ANNUAL QUALITY ASSURANCE REPORT

OF

PRAJYOTI NIKETAN COLLEGE, PUDUKAD

THRISSUR-680301

(2013-2014)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

PRAJYOTI NIKETAN COLLEGE

1.2 Address Line 1

PUDUKAD

Address Line 2

THRISSUR

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:

04802752885

Mobile:

9846193708

Name of the IQAC Co-ordinator:

DR.DHANYA MENON

Mobile: 9846151192

IQAC e-mail address: --

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* — EC/54/A&A/06

1.4 **NAAC Executive Committee No. & Date:** — EC/54/A&A/06 Dated 8-01-2011
*(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

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

Web-link of the AQAR:

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC : DD/MM/YYYY — 01.03.2010

1.8 AQAR for the year *(for example 2010-11)* — 2013-2014

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

I   AQAR of **2009-2010 submitted on 27.03.2010**

II   AQAR of **2010-2011 submitted on 31.03.2011**

III   AQAR of **2011-2012 submitted on 23.04.2012**

IV   AQAR of **2012-2013 submitted on 31.12.2013**

V   AQAR of **2013-2014 submitted on 19-11-2014**

1.10 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☑

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☑

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☑   No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

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 ☐

1.11 Type of Faculty/Programme

Arts ☑   Science ☑   Commerce ☑ Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others   (Specify)

> .

1.12 Name of the Affiliating University *(for the Colleges)*

> UNIVERSITY OF CALICUT

1.13 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** (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers   6

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   2

2.4 No. of Management representatives   2

2.5 No. of Alumni   3

2. 6 No. of any other stakeholder and

  community representatives   2

2.7 No. of Employers/ Industrialists   0

2.8 No. of other External Experts   2

2.9 Total No. of members   18

2.10 No. of IQAC meetings held   3

2.11 No. of meetings with various stakeholders: **No.** 3   **Faculty** 3

   Non-Teaching Staff Students   3   3   **Alumni**   **Others**

2.12 Has IQAC received any funding from UGC during the year?   **Yes** ✓ **No**

   If yes, mention the amount   3,00,000

2.13 Seminars and Conferences (only quality related)

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

   Total Nos.   **International**   **National**   **State**   **Institution Level**

   (ii) Themes

2.14 Significant Activities and contributions made by IQAC

   ➢   The IQAC has been instrumental in working out a number of post accreditation

       measures , both academic and administrative. They include:

   1. Streamlining of the IT enabled teaching strategies, by organizing workshops for the
      teaching staff on ICT and related subjects

   2. Being instrumental in the purchase of smart boards, projectors, laptops and OHPs so
      as to facilitate newer teaching methods

   3. Helping the various departments to organize conferences and workshops that
      contribute to the various areas of Higher Education

4. Enabling the Management to develop its infrastructural facilities, like building the new Academic Block in view of the new B.Com course which began in October 2013

5. Moving hand-in-hand with the Management to provide the best possible facilities for

a) the teaching staff (a separate computer with internet connection for every staff member, issue of soft loans at 0% interest for the staff, organizing of annual tours and other recreational activities)

b) non-teaching staff (enabling them to develop their skills in administrative/office work by sending them at regular intervals for short term workshops)

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1.Building of a new Academic Block for B.Com	1. Target achieved on time
2. Renovation of Language Lab, installation of new terminals and software for students	2. Work was completed as per schedule
3. Construction of a Basketball Court was planned during the academic year.	3. Work was completed and was done by the students themselves
4. Renovation of Principal's room.	4. Target achieved
5. A natural quarry within the campus, which is used to store rain water, was	5.Target was achieved as per schedule

walled on all sides	

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   **Yes** ✓ **No**

Management ✓ **Syndicate**   **Any other body**

> The AQAR was approved by the Management and was also placed before the staff for approval. It was unanimously passed with a number of suggestions added to it .

Part – B

Criterion – I

1. Curricular Aspects

1.1 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	4	1	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	4	--	--	--
Others	--	1.SSP-Student Support Programme 2.WalkWith a Scholar Programme		

Total	9	3	0	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

Pattern	Number of programmes
Semester	6
Trimester	0
Annual	0

1.3 Feedback from stakeholders* Alumni ☐ **Parents** ☑ **Employers** ☐ **Students** ☑
    (On all aspects)

    Mode of feedback :   Online ☐ **Manual** ☑ **Co-operating schools (for PEI)** ☐

*Please provide an analysis of the feedback in the Annexure

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

● The syllabus is regularly changed/ updated by the affiliating university, and the changes are

immediately incorporated by the college.

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

Yes. B.Com(Finance),has been started in the Aided Stream from October 1,2013 onwards.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
25	15	10	--	

2.2 No. of permanent faculty with Ph.D.   14

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

	Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
----	----	----	----	----	----	----	----	----	----

2.4 No. of Guest faculty

| 4 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	21	15
Presented papers	2	14	9
Resource Persons	0	2	5

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

Being an aided institution, there are various limitations that are faced with regard to adopting innovative teaching patterns, especially since there is a marked shortage of regular working days in the newly introduced semester system. Yet almost all the teachers make it a point to adopt ICT enabled methods in the classrooms.

Student-centric methods like seminar-presentations, regular assignments and first-hand knowledge-imparting methods like enactment of plays prescribed in the syllabus (for arts students) and awareness campaigns (for science students) are greatly encouraged by the teachers.

The college decided to follow the Day Pattern of time table from the beginning of the academic year, since it was observed that following the Monday-to-Friday time table pattern was leading to a marked loss of teaching hours due to the various intervening holidays.

2.7 Total No. of actual teaching days

   during this academic year | 182 |

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop | 10 |

2.10 Average percentage of attendance of students | 86.6 |

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
BSc Electronics	36	3	10	5	6	64.22
BSc Computer Science	36	8	13	8	2	82.14
BSc Psychology	36	18	6	5	2	85.21
B.A English	37	10	11	7	4	84.62

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

1. Module/ Lesson plans have been designed by the IQAC and distributed to all staff members. These plans are scrupulously followed to the maximum extent possible so that the syllabus is covered on time.

2. Regular monitoring of teacher-performance is made under the supervision of the IQAC by which all the students who are taught by a particular teacher get a chance to evaluate the academic and personal qualities of the teacher. Necessary modifications are suggested to the concerned staff, if the need arises.

3. Regular internal examinations ensure the academic standards of each student. A highly effective mentoring system, along with regular meetings with parents are also seen to be very effective in maintaining a good pass percentage every year.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	2
HRD programmes	---
Orientation programmes	2
Faculty exchange programme	---
Staff training conducted by the university	6
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	11
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	17	--
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

The Management provides all possible support for the promotion of original research in the forms of paper presentations by faculty members at National and International conferences, sanctioning of FIP to teachers for pursuing M. Phil and PhD, as well as for undertaking Minor /Major Research Projects sponsored by funding agencies like UGC.

The Management also provides financial assistance to teachers when they go out of the state and country for paper presentations.

Faculty members of the College who have specialized in particular areas in their respective subjects, handle classes for post graduate students of neighbouring colleges.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2	2,20,000/-	
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Reviewed Journals	7	7	1
Non-Peer Reviewed Journals	--	13	11

e-Journals			
Conference proceedings	8	7	

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				
Minor Projects	2013-2014	UGC	2,20,000	1,20,000
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   i) With ISBN No. [ ]   **Chapters in Edited Books** [ ]

ii) 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** [ ]   **Any Other (specify)** [ ]

3.10 Revenue generated through consultancy [--]

Level	International	National	State	University	College

3.11 No. of conferences organized by the Institution

Number	--	**1**	**1**	--	--
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons 5

3.13 No. of collaborations : International --- **National** --- **Any other** ----

3.14 No. of linkages created during this year: --

3.15 Total budget for research for current year in lakhs :

From Funding agency 2,20,000 **From Management of University/College**

Total 2,20,000

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			

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them 4 6

3.19 No. of Ph.D. awarded by faculty from the Institution 1

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

JRF -- **SRF** -- **Project Fellows** -- **Any other** --

3.21 No. of students Participated in NSS events:

University level	--	State level	--
National level	--	International level	--

3.22 No. of students participated in NCC events:

University level	--	State level	--
National level	--	International level	--

3.23 No. of Awards won in NSS:

University level	--	State level	--
National level	--	International level	--

3.24 No. of Awards won in NCC:

University level	--	State level	--
National level	--	International level	--

3.25 No. of Extension activities organized

University forum	--	College forum	18		
NCC	--	NSS	7	Any other	

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

➢ The NSS units of the college (2 units), in addition to the week-long annual camp, engage themselves in relentless social work which are done in collaboration with the local panchayat administration.

➢ Various awareness campaigns on health and hygiene, energy-saving methods, as well as surveys on population growth rate in the panchayat are undertaken by the NSS volunteers on a regular basis.

➢ Eco friendly practices are encouraged by the Management, Principal and staff. Organic farming is being done on a large scale, with students growing many types of vegetables within the campus and selling it to the neighbouring vegetable vendors at affordable rates. Members of the staff also purchase the products, thus encouraging the students in their ventures.

➢ Under the leadership of the Jesus Youth group, noonday meals are collected from students and distributed to the beggars/destitute in the bus stands, railway station and government hospital premises in Thrissur city. This is done on all Thursdays throughout the year.

➢   A Counselling Cell has been functioning under the Department of Psychology since the beginning of the academic year. The main beneficiaries are the local public themselves.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	24 acre 67cents	NIL	--	24 acre 67cent
Class rooms	15	04	Management	19
Laboratories	04	Nil	--	04
Seminar Halls	03	Nil	--	03
Value of the equipment purchased during the year (Rs. in Lakhs)		9,43,069	UGC	
Others				

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9975	20,85,442	861	60,703	10836	21,46,145
Reference Books	1232	7,93,647	4	1989	1236	7,95,636
e-Books						
Journals	16	24,900	9	14,700	25	39,600
e-Journals						
Digital Database	1	5,000			1	5,000
CD & Video	210		35		245	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	102	38	10	Nil	10	07	30	07
Added	Nil							
Total	102	38	10	Nil	10	07	30	07

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

- ➢ Training programmes were conducted for teachers in connection with installation of new software.

- ➢ Non teaching staff were trained for e-Governance.

- ➢ All students were given awareness regarding networking.

4.6 Amount spent on maintenance in lakhs :

i)   ICT

| --- |

ii) Campus Infrastructure and facilities

| 63 Lakhs |

iii) Equipments

| 48630 |

iv) Others

| |

Total :

| 63,48630 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC spearheads the academic activities of the college by monitoring the following:

- ➢ Completion of portions on time

- ➢ Conduct of internal examinations

- ➢ Conduct of seminars and submission of assignments on time

- ➢ Completion of module plans by teachers

5.2 Efforts made by the institution for tracking the progression

➢   One teacher from each department is deputed to look into the progress of the students of his/her department. Their performance is monitored regularly and remedial classes are recommended as and when necessary.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
457	24		

Women

No	%
343	75.06

Men

No	%
114	24.94

(b) No. of students outside the state   --

(c) No. of international students   ---

Last Year (2012-13)						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
78.21	7	.22	13.66	.91	417	63.68	9.63	0.45	25.82	0.22	457

Demand ratio   **Dropout % 0.9**

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

No. of students beneficiaries

➢   The college has entered into a tie-up with TIME, a professional Coaching Centre, to engage classes on all Saturdays for the students in Bank Coachimg, PSC and Civil Service Examinations.

5.5 No. of students qualified in these examinations

NET   --   SET/SLET   --   GATE   --   CAT   --

IAS/IPS etc   --   State PSC   --   UPSC   --   Others   --

5.6 Details of student counselling and career guidance

➢ The department of Psychology has a Counselling Cell which functions throughout the year for outsiders as well as the students. The teachers of the department are actively involved in helping the students solve their academic/personal problems and enable them to face the exams with enhanced confidence.

➢ Career Guidance classes are given by trained/professional groups who engage sessions with students on the basis of the subjects they have selected. The feedback received from the students about the classes have always been highly positive and many of them have chosen profession based on the guidance provided by these trainers.

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	46	13	18

5.8 Details of gender sensitization programmes

➢ Girls form almost 75% of the total student strength in the campus. All efforts are made by the Management and staff to see that they are safe and happy within the campus. Rest rooms are provided to them in case of any casualty.

➢ A tailoring unit has been set up in the campus and many girl students learn tailoring during weekends, both as a pastime and as a future source of income.

➢ Classes are taken by professionals like doctors and psychotherapists to create awareness in girls on issues like pregnancy, childcare, family life, professional skills and soft skills, in order to equip them to become moulders of the future generation.

5.9 Students Activities

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

State/ University level | 26 | National level | -- | International level | --

No. of students participated in cultural events

State/ University level | 33 | National level | -- | International level | --

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

Sports: State/ University level [   ]   National level [--]   International level [--]

Cultural: State/ University level [   ]   National level [--]   International level [--]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	80	1,11,115
Financial support from government	59	2,89,000
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

Fairs   : State/ University level [2]   National level [3]   International level [--]

Exhibition: State/ University level [-1]   National level [--]   International level [--]

5.12   No. of social initiatives undertaken by the students [9]

5.13 Major grievances of students (if any) redressed:
_____NIL_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION:

Redeeming Love as Prajyoti—The Supreme Light

In Struggles for Growth in Personal Wholeness for Universal Wholeness

For, the integrity of the family/society depends on the integrity of its members

MISSION:

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

Education within our vision and mission sets us to achieve our constitutional goals.

6.2 Does the Institution have a Management Information System?

Yes. The MIS has been initiated in all major areas including administration, academics, admissions, salary-disbursal, library services, attendance of students and all other financial services.

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

The office staff are constantly encouraged to undergo courses in e-governance and workshops on software management methods. As a result, we have a group of non teaching staff who are ready to meet any challenge in this area.

The office, staff rooms, library and all other important areas are fully computerized. An intercom connects all these areas thereby increasing the inter-communication system. The salary/ admission/tax/student attendance systems are also completely computerized.

6.3.1 Curriculum Development

➤ Being an institution in the Aided stream, the college has limitations with regard to curriculum design/ development. However, various Add-on Courses have been scheduled for the students of the different departments. The choice of a particular course is completely of the student. After completing a year's course, the student can move on to a Diploma in the same subject, and then to a post graduate diploma during the third year. The College conducts these classes after the regular working hours every evening, as well as on Saturdays, so that the regular schedule is not interrupted.

6.3.2 Teaching and Learning

➤ The various departments are committed to the cause of managing and completing the syllabus within the allotted time, and to the best possible satisfaction of the students.

➤ Smart boards, OHPs and laptops are made accessible to both the staff and students so that the learning process is made more student-friendly.

6.3.3Examination and Evaluation

- A separate committee has been functioning since 2010, to review the new examination system under the CCSS Scheme of the affiliating university. This committee spearheads the conduct of all internal examinations as well as monitors the evaluation process. All changes in the syllabi, workload of teachers, grading patterns and marking methods are notified to the concerned authorities by the committee.

6.3.4 Research and Development

- A Research Committee has been functioning to monitor and evaluate the research potentialities of the teaching staff of the college. It should be noticed that a very high percentage of the teachers of the college have completed their doctoral degrees, many others have reached the final stages of submission and the remaining have already registered.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library timings have been shifted from 9am-4.30 pm to 8 am-5pm, bearing in mind the convenience of the students.

- A number of books, including Reference books have been included in the library this year.

- A new, updated edition of software has been installed in the Language lab to meet student-requirements.

6.3.6 Human Resource Management

- The teachers are actively involved in the *Teachers Forum Lecture Series,* which is a platform in which they share their academic knowledge with members of the fraternity. Very lively discussions make these sessions not only fruitful academically, but also help to increase the warmth of interpersonal relationships.

- The Research Committee of the college diligently celebrates and acknowledges any significant academic achievement of the faculty in a grand manner. The award of doctoral degrees, awards given by the government or university for any outstanding achievement, are all given immense importance by the Management as well as the Committee. This is a boost for the concerned teachers and also for the others who will be motivated to do better.

6.3.7 Faculty and Staff recruitment

- The newly started B.Com Course in October 2013 has necessitated the need for new recruitments in the teaching sector. 2 Guest lecturers were appointed since permanent teaching posts were not permitted by the university considering the workload required.

6.3.8 Industry Interaction / Collaboration

➢   Keeping in view the concept of a Green Campus, the college entered into a tie-up with Oushadhi, the Ayurvedic Wing of the State Government, and has started a herbal garden which is maintained by the students of the Nature Club of the College. An annual subsidy of Rs. 5000/- is given by Oushadhi for maintaining the garden. All the herbal plants and trees in the campus have been labelled and information regarding their botanical species is also provided. The vegetables grown under the initiative of a group of committed teachers and students are made available to the two ladies hostels as well as to the staff and students of the college.

➢   The college has collaborated with a number of professional bodies including TIME, an Institution that undertakes specialized coaching for Soft Skills, Civil Services, Bank/NET/SLET/ CAT Coaching. Classes are taken by the Group for the students on all Saturdays from 9 am to 3 pm.

6.3.9 Admission of Students

➢   The single window admission system initiated by the affiliating university has made it mandatory for all colleges to admit students accordingly. Apart from the quota allotted for the Management, all other admissions are made through the single window system, thereby assuring he greatest degree of transparency in the process.

➢ 6.4 Welfare schemes for

Teaching	A system of issuing soft loans at 0% interest to the teaching and non-teaching staff upto an amount of 25,000/- has been underway since 2012.
Non teaching	Interest free loan for purchasing computer 17x 25,000= 4,25,000
Students	Endowments, Scholarships and financial

	assistance, Free Insurance Coverage

6.5 Total corpus fund generated | 5 lakhs |

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	No		No	
Administrative	No		No	

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [ ]   No [✓]

For PG Programmes   Yes [ ]   No [✓]

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

> ➢ The CCSS Pattern for all UG Courses was introduced for the first time by the University for the first time. Since then the syllabus/ question paper pattern and student feedback were being closely monitored by the concerned authorities as well as the BOS, Principals and teachers of the Constituent colleges. Shortcomings, if any, were reported and necessary changes were made.

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

> ➢ The University has granted autonomy to 5 Arts and Science Colleges this year.

.11 Activities and support from the Alumni Association

- The College has the active and whole hearted support of the Alumni Association. A number of schemes, like NANMA (granting scholarships ofRs. 8000/ each to worthy students) as well as sponsorship schemes of giving Rs. 10,000 every year to financially backward students are the major contributions of the Alumni Association. Moreover, the group also interacts with the authorities and suggests constructive reforms in the day-to-day running of the institution.

6.12 Activities and support from the Parent – Teacher Association

- One of the greatest blessings of the college is the support given by the parent-teacher fraternity. Financial support is provided during all times of need by the parents and well wishers. The parents' meetings provide a creative platform for the college to improve its administrative and academic strategies and to develop its quality benchmarks.

6.13 Development programmes for support staff

- All the facilities and amenities that are made available to the teaching and non teaching staff are also made accessible to the support staff of the college.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- All the herbal plants and trees in the campus have been labelled and information regarding their botanical species is also provided. The vegetables grown under the initiative of a group of committed teachers and students are made available to the two ladies hostels as well as to the staff and students of the college.

- The College procured five hundred kits of vegetable seeds from the State Government and distributed them to all the staff and students. The seeds which were sown inside the garden of the college have grown and have started to yield produce.

- A banana farm is also being maintained by the students. Only organic products are used as manure for these trees.

- Rain water harvesting is done on a large scale inside the campus. A large natural quarry and two large concrete tanks are used to store rain water. The Government released an amount of Rs. 75,000/- for the same. Rain water is collected by means of large pipes and collected in the quarry and tanks. This water is used to meet the daily water requirements of the entire college.

Criterion – VII

7. 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.

- ➢ Efforts to improve the teaching-learning activity are being made at all possible levels and in all possible ways. Teacher-evaluation by the students is given immense importance. Any dissatisfaction expressed by the student community with regard to teacher-quality is handled by the Principal, who takes up the matter with the concerned staff member with a great degree of confidentiality.

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

- ➢ It was decided to build a separate Block with classrooms and staffrooms for the BCom batch which was sanctioned in October 2013. This became a reality mainly due to the commitment of the Management and Principal.

- ➢ The Monday-to- Friday system of classes was found to be defective in many ways. Most of the teachers found it difficult to complete their portions on time, if they lost a class repeatedly on a particular day of the week. This was seen to affect to a greater degree, those teachers who handled the practical classes. It was therefore decided to follow the Day Pattern, which has proved to be a great boon to the teachers and the students, because every teacher gets his/her share of hours in a particular class without losing hours at all.

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

- ➢ The Management, Principal, staff and students share a highly commendable inter personal relationship. This has been an ongoing practice since the time of inception of the institution. In an age when there is a marked decadence in such relationships, such a climate that is fostered in the campus definitely comes in as a breath of fresh air to the youth. The students are unanimous in their opinion that it is this quality that has attracted them to the college. It is a fact that such interactions with their teachers have made them indulge in much lesser/fewer acts of wrong-doing than their peers in other colleges.

- ➢ Being a campus that is completely free of student/ teacher politics at the party levels, there is a very positive work climate generated within the campus, making both the teachers and the students to be present everyday for fulfilling their duties. A great degree of encouragement provided for the teaching community for their academic inputs can be really hailed as an outstanding practice of the institution.

7.4 Contribution to environmental awareness / protection

The campus stretches out in the centre of a rubber estate in 28 acres of land. Nearly 6000 varieties of plants, herbs and trees grow here. Students and teachers join hands in growing vegetables and fruits through organic farming methods.

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:

1.   Its manageable student strength

2.   An ideal teacher-student ratio

3.   The high degree of inter personal interactions between the teacher-
         student-parent trio

4.   A highly supportive Management and

5.   Committed teaching and non-teaching staff

Weaknesses:

1.   Its rural location, which sometimes stands in the way of easy
         accessibility to the town or city

2.   Lack of adequate post graduate courses
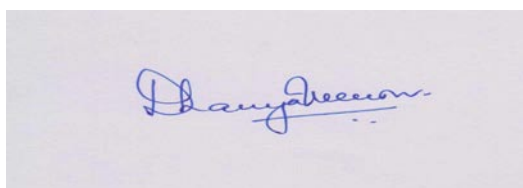
Opportunities:

1.   Vast possibilities for promotion of research for teachers

2.   Potential for infrastructural growth because of the vast physical space
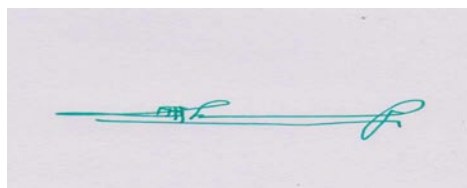
8. **Plans of institution for next year**

The college is preparing itself for the second cycle of NAAC Accreditation, by around September 2015.

A Steering Committee has been set up under the leadership of the Principal to get the work underway for the same. Various teams comprising the staff and students have already begun preparing for the Peer Team visit. An Academic and Administrative Audit is being planned during the month of January. The IQAC plans to undertake new initiatives in those areas that are hitherto unexplored so that the institution can scale greater heights of academic glory in the forthcoming years.

Dr. Dhanya Menon

Coordinator, IQAC

Dr. Shaijan Paul

Chairperson, IQAC

(Principal,Prajyoti Niketan College)