internal Assessment (50 Marks) 2. University Examination (100 Marks)

Internal Assessment is done by the subject teacher throughout the semester. Assessment components are,

1.Internal Examination

2.Assignments

Indirect attainment:

Course Outcome Survey: A survey is being taken from students for each course at the end of the semester.

CO attainment:

- **Concerned faculty members list out the COs and prepare CO-PO and CO-PSO matrices/attainments for all courses indicating the correlation.**

- **Benchmark attainment is set.**

- **Individual marks of each student is calculated for all COs considering marks of internal tests, assignments, University Examination and Course end survey.**

- **Based on the given Benchmark the CO attainment is measured.**

CO- PO/PSO attainment:

Each Course Outcome is mapped to Program Outcomes and Program specific outcomes in terms of relevance. The levels of correlation are 1 for low, 2 for medium, and 3 for high correlation.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**

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

188

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	https://vidyatcklmr.ac.in/admin/upload/pdf /2096070344AnnualReport20202021AQAR633.pdf

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)

https://vidyatcklmr.ac.in/admin/upload/pdf/1355887867SSS20.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)

0.3

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
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

1

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	View File
Paste link to funding agency website	https://kscste.kerala.gov.in/wp-content/uploads/2019/05/Studentprjct_result_21.pdf&sa=D&source=docs&ust=1659509703570301&usg=AOvVaw07eBCXCRQc0NWzxPx2Dg5C

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

33

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

1

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

0

File Description	Documents
Any additional information	No File Uploaded
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

The major events are:

1. **Ozone Day celebration : Organized an online quiz competition, "Ozone for Life".**

2. **World Post Day: organized a letter writing competition in connection with World Post Day on 9th October 2020.**

3. **Webinar on 'NATIONAL EDUCATION POLICY 2020": Organized a block-level webinar by Mr. Abdul Jabbar Ahamed, AICTE State Nodal Officer.**
4. **World Internet Day Celebration: Organized a debate competition on the topic "MERITS AND DEMERITS OF INTERNET",**
5. **Community cleaning program: Kilimanoor Panchayat bus stand was cleaned by NSS volunteers as a part of Republic Day celebrations.**
6. **Social Outreach Program: As a part of the Break the chain campaign NSS unit VAST TC along with the Primary Health Centre Kilimanoor Panchayath conducted a one-day awareness**

campaign about the importance to take Covid vaccination

7. **20 Rupee Challenge:** Organized a 20 Rupeeschallenge to help students struggling with online classes without necessary online gadgets like smartphones.
8. **NAVAMI 7 Day Camp:**Conducted a 7-daycamp 'NAVAMI' for the NSS volunteers.
9. **World Aids Day Celebration:**conducted a "poster making" competition and gave prizes to the winners.
10. **World Engineers Day Celebration:** Organised an online talk show, "Marvels of the Future''.

File Description	Documents
Paste link for additional information	https://vidyatcklmr.ac.in/page.php?page=16
Upload any additional information	View File

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

0

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

10

File Description	Documents
Reports of the event organized	View File
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

93

File Description	Documents
Report of the event	View File
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

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
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.

Campus Infrastructure

- The campus building incorporates 20 classrooms and 5 tutorial rooms, that are spacious with ambient ventilation and lighting having carpet area of 2178.63 m²

- The institution facilitates a total of 53 labs and covering a carpet area of 4156.26 m²

- The college is facilitated with 2 seminar halls and a drawing hall with a total carpet area of 689.06 m²

- The two Seminar halls equipped with Public Address system, Wi-Fi connectivity and projectors.

- Language Lab is equipped with 25 desktop computers, headsets and each computer is installed with "Tell Me More'' software.

Library

- The Central library is spread over an area of 420 m² with a fine collection of 10080 volumes and 2750 titles.

- **The Digital Library is equipped with desktop computers with an uninterrupted Wi-Fi and LAN connection.**

- **The library reading space can accommodate 150 students.**

Computing Facilities

- **The institution has a total of 316 desktop computers.**

- **Six computer labs including language lab, Library and other academic related labs have a total of 271 desktop computers.**

- **Uninterrupted functioning of computing facilities is ensured with 28 kVA UPS in addition to backup of 250 kVA generators.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vidyatcklmr.ac.in/newpage.php?new=2

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

Sports and Games

- **The institution has a qualified and experienced physical education instructor.**

- **The playground is 2007.5 m² in area. Football matches, cricket matches and track & field athletic events are conducted in the main ground.**

- **Badminton court of 106.8 m² area is located near the East block.**

- **Table Tennis facility is set up at the underground level 2 of East Block.**

Cultural Activities

- Major cultural activities are hosted at Sri Narayana Guru cultural arena which cover a floor space of 665 square meters and seating capacity of 700.

- Space for indoor board games like chess and carroms are at room number SB 815, with a floor area of 165 m².

- Volleyball and Kabaddi courts of 162 and 130 square meters, respectively, are provided in the space adjacent to the Men's hostel.

- Students participate in different team and individual competitions as part of the Arts Fest.The latest edition, titled – "NIRAM 2.0" and "NIRAM 2K" was conducted on 17/11/2021 to 19/11/2020 and 28/05/2021 respectevely.

- The rooms in the workshop block having floor areas of 76 m², 72 m² and SB815 with 165 m²in the South Block are facilitated for practice of different cultural activities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://vidyatcklmr.ac.in/photo_gallery.php?album_id=28

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

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://vidyatcklmr.ac.in/photo_gallery.php?album_id=31
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)

272.4

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 Central Library is automated with KOHA software, which is used for all acquisition as well as information retrieval facilities. Book issues, return, renewal, and cataloging are being done with the help of this software. KOHA software is customized as per the requirement of library staff. All the subject books are bar-coded which enables easy check-in and checkout with the help of scanners. Integrated Library Management System KOHA software along with bar-code scanners enables library automation.

The books are classified and arranged on the open shelves according to the Dewey Decimal classification system (DDC). The library follows the open stack access policy for its members. The

students and staff can access the central library collection from the Online Public Access Catalogue (OPAC) by checking the computer terminal in the reading area of the library. KOHA OPAC search by

Author, Title, Subject, etc.can be facilitated to the clientele by this software. OPAC search facility is available in the entire campus through intranet.

Name of the ILMS Software: KOHA (open source)

Nature of Automation: Partially Automated

Version: 3.22.04.000

Year of automation: KOHA (2013).

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://vidyatcklmr.ac.in/department_details.php?dep_id=25

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	**B. Any 3 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)

1.51

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

3

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

- **3 Network Switches were purchased during 2020 - 21**

- **The infrastructure incorporates both wired & wireless networks connecting all the building blocks of the college. The Wired and Wi-Fi equipment utilises 13 Hub racks, 22 network switches & 6 access points.**

- **Available Wi-Fi bandwidth is 40 Mbps.**

- **Wi-Fi access points are provided in the campus at various points to access the network through personal laptops, gadgets, mobility devices etc.**

- **The institution has 316 computers and 7 Laptops in various laboratories, departments, andadministrative office.**

- **To take care of the day to day user issues, a complaint**

management portal is maintained where the individual users can register their complaint.

- The Institution has the ICT equipment of 20 multimedia projectors, 3 Biometric Fingerprint devices, 40 Fire protection and safety equipment, 26 printers, 3 printers cum scanner and 29 Surveillance Cameras for campus safety & management.

- All Computers and related IT facilities are supported by UPS Back-up.

- 80% Classrooms are ICT enabled for an effective teaching learning process.

- The whole campus is monitored using CCTV surveillance.

Licensed software:

- Digital Language Lab Software

- MATLAB

- ETAP 14

- Microsoft Office 2016

- MS Windows Server

- SIMULINK

- AUTOCAD

Security software:

- Microsoft windows security

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.vidyatcklmr.ac.in/page.php?page=47

4.3.2 - Number of Computers

271

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**C.10 - 30MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
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)

272.4

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.

Laboratory

- **Proper working of all the equipment in the laboratory is ensured by the laboratory in-charge along with the lab assistant at the beginning of every semester.**

- **Stock verification is carried out annually.**

- **Repair and maintenance works of the laboratory equipment are initiated by the respective laboratoryin charge as and when required.**

- **Minor repairs in the laboratory are done by lab assistants and major repairs by equipment experts.**

- **A preventative maintenance register is maintained in all the laboratories**

Library

- **At the beginning of each academic year, HODs in consultation with the faculty members, make requisitions of required books and literature to the Librarian.**

- **Subsequently, tenders are invited from firms and publishers.**

- **After the acquisition of books, the details are entered in the Accession Register and in the ILMS (Integrated Library Management System) software.**

Computer Labs

- **Software are updated regularly by the ITIMS (Information Technology and InfrastructureManagement System) team.**

- **System maintenance, if any, is conducted by the ITIMS team.**

- **Maintenance register is maintained in the computer labs by the lab staff.**

Complaint Management System

- **Complaint Management System (CMS) is a facility through which any staff in the college can log a complaint in it.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://docs.google.com/a/vidyatcklmr.ac.in/forms/d/e/1FAIpQLSf6GyToJjleaEysgKZ6LZl_vsH9IvaEknN2jcYcHKeN-b0KAw/viewform

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

192

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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

633

File Description	Documents
Upload any additional information	View File
Number of students benefited 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	**D. 1 of the above**

File Description	Documents
Link to institutional website	https://vidyatcklmr.ac.in/
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

0

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

0

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)	<u>View File</u>

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	<u>View File</u>
Upload any additional information	**No File Uploaded**
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

128

File Description	Documents
Self-attested list of students placed	<u>View File</u>
Upload any additional information	<u>View File</u>

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

10

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
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)

Our institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities through various committees and clubs listed below.

Students Steering Committee/Senate

- **NSS**

- **Students Grievance Redressal Committee**

- **Women's Grievance Redressal Committee**

- **Anti-Ragging Committee**

- **Class Committee**

- **Course Committee**

- **Department Association**

- **Arts Club**

- **Energy Management Club**

- **Science Club**

- **Photography club**

Students Grievance Redressal Committee, Anti-ragging Committee, Women's Grievance Redressal Committee, Class committee and Course committee are some of the other committees which involve student participation. Student representatives actively participate in meetings and express their suggestions. Students are also involved in department association and they actively coordinate all the technical and nontechnical events in their respective departments.

File Description	Documents
Paste link for additional information	https://news.vidyatcklmr.ac.in/
Upload any additional information	View File

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

2

File Description	Documents
Report of the event	View File
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

Our institution is having an alumni association under Association of Vidya Alumni along with our sister concern Vidya Academy of Science and Technology, Thrissur. The association was registered under "Travancore/Cochin Literary, scientific and charitable societies Act (Act XII of 1955)" with register number TSR/TC/364/2016.

Involvements of alumni are instrumental in organizing various Technical Invited Talks (TITs), Motivational Talks, Seminars, Workshops and Career Guidance Classes to their juniors. Institution is organizing different activities by inviting alumni whose involvement is beneficial and it also rejuvenates the teaching learning process. Few of the other areas in which substantial contributions are mentioned below

- Discussions / seminars on entrepreneurship opportunities

- Contributions to library in the form of books

- Sharing their corporate experience and motivate the students to bridge the gap between academia and industry

- Apprising the current trends and future scopes in the area

- Conducting alumni interaction sessions

- Internship Opportunities

- Promoting Institution events

- Supporting Institute Social Responsibilities

- encouraging the students of the Institute and members of the Association for research projects

- Encouraging the students of the Institute to go for higher education

- Encouraging and guiding the students of the Institute on self-employment to become entrepreneurs.

File Description	Documents
Paste link for additional information	Nil
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

Vision of the Institution: Progress Through Education.

Mission of the Institution:To seek, strive for and scale greater heights of quality education

The vision and mission of the Institution focuses on achieving greater heights by providing quality education. The Vidya International Charitable Trust Executive Committee (EC) consists of 11 executive members which is officiated by Chairman, Vice Chairman, Secretary, Joint-Secretary and Treasurer. All policy decisions ,academic and administrative plans are analyzed and executed by the ECmembers.Every week Weekly Aligned Meeting is arranged to interact with the Principal and administrative head by the EC members.To ensure the progress of the institution according to our vision, the Academic Council constituting Principal and Head of the Departments meets once in a week. The council plans, discusses and takes decisions regarding institutional activities in alliance with the Mission.In order to progressthe students with the emerging trends in their respective disciplines, the institution provides Add-on courses to all students every year. The Institution also conducts department wise seminars, national and international webinars and workshops to enrich the knowledge of students and to reach greater heights. As the mission proclaims the institution, students and staff strive tirelessly in creating professionals par excellence.

File Description	Documents
Paste link for additional information	https://vidyatcklmr.ac.in/vision_mission.php
Upload any additional information	View File

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

The institution maintains a culture of participative management amalgamating the management, staff members and all stakeholders. The Principal oversees academic and non-academic activities of the institution by framing various committees and cells such as Academic Council,Women Grievance Redressal Committee, Training and Placement Cell etc. The Principal appoints senior faculty members as coordinators to delegate and coordinate the functioning of these committees. The programmes conducted by the Training and Placement Cell depict decentralization and participatory management in the institution. The placement and training related activities are conducted in the institution under the Training and Placement Cell.The Department Placement Coordinators interact with the Student Coordinators to identify the training programmes needed for them and discuss the matter in the Placement and Training Cell meeting. The Training and Placement Cell organizes on-campus and off-campus recruitments for the students.The action plan is executed with the help of the Department Placement Coordinator and HR team of various companies are invited for conducting placement drives in the institution and also the students brought to the companies and other institutions for the off campus drives.

File Description	Documents
Paste link for additional information	https://vidyatcklmr.ac.in/department_details.php?dep_id=24
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic plans of the institution are formed with the aim to ensure academic and research excellence through various measures. The effective teaching learning process is the major objective through which the quality education to the students is aimed.

The strategic plans of our Institution are as follows:

- Develop, strengthen, and implement academic programs that are responsive to the VAST TC's mission and are systematically reviewed for sustained quality, relevance,

and excellence to meet the challenges of a highly competitive and global workforce.

- Enhance institute infrastructure to accommodate research, production centre, entrepreneurial activities, technology development and transfer; contribute to an enhanced quality of life in the region.

- Promote and sustain a disciplined campus environment that supports a high quality of life and learning that positively impacts retention through graduation and produces knowledgeable and culturally competent citizens able to lead effectively and compete globally.

- Continuous and involved participation of faculty members and students in various technical seminars, workshops and conferences. Motivate our faculty members and students to involve in research projects and to publish journal papers.

- Improve academic interaction and participation of institutes / universities of national and international eminence in order to facilitate learning, innovation and research.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://vidyatcklmr.ac.in/vision_mission.php
Upload any additional information	View File

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.

Vidya International Charitable Trust (VICT) was established in the year 1999 with a motto of providing a state of art higher education and training to the younger generation.The top most layer of the organization committee is VICT Executive Committee which is the governing body. The Executive Committee comprises 11 members elected by the trustees. Chairman, Vice Chairman,

Secretary, Joint Secretary, Treasurer and 6 Executive members .
The governing body guides the institution in policy making,
planning, implementation, budgeting and performance review.

Recruitment procedure undergoes:

- Submission of staff requirements by HODs through ERP.

- HR will advertise the staff requirements in leading
  newspapers and college websites.

- Scrutiny of the Resume.

- Issuance of Interview call letter to eligible candidates.

- Short listing the candidates for the final interview based
  on a written test.

- Interview panel (Management Representative, Directors,
  Principal and respective HOD).

- Formation of Rank list of selected candidates.

- Issuance of appointment orders

Service Rules

Sl.No.

Policies and Rules

Year of Publication

1

General Rules

2013

2

Recruitment, Selection and

Appointment

2013

3

Performance Appraisal

2013

4

Students Rules and Regulations

Yearly

5

Hostel Rules and regulations

Yearly

File Description	Documents
Paste link for additional information	https://vidyatcklmr.ac.in/page.php?sub_page=4
Link to Organogram of the Institution webpage	https://vidyatcklmr.ac.in/admin/upload/pdf/15850345581618290724603organogramNAAC1.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
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

A good institute must have the faculty who are creating, not just conveying knowledge in their fields, and who are engaged in their disciplines beyond the institute itself. It should foster a passion for learning, not just train people for specific jobs, so there should generally be an eco-system enabling intellectual curiosity on campus. It must have a focus on continuous improvement whereby the pursuit of excellence is never ending.By considering all these factors, the institution has given prime importance to support the staff and thus initiated many welfare measures for both teaching and non-teaching staff members.

- Provision for different types of leaves

- Study Leave

- Fees scholarships for wards of staff

- Maternity Leave

- ESI for eligible staff

- Gratuity

- EPF

- **Bus Coordinator**

- **RT and Warden in hostel**

- **Festival allowance**

- **Promoting self-development**

The programs for self-development other than regular academics are provided to the staff. Each junior staff is given an opportunity to attend an Induction program that includes Technical and Soft Skill development. In addition, institutions encourage staff members to attend professional or administrative development programs.

File Description	Documents
Paste link for additional information	https://vidyatcklmr.ac.in/notification.php?tab_id=34
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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
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

31

File Description	Documents
IQAC report summary	[View File](#)
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
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

The performance evaluation of faculty members is done by the institution annually. It gives employees the opportunity to discuss work tasks, promote and identify strengths, identify weaknesses, and discuss constructive and objective approaches to achieve goals.

Self-Appraisal Report

The institution follows a robust mechanism in evaluating staff performance and respective HoDs review the SAR periodically. It consists of the latest university examination results, feedback of students, participation or publication in conferences/ workshops/ FDP and details of activities involved/ organized in the college.

Performance Appraisal Committee

Staff has to upload all the documents for HoD review. During the review meeting, the strength and challenges of the staff are identified and the appraisal can be considered in any one of the categories.

1. For the staff in the probationary period, who performed well during the academic year, the

   committee recommends and forwards the application for probation declaration.

2. If the performance is below average for a staff in probationary period, they will be given a chance to improve and reapply within a time period of six months.

3. Appreciation will be given to the staff who performed well during that academic year.

File Description	Documents
Paste link for additional information	https://erp.vidyaacademy.ac.in/
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

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted quarterly by the internal financial committee/ internal auditors of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through the Principal. External audit is conducted once in every year by an external agency.

The mechanisms used to monitor effective and efficient use of financial resources are as below:

- Before the commencement of every financial year, the Principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management.

- College budget includes recurring expenses such as salary, electricity, internet charges,maintenance cost, stationery, other consumable charges etc., and non-recurring expenses like lab equipment purchases, furniture and other development expenses.

- The expenses will be monitored by the Accounts/ Finance department as per the budget allocated by the management.

- The depreciation costs of various things purchased in the preceding years are also worked out.

File Description	Documents
Paste link for additional information	https://vidyatcklmr.ac.in/admin/upload/pdf/1233830624INTERNALANDEXTERNALAUDITREPORT1AQAR.pdf
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)	<u>View File</u>

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

The Financial Director in coordination with the Treasurer shall set guidelines for assumptions to be used for operational expenses and capexes and shall establish a deadline for the preparation and submission of various budgets for the next financial year.

The requirements from various academic departments and project departments are considered while preparing the budget. Finance department shall compile the data received from various departments at organization level and consolidate it at the office level before submitting it to the Finance Director through the Principal.

The income from various sources like tuition fee from the students, miscellaneous fees and contribution from management are used for the effective functioning of the institution. The utilization of these resources will be used for staff salary, festive allowances, contribution to EPF, contribution to ESI, leave encashment, staff and students welfare expenses, Administrative expenses, AICTE processing fees, affiliation fees, Course and lab expenses, cultural events, seminars and induction program, examination expenses, placement expenses, legal and professional fees, insurance, repairs and maintenance charges.

File Description	Documents
Paste link for additional information	https://vidyatcklmr.ac.in/admin/upload/pdf/1169286716EXTERNALAUDITREPORT11AQAR.pdf
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

The IQAC of VAST TC meets up quarterly in an academic year to discuss and plan the activities targeted for the academic growth of students and faculty in general and is convened in between time based on specific requirements.

Webinars

National/International webinars were planned by the institution to empower the students and faculty members not only for our institution but also for the external participants during the Covid era.As a Case study, we submit the details of the International webinar series conducted by the Department of Electrical and Electronics Engineering. Eminent personalities from various reputed foreign Institutions and Industries handled a series of sessions from 26th July to 10th August 2020.

Quality assurance for the Internal Examination

IQAC guided the faculty members to use Bloom's Taxonomy to prepare internal examination question papers belonging to various cognitive levels. The following practices are implemented for assuring the quality of Internal Examination.

- The suggestions made by this committee are incorporated in the question papers. Then the modified question papers will be forwarded to the Internal Exam Cell by the respective Head of the Department.

- After the valuation of the Internal Examination, the HOD verifies three to five sample answer scripts of each subject.

File Description	Documents
Paste link for additional information	https://vidyatcklmr.ac.in/page.php?page=105
Upload any additional information	View File

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 cell is effectively functioning to assess the teaching learning process

1. Outcome Based Education (OBE)

IQAC takes initiative steps for implementing OBEin the teaching learning process.

Following steps were taken for the quality content delivery of each course.

- **Course outcomes (COs) are framed for each course by the concerned faculty.**
- **CO-PO and CO-PSO matrices are prepared for each course indicating correlation levels.**

- **Mark scored by the student in each question is mapped to the corresponding CO for attainment level calculation in Internal Examinations and Assignments.**

- **CO attainment level for each course is calculated at the end of the semester using direct and indirect assessment tools.**

- **Using CO-PO and CO-PSO matrices PO and PSO attainments are also calculated**

2. Mechanism of effective teaching learning process

- **IQAC took various initiatives for the successful conduct of classes through online during Covid era**

- **Faculty concerned were instructed to create Google classrooms for each course. Syllabus, module wise learning materials, question bank and recorded classes were uploaded.**

- **Virtual laboratory sessions were effectively conducted by trade instructors**

- **Online classes and internal assessments were conducted through online platforms Google meet and Zoom.**

- **Online classes and examinations were frequently monitored by respective HODs and Principal.**

File Description	Documents
Paste link for additional information	https://vidyatcklmr.ac.in/page.php?page=105
Upload any additional information	View File

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)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://vidyatcklmr.ac.in/admin/upload/pdf/2096070344AnnualReport20202021AQAR633.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
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

The institution provides equal opportunities for all the students in various activities and events without anydiscrimination. All the Clubs and Committees are constituted with an equal number of male and female members. The institution treats both genders equally for the selection of trust-sponsored scholarships and other awards.

Facilities for women on campus

1. Safety and security

- **The college has an exclusive Women's Grievance Redressal Committee to provide a platform for sharing insecurity and redressal of grievances.**

- **Safety of the women is ensured by the help of Surveillance CCTV cameras, installed in the campus for monitoring all. Details of visitors are kept in the security hub. Identity cards are compulsory for all students and staff inside the campus.**

2. Counseling

- **Student Welfare Committee commonly known as Vidya Student Support Cell (VSSC) which provides emotional support to students. Interactions with students help to identify their**

strengths and weaknesses and provide guidance accordingly
by the group tutor under the supervision of VSSC.

3. Common Rooms

Separate Common rooms are provided for the boys and girls with
basic facilities. Separate washrooms for boys and girls are
provided on every floor of the academic and laboratory blocks.

File Description	Documents
Annual gender sensitization action plan	https://vidyatcklmr.ac.in/admin/upload/pdf/11452416027112AQAR.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	https://vidyatcklmr.ac.in/newpage.php?new=2#

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	B. Any 3 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

The institution takes initiatives for properly disposing of waste
and maintaining an eco-friendly environment in and around the
campus. The Campus is maintained clean and tidy by housekeeping
staff every day in an effective manner.

Solid waste management

Dustbins with labeling are provided at appropriate locations in the campus including washrooms,classrooms and staff rooms. Cleaning or emptying of dustbins is done on a regular basis before 8.30 am and 2 pm by housekeeping staff.

Liquid waste management

The liquid wastes of the institution include sewage and sullage water. Sewage including human wastes (i.e.feces and urine), as well as wastewater from various sources is connected to the biogas plant.

Biomedical waste management

No biomedical waste is produced as the institution is not involved in any clinical experiments directly.

E-waste management

All the electronic wastes are collected and dumped in the storage area.

Waste recycling system

The solid waste collected is handed over to the Panchayath Waste management system for further treatment including recycling.

Hazardous chemicals and radioactive waste management

Lab custodian takes care of the hazardous chemicals and ensures safety norms in the laboratory. Chemical wastes from the chemistry lab are channelized to a separate tank.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/110360/7.1.3_1622528138_6481.pdf
Any other relevant information	View File

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	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
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).

The Institution celebrates all cultural and regional festivals as our students and staff members are from diverse cultural backgrounds. Irrespective of community, all the students and staff join in celebrating festivals like Onam, Christmas, and the cultural programs conducted via online platformsdue to covid.Due

to Covid ,Onam was celebrated as online.The Onam Events were

1.Malayalam Essay Competition

2. Talent show. .

3.Onathallu (virtual debate)

4. Onaruchi (recipe contest)

Due to Covid Christmas wascelebrated as an online event that aims to inculcate values like loving everyone, caring for the needy, and sharing with family and society. The programme organized ingoogle meet with 37students .Then demo video released which was prepared and shared their wishes and experience each other and ended with a group song.

Students from all strata of society are admitted and the institution provides various scholarship schemes for meritorious students as well as students from economically backward irrespective of their caste, religion, race, financial capability and gender.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
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

The institution takes pride in the fact that apart from maintaining a sound academic foundation of the student community, the college constantly works upon to develop them as better citizens of the nation.

1.Right to education is one of the fundamental rights as per the constitution based on which the institution has been strictly following the government directives with regards to reservation of seats to deprived groups of people like SC/ST, OBC /OEC, economically backward classes, differently abled etc.

2.The institution celebrates all the national days such as

Independence Day, Republic day, Gandhi Jayanthi for promoting the spirit of patriotism.

3. Abiding fundamental duties, we protect and preserve the natural environment through many activities like planting saplings, organic farming, rain water harvesting and limiting the use of plastics.

4.Institution organizes blood donation camps whereby the students are sensitized on the importance of the activity and are encouraged to participate in saving their lives.

The course on "CONSTITUTION OF INDIA" was introduced by the affiliating university as a required course in semester 4 for all branches under the 2019 Scheme.

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

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

Institution organizes various national and international commemorative days, events and festivals thisyear.Due to covid pandemic all events are conducted on online platform

World Blood Donor's Day:

Gandhi Jayanti:Anactivity named, 'YOUR COMMUNITY CLEAN UP DAY' organizedas part of the Gandhi Jayanti celebrations

Panchayath Bus Stand Cleaning & Drawing Competition:

Christmas Day:

World Aids Day

World Ozone Day:The World Ozone Day is celebrated on September 16th of every year to spread awareness about the Ozone depletion

World Environment Day:The NSS unit celebrated 'World Environment Day' on 5th of June, 2020 under the banner 'Haritha Hridayam'

World Ocean Day:The online quiz competition conducted onJune 8th, 2020 under the banner 'Poseidon'.

World Internet Day

World Post Day

International Day for Girl Child

World Nature Conservation: To promote farming and to grow green,

leafy vegetables at ourhomes during this pandemic time.

International Day Against Drug Abuse and Illicut Trafficking??????

Students spent their time in an Old age home interacting and entertaining them with their Fun games and cultural activities. The institution provides opportunities to develop Human Values in students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

   1. Title of the Practice:

Center for Continuing Education (CCE)

   1. Objectives of the Practice:

Center for Continuing Education aims to

   1. Enhance the employability of students.

   2. Equip the students fit for Industries.

   3. Improve the practical skills of the students.

   4. Equip the students to deal with problems existing in their respective field.

5. Add values outside the curriculum and help them to get placed.

1. The Context

To mitigate the gap between institution-industry and to increase the practical knowledge of students CCE was started.

The Practice

1. Principal nominates a coordinator for CCE.

2. The CCE coordinator discusses with the dept. coordinators on various add on courses based on the requirements from departments. The recommended courses from each department are presented before the CCE Apex committee.

Evidence to Success

CCE enhances the technical skills of students in specialized fields to explore the opportunities in a broad spectrum.

Problems Encountered and Resource Required

Lack of awareness in students about the requirement of skill development, requirement of practical knowledge, off syllabus skills and industry exposure were found to be the constraints in the initial stages.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

VICT Scholarship

Vidya Academy of Science and Technology Technical Campus is managed by Vidya International Charitable Trust (VICT), a public charitable trust, truly committed to promote quality professional education by supporting needy students through generous scholarships. VICT is committed to the principle that no competent student should be deterred by their financial constraints for pursuing higher studies. Thus, we offer extensive financial support to ensure that our students meet the cost of their education, regardless of their background which makes our institute distinctive. VICT maintained a clear and transparent policy to identify the most deserving students.

The various scholarships offered by the Institution are:

Sl No.

SCHOLARSHIP

1

VIDYA MERITORIOUS/SUBSIDIZED FEE

SCHOLARSHIP

2

VIDYA MERIT-CUM-MEANS FULL FEE & HALF FEE SCHOLARSHIP

3

VIDYA MERIT-CUM - MEANS FULL FEE & HALF FEE LET SCHOLARSHIP

4

VIDYA AICTE FULL FEE WAIVER SCHOLARSHIP

5

VIDYA MERIT – ARTS & SPORTS FULL FEE

6

VIDYA MERIT – ARTS & SPORTS HALF FEE SCHOLARSHIP

7

VIDYA EXCELLENCE/VIDYA ENTRANCE TOPPERS FULL FEE SCHOLARSHIP

8

VIDYA EXCELLENCE/VIDYA ENTRANCE TOPPERS HALF FEE SCHOLARSHIP

9

VIDYA NON-FACULTY STAFF WARD FULL FEE SCHOLARSHIP

10

VIDYA NON-FACULTY STAFF WARD HALF FEE SCHOLARSHIP

11

VIDYA EXCELLENCE FULL FEE (LOCAL

PANCHAYATH) SCHOLARSHIP

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- **Planning to apply NBA for all courses in 2024**

- **Plan to conduct a minimum of two workshops by each department in the next academic year.**

- **Review of the Vision and Mission statements, followed by the recasting of the Strategic Plan so as to cover the forthcoming period of 2023-2028 will be done.**

- **Training and development of faculty, in line with the new curriculum shall be of equal priority. IQAC will be strengthened**

- **Detailed academic and administrative audits will be**

conducted to monitor and enhance the performance in a transparent manner.

- Students will be attracted by offering scholarships.

- Efforts for modernization of laboratory facilities, library, classrooms and the maker space for students shall continue.

- Additional space for the Examination Block to house examination related works shall be made available.

- Start up and placement activities shall be strengthened.

- A new software Linways will be installed to better efficiency. The ITMS will be taking care of it.