SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

VIDYA ACADEMY OF SCIENCE AND TECHNOLOGY TECHNICAL CAMPUS

MALAKKAL P.O., KILIMANOOR THIRUVANANTHAPURAM (DISTRICT) 695602
www.vidyatcklmr.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Vidya Academy of Science and Technology Technical Campus (VAST TC) is a flagship of Vidya International Charitable Trust which was established in the year 2000. The trust was constituted with a vision to provide higher education and training to our younger generation who will be highly sought after by leading business houses worldwide. VAST TC, the second engineering college of the Trust is functioning from 2013 in a serene 17.69 acre campus at Kilimanoor, Thiruvananthapuram District, Kerala. The institution is approved by AICTE and affiliated to APJ Abdul Kalam Technological University (APJAKTU) from 2015 onwards. It was under the University of Kerala until 2015. The institution offers five undergraduate programs in Civil Engineering, Mechanical Engineering, Electrical & Electronics Engineering, Electronics & Communication Engineering and Computer Science & Engineering leading to B.Tech. degree.

The college imparts quality education and continuous efforts were made in upholding quality practices. With the short period, our institution has developed with its talented and committed faculty, high quality infrastructure, high technology teaching aids and by providing a serene atmosphere that complements academic life. In order to achieve the education objectives, scaling up the infrastructures, vitalising teaching-learning process and resources are given importance. VAST TC offers to its students, value based education founded on fundamentals, core competence, research orientation, social and life skills.

Institution Approval/Affiliation

- The Institute is approved by All India Council for Technical Education (AICTE). Approval F.No. South-West/1-1419517371/2013/LOA dated 10-Apr-2013.

- The Institute is affiliated to the APJ Abdul Kalam Technological University vide reference No: KTU/A/593/2015 dated 15/05/2015 and previously to the Kerala University vide reference No. Ac.B/02/17683/2012-13 dated 14/05/13.

Vision

Progress Through Education

Mission

To seek, strive for and scale greater heights of quality education

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Committed management under a reputed trust aimed to establish an institute in the rural area to provide an opportunity for students to pursue their higher education.

2. All academic programmes are planned leading to student motivation and progression.

3. Dedicated, qualified faculty and staff members.

4. Management Scholarship for students from economically weaker sections, meritorious and sports quota students.

5. Adequate infrastructure facilities, including classrooms, laboratories, library, transportation system and other ICT facilities.

6. Well stacked library of textbooks, journals and digital resources.

7. Well maintained hostels for boys and girls with additional amenities.

8. A well-structured system for monitoring the teaching learning process.

9. Systematic ERP system with required modules for academic and administration.

10. Social Outreach and extension programs.

11. Practicing outcome-based Education.

12. Active student environment-learning communities, programs, student organizations and clubs

13. Good placement records

14. Regular conduct of Seminars, Workshops, Guest lectures and Faculty Development Programs.

15. Active participation of PTA in student and college development.

16. Industry specific add-on training programmes under Centre for Continuing Education (CCE)

17. Open forum with students for class committee meetings.

18. Use of ICT tools by all faculty members.

19. Parental diligence for the slow learners by conducting special coaching classes and a faculty counselor is deputed for every 15 students to provide counseling.

20. Innovation and entrepreneurship awareness activities and projects under Innovation and Entrepreneurship Development Centre (IEDC) along with Vidya Talent Centre (VTC).

Institutional Weakness

1. Fewer faculty members with Ph.D.

2. Lack of consultancy works and funded projects

3. Lack of National/International Collaborations.

4. Weak in the area of research and publications.

5. Fewer Industry institution interaction

6. Poor Communication skill of students as most of them with socio economic background from rural areas.

Institutional Opportunity

1. Placement opportunities in IT sector

2. Encouraging faculty to acquire Ph.D, thereby improving the teaching standards and research.

3. Scope to harness potential of strong Alumni base for betterment of college

4. VSSC activities to help students with behavioral problems.

5. Chances for Start Ups with the guidance of government agencies.

6. Scope on starting advanced courses

7. Transform pedagogical practices and adopt latest ICT tools for the enhancement of the teaching learning system.

8. Skill based certificate courses and Add-on courses to enhance employability.

Institutional Challenge

1. Declining interest in Engineering courses

2. Decreasing placement opportunities for Core branches such as Mechanical, Electrical and Civil Engineering.

3. Initiating consultancy services from the industries

4. Continuous change in technology that challenges the employability of the students.

5. There is a big challenge to retain experienced and qualified faculty members.

6. To shape the rural students according to the requirement of top class IT industries.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Vidya Academy of Science and Technology Technical Campus (VAST TC) is affiliated to APJ Abdul Kalam Technological University. The institution adopts a series of measures in a well-planned manner for effectively implementing the course curriculum framed by the university. The institution publishes its own academic calendar every year in accordance with the university academic calendar as the first step of ensuring effective curriculum delivery. The curriculum implementation begins with academic planning, preparation of the course plan, and course diary for each semester. The course/ class committee constituted every semester monitors the conduct of the classes, adherence to the course plans and time schedule, completion of the syllabus, and take suitable remedial actions when required. Department meetings and Academic council meetings are also held on a regular basis for monitoring the curriculum delivery. Also, the teachers are actively involved in various academic activities like setting university question paper, valuation of answer scripts and being observers.

The institution provides academic flexibility to the students in choosing elective subjects of their own interest to extend the horizon of their knowledge. The institution also offers add-on courses to enrich the curriculum and to bridge the gaps in curriculum.

The institution has taken persistent efforts to integrate various aspects into the curriculum such as gender equality, environment and sustainability, human values, and professional ethics.Apart from the practical sessions prescribed in the curriculum, the students are given opportunities to undergo internships and field visits. The Institution collects the feedback on curriculum from its stakeholders and the suggestions are sent to the university during the curriculum revision.

Teaching-learning and Evaluation

The admission process in VAST TC is based on University, Government and AICTE regulations.

The institution categorizes the students as slow learners and advanced learners based on the student competency and follows a mentor-mentee system for effective teaching and learning. To support slow learners, bridge courses and remedial classes are provided, while advanced learners are encouraged to take Honors, MOOC certifications, Internships and Workshops.

All the activities are included in the institutional academic calendar in adherence with the university calendar. The college emphasizes student centred learning and promotes experiential learning, participative learning, and problem solving methodologies through projects, seminars, assignments, and industrial visits and training. To meet the diverse needs of the students, the institution maintains optimal student-faculty ratio. Teachers utilise ICT tools like LCD projectors, Portable PA systems, Laptops, PowerPoint slides, animated videos, and Google classroom, making the teaching-learning process dynamic.

Institute has dedicated and competent faculty members, contributing to the sublime cause of effective learner centred and innovative teaching learning process.

The internal assessment of a student is based on attendance, assignments, seminars, and internal tests. Grievances related to internal examination are addressed to the Grievance Redressal Committee and the issues

are timely resolved, making the evaluation process transparent.

IQAC plays a vital role in implementing and attaining Outcome Based Education. COs, POs and PSOs are communicated to the teachers and students through the website and notice boards kept in convenient places near HoD cabins, classrooms and laboratories.

Institute ensures the departments collecting feedback from students regularly to improve the teaching-learning process.

Research, Innovations and Extension

VAST TC promotes research, innovation and cultural development through different activities. Seminars and workshops are organised frequently by the institution and departments to enhance and update the technical skills of the staff and the students. Experts from various walks of life and industries are invited for presentations on relevant topics within and beyond the syllabus, which offers a different perspective for the students. The students are motivated to enhance their skills through platforms like Vidya Talent Centre and IEDC. The institution also encourages faculty members for participation in technical conferences, registration for doctoral programmes and the publication of their research works in reputed national and international journals.

The institution is also actively involved in extension activities. The students are socially sensitized and made aware of their responsibilities through community service programmes organized by NSS unit like blood donation camps, Punarjjani (Cleaning and Renovation programme) environmental protection etc. The students have also participated in flood relief activities in the state, which received commendable appreciation from the government and the media. The department associations contribute their share to carry out social activities for the development of the neighbourhood community. Linkage with industries and institutions is formed for enhancing research, providing hands-on experience, on-job training for the overall skill development of students. Students are required to complete industrial visits in industrial organizations as part of their curriculum. To keep abreast with the recent trends in the industries and to excel in academia, the institute has Memorandum of Understandings (MoU) with ten professional agencies and industries.

Infrastructure and Learning Resources

The college campus spreads over an expanse of 17.69 acres, providing a tranquil atmosphere to enhance the effectiveness of teaching - learning process. The campus building incorporates 20 classrooms and 5 tutorial rooms that are spacious with ambient ventilation and lighting. The campus building also houses a state-of-the-art Language Lab for the students to improve their communication skills. All buildings are provided fire and safety measures and have good access for emergency exits. The main playground is 2007.5 square meters in area, large enough to conduct all major sports events such as football matches, cricket matches and track & field athletic events. Institution had successfully hosted the University A-Zone Volleyball tournament in 2019-20 and is equipped to host inter-university/ inter-collegiate events.

ERP system is used for governance, information management and decision making for all stakeholders. The Central Library is automated with KOHA software, which is used for all acquisition as well as information retrieval facilities. The books are classified and arranged on the open shelves according to the Dewey Decimal Classification System. The Central library has a fine collection of 10080 volumes and 2750 titles. Institution updates the IT facilities in a timely manner based on the specific requirements. The institution has computers in

various laboratories, departments, and administrative office. Uninterrupted functioning of computing facilities is ensured with 28 kVA UPS in addition to backup of 250 kVA generator. The student computer ratio is 3:1 and is maintained in the level to ensure computing facilities are available to all students as per their needs. Technical section maintenance is reported through the Complaint Management System and is monitored by the Administration Department. College buses ply through various routes for the safe transportation of students and staff.

Student Support and Progression

VAST TC provides all the necessary support to the students to achieve fruitful experiences of learning and help them in their overall development and ensure a rewarding employment.

The institution provides 9 types of scholarships for the students worth 2 crores every year and also guides them to receive various government scholarships. Language lab hours are provided from first year onwards to improve the communication skills. Orientation sessions are organized to instil self-confidence in students.

Apart from usual classes, soft skill training, career guidance and external training programs are provided to encourage the students to pursue higher studies and also achieve placements.

The Anti-Ragging committee, Student grievance and redressal committee and women welfare committee ensure that all types of grievances of students are timely redressed and solved.

An active student steering committee promotes and coordinates various sports, cultural and technical events held in the campus. The NSS unit of the college inspires the students to participate in various social activities. The institution takes maximum initiative to ensure the participation of students in various inter-college, university, state and national level competitions.

Governance, Leadership and Management

VAST TC, a unit of VICT, has effective governance that upholds the institutional vision "Progress Through Education". The institution maintains a culture of participative management to achieve success in various institutional practices. Strategic plans are prepared by the Principal to provide quality education and various committees are formed for implementing the plan. The policy incorporates administrative setup, recruitment procedures and service rules in detail. The rules and procedures are published on the college website for easy access and reference. The e-governance has been implemented in administration, admission, finance and accounts with a campus ERP system.

Institution adopts a plethora of measures for the benefit of teaching and non-teaching staff. Different staff welfare measures including promoting self-development, EPF, Gratuity, different kinds of leave, ESI, festival allowance are given. Financial support is provided to faculty for attending conferences and workshops. Also, the institute continuously encourages participation of faculty in FDPs as part of improving their technical and domain knowledge. Many programs are organized in the college for faculty members along with regular academics. The activities and performance of faculty members is continuously monitored, reviewed and improved using a performance appraisal system SAR and IPnDP.

The institution follows a well-defined procedure and process for planning and allocation of financial resources.

It includes mobilization, utilization and regular internal and external audits. The overall functioning of the institution is planned, monitored and improved under the Internal Quality Assurance Cell (IQAC). The IQAC undertakes quality maintenance and quality enhancement measures for effective teaching-learning process from time-to-time.

Institutional Values and Best Practices

The institution considers the behaviour, aspirations, and needs of men and women, to be valued and favoured equally. Institution has adopted a lot of best practices for the benefit of the stakeholders and society. CCTV surveillance and security management systems are provided in the campus to ensure safety of the staff and the students. The campus follows energy conservation methods such as sensor-based street lights, automatic water controllers etc. Institute has adopted eco-friendly practices such as waste management, plastic free campus and paperless office. Rain water harvesting facilities are available for water conservation and maintenance of all the water bodies (open wells, bore wells, ponds, and tanks) are done at regular intervals. As part of the green campus initiative, trees are planted in and around the campus and environment friendly activities are undertaken. Various activities are conducted for promoting universal values and to instill nationalism, Gandhi Jayanthi, Independence Day and Republic day are celebrated ensuring sufficient participation from everyone. The Institution celebrates all cultural and regional festivals and promotes the motto 'Unity in Diversity".

Our trust is committed to the principle that no competent student should be deterred by their financial constraints for pursuing higher studies. The institution provides extensive financial support through various scholarships to the needy students according to their academic performance and financial background which makes us distinctive. The add-on courses provided by "Centre for Continuing Education" benefits the students to secure specialized jobs in core industries. The institution also provides scholarships, conducts career guidance programs and mock entrance examinations under "INSPIRE" to enhance the school students from rural areas to pursue their dreams of higher education.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	VIDYA ACADEMY OF SCIENCE AND TECHNOLOGY TECHNICAL CAMPUS
Address	MALAKKAL P.O., KILIMANOOR THIRUVANANTHAPURAM (DISTRICT)
City	THIRUVANANTHAPURAM
State	Kerala
Pin	695602
Website	www.vidyatcklmr.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	T. Mathavaraj Ravikumar	0470-2649234	9894162425	0470-2649574	principal@vidyatcklmr.ac.in
IQAC / CIQA coordinator	M.c.john Wiselin	091-7904442090	7373838373	091-8289824250	john.wiselin@vidyatcklmr.ac.in

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	14-05-2013

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Kerala	A.P.J. Abdul Kalam Technological University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
AICTE	View Document	30-04-2020	12	Extension of approval for the next academic year has been applied as per AICTE norms

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	MALAKKAL P.O., KILIMANOOR THIRUVANANTHAPURAM (DISTRICT)	Rural	17.69	21611.84

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BTech,Civil Engineering	48	Intermediate	English	60	55
UG	BTech,Mechanical Engineering	48	Intermediate	English	60	35
UG	BTech,Electrical And Electronics Engineering	48	Intermediate	English	60	23
UG	BTech,Electronics And Communication Engineering	48	Intermediate	English	60	24
UG	BTech,Computer Science And Engineering	48	Intermediate	English	60	31

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				5				2				51
Recruited	3	2	0	5	2	0	0	2	21	30	0	51
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				13
Recruited	5	8	0	13
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				19
Recruited	13	6	0	19
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	0	0	0	1
M.Phil.	0	1	0	0	0	0	0	0	0	1
PG	1	1	0	2	0	0	16	25	0	45

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	5	0	10

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	1	0	0	1

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	321	0	100	0	421
	Female	272	2	59	0	333
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	0	1	1	0
	Female	0	3	1	1
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	14	28	21	19
	Female	13	16	14	22
	Others	0	0	0	0
General	Male	4	10	7	8
	Female	7	9	6	4
	Others	0	0	0	0
Others	Male	80	94	72	61
	Female	50	33	55	49
	Others	0	0	0	0
Total		168	194	177	164

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
233	222	217	206	143

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	5	4	4

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
754	790	779	691	486

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
120	120	120	96	96

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
184	200	192	122	

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
49	50	55	50	39

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
58	56	68	68	48

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 22

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
736.47	794.74	660	1319.01	2358.25

4.3

Number of Computers

Response: 316

4.4

Total number of computers in the campus for academic purpose

Response: 271
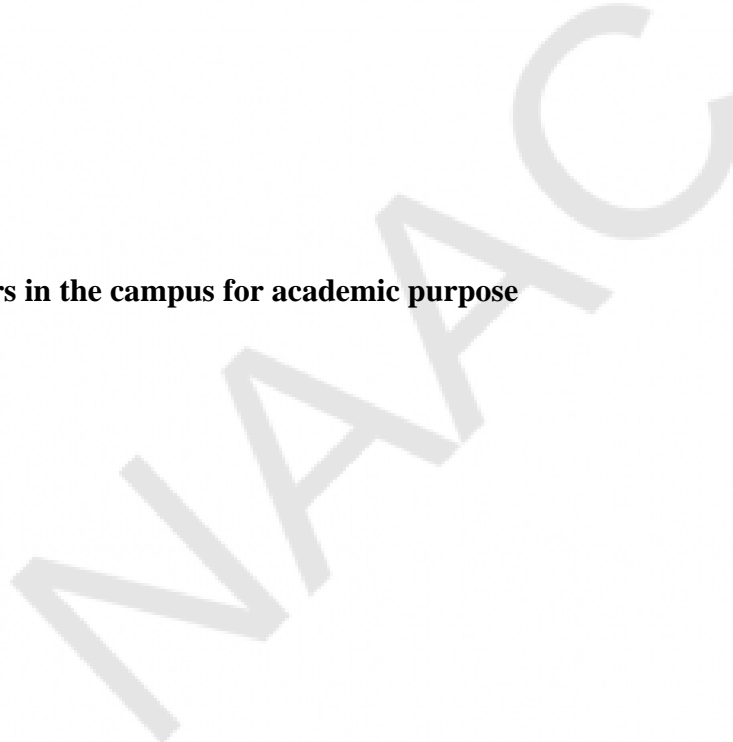
4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

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 APJ Abdul Kalam Technological University is strictly followed.

- Planning of curriculum implementation is carried out in a systematized manner and at the beginning of each academic year, meticulous planning is done at department and academic council meetings. The Institution prepares an academic calendar, which adheres strictly to the University Academic Calendar. The academic calendar incorporates the curricular, co-curricular, and extra-curricular events.

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

- A Time Table committee is formed by the Principal, which is headed by a convenor. The committee prepares the college timetable, which includes time slots for all the courses, as well as projects, seminars, and laboratory works.

- The faculty members maintain a course file for all the courses. The Course file consists of a course diary, question paper and scheme of evaluation for the two internal examinations, assignments, sample answer sheets for all internal exams and assignments, and sample tutorial sheets.

- The course diary contains details such as time schedule of classes, syllabus, course plan, year calendar, details of assignments, tutorials, attendance of students, marks awarded for assignments, internal exams, continuous evaluation marks, topics covered, and mode of instruction in each class, and extra classes engaged. The Head of the Department periodically verifies the course diary and constantly monitors the subject coverage.

- 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 faculty members are using ICT-enabled learning tools such as PPT, Video clippings, Audio systems, online sources, to expose the students to advanced knowledge and practical learning.

- 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 by the Head of the Department and the IAC team confirms the same. Department meetings are arranged frequently with all department staff members, headed by the HoD, to discuss the academic progress for the effective implementation of the curriculum. In this regard academic council meetings are also held on a regular basis which is headed by the principal.

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

- The Institution follows a continuous academic evaluation procedure as stipulated by University. The assessment is done in two stages: Continuous Internal Evaluation and End Semester Examination.

- 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. The feedback, after consolidation by the HoD, is presented to the higher officials and concerned teachers. If necessary, the teachers are counselled and advised by college authorities.

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

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

- The University publishes the academic calendar at the beginning of every academic year. The Institute nominates a coordinator for preparing the academic calendar. 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 institute academic calendar includes the schedule for commencement of class, course selection, registration and mapping, Class committee/Course committee meeting, Exam registration, Internal Test 1 and Internal Test 2 , Tech Fest, College level Arts Fest, College level Sports Meet, University Athletic Meet, Evaluation of practical, Project Evaluation, Ending of class, Publication of Internal Assessment (IA) and attendance, Forwarding of IA marks and attendance to University, University examination schedule, important events of the college, local and institutional holidays.

- The Internal Examination Cell plans and conducts the internal examination of both theory and practical subjects following the institute's academic calendar. After evaluation of the answer sheets, the internal examination marks are published in the department notice board.

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

- Laboratory/work practical courses are scheduled as per the curriculum and are evaluated based on the practice records/output, regular class viva and final written test.

- The faculty advisor maintains the consolidated attendance of every month and monthly attendance is published in the department notice board. Also, the consolidated attendance of all the courses is published at the end of the semester.

- 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) is as follows:

Regulation/ weightage	Weightage for Internal tests	Weightage for Assignments/Mini Projects	Weightage for attendance	Total CIE Marks
2015 KTU Regulations	80 %	20%	Nil	50
2019 KTU Regulations	50%	30 %	20%	50

- Students who secure minimum internal marks as prescribed by the University are eligible to attend the End Semester Examination. The ineligible students need to attend summer course/course repeat to acquire the minimum eligibility to attend the University Examinations.

- The institute organises various extracurricular and co-curricular activities for the students to obtain activity points in order to complete their degree course, apart from the minimum pass marks in University Examinations.

- Training programs, certification programs, guest lectures, and industrial visits are also arranged for students to make the students' job ready.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

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 last five years

     1. **Academic council/BoS of Affiliating university**
     2. **Setting of question papers for UG/PG programs**
     3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
     4. **Assessment /evaluation process of the affiliating University**

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 5

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 33

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
9	7	8	5	4

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 35.42

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
334	295	349	168	128

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

The university curriculum has incorporated many relevant subjects like Professional Ethics, Human Values, Environment and Sustainability. It also gives scope for conducting various programmes to inculcate values and ethics promoting humane qualities for all its stakeholders.

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

- Environmental Engineering II

- Environmental Engineering Lab

- Environmental Impact Assessment

- Environment and Pollution

- Environmental Engineering

- Air Quality Management

- Energy Conservation and Management

- Sustainable Energy Process

The above mentioned courses in the curriculum gives insight to students on sustainable practices hence creating a societal impact.

The institution fosters environmental ethics among students and provides opportunities to acquire experiential knowledge through indelible activities like:

Organic Farming - Students were successful in getting a good harvest of organic vegetables from the campus that encouraged them to carry out the process at domestic levels.

Paper-Seed Pen - Promoted students to use paper-seed pens and encouraged them to disseminate this to the society.

Tree Preservation - To stimulate eco-friendly campus, students used to plant saplings and propagate the importance of afforestation.

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 organize several programmes and seminars every year. The institution provides equal opportunities for all the students in the Students Steering Committee, Arts Fest, Sports Meet, Tech Fest and students of both gender have won several prizes at university levels and state levels. The institution is genderly unbiased for the selection of trust sponsored scholarships and awards.

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.

Apart from academic knowledge, the institution is keen to inculcate Human Values in students. With this aim, the institution conducts induction programmes for the first-year students, in which Human Values I and II helps them to develop qualities, habits, integrity in daily transactions, that engineers should abide.

To mark their moral obligation and social commitment, students carry out various activities in the nearby Panchayath like distribution of food kits, medicines and stationery items in Orphanages, Oldage Homes and Anganwadi. Professionalism was executed by our students in giving electrical assistance to some of the residents near the college. During alarming situations and natural calamities students came forward and extended helping hands to the destitute.

These activities aim to mould socially committed professionals inheriting human values.

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 4.58

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
10	10	10	8	8

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 45.36

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 342

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: A. All of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 64.52

2.1.1.1 **Number of students admitted year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
168	194	177	164	179

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
300	300	300	240	240

File Description	Document
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 34.29

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
27	48	37	42	33

File Description	Document
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

Our college has a well-established system to keep track of the learning level of each student. Prompt identification of advanced learners and slow learners, helps in providing special attention to them. Advanced learners are guided to scale excellence, while slow learners are helped to steepen their learning curves.

The institution categorises first year students as slow learners and advanced learners on the basis of:

1. Higher secondary marks with emphasis on Mathematics, Physics and Chemistry.

2. State level engineering entrance examination rank (KEAM).

3.Talent test.

A three week 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. Bridge course on Mathematics is given to students admitted through lateral entry scheme.

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 and other details such as students' behaviour, previous academic performance, higher secondary marks, mentoring and parents' feedback, 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 from 4 pm to 5.30 pm after regular working hours. Free hostel and bus facilities are provided for the students in this regard. Special classes, covering important topics on specific subjects, are also conducted for the slow learners.

- Summer courses were conducted at the end of second and fourth semester for FE students to make the student eligible to write the examination.

- Periodic Parent-Teacher Meetings are conducted to facilitate effective communication between faculty members and the parents.

- Counselling is provided by mentors and if needed professional counselling is arranged by the

institution through Vidya Student Support Cell.

* During project works, peer learning is ensured with proper teaming.

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 courses in their third semester and Honours Degree in their fifth semester. Classes for minor program and honour programs are conducted in the afternoon session.

* Students having orientation towards research are supported by faculty members to conduct small research projects in the right direction.

* Students are motivated to take up projects by utilizing the facilities offered by Vidya Talent Centre (VTC).

* They are motivated and supported to attend National conferences, workshops, hackathons and other acclaimed competitions to exhibit their skills.

* The students are encouraged to attend GATE and other Competitive examinations.

* Best performers in university examinations are awarded 'Certificate of Appreciation'.

* Technical fests are conducted to give the students a platform to exhibit their technical talents.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional Information	[View Document](#)

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

Response: 15:1

File Description	Document
Any additional information	[View Document](#)

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

Response:

Student centric methods which involve experiential learning, participative learning and problem solving methodologies are facilitated in VAST TC. These methods are found extremely effective in enhancing the learning experience of students.

Experiential Learning:

- Laboratories – Students get primary exposure to engineering equipment and machines from different laboratories available in the college.

Students are divided into small groups of 4 to 5 students for the effective conduct of laboratory classes. This enables each student to obtain hands-on experience of operating machines. It is ensured that each student does adequate preparation and background study before they start an experiment. Once the experiments are done, the data obtained are analyzed and worked on, to draw inference. Students are guided through this process by expert teachers and technical staff.

Additional training is given to students at the college laboratory facilities in PCB Manual Soldering and Quality Inspection, CNC machines and Drone Making.

In addition to lecture and tutorial hours, students are given practice sessions for design project subjects and on programming.

- Product development –Vidya Talent Center (VTC) facilitates a platform for students to learn from experience, 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:

- Peer Support Groups – Students discuss among themselves in small groups and find solutions for engineering problems in their tutorial hours. In this process they teach one another and help each other.

- Projects – Students do their main project in final year and mini-project in the pre-final year. Projects are done in small groups of 4 to 5 based on topics relevant to industry and research. Under the guidance of project supervisors, students review numerous journal papers to lay background for their work.

- Student Seminars – Students are given opportunities to take seminars through the course of their curriculum. They refer to recent technological advancements and research for a deep rooted study on the seminar topic.

Problem Solving Methodologies:

- Tutorial hours – In tutorial hours, students in groups use their analytical and reasoning abilities to find solutions for numerical problems. Tutorial hours are mandated by university and implemented to instill problem solving skills in students.

- Finding solutions to social and industrial issues – Students find technical solutions to social and industrial problems with their projects. Our students have presented project works at National and International Conferences.

- Technical problem solving – Students showcase their problem solving skills at various competitions within and outside our college.

Outcomes:

- Students have designed and fabricated Bike Stand Alarm, Smart Agriculture System, RO Water Purifier, Water Level Indicator, House Inverter and LED Tubes as part of various VTC initiatives.

- Over the years some of our students have achieved in Hacking Competitions and Idea pitching competitions at National Level.

- One of our students Mr.Lagari was the only one from Kerala, to attend the '19th World festival of Youth and Students' at Sochi, Russia in 2017. He was selected by virtue of his projects and publications.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

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. Difficult topics are presented to students with the help of animations, graphics and pictures to convey the ideas effectively.18 halls (classrooms and seminar halls) are permanently equipped with projectors and screens for illustrative teaching. Each department has their own laptop that can be utilized for

conducting classes apart from individual laptops of many faculty members. The syllabus, course plan, college academic calendar and other course contents are made available to the students through the college and department websites at the beginning of the semester. This helps the students to access, understand and plan their semester academics with few clicks.

- **Academic Monitoring** – The student academic activities like semester registration, daily attendance recording are done in Enterprise Resource Planning (ERP) software. The faculty members enter the student attendance details in ERP after each class hours. The automatic SMS system is utilized to inform the parents about the absence of any student. In addition to this, the entire college administration, staff and student monitoring is done with the help of 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. These online courses help students to acquire extra knowledge in addition to what they get from classrooms. Students learn different perspectives of a topic from eminent experts around the globe. Faculty members also attend these courses to widen their knowledge base on different topics. The college website hosts the link to the online/offline course contents, so that students and staff can access them easily. 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. This helps the students to watch and learn the topics at their own convenience and comfort. Teachers use 'Google Classroom' as a virtual classroom. Module wise notes, study materials, recorded lecture videos, illustrative videos and all the digital data pertaining to a course is shared with the students in Google Classrooms.

- **Research and Project works** – Students need to refer through numerous journal papers to have adequate literature review for their 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. For programming classes and Computer Aided Design (CAD) classes, our college houses Free and Open Source Software (FOSS) Lab, Core Computer Lab and CAD Lab.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	[View Document](#)

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

Response: 18:1

2.3.3.1 **Number of mentors**

Response: 41

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	
Mentor/mentee ratio	
Circulars pertaining to assigning mentors to mentees	

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 81.89

File Description	Document
List of the faculty members authenticated by the Head of HEI	
Institutional data in prescribed format	

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 2.34

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	2	2	0

File Description	Document
Institutional data in prescribed format	
Any additional information	

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

Response: 3.44

2.4.3.1 **Total experience of full-time teachers**

Response: 168.7

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Internal Evaluation is an important part of the teaching and learning process. During the first year orientation program, students and their parents are made aware of the regulation, scheme, evaluation process, distribution of sessional marks and the academic schedule of university.

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

- The VASTTC conducts two internal examinations and end semester examinations as per the regulation of the university and the same is scheduled in the institution's academic calendar.

- Dates of the internal examinations are notified on the class room notice board, department notice board, examination notice board and announced by the staff advisors in respective classes.

- Faculty members prepare question papers based on the course plan, course outcomes & Bloom's taxonomy to their respective subjects.

- A question paper scrutiny committee is formulated in each department with the Head of the Department as chairman and senior faculty as members to verify the quality and correctness of question papers.

- After the valuation HOD verifies 3 to 5 sample answer scripts. The valued answer scripts are distributed to the students along with the answer key.

- Students can approach the respective faculty members for any grievance on evaluation & tabulation. The valid corrections in the marks of students are incorporated in the final mark statement.

- The consolidated marks are published in department notice boards and discussed with the parents during the PTA meeting.

- Department meetings are conducted to review the results after each internal examination. The Principal and HOD verifies and analyses the internal examination marks of all classes.

- For laboratory courses, continuous assessment is done by considering regular laboratory work, preparation of work book, regular class viva and end semester laboratory examination. Final evaluation and attendance report is published in the notice board.

- The Evaluation of the project is to be done in two stages. Two internal progress evaluations and a final report evaluation. After each internal assessment the marks are entered in the course diary and published in notice boards.

- For comprehensive examination, as per the university guidelines each department conducts oral examination. The marks secured by the students are published in the notice boards of respective departments. At the end of the semester, a comprehensive viva is conducted by an assessment committee consisting of an external subject expert/ industrial expert.

- For the evaluation of the design project respective HODs constitute a committee. The first and second evaluations are done immediately after the respective internal examinations. The final evaluation takes place during the last week of the semester.

- Minimum two assignments are given to students. They have to submit it as per the scheduled date. 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 with the knowledge of students by getting signature from them. Then the same is uploaded on the university portal.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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

Response:

Grievance during conduct of internal examination

Internal exam cell is conducting all internal examinations in VAST TC. 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, department , examination cell also announced by the staff advisors in respective classes

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. The squad visits the examination halls during the internal tests and records the malpractices/discipline issues in a malpractice register, date wise with all proofs and internal examination cell reports the issue to the Principal. Concerned HoDs are instructed by the principal to conduct an enquiry on the basis of the evidence available. Principal decides the disciplinary action to be taken based on the enquiry report submitted by the HoDs.

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 after getting the approval from the concerned HOD and the Principal. After each internal examination, parents are informed about the students' performances in the PTA meetings.

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. If a student misses the scheduled laboratory hours due to medical or any other genuine reasons he/she is allowed to complete the pending works at a later time with prior permission from the lab- in charge and HOD.

The evaluation of the project is to be done in two stages: two internal progress evaluations and a final report evaluation. If a student misses the schedule and is unable to attend the project presentation due to genuine reasons, one more chance will be provided to the student after getting the approval from the project coordinator and HOD.

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

Internal evaluation related Grievance

After internal examinations, within 5 working days 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 the corrected marks are entered in the course diary and published in the notice board. If the grievance is not rectified within stipulated time, students can approach the respective HoD and further Students Grievance Redressal Committee of the college. An enquiry will be conducted by Students Grievance Redressal Committee convener and proper action will be taken to resolve the matter.

Consolidated Sessional marks are published in the notice boards and students can resolve their grievances regarding sessional marks as per the same mechanism with in two working days. The rectified sessional marks are verified by HoD and Principal then entered in the university web portal.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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.

Response:

The curriculum and syllabus for each program is provided by APJ Abdul Kalam Technological University, Thiruvananthapuram.

Program Outcomes (POs) are specified by NBA (National Board of Accreditation) that imbibe the knowledge, skills and attitudes the students should have at the end of the engineering program. There are twelve POs and the institute follows the same. They are similar and in alignment with the Graduate Attributes of Washington Accord. Only five of twelve POs are dominantly disciplinary outcomes, and the remaining seven are professional outcomes also known as generic or transferable (skills) outcomes. In that seven professional outcomes: Three POs mention complex engineering problems, two POs mention complex engineering activities and two POs mention contextual knowledge.

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. These PSOs imply all the core courses of the program and also the scope of streams of the program. It also captures the features of the program that differentiates it from others.

As the institute follows outcome based education, Course Outcomes (COs) are defined for all the courses in the curriculum by each department. COs state what students are expected to know or be able to do upon the completion of a course. The number of COs for a course is not fixed. The process followed in VAST TC on framing COs is given below:

- Before the commencement of the academic session, 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.

- DAC is composed of HOD and senior faculty members.

- The members of DAC evaluate the COs before the commencement of each semester.

- After the discussion/review, the COs are finalized and published.

- The COs are kept in the course file.

- These COs of all subjects then work as essential tools for the assessment of the CO PO attainment.

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 in which IQAC takes initiative to communicate the importance of learning outcomes.

- Notice boards in the Classrooms and Laboratories

- Wall boards in staff rooms and HoD cabin.

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 and throughout by the concerned faculty members.

- Discussions by faculty members in the departmental meetings.

- Course outcome surveys.

File Description	Document
Upload COs for all courses (examples from Glossary)	[View Document](#)
Upload any additional information	[View Document](#)
Paste link for Additional information	[View Document](#)

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

Response:

The institute evaluates the attainment of COs, POs and PSOs through its evaluation system and through various processes as mentioned below.

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: Internal Examination is conducted twice in a semester. The Internal Examination Question papers are prepared based on the course outcomes and Bloom's taxonomy level.

2. Assignments: Assignments are given twice in a semester indicating the corresponding COs and Bloom's taxonomy level.

Indirect attainment:

Course Outcome Survey: A survey is being taken from students for each course at the end of the semester. Different grades A, B, C, D and E are given with the following weightages: A-5, B – 4, C – 3, D – 2, E – 1. Based on these five point scales, attainment of each CO is calculated.

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 as follows:

Benchmark attainment	Attainment
Pass Percentage < 60	0
Pass Percentage between 60 & 69	1
Pass Percentage between 70 & 79	2
Pass Percentage >= 80	3

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

- A table containing the percentage of marks obtained for each COs of all students is prepared.

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

Final CO Attainment = 80% of Direct Attainment + 20% of Indirect Attainment

CO- PO/PSO attainment:

Each Course Outcome is mapped to Program Outcomes and Program specific outcomes in terms of relevance. Three levels of relevance based on the degree of correlation are used. The levels of correlation are 1 for low, 2 for medium, and 3 for high correlation. The contribution of a course to each PO/PSO is expressed in terms of the average relevance of COs mapped to that particular PO/PSO.

Attainment Formula is as follows:

Attainment of PO/PSO = (Average of attainments of relevant COs) x Scale Factor

Scale Factor = (Actual Mapping Strength / Maximum Possible Mapping Strength)

= Actual Mapping Strength / 3

File Description	Document
Upload any additional information	[View Document](#)

2.6.3 Average pass percentage of Students during last five years

Response: 65.56

2.6.3.1 **Total number of final year students who passed the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
184	132	147	104	0

2.6.3.2 **Total number of final year students who appeared for the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
184	200	192	122	0

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Paste link for the annual report	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.73

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

3.1.2.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	5	4	4

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 116

3.1.3.1 **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
45	22	23	21	5

File Description	Document
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.7

3.2.1.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
11	12	5	4	2

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.02

3.2.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	1

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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 last five years.

Response:

Vidya Academy of Science and Technology Technical Campus (VAST TC), Kilimanoor, functions under VICT (Vidya International Charitable Trust), which aims mainly at charity through education, for the upliftment of the neighboring socially and economically backward students. The experience gained by the students through the social activities carried out by the NSS unit and the respective department associations mainly focus on the holistic development of the budding engineers along with that of the society.

The major events are:

- **Study material distribution (19.05.2016):** Distribution of study materials to the children of the financially challenged families in the neighborhood.

- **Samridhi (thrice):** A venture was started that highlights the indebtedness of the college and initiated distribution of 'Onam kits' (grocery kits) and new clothes to the financially challenged residents of Kilimanoor panchayat and inhabitants of an old age home in Madavoor panchayat

- **Eye Camp (26.01.2017):** An eye camp was organized at the campus to spread awareness regarding the need for eye care and for free eye treatment and checku.

- **Hospital Cleaning (21.07.2016):** The premises of Kesavapuram Community Health Center was cleaned by properly disposing off hospital wastes to prevent spread of diseases

- **Miss a Meal (17.10.2016):** On world food day, 200 food packets were distributed at Govt. Taluk hospital, Varkala.

- **Snehasparsham (05.03.2017):** The programme was successful in donating clothes to the residents

of Gandhi Bhavan, Kollam.

- **Electrical Wiring Assistance (16.11.2016):** Completed the electrical wiring estimation of a house in Kilimanoor panchayat.

- **Harithakeralam mission (08.12.2016):** Organic vegetables cultivated in the college campus were distributed among the staff and students of the Anganwadi in ward 3, Kilimanoor panchayat

- **Swachhta Hi Seva Campaign (02.10.2017):** A seven day programme to spread the importance of 'Swachh Bharat Mission'. Students of different semesters involved in cleaning activities in the campus, KSRTC Bus station, and also studied the waste disposal in the markets in Kilimanoor panchayat.

- **Flood relief activities (18.08.2019):** A programme was organized to collect relief materials from Kilimanoor, Kadakkal and Thattathumala panchayats to hand them over to the flood relief camps in Pathanamthitta.

- Vidya Student Support Cell in association with the Department of Electrical and Electronics Engineering organized a 3-day post – flood cleaning camp in Veliyanad Gramapanchayat, Alappuzha (25.08.2018).

- **Kanivu (thrice):** A program that serves as a helping hand to the orphanages and charitable homes in the neighboring panchayats.

- **Punarjjani(Cleaning and Renovation programme) (25.01.2020):** A four-day cleaning campaign and renovation activities at Kadakkal hospital through which beds, wheel chairs and oxygen cylinders were repaired and the pediatric ward was painted

- **Rebuild Kerala (08.08.2019):** As part of Rebuild Kerala, VAST TC arranged a district wide programme to collect flood relief materials from different colleges in Thiruvananthapuram, to hand them over at Malappuram district in the presence of Smt. K. Shailaja, Health minister.

- **Donation towards flood relief (07.09.2018):** VICT management, staff and students handed over an amount of 10 lakhs to Mr. A. C. Moideen, Local Self Government Minister, towards flood relief in 2018.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 39

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., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
10	6	5	11	7

File Description	Document
Reports of the event organized	[View Document](#)
Institutional data in prescribed format	[View Document](#)

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 14.5

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., year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
100	113	157	100	50

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.4 Collaboration

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

Response: 30

3.4.1.1 **Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
5	14	7	4	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	View Document

3.4.2 Number of   functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 18

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

2019-20	2018-19	2017-18	2016-17	2015-16
3	6	7	1	1

File Description	Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

Criterion 4 - 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.

Response:

The college campus spreads over an expanse of 17.69 acres, providing a tranquil atmosphere to enhance the effectiveness of teaching - learning process. The college infrastructure consists of facilities and learning resources in compliance with the norms of AICTE and University.

Campus Infrastructure

- The campus building becomes a point of convergence as it consists of South Block, East Block, Workshop block, Canteen, Men's hostel and Ladies Hostel.

- The South block houses the Principal's Office, Administrative Office, Trust office, Classrooms, Seminar halls and Laboratories.

- The East block houses the College library, Classrooms, Laboratories, University valuation camp and Internal Quality Assurance Cell.

- 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 South Block of the Institution consists of departments of Civil, Mechanical ,Computer science Engineering and Applied Science and East Block is allured with the department of Electrical & Electronic Engineering and Electronics & Communication Engineering.

- The two Seminar halls equipped with Public Address system, Wi-Fi connectivity and projectors to conduct seminars, workshops and technical talks are located in the South Block.

- Language Lab is the point of attraction for all to improve their communication skills with 25 desktop computers, headsets and each computer is installed with "Tell Me More" software.

- In addition, each department has their own desktop computers, laptop and printers in their department office.

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 for fast and seamless access of web and e-Resources.

- The library reading space can accommodate 150 students.

- Reprographic facility is also available in the library premises.

- Integrated Library Management System (ILMS) software package with barcode scanner helps to manage the library functions.

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.

- The Core Computer Lab in the south block has an area of 198.36 m² and houses 100 desktop computers to cater the needs of students.

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

- College Internet facility is run with 20 Mbps from Asianet (Leased Line / 20 Mbps from Airtel (Leased Line) & 20 Mbps from Nadia Cable Network (Asianet Broadband).

Stationary Store & Reprographic Centre

- A Stationary store of 20 m² area is functioning to provide stationary items for the students and staff.

- Also it is facilitated with two photocopier machines and computers to cater the needs of students and staff.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Our college provides adequate facilities to stage different co-curricular and extra-curricular programs such as cultural activities, yoga, sports and games.

Sports and Games

- The institution has a qualified and experienced physical education instructor, who constantly motivates students to participate in various sports and games according to their interest and aptitude.

- Adequate area is allocated for various sports events such as volleyball, kabaddi, football, cricket, badminton and table tennis.

- 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 is located near to the East block.

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

- 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.

- The college sports meet is organised every year in which the students compete and exhibit their abilities in different games and athletic events. Various games and track and field athletic events are conducted, from which the winners are selected to participate subsequently in university level Zonal competitions.

- Our college had successfully hosted the University A Zone Volleyball tournament in 2019-20.

- The college Men's and Women's Kabaddi teams and chess team have excelled in University Zonal tournaments on a number of occasions, having won top positions.

- We ensure the mental, physical and emotional wellbeing of staff and students through Yoga sessions undertaken by the college physical education instructor.

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.

- Our college organises annual Arts Fest to provide the students with a platform to showcase their extra-curricular talents in the fields of music, dance, literature, acting and other such fine art forms. Students participate in different team and individual competitions as part of the Arts Fest.The latest edition, titled - "**THRAYAMBAKA**" was conducted on 26th and 27th September, 2019.

- 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.

- The institution takes special interest in promoting cultural activities by organising events that bring out talents in students. Students are motivated and helped to participate in Intercollege and university level cultural competitions. Our students have achieved numerous recognitions in these competitions.

- Arts club, Photography club, Energy management club and Science club are constituted to give impetus to the students in these extra-curricular fields.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 81.82

4.1.3.1 **Number of classrooms and seminar halls with ICT facilities**

Response: 18

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 33.12

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
4.25	73.14	69.61	788.94	2015.53

File Description	Document
Upload audited utilization statements	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

The Central Library of the institution has an excellent knowledge providing facility for the benefit of students and staff. It is well stocked with books related to engineering and technology, industry related, management, humanities and other general topics such as aptitude and reasoning, fictions, biographies etc. The central library also houses books that help students to equip themselves to attend competitive exams like Civil Service, GATE, CAT. Library has an area of 420 square-metre for acquisition, reading and reference which is situated in the East Block.

The Central Library is automated with KOHA software, which is used for all acquisition as well as information retrieval facilities. Book issues, return, renewal, cataloguing are being done with the help of this software. KOHA software 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).

A collection of 10080 volumes, 2750 titles are enlisted in the KOHA Software and are accessible through OPAC. Library also maintains project reports submitted by the students as part of their course curriculum, and has a collection of Magazines, Journals, Newspapers, CD/DVD.

The Library facility is available for staff and students from 9AM to 5.30PM on all working days. Students are able to borrow 3 books at a time for a period of 14 days. All books issued and returned are recorded by the software.

The Central library offers a dedicated facility for users to access Digital Library using desktop computers which is equipped with internet access through LAN with 40 Mbps bandwidth. The library also provides Wi-Fi connectivity for fast and seamless access to the internet and e-resources for academic and research purpose.

The library has access to National Digital Library (NDL), which is a digital repository containing textbooks, articles, videos, audio books, lectures, simulations, fiction and all other kinds of learning media. The NDL provides free of cost access for users to e-resources.

The central library also facilitates an institutional repository which contains intellectual output with articles, e-newsletter, project reports, lecture notes which are available over the intranet. The VAST TC library repository which preserves and enables easy and open access to all types of digital content including text, images, moving images, mpegs and data sets; is a JSP user interface.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

    1. e-journals
    2. e-ShodhSindhu
    3. Shodhganga Membership
    4. e-books
    5. Databases
    6. Remote access to e-resources

Response: B. Any 3 of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-

journals during the last five years (INR in Lakhs)

Response: 4.8

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
1.21	0.975	3.40	5.64	12.79

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 1.49

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

Response: 12

File Description	Document
Details of library usage by teachers and students	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

- The Institution is facilitated with an uninterrupted internet facility around the campus having leased line and broadband.

- 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.

- The Institution has the Internet facility of 20 Mbps from Asianet (Leased Line) / 20 Mbps from Airtel (Leased Line) & 20 Mbps from Nadia Cable Network (Asianet Broadband).

- 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, and administrative 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.

Frequency Up-gradation:

- A.Y 2012-13: 15 KVA online UPS was purchased from Unitek power solutions Ltd.

- 2012-2015: 191 computers were purchased for various labs & administrative purposes.

- A.Y 2014-15: AutoCAD Design Suite Ultimate was purchased.

- A.Y 2014-15: 4 Projectors purchased from Dell.

- A.Y 2014-15: 4 Printers were purchased from Canon for administrative purpose.

- A.Y 2015-16: 50 computers were purchased with Intel core i3, 4GB RAM, 500GB HDD from HP for the upgradation of CC Lab & CAD Lab.

- A.Y 2016-17: 25 CCTV cameras were purchased from Global Systems & Services.

- A.Y 2016-17: 1 Printer was purchased from HP for exam cell.

- A.Y 2016-17: The campus automation software was upgraded to ERP software.

- A.Y 2016-17: Accounts & HR features were updated in ERP software.

- A.Y 2017-18: 10 KVA online UPS was purchased from Hykon India Ltd.

- A.Y 2017-18: 25 computers were purchased with Intel corei3, 4GB RAM, 500GB HDD from HP for the new Computer Lab, named FOSS Lab.

- A.Y 2017-18: AutoCAD software was purchased for the upgradation of CAD Lab.

- A.Y 2018-19: 1 Printer cum scanner was purchased from HP for the upgradation of exam cell.

- A.Y 2018-19: 50 computers were purchased with Intel corei3, 4GB RAM, 1TB HDD from Dell for upgradation of FOSS Lab & Computer Lab.

- A.Y 2018-19: 7 Projectors purchased from Dell.

- A.Y 2019-20: 3 KVA online UPS was purchased from Hykon India Ltd.

Licensed software:

- Digital Language Lab Software

- MATLAB

- ETAP 14

- Microsoft Office 2016

- MS Windows Server

- SIMULINK

- AUTOCAD

Security software:

- Microsoft windows security

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 3:1

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

4.3.3 Bandwidth of internet connection in the Institution

Response: C. 10 MBPS – 30 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 12.11

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

2019-20	2018-19	2017-18	2016-17	2015-16
106.5	114.8	124.7	111.8	101.3

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Audited statements of accounts	[View Document](#)

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.

Response:

The college has well maintained physical, academic and support facilities. Technical section maintenance is reported through the Complaint Management System and is monitored by the administrative department. Campus cleaning is monitored by the Campus Supervisor and is done by the housekeeping staff.

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 laboratory in charge as and when required.

- A maintenance procedure is followed to ensure availability of sufficient machinery in the laboratory at all times.

- Minor repairs in the laboratory are done by lab assistants whenever any issues are spotted.

- Major repairs or maintenance works are carried out by service personals or equipment experts. Decisions to carry out such major works are taken collectively by laboratory in-charge and HOD in consultation with the Principal.

- A preventative maintenance register is maintained in all the laboratories. These registers are maintained by lab staff and verified by HOD.

- Annual maintenance contracts are issued for the maintenance of UPS and Lift systems and taken care by administrative department.

- All the laboratories are equipped with fire extinguishers and smoke detectors.

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 to purchase the books with a minimum discount of 10%.

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

- Shelving of the reading materials, stock verification and cleanliness of racks are done on a regular basis by the library attender.

- Maintenance requirement of library furniture if any, is reported to the campus supervisor, by the librarian through the complaint management system.

- Students, teachers and staff may borrow books as per the rules of the library.

- The Library facility is available for staff and students from 9 a.m. to 5.30 p.m. on all working days.

- The day-to-day cleaning activities are done by the housekeeping staff.

Sports

- Regular maintenance of sports utilities is done under the supervision of the college physical education instructor.

- The College ground is maintained in accordance with the required standards. Regular cleaning and maintenance activities are done to provide the students with a neat gaming space.

- Necessary medical aids are available which may be availed in case of emergencies.

- The physical education department possesses the necessary sports and games equipment, which the students may avail from the sports store after entering in the sports equipment register.

Computer Labs

- Computer labs are cleaned regularly by the housekeeping staff.

- The maintenance and neatness of the computers are done by the lab staff.

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

- Disk defragmentation is done for systems, where hard disk data exceeds 70% capacity of the memory.

- Disk clean-ups are also done once in a month to free up some space.

- System maintenance, if any, is reported by the lab in charge to the HoD, who then forwards this to the ITIMS through the Principal.

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

Classrooms

- A cleaning schedule is followed by the housekeeping staff and class rooms are cleaned on a daily basis and proper records are maintained.

- The desks and benches are maintained according to the need.

- Proper ventilation and lighting is ensured in the classrooms.

- Furniture are painted periodically and defects if any are repaired accordingly.

- Electrical connections and lighting systems are monitored by the electrical technicians.

- Classrooms are facilitated with CCTV surveillance.

Canteen

- Canteen surroundings are cleaned regularly by the canteen staff under the supervision of the canteen contractor.

- Water tanks are cleaned monthly, and water filters are backwashed weekly.

- Water samples are tested half yearly at recognized testing centers by the campus supervisor.

- Canteen wastes are disposed properly and the biodegradable solid wastes are used in biogas plant.

- Maintenance works related to canteen infrastructure are reported to the campus supervisor, who then rectifies it according to the nature of the work.

Hostel

- Hostels are cleaned on a daily basis by the housekeeping staff and records are maintained.

- Any maintenance works in the hostel are reported to warden through hostel RT, and the same is reported in the complaint management system.

- Water tanks are cleaned monthly, and water filters are backwashed weekly.

Transportation

- The campus supervisor schedules the trips and fares at the beginning of the academic year.

- Tests and fitness of automobiles are conducted annually with the concerned Kerala government authorities. Necessary clearance certificates, insurance, and permits from the RTA are obtained.

- In each bus, a faculty is assigned for addressing the feedback from the students.

- Greasing, oil filter, air filter and oil change are done periodically after a prescribed number of kilometers.

- Maintenance is done by the campus supervisor under the guidance of the Administrative Manager.

Complaint Management System

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

- CMS addresses housekeeping, security, telephone, electrical, plumbing, transportation, civil work, canteen, PA system, IT, campus automation and other related complaints.

- The concerned staff regularly monitors the complaint management system sheets and rectifies the complaints.

- Logging a complaint under the 'quick link' tab in the website is used for this purpose.

- Technical section maintenance is reported through the Complaint Management System and it is monitored by the Administration Department.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 25.54

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
231	219	175	179	102

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 52.28

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
509	532	414	274	164

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

    1.Soft skills

2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 70.98

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
588	598	779	526	122

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 13.52

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
24	29	25	33	0

File Description	Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 25.54

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 47

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

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) year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 14

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) year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
4	3	4	1	2

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

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)

Response:

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

- Tech Fest Committee

- Canteen committee

- Arts Club

- Energy Management Club

- Science Club

- Photography club

The Student Steering Committee is one of the most important committees in our campus which ensures student representation and engagement in various co-curricular and extra-curricular activities. An executive Student Steering committee is formed every academic year by electing 3 students from each class as executive members. From this executive committee members, the Chairman, the Vice- chairman, the General Secretary, the College magazine editor, the Arts club secretary and Sports club secretary are elected.

Major Roles of Student Steering Committee are:

- The Student Steering committee is responsible for conducting all cultural, sports, technical and literary activities in the college.

- Arts and Sports club secretaries act as conveners of Arts fest and Sports meet.

- Executive members of the Student Steering Committee along with event coordinators of Arts and Sports Club coordinate individual events of Arts fest and Sports meet

- Preparation of the schedule and budget for each curricular and co-curricular event in advance.

The Technical fest provides a platform for all the students to showcase their technical skills. Organization of Technical fest is done by the student steering committee. Technical fest committee constitutes student representatives from each branch under the leadership of Tech fest coordinator. This committee decides the department wise programs to be conducted.

Tech fest Committee is also responsible for:

- Preparation of schedule

- Preparation of Budget

- Finalizing the projects to be exhibited

- Finalizing the technical competitions to be conducted.

National Service Scheme (NSS) is another body that functions actively in our college. Volunteer secretary of the NSS unit along with the NSS Volunteers plan and execute Social activities for the academic year.

NSS Volunteers engage in various social activities such as

- Cleaning

- Blood donation camp, Eye Camp

- Orphanage and Old age home visits

- Hospital maintenance

- Planting of trees.

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.

Canteen committee constitute male and female student representatives from hostel inmates. They express their grievances and suggestions related to canteen facilities in the monthly meetings conducted under the guidance of Hostel warden and Resident Tutors.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 5

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
7	8	3	4	3

File Description	Document
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)

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

Response:

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.

The objective of the alumni association is to establish a link between alumni, faculty, staff and students of the institution and to help interaction between alumni and current students. The alumni interact with the current students, through visits and various programmes, giving information about industrial opportunities, emerging areas and employment opportunities. The alumni also aim to render financial aid for the needy and deserving students. Apart from that, our association is focusing on the wellbeing of the members of the alumni and the general improvement of the institution.

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.

- Guiding the students of the Institute on various professional avenues available and supporting them through various activities such as expert advice, seminars, visit etc.

- Encouraging and supporting students of the Institute in sports, cultural and extra-curricular activities.

- Promotion of computer and internet literacy among the society.

- Providing medical support to existing and retired teaching and non-teaching staff.

- Providing help towards environmental conservation, anti-pollution activities against air, water and sound pollution, by slide show, street play, demos, handbills and all possible ways of social awareness.

- Helping the victims of natural calamity and disasters like earth quakes, flood, storms, malnutrition, fire and violence etc.

- Helping and guiding the students and ex-students of the Institute for anti-drug, anti-ragging, and any other anti-social activities.

- Publishing books and periodicals for public interest.

- Organising blood donation, eye donation and health awareness Camps.

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: C. 3 Lakhs - 4 Lakhs

Criterion 6 - 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

Response:

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 (VICT) Executive Committee (EC) constitutes of 11 executive members which is officiated by Chairman, Vice Chairman, Secretary, Joint-Secretary and Treasurer. All policy decisions and academic and administrative plans are evolved, analysed and executed by the executive committee members in a structured way as per the norms of trust. To ensure the progress of the institution, every week Weekly Aligned Meeting (WAM) 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, discuss and takes decisions regarding institutional activities in alliance with the Mission.

The Academic council takes initiatives for implementing quality teaching and learning process and the same is executed in the department under the supervision of the HODs. The institution provides ICT enabled classrooms that supports, enhances, and optimizes the delivery of information. In order to progress and update the students with the emerging trends in their respective disciplines, institution provides Add on courses to all students every year. The experts from outside the Institution and also the experienced faculty members in the institution act as the resource persons for the Add on Courses.

The Institution also conducts department wise seminars, national and international webinars and workshops to enrich the knowledge of students and to reach greater heights. Institution gives ample opportunities for students to show case their creativity, in-born talents and innovative ideas by conducting Tech fests. As a means to extent the knowledge, students are further encouraged to participate in workshops, conferences and techfests conducted by other institutions.

The management encourages faculty members to undergo Faculty Development Programmes regularly for improving the quality of teaching and keep them technically updated. The institution also motivates all the faculty members to attend national and international conferences, workshops and seminars that benefits them to publish research papers on national and international journals. The institution act as a catalyst for staff to pursue doctoral and post-doctoral programmes promoting quality education.

The institution considers education as an integral formation of human who would be intellectually competent, spiritually mature, morally upright and socially acceptable. As the mission proclaims the institution, students and staff strive tirelessly in creating professionals par excellence.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

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, Anti ragging committee, Women Grievance Redressal Committee, Examination Cell, Training and Placement Cell, Discipline Committee etc. The Principal appoints senior faculty members as coordinators to delegate and coordinate the functioning of these committees. Academic council comprises of the Principal and HODs, meetings are held once in a week for planning, scheduling and formulating decisions for various institutional activities. The decisions taken in the meeting are executed through the respective committees.

CASE STUDY

The programmes conducted by the Training and Placement Cell depicts decentralization and participatory management in the institution. Every academic year various placement and training related activities are conducted in the institution under the Training and Placement Cell to mould students for campus recruitments. The Principal appoints a senior Professor as Placement Officer, who is assisted with two Placement Coordinators and Student Coordinators from each department.

Training

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 Placement Officer and members prepare the list of training programmes and finalize the list after getting the approval from the Academic Council. Placement Officer assigns Program Coordinators for organizing various training programmes.

The Department Placement Coordinator collects the list of students for training through Student Coordinators in consultation with the respective staff advisor. The Placement Cell prepares the schedule for the training programme and participation of students is monitored by the Placement Department Coordinators. Program Coordinator collects students' feedback and prepares a detailed report on the training. Subsequently the Placement Officer with his comments forwards the report to the Principal. Based on the need of students and suggestions of faculty members, various trainings are conducted in soft

skill enhancement, aptitude, logical reasoning and technical streams.

Placement

The Training and Placement Cell organizes on-campus and off-campus recruitments for the students. Every academic year Placement Officer prepares an action plan which comprises the companies to be visited by himself and members of the Placement and Training Cell. 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.

The Placement Officer maintains a fair relationship with Placement Officers of other Institutions and thereby pool drives are promoted and thus to give maximum placements to eligible students in the institution. The Placement team along with the student coordinators used to work collaboratively in a planned and effective manner for the conduction of the placement drives in the institution. The institution has witnessed the successful results as the outcome of the wholehearted effort of the placement team.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Strategic plans of the institution are formed with the aim to ensure academic and research excellence through various measures. It is set in such a way that the goals of our institution are reflecting on our vision and mission. 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; and facilitate sustainable domestic and national economic development and competitiveness.

- 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.

As per the strategy plan 1, the institution already set its goal to impart quality education. For enhancing the need of quality education from first year onwards, the institution conducts three weeks Induction Program for first year students and is designed with an aim to uplift entrants to a promoted stage. Induction Programs are planned and conducted in the institution with utmost seriousness as it helps to mold competent professionals for future. The syllabus for the induction program is designed with this aim and covers Professional Ethics, Human Values, Scope of Engineering, Familiarization of Department, Creative Arts and Culture, Literary Activity, Career Guidance Support, Lectures by eminent people and visits to local areas.

As an extension, several courses are conducted in the institution apart from curriculum. A total of 33 Add On Courses were conducted, which includes courses like Revit, Primavera, C++, Electrical System Design, MEP, IOT, CCTV, Android Programming, Basics of Python, AutoCAD, CATIA, PTC Creo Software, NDT course. These courses help our students to meet the challenges of a highly competitive and global workforce.

To achieve the vision of the institution and to render quality education, (Career Guidance Program) CGP Hours are allocated in our institution's timetable. The placement cell members train the students in different areas like aptitude, communication etc. Placement Cell also arranges external training for students and makes them fit for employability.

Perennial motivation and support from mentors and institution encourage students to participate in National and International conferences. The quench for knowledge and the will to chisel their personality helps them to reach their desired target.

File Description	Document
Upload any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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.

Response:

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. Vidya Academy of Science and Technology Technical Campus (VAST TC) is the second venture of VICT. A well-defined policies were formulated by VICT to guide the functioning of institutions under their title. The institute follows a flat organizational structure that ensures quick and effective decision making and timely implementation.

The top most layer of 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 add up to the Executive Committee. The governing body guides the institution in policy making, planning, implementation, budgeting and performance review.

In order to reinforce the academic growth in our institution, an advisory board of noteworthy personalities were formed. The Board comprises nine eminent personalities experienced both in academics and industry.

Directors monitor the progress of institution in achieving goals and fulfilling the strategies. They look after several aspects of administrative factors and education quality.

Principal is responsible for overall administration and academic activities of the institution in accordance with the policies of management and regulations of affiliated authorities. Principal reports the academic activities to the Directors.

The Head of the Departments continuously monitor the academic performance and systematic functioning of their departments and report to the Principal. The Administrative Manager is responsible for overall administration of non-academic activities and works in compliance with the instructions from the Principal. The hostel warden looks after the hostel activities of the institution with the help of Resident Tutors and Matron and reports to the Principal.

To ensure effective functioning, different committees are formed to deal with specific areas that require personal attention and care. All these committees function effectively under the guidance of the Principal.

Recruitment Procedure

As per the policies, VAST TC aims to attract and retain the best talents to meet its current and future needs. Therefore, the recruitment and selection policy sets to ensure that the best people are recruited on merit and that the recruitment process is free from bias and discrimination.

Recruitment procedure undergoes:

- Submission of staff requirements by HODs through ERP.

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

- Scrutiny of the Resume.

- Issuance of Interview call letter to eligible candidates.

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

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

- Formation of Rank list of selected candidates.

- Issuance of appointment orders

Service Rules

VAST TC follows the service rules as per the VICT policies. Service Rules are available in the college website.

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	Document
Upload any additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)
Paste link for additional information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

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**

Staff can avail different types of leave such as Casual leaves, Compensatory leave, Duty leave, Half Pay Leave, Earned Leave and Vacation Leave. They can apply for the same through the e-governance system (ERP).

- **Study Leave**

A faculty of the institution may go on study leave of three years for acquiring PhD, which may either be sponsored or unsponsored.

- **Fees scholarships for wards of staff**

The full fee/half fee scholarships are provided to the wards of VAST TC staff to pursue their course in the Institution.

- **Maternity Leave**

Female employees can avail maternity leave with full pay for 4 months.

- **ESI for eligible staff**

Staff Members under ESI coverage can avail this social insurance scheme that protects the staff in contingencies such as sickness, maternity, temporary or permanent physical disablement and death while performing duty. It also guarantees reasonably good medical care to workers and their immediate dependents.

- **Gratuity**

Gratuity is given by the institution to the staff for the services rendered during the

period of employment. An Employee with minimum 4 years and 10 months of service in the institution is eligible for the gratuity.

- **EPF**

The institution has enabled EPF scheme for eligible staff for which they are required to pay a certain contribution towards the scheme and the Institution will make an equal contribution. After retirement/relieving from the institution, the staff gets a lump sum amount including the contribution with interest on both.

- **Bus Coordinator**

A staff member is assigned as a bus coordinator in each bus who is exempted from monthly bus fee payment. The coordinator is given the task of coordinating the transportation of the assigned college bus.

- **RT and Warden in hostel**

The Resident Tutor and Warden in the Men's / Ladies' hostel are provided extra remuneration for monitoring and maintaining hostel related activities.

- **Festival allowance**

Onam Festival Allowance is given to the employees of this institution. Allowances are added to the monthly salary during the festive season.

- **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	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 1.83

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	1	2

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 4.4

6.3.3.1 **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
8	2	5	4	3

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 20.78

6.3.4.1 **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
19	18	8	6	1

File Description	Document
Upload any additional information	[View Document](#)
IQAC report summary	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

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

Response:

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. The performance of a staff is evaluated by the concerned HoD through Self Appraisal Report (SAR) from 2015-2017 and the latest periodic review from 2017 is done through Individual Performance and Development Plan (IPnDP)

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.

It will be evaluated and forwarded to the Principal with HoD recommendation and remarks. The appraisal by HoD and Principal is based on academic performance, commitment, initiatives to developmental activities, interpersonal relationship and time management.

The performance appraisal committee consisting of the HOD, Principal and Directors will conduct a review meeting with individual staff members.

Individual Performance and Development Plan (IPnDP)

The institution has introduced IPnDP from 01.08.2017. An integrated online process to continuously monitor and improve the performance of staff through a systematic assessment. It is implemented for both teaching and non-teaching staff. It has three evaluation categories- Core Objectives, Core Competencies, and Core Values.

1. **For teaching staff**

Core Objectives includes,

- Results

- Student feedback

- Involvement in institutional promotional and development activities

Core Competencies deals with

- Additional qualification/ certificate

- Innovative methods of content delivery

- Self-development

2. **For Non-teaching staff**

Core Objectives includes

- Maintenance and upkeep of lab infrastructure

- Lab Developmental Activities

- Institution development and promotional activities

Core Competencies deals with

- Additional qualification/ certificate/ training

- Good communication skill and Innovative method in dealing lab

- Updating of proficiency in maintenance of lab equipment and software

Core values for both teaching and non-teaching staff ??includes adherence to values ??such as

- Ethics, Institutional loyalty

- Attitude towards peer and superiors

- Promptness in completing tasks

The review periods are Monthly, Bi-monthly, Quarterly, Half-yearly and yearly based on the review category selected.

Performance Appraisal Committee

Staff has to upload all the documents for HoD review. During the review meeting, the strength and challenges of the staff is 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.

It accurately evaluates the performance appraisal of faculty members, so that the obtained results are relevant to both the subject of the evaluation, highlighting the areas that need improvement to bring the purpose of education to a higher level.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

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.

Process of the internal audit

Internal audit is conducted every quarter. The auditors verify and give early warning so that corrective measures are taken on time. All vouchers/ bills and the expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the Management and Principal. The same process is being followed since the start of college i.e. 2013.

Process of the external audit

External auditor conducts the audit after the close of the financial year. The auditor examines the books and records to form his opinion whether the Institute keeps proper books of account, he examines the Balance sheets. Separate external auditors are appointed for internal and statutory audits. The accounts of the college are audited by External auditors/ Chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the management and Chartered accountant.

Major areas covered by the audit are: 1) Income: 2) Payments: 3) Verification of assets and liabilities, and 4) Statutory payments are made on time and required returns are filed on time.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The institution follows a well-defined fund allocation and mobilization strategy. 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. In any case, the last date for preparation of budgets shall be 28th of February of every year and the last date for submission of the same to the Treasurer, VICT for approval shall be 15th of March of every 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. Finance department shall prepare key indicators for the past three years, current year and the budget year and present it to the Finance Director for onward transmission to the Executive Director. The Executive Director shall review and forward the budget with his comments to the Treasurer, VICT. Treasurer, VICT shall present it to the Executive Committee for its approval and then the consolidated budget shall be placed by Treasurer VICT before the Central Coordination Committee and Annual General body for final approval.

Once the institutional budget is approved by the management, major financial decisions are taken based on the budget during the beginning of every financial year. The authority invested with the power to sanction

various financial requirements up to the amounts Rs. 1000, Rs. 5000, Rs. 25,000 and above Rs. 25,000 are the concerned HOD, the Principal, the Directors and the Secretary, VICT respectively.

Financial powers are delegated to

- Principal has powers for purchase/ spending for infrastructure development related to academic activity like addition of classrooms, laboratories, improving other facilities like hostels, food courts etc.

- Heads of departments can initiate the request for purchases related to consumables, lab equipment, Furniture and fixtures, and other emergency purchases after getting permission from the Principal.

- Coordinators of various committees have the powers of spending sanctioned money for co-curricular/extracurricular activities after obtaining permission from the Principal. This has to be settled later with relevant bills and documents.

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 utilisation 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	Document
Upload any additional information	[View Document](#)

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

Response:

The IQAC was restructured on 20th September 2019 at Vidya Academy of Science and Technology Technical Campus (VAST TC) for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the college. Before that it was functioning as the Internal Audit Committee IAC as per University requirement.

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.

1. National / International Webinars

As an initiative by the IQAC, 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.

Webinar I (26th July 2020): "Emerging Trends in Electrical Vehicle" is handled by Dr Pritam Keshavdas Gujarathi from Nizwa College of Technology, Oman

Registrations-149, Participants-88

Webinar II (29th July 2020): "Career and Innovation" is handled by the Dr K Ravi Chandran from Newyork Institute of Technology, Abudhabi

Registrations-117, Participants-88

Webinar III (1st August 2020): "Fundamentals of Microsoft Azure Cloud" is handled by   Mr Nishanth D S from TCS United Kingdom.

Registrations-154, Participants-116

Webinar IV (6th August 2020): "Gig Education: The future of Education" is handled by Dr.Sankar from Asia Pacific University of Technology and Innovation, Malaysia

Registrations-161, Participants-109

Webinar V (10th August 2020): "Machine Learning in Neuroimaging" is handled by Dr. Jack Fredo from Nanyang Technological University, Singapore.

Registrations-165, Participants-85

2. Quality assurance for the Internal Examination

For improving the quality of 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.

- All the questions are mapped against their corresponding Course Outcomes (CO) and based on Bloom's Taxonomy.

- Each faculty member has to submit two question papers for the respective subject without exceeding 50 percent of repetitions. A Question Paper Scrutinizing Committee (QPSC) is functioning in each department under the Head of Department for the scrutiny of internal exam question papers.

- 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 Head of Department verifies three to five sample answer scripts of each subject.

- Faculty members set different assignments considering twenty students per batch in a class.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

The IQAC cell is effectively functioning in our institution to assess the teaching learning process continuously in various stages such as formation of methodologies, implementation and periodical improvisation.

1. Outcome Based Education

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

2. Mechanism of effective teaching learning process

For analysing and improving the performance of each student, IQAC implemented different methodologies in the teaching learning process.

- An academic course plan is prepared for each subject by the respective faculty member and verified by the Head of Department before the commencement of each semester.

- The class committee and course committee meetings are conducted twice in a semester for understanding the progress of the classes and obtaining feedback from the students to ensure the effectiveness of the teaching learning process.

- IQAC maintains a common module coverage monitoring system for tracking the coverage of each subject by the faculty members.

- Internal examinations are conducted with the help of Internal Exam Cell in a structured way. Also the internal examination result analysis for all subjects are coordinated by IQAC. Similarly, University examination results of all the courses are analysed by IQAC and corrective steps are taken for further improvement as per the decisions of Academic Council.

- 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 under the supervision of faculty in charge.

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

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

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

Criterion 7 - 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 last five years.

Response:

The institution provides equal opportunities for all the students in various activities and events without any discrimination. All the Clubs and Committees are constituted with equal number of male and female members. Institution considers the different behavior, aspirations, and needs of men and women, valued, and favored equally. The institution treats both genders equally for the selection of trust-sponsored scholarships and other awards.

Facilities for women on campus

VAST TC is committed to provide a safe and secure environment for the academic and social growth of all the students. Irrespective of gender, all the students are given equal opportunities for their growth.

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.

- Anti-ragging committee ensures that the campus is free from ragging and monitoring is done in different places to make the campus ragging-free.

- The Discipline Committee ensures that all the students leave the campus safely after remedial classes and all the events during late evening. Hostel facilities are provided for students in such situations with prior permission.

- Safety of the women is ensured by the help of Surveillance CCTV cameras, installed in the campus for monitoring all. An efficient security crew is deployed across the college premises for any kind of security incidents/issues and offers strict vigilance. Details of visitors are kept in the security hub. Identity card is compulsory for all students and staff inside the campus.

- VAST TC offers separate hostels for girls and boys within the campus. The hostels have Wardens, Resident Tutors (RT) and Matron. The students are required to get out-pass from RT, to leave the hostel. The parents of inmates should take prior permission from the warden or RT in case of going home.

2. Counselling

- 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 provides guidance accordingly by the group tutor under the supervision of

VSSC. They counsel the students periodically and submit reports to respective HODs. With the remarks from HODs, the department VSSC coordinator shares the details to VSSC chief coordinator who submits the consolidated report to the Principal. Group tutors encourage students to participate in various activities to boost up their confidence in academic and extracurricular activities.

- A lady professional counselor is available in the campus on all Tuesdays. Girl students feel comfortable to share their problems without any inhibitions. Students in need of counseling are identified by group tutors and directed to the counselor through respective HOD.

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. Sick rooms are available with a first aid box, beds etc. A doctor is available on all Fridays inside the campus and visits in emergency situations with short notice.

File Description	Document
Annual gender sensitization action plan	[View Document](#)
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

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. The biodegradable waste is collected and dumped in the biogas plant of capacity 12 m². Gas from the biogas plant is utilized for cooking purposes in the canteen thus limiting the use of fossil fuels.

The other waste is handed over to Panchayat Waste Management System, which is situated near to the college for further treatment. The institution takes initiatives to limit the use of plastics by staff and students inside the campus. Washable and re-used plates and glasses are used in the canteen so that the use of plastics is minimized.

Liquid waste management

The liquid wastes of the institution include sewage and sullage water. Sewage including human wastes (i.e. faeces and urine), as well as wastewater from various sources is connected to the biogas plant. The sullage water from sinks, tubs, showers, dishwashers, and garment washers is connected to the soak pits. Lab liquid wastes are channelized to separate tanks. Labs are free from harmful acids so that no particular waste treatment is needed.

The institution has an Automatic Water Level Controller and periodic maintenance of taps, pipes and water tanks are carried out by a professional plumber to prevent wastage of water. Various awareness programmes are conducted regarding preservation of water and its optimization in line with World Water Day (22nd March) guidelines.

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. Students are made aware of the hazardous chemicals and safety aspects before using the chemicals. The labs are well ventilated and spacious. No radioactive wastes are produced in the campus.

File Description	Document
Geotagged photographs of the facilities	View Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

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**

Response: B. 3 of the above

File Description	Document
Geotagged photos / videos of the facilities	[View Document](#)
Any other relevant documents	[View Document](#)

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: D.1 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. 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

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document](#)
Geotagged photographs / videos of the facilities	[View Document](#)

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 500 words).

Response:

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, Kerala Piravi and the cultural programs conducted in the campus have always promoted the motto 'Unity in Diversity''.

Onam, the cultural festival of Kerala, is celebrated every year with great enthusiasm by the students and staff. The students and staff participate in many traditional competitions like Athapookalam, Thiruvathira, Chendamelam, Vadamvali, Pulikali. Onam feast popularly known as 'Onam Sadhya' is the highlight of the Onam festival. During Onam days, the institution undertakes a charity drive programme 'Samiridhi', that gives opportunities to students to mingle with underprivileged people of Grama Panchayats in and around the college. Students observe and understand the plights and hardships of weaker sectors thereby a sense of empathy, love and care for the poor is evolved and the feelings are expressed by distributing 'Onam Kits'. Many traditional competitions like Thiruvathira, Chendamelam are also performed as a part of Onam function which is followed by Onam feast popularly known as 'Onam Sadhya'. The institution makes extra efforts to provide a holistic environment for all students and staff.

Muslim students are facilitated with time slots for their prayer and students from other communities respect it too indicating high level of tolerance in the campus.

Christmas is celebrated in the college that aims to inculcate values like loving everyone, caring the needy, and sharing with family and society. The management of the college and the Students Steering Committee organize various charity drive programs like donating food packets to orphanages and old age homes. Students make crib and decorate the campus with stars, lights and balloons making it a remarkable day. As a part of rejoicing staff and students exchange gifts, cut the Christmas cake followed by cultural activities.

 Regional festivals like 'Kerala Piravi' is also celebrated at institutional level and poster designing competition, nadan pattu, traditional dance competitions are held to instill the spirit of 'Malayalee'. To pay homage to goddess Saraswati during Dussehra days, the laboratories of the institution are adorned with flowers to invoke the blessings of the Goddess of Knowledge. The institution thus provides cultural and regional ambience by celebrating the above festivals.

The institution takes initiatives in promoting economically weaker sector activities through charity drive program, "Kanivu". In this programme, our students and staff contribute food to mid-day meals programme. Food packets brought by the students and staff are collected and distributed to old age homes by the NSS volunteers. An extension of this programme students and staff bought paper pens from specially-abled persons.

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

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

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. The institution takes initiatives to organize various activities that not only promotes but also motivates students to adopt practices that uphold "Unity in Diversity" of our motherland.

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. Concession in fees has also been extended to eligible students as per the government policy directives. Our trust is committed to the principle that no competent student is deterred of pursuing higher education due to financial constraints. For achieving this target trust offers bountiful scholarship schemes irrespective of gender thereby propagating Right to equality. A friendly atmosphere is maintained in the campus so students and staff feel comfortable to express their opinions, thoughts and suggestions to the concerned experiencing right to freedom and speech.

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

3. The institution became an integral part of National Student Parliament 2019 that aims to inculcate in youth a love for democratic values and democratic way of life.

4. The institution does not allow any type of discrimination based on religion, caste, creed, gender, financial and social status among the students, and also among the teachers and staff.

5. The institution is committed to produce socially responsible citizens, for that awareness programmes and seminars on Professional Ethics are conducted. Eventually students are able to understand their duties and responsibilities and become capable to handle all the situations in a professional way.

6. 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.

7. Institution conducts programme on Human values which encourage the students to participate in various social activities such as Flood Relief Camp, visits to Gandhi Bhavan, Contribution of funds to the needy, donating clothes, food, Electrical wiring assistance were given to the houses of destitute.

8. 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.

Outcomes of the course are

- Understand the background of the present constitution of India and features.

- Employ the fundamental rights and duties.

- Perceive the working of the union executive, parliament and judiciary.

- Perceive the working of the state executive, legislature and judiciary.

- Employ the special provisions and statutory institutions.

- Express national and patriotic spirit as responsible citizens of the country.

File Description	Document
Any other relevant information	[View Document](#)
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View Document](#)

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.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
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 Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Institution organizes various national and international commemorative days, events and festivals every year.

- **Republic Day** - The institution celebrates Republic day by hoisting the national flag and principal conveys republic day message to students for promoting the spirit of patriotism, respect for national flag and ideals of the constitution.

- **International Women's Day** - The institution organizes women's day celebration on 8th March and conducts Awareness Talk on women's rights, gender equality, safety and prevention of any kind of harassment. MISS VIDYA Contest was organised to build self- confidence with girl students in 2019.

- **World Water Day**- Awareness Program on Water Conservation and poster designing competitions are held in the institution

- **World Environmental Day**- Institute observes Environment Day and as part of this, students plant saplings in the campus to maintain ecological balance and creating pollution free campus.

- **Blood Donor Day**- The institution conducts blood donation camp thereby sensitizing students about the importance of the day.

- **Hiroshima Day**-The message of "Peace" was propagated by displaying Origami Flapping birds and lighting candles in the college Lobby.

- **Independence Day** - Principal unfurls the National flag and delivers motivational speech. Patriotic songs are sung to evoke Nationalism.

- **Teacher's Day** - A special program" Guruvandanam" is arranged to honour and respect the contributions of teachers. Students bring gifts and flowers to express their gratitude.

- **Engineer's Day** – The institution celebrates the Engineer's day in the birth day of Sir M. Visvesvaraya. Students used to demonstrate their innovative ideas through working models on that day.

- **World Students' Day-** Quizzes are conducted to generate curiosity and to stimulate interest in learning.

- **NSS Day** - Institution celebrates the day by hoisting NSS flag by Principal. Motivational speech is delivered by NSS Program Officer.

- **Gandhi Jayanthi** - The NSS conducts cleaning campaign in and around the campus on this day.

- **Food Day**- Institution conducts "Miss a Meal Program" in which collected food packets are distributed to needy people.

- **Onam**- Every year many traditional competitions like Athapookalam, Thiruvathira, Chendamelam, Vadamvali, Pulikali are performed as a part of Onam function

- **Kerala Piravi-** The day is observed as the birth of Kerala as an independent state in the Republic of India. Cultural programs organized in the campus evokes the sense of "Malayalee". Naddanpattu, Thiruvathira are the highlights of this day. Students are allowed to wear traditional dress - Kasavu Saree, Dhoti and Shirt making it a remarkable day.

- **Children's Day** – A programme "Day with Kids" our students engage the children of nearby Angavadi by distributing sweets, drawing books and crayons.

- **Christmas**- Many charity drives like donating dress and food packets to the needy are conducted. Students spent their time in 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	Document
Geotagged photographs of some of the events	[View Document](#)
Any other relevant information	[View Document](#)
Annual report of the celebrations and commemorative events for the last five years	[View Document](#)

7.2 Best Practices

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

Response:

BEST PRACTICE – I

1. Title of the Practice:

Centre for Continuing Education (CCE)

2. Objectives of the Practice:

Centre 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.

3. The Context

To mitigate the gap between institution-industry and to increase the practical knowledge of students CCE was started. While forming the CCE, it was a challenge to set up the committee with faculty members having industrial exposure. CCE identified and arranged add on courses for students to meet the industrial expectations. The add on courses were planned to be conducted as part of regular time table at the campus itself. Initially it was not easy to get the industrial experts for conducting such courses at the institution.

4. 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.

3. The CCE Apex committee finalize the courses.

4. Some of the courses are offered by the resource persons available in the institution. External quotations are invited for other courses from various vendors.

5. CCE Apex committee selects 3 vendors/ course based on their reputation, curriculum, certification, placement opportunities and fees.

6. A session about the course is given by the selected vendors. Based on the departmental evaluation and students' feedback, the department coordinator submits the final report to the apex committee.

7. The apex committee selects the vendors and give approval after the scrutiny of the report.

8. Then the MOU is signed between the institution and selected vendors.

9. The class hours are allotted in the college timetable and a staff in charge is assigned for monitoring the add on classes.

10. The fees are collected in 2 installments by the institution, 45% of the fees will be paid as the first installment and the remaining 55% will be paid after the completion of course.

5. Evidence to Success

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

spectrum. The add on courses arranged by the CCE benefits the students to secure specialized jobs in the core industries. CCE is successful in producing entrepreneurs in various fields. Our students have started their own ventures in construction fields and electric fields. Several products namely the robot 'ELSA', Automatic Water Level Controller, Smoke Detector, IOT switch boards, Bike Stand Alarm System, Inverter were developed as an outcome of add on courses and some of the products were installed in the campus. The add on courses also benefit the students to complete their final year projects. Such kind of value added courses pave the platform for students in advancing their career.

6. 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. Allocation of time for off syllabus activities was also a concern in the midst of busy academic schedule.

The strategy adopted by CCE to address these issues by increasing awareness among students and parents about the need and necessity of focusing on off syllabus activities motivated the students to actively undergo various add on courses. The department CCE coordinators guide the students to identify the specialized courses of each department. The experience of industrial projects given as a part of Add on courses motivate the students to enroll in various courses. The infrastructure facilities were provided by the institution for the add on courses.

BEST PRACTICE – 2

1. Title of the Practice

INSPIRE

2. Objectives of the Practice

1. Planning and arranging career guidance interactive sessions with plus two students.

2. To help students recognize their potential and facilitate them with the best educational tools and methodologies.

3. Providing additional support for coaching and appearing for the entrance examinations for their higher education.

4. Promoting higher education among rural and socio economically backward students.

5. Helping the students to identify the career goals and further steps.

6. Providing scholarships to meritorious socio economic backward higher secondary students.

7. Providing support for applying entrance exams and various courses.

3. The Context

VICT is committed to the principle that no competent student should be deterred by their financial constraints for pursuing education. Financial crisis is one of the crucial barriers for students in progressing their studies. To mitigate this, the institution provides support and motivation by providing scholarship to students. Career decision is one of the significant decisions in one's life, the institution organizes career guidance programmes every year in order to motivate young minds to follow their passion. Identifying the needy students and getting support from the schools were the major challenges. Also engaging the faculty and staff members in this process along with their academic schedule was another difficult task.

4. The Practice

Scholarship to School Students

1. Scholarships are provided to financially backward higher secondary students.

2. The School Principal identifies 3 students under this category from their institution and intimate officially.

3. Scholarships worth Rs.10,000/- is given for each school.

Career guidance Programme (CGP)

1. The programme guides the higher secondary students on various professional courses and its job prospects.

2. A Career Guidance Team is constituted for conducting this programme.

3. The team ponders on various government scholarships for higher education and updates all the information regarding entrance and competitive examinations.

Inspire Tests

1. VAST TC conducts mock entrance examinations for more than 50 schools and tuition centers every year.

2. The winners of the test are awarded with certificates and entrance-oriented books worth Rs. 1500/-.

5. Evidence of success

School Scholarship

As an outcome of school scholarship around 100 students with lower income get financial support every year which inspire them to excel in studies.

Inspire Tests

The students who secured high marks in the inspire tests are encouraged to prepare well for competitive exams - JEE, NEET and KEAM. The entrance-oriented books are distributed to the winners in the school assembly. Inspire tests conducted in the schools and tuition centers received much appreciation from school authorities and students. The test inspires the junior students in the schools to cherish their dreams.

Career Guidance Programme

Through CGP students got a clear understanding about the professional courses and its job prospects and chose a career according to their taste. Majority of the students joined for higher studies as an outcome of this programme.

6. Problem Encountered and Resources Required

One of the main problems encountered was that the students from rural areas are reluctant to go for higher education due to social, cultural, economic and psychographic factors and they do not have ideas on higher education courses. Through INSPIRE, our dedicated and committed staff members motivates the students to pursue higher studies. The management provides good support and resources for the success of INSPIRE.

File Description	Document
Best practices in the Institutional web site	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

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

1. VIDYA MERITORIOUS/SUBSIDIZED FEE SCHOLARSHIP

Students are offered scholarships ranging from full fees to 50 percent of their tuition fees. Students admitted under Merit Quota on the basis of the Kerala Entrance Examination or under Management Quota are eligible for this scholarship. The scholarship amount varies based on the scores obtained in Higher Secondary Examination for Physics, Chemistry and Mathematics.

2. VIDYA MERIT-CUM-MEANS FULL FEE AND HALF FEE SCHOLARSHIP

Students belonging to socially and economically weaker sections get full or half of their tuition fees as scholarship under this category. Students admitted under Merit Quota on the basis of the Kerala Entrance Examination or admitted under Management Quota provided their family income is below Rs.1,50,000/- per annum are eligible for this scholarship. Students hailing from distant places (beyond 25km from the college) can opt free boarding and lodging at the campus and Trust will provide hostel facility subject to availability. A total of 15 students get the benefit of full fee scholarship (3 students/ branch) and 10 students get the benefit of half fee scholarship (2 students/ branch) per year.

The Executive Committee (EC) of VICT annually constitutes the Scholarship Committee with a Convener and Members. The institution verifies eligibility and sort the applications based on the qualifying parameters. Subsequently a rank list is prepared considering the performance of the students in the Entrance Examination and Physics, Chemistry and Mathematics marks at the ratio 50:50. Scholarship Committee scrutinizes the top ranked applications and prepares rank lists. The committee visits the houses of students under each category and ascertain their financial as well as social status. Committee submits the shortlist to EC for approval and the approved list will be officially communicated to the Executive Director (ED) upon which the trust office fixes the date for scholarship distribution.

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

Lateral Entry Students belonging to socially and economically weaker sections get full or half of their tuition fees as scholarship under this category. Students admitted under Merit Quota on the basis of the Kerala Entrance Examination or admitted under Management Quota provided their family income is below Rs.1,50,000/- per annum are eligible for this scholarship. 5% of the total admitted LET students receive the benefit of the scholarship.

4. VIDYA AICTE FULL FEE WAIVER SCHOLARSHIP

Students get full tuition fees as scholarship under this category and the allotment of the Scholarship is as prescribed by AICTE. Students are admitted under Merit Quota on the basis of the Kerala Government Entrance Examination and their family income does not exceed as per the prescribed AICTE norms. A total of 15 students gets the benefit of scholarship (3 students/ branch) per year.

5. VIDYA MERIT – ARTS & SPORTS FULL FEE

One National/State achiever in Individual events gets full tuition fee as scholarship. Performance of the student (Arts/ Sports) during the 1st year in the college can also be considered in selecting if no national/state level achievers are identified.

6. VIDYA MERIT – ARTS & SPORTS HALF FEE SCHOLARSHIP

One National/State achiever in Individual events gets half of their tuition fee as scholarship. Performance of the student (Arts/ Sports) during the 1st year in the college can also be considered if no national/state level achievers are identified.

7. VIDYA EXCELLENCE/VIDYA ENTRANCE TOPPERS FULL FEE SCHOLARSHIP

Students who secured ranks from 1 to 10,000 in Kerala Entrance Examination get full tuition fees as scholarship. Maximum of 10 students are considered for this scholarship.

8. VIDYA EXCELLENCE/VIDYA ENTRANCE TOPPERS HALF FEE SCHOLARSHIP

Students who secured ranks from 10,001 to 15,000 in Kerala Entrance Examination get half of their tuition fees as scholarship. Maximum of 10 students are considered for this scholarship.

9. VIDYA NON-FACULTY STAFF WARD FULL FEE SCHOLARSHIP

Full fee scholarship is provided to ward non-faculty staff of the institution whose salary does not exceed 17,000/- per month. The student should be admitted under Merit Quota on the basis of the Kerala Entrance Examination or under Management Quota is eligible for this scholarship.

10. VIDYA NON-FACULTY STAFF WARD HALF FEE SCHOLARSHIP

Half fee scholarship is provided to ward off non-faculty staff of the institution whose salary does not exceed 28,000/- per month. The student should be admitted under Merit Quota on the basis of the Kerala Entrance Examination or under Management Quota is eligible for this scholarship.

11. VIDYA EXCELLENCE FULL FEE (LOCAL PANCHAYATH) SCHOLARSHIP

A Student hailing from local panchayat admitted under Merit Quota on the basis of the Kerala Entrance Examination or under Management Quota, whose family income not more than 1,00,000/- per annum is eligible for full fee scholarship.

Scholarship Beneficiaries of last 5 Years in Numbers				
2015-16	**2016-17**	**2017-18**	**2018-19**	**2019-20**
204	371	539	692	670

File Description	Document
Appropriate web in the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

- VAST TC possesses an effective Career Guidance and Placement Unit, Entrepreneurship Development cell, IQAC, Library, Centre for continuing Education.

- Counseling services available in the campus

- Infrastructure wise VAST TC has all required facilities for teaching learning like, library, computer lab, internet facility etc. and also supports sports and other physical activities.

- Effectively functioning NSS unit

- Strong Parent Teacher Association

- Various committees are formed involving all members of teachers for smooth functioning of the college.

Concluding Remarks :

A good institute must have good academic programmes which enable students to develop a good perspective and instill a sense and commitment towards lifelong learning. It 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.

Overall functioning of the institution is guided by the motto "Progress through Education". Our mission is to seek, strive for and scale greater heights of quality education. VAST TC fosters 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 has a focus on continuous improvement whereby the pursuit of excellence is never ending. The strong and supportive management always encourages the institution to progress steadily to achieve its objectives. Staff members, parents, alumni, well-wishers and students' union support the progress of the institution.

The teaching learning process of the college is running smoothly in this pervasive period of COVID-19. Students are in continuous connection with the department through different online platforms. All the academic, co-curricular and extra-curricular activities are being performed through online.

A detailed analysis of the criteria that are the concomitants of an institution of excellence is given in the Self Study Report of the Institute and its departments uploaded on the NAAC website.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.3.2	**Average percentage of courses that include experiential learning through project work/field work/internship during last five years** 1.3.2.1. **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
93	77	92	74	39

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
10	10	10	8	8

   Remark : Edited based on HEI clarified supporting documents such as curriculum on all the programs. |

2.Extended Profile Deviations

ID	Extended Questions
1.2	**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
60	60	60	48	48

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
120	120	120	96	96

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