

The Annual Quality Assurance Report (AQAR) of the IQAC

PRAJYOTI NIKETAN COLLEGE, PUDUKAD-680301

THRISSUR, KERALA

Part – A

AQAR for the year **2014-15**

1. Details of the Institution

1.1 Name of the Institution

PRAJYOTI NIKETAN COLLEGE

1.2 Address Line 1

PUDUKAD

Address Line 2

--

City/Town

THRISSUR

State

KERALA

Pin Code

680301

Institution e-mail address:

prajyotiniketan@yahoo.co.in

Contact Nos.

04802752885

Name of the Head of the Institution :

Dr. Shaijan Paul

Tel. No. with STD Code:

04802733382

Mobile:

9846193708

Name of the IQAC Co-ordinator: **Dr. Dhanya Menon**

Mobile: **9846151192**

IQAC e-mail address: **naacpnc2015@gmail.com**

1.3 NAAC Track ID : **KLCOGN14168**

1.4 NAAC Executive Committee No. & Date: **08.01.2011**

1.5 Website address: **www.prajyotinetan.edu.in**

Web-link of the AQAR: **--**

1.6 Accreditation Details:

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|----------|-------------|-----------------------|-----------------|
| 1 | 1 st Cycle | B | 2.76 | 2011 | 5 YEARS |
| 2 | 2 nd Cycle | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

1.7 Date of Establishment of IQAC : **01.01.2010**

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2009-10 submitted on 27.03.2010**
- ii. AQAR 2010-11 submitted on 31.03.2011**
- iii. AQAR 2011-12 submitted on 23.04.2012**
- iv. AQAR 2012-13 submitted on 31.12.2013**
- v. AQAR 2013-14 submitted on 19.11.2014**
- vi. AQAR 2014-15 submitted on**

1.9 Institutional Status:

University State Central Private

Affiliated College Yes No

Constituent College: Yes No

Autonomous college of UGC: Yes No

Regulatory Agency approved Institution Yes No

Type of Institution : Co-education Men Women

Urban Rural Tribal

Financial Status : Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme:

Arts Science Commerce Law PEI

TEI (Edt) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR

etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 Any other stakeholder/community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Faculty

Non-Teaching Staff Students Alumni

2.12 Has IQAC received any funding from UGC during the year?

Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National

State Institution Level

Theme : *Academic Strategies for Improvement of Quality Benchmarks in Education—One-day Workshop by Dr. Raju George, Principal, Don Bosco College, Goa, on 25th March 2015.*

2.14 Significant Activities and contributions made by IQAC

- ✚ *The IQAC has been instrumental in initiating the promotion of 5 of the faculty members for promotion to the next grade under the CAS scheme of the Kerala State Rules 2014.*
- ✚ *The NAAC RAR for the second cycle was prepared after internal discussions among the IQAC members and later with the rest of the stakeholders. The Report was submitted on July 31, 2015 and the PT visit is expected in the near future.*

2.15 Plan of Action by IQAC/Outcome:

| Plan of Action | Achievements |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The IQAC which met at its first meeting of the academic year 2014-15, decided to initiate the following steps for the overall welfare of the institution:</p> <p><i>a. Bring the entire campus under CCTV surveillance</i></p> <p><i>b. The small store room near the Principal's office to be converted to stationery cum snack bar, so that the students and staff can avoid the uphill climb to the canteen during recess time.</i></p> <p><i>c. Increase the number of safe drinking water dispensers.</i></p> <p><i>d. Installation of sanitary napkin dispensers.</i></p> <p><i>e. Conduct a one-day Workshop on Quality Initiatives for the teaching and non teaching faculty.</i></p> | <p><i>a. Target was achieved and 33 cameras have been placed at strategic points in the campus.</i></p> <p><i>b. The plan was accomplished as per schedule.</i></p> <p><i>c. Six dispensers were installed both in the two Academic Blocks as well as in the Auditorium Complex.</i></p> <p><i>d. The project has been completed.</i></p> <p><i>e. A Workshop on the topic was conducted by Dr. Raju George, Principal, Don Bosco College, Goa, on 25th March 2015.</i></p> |

2.15 Whether the AQAR was placed in statutory body: **Yes**

Management Syndicate Any other body

Provide the details of the action taken

The report was accepted by the Management without any major changes or suggestions.

Part – B

Criterion – I

Curricular Aspects

1. Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--------------------------------------------|-------------------------------------|----------------------------------------------------|
| PhD | -- | -- | -- | -- |
| PG | 1 | -- | -- | -- |
| UG | 5 | -- | -- | -- |
| PG Diploma | -- | -- | -- | -- |
| Advanced Diploma | -- | -- | -- | -- |
| Diploma | -- | 1 | -- | -- |
| Certificate | 4 | -- | -- | -- |
| Others | -- | -- | -- | -- |
| Total | 6 | 1 | -- | -- |

| | | | | |
|-------------------|----|----|----|----|
| Interdisciplinary | -- | -- | -- | -- |
| Innovative | -- | -- | -- | -- |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|----------|----------------------|
| Semester | 6 |

| | |
|------------------|----|
| Trimester | -- |
| Annual | -- |

1.3 Feedback from stakeholders: Alumni Parents
Employers Students
Mode of feedback: Online Manual Co-operating schools (for PEI)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

✚ Being an Aided Institution, there is no provision for the various departments to make any changes, however minor, in the syllabus provided by the BoSs of the different subjects. However, many of the faculty members are part of such Boards and are therefore able to voice their opinions and ensure maximum inclusion of positive, innovative and result-oriented aspects of the concerned subjects.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

✚ Yes. The Department of Psychology has been made a Research Department as per UO 4148/2015/Admn dated 23.04.2015.

Criterion – II

Teaching, Learning and Evaluation

| | | | | | |
|-------------------------------------------|--------------|-------------------------|-----------------------------|-------------------|---------------|
| 2.1 Total No. of permanent faculty | Total | Asst. Professors | Associate Professors | Professors | Others |
| | | 14 | 13 | -- | |

2.2 No. of permanent faculty with Ph.D. **19**

| | | | | | | | | | | |
|----------------------------------------------------------------------------------|------------------------|----------|-----------------------------|----------|------------------|----------|---------------|----------|--------------|----------|
| 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year | Asst. Professor | | Associate Professors | | Professor | | Others | | Total | |
| | R | V | R | V | R | V | R | V | R | V |
| | - | | -- | -- | -- | -- | -- | -- | | |






2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest **6** **Visiting** **--** **Temporary** **--**

2.5 Faculty participation in conferences and symposia:

| | | | |
|-------------------------|----------------------------|-----------------------|--------------------|
| No. of Faculty | International level | National level | State level |
| Attended | -- | 1 | 2 |
| Presented | 6 | 26 | |
| Resource Persons | -- | -- | -- |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

-  *Digitalized Admission process which ensures maximum transparency in student intake.*
-  *Introduction of innovative and job-oriented Add on Courses.*
-  *Introduction of State Government academic initiatives like ASAP (Additional Skill Acquisition Programme), WWS (Walk with a Scholar) and SSP (Scholar Support Programme).*
-  *Well stocked Library with State-of-the-Art ICT facilities and new stocks added every year.*
-  *Smart classrooms and ICT enabled teaching strategies, coupled with student-centric teaching-learning methods like Peer teaching.*

2.7 Total No. of actual teaching days during this academic year 172

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

The marks obtained by the students in the two internal examinations in every semester, along with those obtained for their assignments and seminar presentations, along with their attendance, constitutes 20% of the total marks. These marks are to be uploaded in the University website at the end of each semester. A software was developed whereby these marks are entered into the system so that the process of uploading is made much easier.

2.9 No. of faculty members involved in curriculum restructuring /revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 17

2.10 Average percentage of attendance of students 88.6

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|-------------------------|--------------------------------|---------------|-------|-------|-------|------------------------------------|
| | | Distinction % | I % | II % | III % | Pass % |
| B. A English | 38 | 5.4 | 11.7 | 46.2 | 21.32 | 84.62% |
| BCom | | | | | | First batch has not yet passed out |
| BSc Computer Science | 28 | 10.8 | 21.42 | 25.7 | 25 | 83% |
| BSc Electronics | 25 | 12 | 8 | 32 | 12 | 64% |
| BSc Psychology | 34 | 14.28 | 22.16 | 31.42 | 17.14 | 85% |
| MSc Clinical Psychology | 10 | 10 | 55 | 25 | 10 | 100% |

Since the introduction of the Credit and Semester system, only grades are awarded to the students.

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

✚ *The introduction of the Module Plan which was an initiative of the IQAC of the College in 2010, is still being followed, with a member of the IQAC monitoring the progress of the syllabus as per the given plan by visiting the departments and checking the same.*

✚ *The Internal examinations that are to be conducted twice in every semester is done at the behest of the IQAC.*

✚ *The IQAC intervention has led to the installation of a new software which enables individual teachers to generate the necessary data regarding student attendance.*

✚ *The IQAC has been instrumental in the renovation and upgradation of the labs in the departments of Electronics and Computer Science.*

2.13 Initiatives undertaken towards faculty development:

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|-------------------------------------------------------|-------------------------------------|
| Refresher courses | 3 |
| UGC – Faculty Improvement Programme | |
| HRD programmes | |
| Orientation programmes | 1 |
| Faculty exchange programme | |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | |
| Summer / Winter schools, Workshops, etc. | 4 |
| Others | |

2.14 Details of Administrative and Technical staff:

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|-----------------------------|--------------------------------------|-----------------------------------|-------------------------------------------------------------|-----------------------------------------------|
| Administrative Staff | 18 | 1 | -- | -- |
| Technical Staff | | | | |

Criterion – III

Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- ✚ The IQAC of the College has taken the initiative to introduce a climate and culture of research among the staff in such a manner that the Research Committee is in the process of releasing a Multidisciplinary Research Journal before November 2015.*
- ✚ The Institution can take pride in the fact that in spite of having only one PG department in the College, 70.3% of the staff are doctorate degree holders and most of the others are pursuing the same.*

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|------------------------|-----------|---------|------------|-----------|
| Number | | 1 | Yes | -- |
| Outlay in Rs. Lakhs | | | | |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|------------------------|-----------|---------|------------|-----------|
| Number | | 7 | 7 | |
| Outlay in Rs. Lakhs | | | | |

3.4 Details on research publications

| | International | National | Others |
|----------------------------|---------------|----------|--------|
| Peer Reviewed Journals | 23 | 17 | -- |
| Non-Peer Reviewed Journals | -- | -- | -- |
| e-Journals | 1 | -- | -- |
| Conference proceedings | 4 | 9 | -- |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

| Nature of the Project | Duration/ Year | Name of the funding Agency | Total grant sanctioned | Received |
|-------------------------------------------------------------------------|----------------|------------------------------------------|------------------------|----------|
| Major projects | | <i>Jubilee Medical College, Thrissur</i> | | |
| Minor Projects | 7 | <i>UGC</i> | | |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | | |
| Projects sponsored by the University/ College | | | | |
| Students research projects (other than compulsory by the University) | | | | |
| Any other(Specify) | | | | |
| Total | | | | |

3.7 No. of books published: with ISBN No. Chapters in Edited Books

without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST DPE

DBT Scheme/funds

3.9 For Colleges: Autonomy CPE DBT Star Scheme

INSPIRE CE

3.10 Revenue generated through consultancy

| Level | International Any Other (Specify) | National | State | University | College |
|---------------------|--------------------------------------|----------|-------|------------|---------|
| Number | -- | -- | -- | -- | -- |
| Sponsoring agencies | -- | -- | -- | -- | -- |

3.11 No. of conferences organized by the Institution

3.12 No. of faculty served as experts, chairpersons or resource persons

International National Any other

3.13 No. of collaborations

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management

Total

3.16 No. of patents received this year

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | -- |
| | Granted | -- |
| International | Applied | -- |
| | Granted | -- |
| Commercialised | Applied | -- |
| | Granted | -- |

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year:

| Total | International | National | State | University | Dist | College |
|----------|---------------|----------|-------|------------|----------|---------|
| 1 | | | | | 1 | |
| | | | | | | |

3.18 No. of faculty from the Institution who are PhD Guides

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JR F SRF Project Fellows Any other

3.21 No. of students participated in NSS events:

University State National International

3.22 No. of students participated in NCC events:

University State National International

3.23 No. of Awards won in NSS:

University State National International

3.24 No. of Awards won in NCC:


University State National International

3.25 No. of Extension activities organized :

University forum College forum NCC NSS

Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

 *The College has entered into formal collaborations with the local panchayat in organizing a range of socio-cultural activities, seminars for married couples, geriatric surveys and Awareness programmes for the enhancement of the general mental health/ living conditions of the local populace*

- ✚ *Two short films—one on the AIDS Eradication Mission and another on Charity for the Blind—were made by the students as entries to an Inter Collegiate Social Commitment Enhancement Mission. Both the films secured prizes in the Competition.*

- ✚ *An Ad-film on Save Energy was made in collaboration with the Kerala State Electricity Board which was aired on television at 7 pm for one month every day.*


Criterion IV

Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|----------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------|-------------------|--------------|
| <i>Campus area</i> | <i>24.67 acres</i> | <i>--</i> | <i>--</i> | <i>24.67</i> |
| <i>Class rooms</i> | <i>15</i> | <i>4</i> | <i>Management</i> | <i>19</i> |
| <i>Laboratories</i> | <i>4</i> | <i>--</i> | <i>--</i> | <i>4</i> |
| <i>Seminar Halls</i> | <i>3</i> | <i>--</i> | <i>--</i> | <i>3</i> |
| <i>No. of important equipments purchased ($\geq 1-0$ lakh) during the current year.</i> | | <i>21 Computers, CCTVs, Wi Fi connectivity</i> | | |
| <i>Value of the equipment purchased during the year (Rs. in Lakhs)</i> | | <i>17,84,409</i> | <i>UGC</i> | |
| <i>Others</i> | | <i>Maintenance of equipment 1,77,049</i> | | |

4.2 Computerization of administration and library

 *The administrative and library services are computerized, and newer versions of the existing types of software are introduced every year as per requirement.*



4.3 Library services:

| | Existing | | Newly added | | Total | |
|-------------------------|---------------|------------------|-------------|-----------------|---------------|------------------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 10,667 | 16,40,669 | 668 | 2,15,494 | 11,335 | 18,56,163 |
| Reference Books | 1407 | 13,64,672 | 56 | 1,94,085 | 1463 | 15,58,757 |
| Journals | 39 | 41,186 | 15 | 12,356 | 54 | 53,542 |
| e-Journals | 0 | 0 | 1 | 2247 | 1 | 2247 |
| Digital Database | 1 | 5000 | 0 | 0 | 0 | 5000 |
| CD & Video | 245 | -- | 33 | -- | -- | -- |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|-----------------|-----------------|---------------|----------|------------------|------------------|-----------|-------------|--------|
| Existing | | 1 | | 1 | | 1 | 5 | |
| Added | | -- | | -- | | -- | -- | |
| Total | | 1 | | 1 | | 1 | 5 | |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

-  *The non teaching staff are given classes in e-governance by professionals from outside as per requirement. Some of the technical staff attend week-long courses on ICT/ e-governance that are conducted by the affiliating university.*
-  *The teaching staff are initiated into the latest trends in computer information and technology by the Computer Science department in order to equip them to handle the smart classrooms more effectively.*

4.6 Amount spent on maintenance in lakhs :

| | |
|------------------------------------------|-------------------|
| i) ICT | 5, 56,950 |
| ii) Campus Infrastructure and facilities | 1,77,049 |
| iii) Equipments | 17,84, 409 |
| iv) Others | -- |
| Total : | 25, 18,408 |

Criterion – V

Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

✚ *As the nerve-centre of the institution, the IQAC spearheads most of the initiatives that would serve to enrich student support services. The provision for increase in the numbers of water purifiers, better toilet facilities, the launch of a new coffee shop cum stationery counter in the Main Academic Block, Wi Fi facilities throughout the campus, increased library timings and a basketball court are some of the important initiatives undertaken by the IQAC towards student support.*

5.2 Efforts made by the institution for tracking the progression

✚ *The IQAC has a team of 6 teaching staff, each of whom is in charge of a number of duties. They monitor the overall system for which they are in charge, and report the matter to the Coordinator. Necessary changes are made, wherever required, with the consent of the Principal.*

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|-----|----|-----------|--------|
| 492 | 22 | -- | -- |

| | | | | | |
|-----|-----|------|-------|-----|------|
| Men | No | % | Women | No | % |
| | 186 | 34.7 | | 349 | 65.3 |

(b) No. of students outside the state


(c) No. of international students

| Last Year | | | | | | This Year | | | | | |
|-----------|----|----|---------|--------------------------|-------|-----------|----|----|---------|--------------------------|-------|
| General | SC | ST | OB C | Physically Challenged | Total | General | SC | ST | OB C | Physically Challenged | Total |
| 316 | 47 | 01 | 117 | 03 | 484 | 334 | 62 | 01 | 138 | -- | 535 |

Demand ratio: *Since the introduction of the Centralized Admission Process (CAP) which has come into effect since 2013-14, it is not possible for colleges to collect data regarding the number of applicants to any particular course.*

Dropout %: 0.4

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

 *The College has arranged coaching classes for Civil Services, NET, SLET and Banking Recruitment on all Saturdays with a nominal fee structure so that students can get excellent training at very low costs.*

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS State PSC UPSC Others

5.6 Details of student counselling and career guidance

- An active Placement Cell has ensured maximum employability to the students every year. Many of our students have been placed in banks and MNCs after their graduation.*
- Many of our students are sent to neighbouring institutions to participate in the Campus Recruitment Programmes. Almost 31 students of the 2014 batch (out of 120 students who have appeared for the final year exams) have been placed in several prestigious companies and institutions like South Indian Bank, Wipro and Infosys. Apart from this, the College also conducted a Campus Recruitment Programme last year for the students.*

No. of students benefitted

31

5.7 Details of campus placement

| <i>On campus</i> | | | <i>Off Campus</i> |
|----------------------------------------|----------------------------------------|----------------------------------|----------------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 5 | 17 | -- | 31 |

5.8 Details of gender sensitization programmes

- An active Women's Cell has been functional in the College. The Cell focuses on gender sensitive issues and sees to it that contemporary socio-political issues concerning women's rights and empowerment are made aware to the students. Talks and Awareness programmes on relevant issues are arranged for them at regular intervals.*

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events:

State/ University

42

National

--

International

--

No. of students participated in cultural events:

State/ University National International

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University National International

Cultural: State/ University National International

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|----------------------------------------------------------------------|--------------------|----------|
| Financial support from institution | 116 | 2,10,020 |
| Financial support from government | 354 | |
| Financial support from other sources | | |
| Number of students who received International/ National recognitions | | |

5.11 Student organised initiatives :

Fairs : State/ University National International

Exhibition: State/ University National International

5.12 No. of social initiatives undertaken by the students

- ✚ The students have undertaken many initiatives, both small and large, as part of fulfilling their social commitment. The NSS volunteers play a major role in cooperating with the local panchayat authorities in conducting awareness campaigns on saving energy, conducting Medical Camps, classes on socially relevant issues by professionals and other experts, and most of all, in cleaning up areas like the bus stands and railway stations.*
- ✚ The MSc Psychology students visit the local households and give counselling to all those who have personal and domestic problems like alcoholism, suicidal tendencies and other poverty-related issues.*

Criterion – VI

Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The Vision of the College is:

Redeeming Love as the Supreme Light—PRAJYOTI—

In Struggles for Growth in Personal Wholeness for Universal Wholeness.

The Mission of the College is:

Excellence in Education

Education as Empowerment and Formation of the Whole Person

To work out the Rhythm of Love for the Marginalized and less Talented;

And to grow Greater than our Natural Size to National and Divine Size.

6.2 Does the Institution has a Management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

✚ *Being an Aided College, there are serious limitations for the staff with regard to the issue of curriculum development, although some of the senior members of the teaching faculty are members and Chairpersons of the BoSs of various subjects.*

✚ *Nevertheless, the entire working machinery of the College is particular that the vision and mission of the college is imbibed by the students through their respective subjects.*

6.3.2 Teaching and Learning

- ✚ The teaching-learning process is made up to date with the introduction of the Module Plan, by which every teacher allots a specific time period for the completion of a module. The plan is monitored by the HOD and the IQAC member who countersign the same.*
- ✚ The introduction of ICT teaching strategies and smart room facilities have also enhanced the efficiency of the teaching-learning process.*

6.3.3 Examination and Evaluation

- ✚ The internal examinations are conducted by a separate Committee headed by a senior faculty member and five members representing each department. This method ensures maximum efficiency with regard to the conduct of the examinations.*

6.3.4 Research and Development

- ✚ An active Research Forum functions in the College. It promotes, encourages and initiates the students and teachers to take up new research initiatives in their respective fields, honours the teachers who secure their PhD s and appreciate those teachers who present papers at International Conferences and publish Research papers in renowned journal.*
- ✚ The Research Committee is about to launch a peer reviewed Multidisciplinary Research Journal this year.*

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ✚ The Library Committee oversees the maintenance and upgradation of all the books, journals and other equipment like the computers in the library.*
- ✚ The HODs of the various departments update the stock of books every year with the help of the teachers of their respective departments and add more textbooks, reference books and research journals as per demand and requirement. 10 computers with internet connectivity have been installed inside the library for use by students.*

6.3.6 Human Resource Management

- ✚ *The strategy is to adopt a HR management that is concerned with the larger mission and goals of the organization.*
- ✚ *Much of the strategic plan relies on the cooperation and support of the staff, which helps to foster a sense of team spirit within the College.*
- ✚ *The Principal ensures that all the HR components such as recruitment, training, performance appraisals as well as workplace communication and security are implemented in a timely and effective manner.*
- ✚ *A HR strategy that aligns with a sense of open communication has the major benefit of the stakeholder's knowledge that their opinions are valued by the Management.*

6.3.7 Faculty and Staff recruitment

- ✚ *The recruitment of both Guest and Permanent faculty are done by strictly adhering to the government/ university norms and regulations. The Manager and Principal give a thorough idea about the vision and mission of the Institution as soon as a staff member is appointed to a particular post.*

6.3.8 Industry Interaction / Collaboration

- ✚ *At present the Placement Cell of the College is entrusted with the activities of Industry interaction. As the currently offered by the college are at the UG level, majority of the students aspire for higher education.*
- ✚ *The strategy is to form a separate Institute Industry Interaction Cell (IIC)in the College, apart from the Placement Cell, to integrate possible industrial inputs with the teaching-learning processes.*

6.3.9 Admission of Students

✚ *Since the College functions in the aided stream, the entire admission procedure follows the highly streamlined and transparent pattern designed by the affiliating university. All students who are absorbed as per the CAP procedure are to attend an interview with the Principal before admission.*

6.4 Welfare

| | | |
|-------------|--------------|----|
| schemes for | Teaching | ?? |
| | Non teaching | ?? |
| | Students | ?? |

6.5 Total corpus fund generated

????

6.6 Whether annual financial audit has been done: Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?


| Audit Type | External | | Internal | |
|----------------|----------|-----------------------------------------------------------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | ✓ | <i>Dr. Raju George, Principal, Don Bosco College, Goa</i> | | |
| Administrative | ✓ | | | |

6.8 Does the University/ declare results within 30 days?


For UG Programmes Yes No

For PG Programmes Yes No


6.9 What efforts are made by the University/ College for Examination Reforms?

 *Since the college functions in the aided stream, the only way in which any contribution can be made in this area is by those faculty members who are part of the various BoSs. The Principal too gets opportunities to voice concerns/submit grievances/suggest changes in the examination patterns at the Principals' Meetings convened periodically by the Affiliating University.*


6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

 *Many institutions in the State have been granted Autonomy by the Government on the basis of the required criteria, of which the most important is the grades awarded by NAAC as well as the NAAC recommendations.*


6.11 Activities and support from the Alumni Association

 *The active involvement of the Alumni Association is a key factor that helps the institution to scale greater academic heights. Many of the alumnae are invited by the various departments as Resource Persons and Chief Guests for the different academic and co curriculars that are organized on various occasions.*

6.12 Activities and support from the Parent – Teacher Association

 *The PTA of the College takes the initiative in overseeing the major programmes and activities that are conducted on various occasions.*

6.13 Development programmes for support staff

 *The Support staff are sent to attend short and long term courses in computer skill acquisition and e-governance to other institutions/ university centres.*

Criterion – VII

Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

✚ The College has been keen in designing and implementing schemes and strategies that increasingly benefit the student community. The Community Engagement initiative is one such attempt, and it is slowly but steadily proving to be a very successful venture which has increased the stature of the institution in the academic map of the district.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year :

✚ Since almost every decision /initiative of the institution, whether academic or administrative, is taken after obtaining the concurrence of the stakeholder community including the Management, staff, parents, alumni and if required, the students, they are implemented and executed to perfection.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

Best Practice I:

Centre for Community Engagement

The College is located in a rural area, almost 15 kilometres south of Thrissur city. Although there is rapid development taking place in the panchayat mainly in the field of education due to the introduction of more educational institutions, the population of the locality, by and large, has only basic education, and does small-time business for their livelihood.

Goals:

- To inculcate a sense of oneness and fellow-feeling between the local populace and the institution.
- To ensure that they participate in all the sports, arts and cultural events that are organized/ hosted by the College.
- To help the people of the locality in variegated ways by creating awareness and knowledge on essential topics like electricity consumption and wastage, hazardous waste management, computer literacy and basic knowledge of the English language.

The Context:

- There was felt an urgent need on the part of the Management to give greater emphasis to the role of the local population which is one of the most important stakeholders of the institution.

Contact Details:

| | | |
|----|-------------------------|---------------------------------|
| 1. | Name of the Institution | <i>Prajyoti Niketan College</i> |
| 2. | Name of the Principal | <i>Dr. Shaijan Paul</i> |
| 3. | City | <i>Thrissur</i> |
| 4. | Phone no: | <i>04802352885</i> |

| | | |
|-----|------------------------------|------------------------------------|
| 5. | Fax | <i>04802756559</i> |
| 6. | Pin Code | <i>680301</i> |
| 7. | Accredited Status | <i>B—2.76</i> |
| 8. | E Mail | <i>prajyotinetan@yahoo.co.in</i> |
| 9. | Website | <i>www.prajyotinetan.edu.in</i> |
| 10. | Coordinator of the Programme | <i>Prof. Jeetha Johny Chungath</i> |
| 11. | Mobile | |
| 12. | E Mail | <i>jeethapinto@gmail.com</i> |

Best Practice II:

Social Commitment through Professional Counseling :

Apart from the common social extension activities, there was felt a need to address the common man who, in the modern-day situation, is faced with a multitude of psychological problems. Being equipped with trained and competent faculty in the Department of Psychology, the College has undertaken to open and make functional the facility for professional Counseling to the public in and around the district and even elsewhere.

Goals:

- To address the psychological problems of individuals and families of the local populace**
- To engage them in a number of counseling sessions as necessary at a highly affordable rate**
- To ensure a complete and permanent solution to their problems**
- To fulfill Institutional Social Responsibility**

The Context:

- It is common knowledge that a vast majority of people in Kerala face a plethora of problems that are the result of alcoholism, domestic violence and adolescent issues. Since the College is situated in a rural locality and since we get many students from**

the local neighbourhood, such problems were brought to our notice. The usual diffidence of the common citizen to visit a hospital for counseling for reasons of social stigma was the main reason for undertaking such a venture.



The Practice:

- The faculty members of the Department of Psychology hold regular counseling sessions for the public as well as for our students. We are grateful that many individuals have benefited greatly from this act of philanthropy.

Contact Details:

| | | |
|-----|------------------------------|----------------------------------|
| 1. | Name of the Institution | <i>Prajyoti Niketan College</i> |
| 2. | Name of the Principal | <i>Dr. Shaijan Paul</i> |
| 3. | City | <i>Thrissur</i> |
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| 10. | Coordinator of the Programme | <i>Dr. Milu Maria Anto</i> |
| 11. | Mobile | <i>9495321687</i> |
| 12. | E Mail | <i>miluanto99@gmail.com</i> |

7.4 Contribution to environmental awareness / protection

-  *The Go Green Campaign of the campus Eco Club has taken up a number of initiatives by which the natural greenery of the hilltop campus is maintained and improved upon.*
-  *Major tie ups with Government agencies like Oushadhi have enabled us to plant herbal plants, cultivate vegetables and undertake rain harvesting in a big way.*

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

 **STRENGTHS:**

- *A team of highly dedicated, qualified and motivated faculty.*
- *A Management which strives to fulfil all the requirements of the various stakeholders.*
- *A calm and serene atmosphere that is free from student politics or any other external disturbances.*

 **WEAKNESSES:**

- *Lack of adequate PG Courses.*
- *Inordinate lag in the conduct of University examinations, leading to a corresponding lag in the completion of portions.*



 **OPPORTUNITIES:**

- *The academic potential of the faculty of whom more than 71% have PhDs, can be tapped further through research projects.*
- *More innovative programmes can be introduced.*

 **CHALLENGES:**

- *Inability to voice many of our academic concerns at the University level.*

Plan of Action for the next year:

-  *The College is now undergoing preparations for the second cycle of accreditation by NAAC. It is striving to obtain concurrence for two more PG Courses by the next academic year.*
-  *The focus is to further enhance the strength of the Placement Cell so that more and more of our students are absorbed by MNCs and other reputed companies and organizations.*

Name _____

Name

Signature of the Coordinator, IQAC

Signature of the

Chairperson, IQAC