

The Annual Quality Assurance Report (AQAR)

PRAJYOTI NIKETAN COLLEGE, PUDUKAD, KERALA

Part – A

I. Details of the Institution

1.1 Name of the Institution

PRAJYOTI NIKETAN COLLEGE

1.2 Address Line 1

PUDUKAD

City/Town

THRISSUR

State

KERALA

Pin Code

680301

Institution e-mail address

prajyotiniketancollege@gmail.com

Contact Nos.

0480-2752885

Name of the Head of the Institution:

DR. SHAIJAN PAUL

Tel. No. with STD Code:

0480-2659599

Mobile:

9846193708

Name of the IQAC Co-ordinator:

DR. DHANYA MENON

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGP A	Year of Accreditation	Validity Period
1	<i>1st Cycle</i>	<i>B</i>	<i>2.76</i>	<i>2011</i>	<i>5 YEARS</i>
2	<i>2nd Cycle</i>	<i>A</i>	<i>3.01</i>	<i>2016</i>	<i>5 YEARS</i>

1.7 Date of Establishment of IQAC :

1.8 AQAR for the year

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i. AQAR 2010-2011 submitted on 31-03-2011

ii. AQAR 2011-2012 submitted on 23-04 -2012

iii. AQAR 2012-2013 submitted on 31-12-2013

iv. AQAR 2013-2014 submitted on 19-11-2014

v. AQAR 2014-2015 submitted on 11-11-2015

vi. AQAR 2015-2016 submitted on 7-11-2016

vii. AQAR 2016-2017 submitted on 27-12-2017

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

Type of Institution : Co-education Men Women

Urban Rural Tribal

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI

1.12 Name of the Affiliating University

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

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 No. of any other stakeholder and
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: **8**

Faculty Non-Teaching Staff Students

Alumni Others

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)

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

International National State Institution

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- ***Orientation to parents of first year students.***
- ***Convocation Ceremony for the graduates.***
- ***Coordination with various committees for student welfare***
- ***Coordination of ASAP, WWS and SSP Programmes***
- ***Monitoring of Promotion-related Documents of faculty members***
- ***Involvement in the installation of Solar Paneling in the Main Block and Hostel.***
- ***The IQAC took the initiative to facilitate the preparation of Programme/ course outcomes of each course***
- ***Convened regular meetings to evaluate ongoing programmes, both academic and others, that pertain to quality enhancement activities.***

- *Prepared the Annual Quality Assurance Report for the year 2017- 18 for submission to NAAC*
- *Was instrumental in the conduct of academic seminars by the various Departments.*

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
<p><i>1. The promotion of various faculty members into the next level was channelized through the IQAC, as per the guidelines of KSE. The scrutiny of the PBAS pro forma of the teachers was done by the IQAC and appropriate recommendations were made to the Principal.</i></p>	<p><i>1.All the promotions were sanctioned.</i></p>

<p>2. Encouraged the various Departments to conduct Academic Seminars at the National/ State level.</p>	<p>2. The Department of Psychology organized a one day National Seminar on ‘Re-mapping the Psychodynamics of Depression’ on 11th October, 2017.</p> <p>A One day Workshop was also conducted by the Department on ‘Engage to Change’ in association with NIMHANS, Bangalore.</p> <p>An International Conference on ‘Business Economics’ was organized by the Department of Commerce on 8th January 2018. The Conference was inaugurated and led by Dr Prof Bodee Putsyainunt, Khon Kaen University, Thailand.</p>
<p>3. Motivated faculty members to present and publish papers at conferences and seminars.</p> <p style="text-align: right;"><input type="checkbox"/></p>	<p>4. 2 faculty members published papers in peer reviewed journals, 13 teachers presented papers at National and International, Regional Seminars</p> <p style="text-align: right;"><input type="checkbox"/></p>

2.16. Whether the AQAR was placed in statutory body: **Yes**

Management Syndicate Any other body

Provide the details of the action taken

The AQAR of the Academic year 2016-17 was placed before the IQAC Committee, which went through the entire report and gave its approval for submission.

The final draft was then submitted to the Management which also approved the same.

Part – B
Criterion – I

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	1	--	--	--
PG	1	--	--	--
UG	5	--	--	--
PG Diploma		--	--	--
Advanced Diploma	--	--	--	--
Diploma	1	--	--	--
Certificate	4	--	--	--
Others	3	--	--	6
Total	15	--	--	6

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	

Programme	Elective Options (Number)	Name of Papers	Paper Selected by the College	Open Course Options	Name of Papers	Paper Selected by the College
B.A English	3	1. World Classics in Translation 2. Dalit Literature 3. Regional Literatures in Translation	Regional Literatures in Translation	3	1. Applied Language Skills 2. Film Studies 3. Creative Writing	1. Applied Language Skills
BCom Finance	4	<u>V Semester</u> 1. Financial Reporting 2. Financial Management	Financial Reporting	3	1. E-Commerce 2. Basics of Entrepreneurship and Management 3. Basic Accounting	E-Commerce
		<u>V Semester</u> 3. Financial Markets and Services 4. Fundamentals of Investments	Financial Markets and Services			
BSc Psychology	4	1. Organizational Psychology 2. Educational Psychology 3. Psychology of Crime 4. Health Psychology	Health Psychology	2	1. Psychology and Personal Growth 2. Life Skill Development	Psychology and Personal Growth
BSc Computer Science	3	1. Computer Graphics 2. System Software 3. Microprocessor and Applications	Microprocessor and Applications		1. Introduction to Computers and Office Automation	Introduction to Computers and Office Automation

<i>BSc Electronics</i>	<i>3</i>	<i>1.Principles of VLSI 2.Embedded Systems 3.Microwave and Radar Engineering</i>	<i>Microwave and Radar Engineering</i>	<i>3</i>	<i>1.Computer Hardware 2.Digital Fundamentals 3.Electronic Fundamentals</i>	<i>Digital Fundamentals</i>
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1.3 Feedback from stakeholders: Alumni Parents
Employers Students

Mode of feedback: *Manual*

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

The syllabi of the Common Course English, which comprises a set of mandatory papers for students of all UG Courses, were revised during the previous academic year, with a focus on more relevant subjects like Sustainable Environment, Human Rights, Child Rights and Gender Issues.

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

NIL

Criterion – II

Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
27	14	13		

2.2 No. of permanent faculty with Ph.D.

18

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
	6								

2.4 No. of Guest faculty

8

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	14	20
Presented papers	3	12	17
Resource Persons	1	3	6

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

- *Language Lab for B.A English students*
- *Readers' and Writers' Forums that are very active in the campus, are very successful in honing the creative, imaginative and communication skills of the students.*
- *Industrial Visits by all UG students to areas that are of direct academic relevance.*

2.7 Total No. of actual teaching days during this academic year 179

2.8 Examination/ Evaluation Reforms initiated by the Institution :

- *Regular assignments and Seminar Presentations*
- *Group Activities that help the students to improve their General Knowledge and Communication Skills.*
- *Staging of prescribed plays/ stories /poems done exclusively by the students so that*
 - a) the monotony of classroom learning is mitigated to a large extent and*
 - b) the hidden talents of the students in areas like recording, editing and graphic designing are brought out.*
- *The students are awarded marks for such presentations, the marks of which are added to the internal evaluations marks obtained from the exams.*

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Studies

15

2.10 Average percentage of attendance of students 96.3

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	A Grade	B Grade	C Grade	Pass %
		BCom	52	9	18
BSc Psychology	39	11	19	9	100
B.A English	40	6	16	18	87.5
BSc Computer Science	35	2	15	18	89
BSc Electronics	33	1	13	19	83

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

- 1. *Walk with Scholar (WWS) and Scholar Support Programme (SSP) are State Government initiatives meant to showcase the academic potential of various categories of students. The functioning of these programmes is closely monitored by the IQAC.***
- 2. *Provides guidance and support in conducting invited Lectures, seminars and Workshops.***
- 3. *Monitors the various Certificate, Diploma and PG Diploma Courses offered by the College.***

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	

Staff training conducted by the university	5
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	8
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	11	4	1	4
Technical Staff	2			

Criterion – III

Research, Consultancy and Extension

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

- 1. The College has the uniqueness of having 80% of the Teaching staff who have Doctorate Degrees.***
- 2. All the teachers are encouraged to present, participate in and also organize seminars/ conferences and workshops in their respective areas of specialization.***
- 3. The Research Journal brought out by the College, entitled Andromeda, offers a platform to all the teachers to contribute their articles after a process of Peer Review.***

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	--	80,000+50,000=1,30,000	--
Outlay in Rs. Lakhs				

3.4 Details on Research Publications:

	International	National	Others
Peer Reviewed Journals	4		
Non-Peer Reviewed Journals	4	4	1
e-Journals			

Conference proceedings			
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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		<i>UGC</i>	<i>1,30,000</i>	<i>1,30,000</i>
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (<i>other than compulsory by the University</i>)				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.

ii) Without ISBN No.

Chapters in Edited Books

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 Any Other (specify)

3.10 Revenue generated through consultancy **21,560**

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	2	3		16
Sponsoring agencies					

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

3

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 **UGC-MRP
1,30,000** From Management **11,61,715**

Total **12,91,715**

3.16 No. of patents

Type of Patent		Number
National	Applied	1
	Granted	1
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

received this year

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

Total	International	National	State	University	Dist	College
6	3		3			

3.18 No. of faculty from the Institution who are Ph. D. Guides :

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)

JRF 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 College

NCC NSS Any other

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

- *The vision and mission of the College are rooted in the concept of holistic growth. Therefore every student is trained to grow not just academically and intellectually, but with a view to help others grow too. The NSS and Jesus Youth play a pivotal role in instilling the sense of social responsibility in the student through its various activities. The week-long NSS Camp conducted once a year is only one among its many activities. Awareness Camps, Surveys, Medical Camps and programmes like Food Festivals and Exhibitions whose funds are released for noble social causes are conducted on a regular basis within and outside the campus.*
- *The Jesus Youth volunteers distribute lunch packets to the destitute bystanders of patients in the Pudukad Government Hospital and also in and around the Bus Stand and Railway Station in Thrissur. They also take the initiative to visit and offer nursing assistance to the cancer patients of the various hospitals and palliative centres. Regular visits are also made to poor homes, orphanages and Geriatric Centres and the students of the whole College contribute to these homes by offering clothes and other items of everyday use.*

Criterion – IV
Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	<i>24.67 acres</i>	--		<i>24.67 acres</i>
Class rooms	<i>21</i>	--		<i>21</i>
Laboratories	<i>04</i>	--		<i>04</i>
Seminar Halls	<i>03</i>	--		<i>03</i>
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	<i>UPS, Laptop, Computers, printers, LCD</i>	<i>3 LED TVs</i>	<i>Management</i>	<i>3,20,000</i>
Value of the equipment purchased during the year (Rs. in Lakhs)	<i>24 lakhs</i>	<i>7,76,874</i>	<i>Management</i>	<i>31,76,874</i>
Others		<i>Solar Panels (Academic Block and Hostel)</i> <i>35 lakhs</i>		<i>66,76,874</i>

4.2 Computerization of administration and library

The entire library system has been computerized since 2010. Frequent updates regarding the database, software and hardware are being done at regular intervals by the Management of the College.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13,704	29,42,248	1009	21,66,32	14,713	31,58,880
Reference Books	1512	3,24,126	69	14,814	1581	3,39,440
e-Books						
Journals	18	36,810	4	13,180	22	49,990
e-Journals						
Digital Database	N LIST	5900			1	5900
CD & Video	288				299	
Others (specify)	24 magazines 10 newspapers					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)
Existing	92	2	54	1	1	10	30	10
Added	4	0	0	0	0	0	0	0

Total	96	2	54	1	1	10	30	10
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4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- ***INFLIBNET/IUC facilities- Access to a wide range of e-books and e-journals is provided through the INFLIBNET.***
- ***ILL (Inter Library Loan Service): As and when the need arises, students from other institutions are permitted to refer books and get books as loan, if they bring a letter from the Head of their respective institutions. However, we have not had many opportunities to offer help to scholars in this manner because no department was given the status of a Research Centre until April 2015.***
- ***All the computer systems in the College have LAN connectivity.***
- ***The campus is Wi Fi enabled.***
- ***All the departments have a laptop, OHP and each staff member has a desktop computer with internet connectivity.***
- ***All the computer systems in the College have LAN connectivity.***

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.48224
ii) Campus Infrastructure and facilities	3.5 lakhs
iii) Equipments	1.15.216
iv) Others	98.230
Total :	7.11.670

Criterion – V

Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services:

- *The College Handbook serves as a comprehensive Reckoner for the students to be updated on any information related to the academic, infrastructural and other support services offered by the College.*
- *Apart from this, any other pertinent information is disseminated through the Common Notice Boards as well as the Notice Boards put up outside each department staff room. The common intercom that is installed in the office also gives forth important information.*
- *The College website is also updated on a daily basis, enabling the students full access to the latest photographs, videos and all relevant information related to the Institution.*
- *The class wise as well as Common PTA Meetings also serve as an effective platform to provide information to the stakeholders.*
- *The effective interventions of the IQAC has led to the tradition of maintaining a separate file for each student by the class teacher, in which all the relevant personal details as well as the school academic record of the student is documented. The file gives the teacher access to the address and phone numbers of the parents, which enables both to communicate information about the ward both in official and unofficial capacities.*

5.2 Efforts made by the institution for tracking the progression

- *Progress cards are issued to the parents after each Internal examination is conducted, thereby ensuring the progress of the student in his/ her academics.*
- *Appropriate corrective measures are taken by the concerned teachers to rectify the mistakes/ defects in the performance of the student. The SSP has been very helpful in increasing the academic quality of the weak students to a very large extent.*

5.3 (a) Total Number of students: **638**

UG	PG	Ph. D.	Others
626	12		

(b) No. of students outside the state

1

(c) No. of international students

None

No	%
189	29.6

No	%
449	70.4

Demand ratio : ***Under the Single Window system of Admission, the Demand Ratio cannot be assessed precisely***

Dropout % : **0.1**

Last Year						This Year					
General	SC	S T	OB C	Physi cally Chall enged	Total	Gene ral	SC	ST	OBC	Physical ly Challen ged	Total
119	75	2	165	2	628	114	83	1	162	2	638

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

- ***Coaching classes and training for competitive examinations are encouraged by offering these classes at nominal fees, so that maximum number of students progress to higher studies and job placements.***
- ***Coaching is provided for P O Bank Test, UGC-JRF/NET and Civil Services. The classes are conducted on Saturdays so that they do not interfere with the routine time table of the College.***
- ***The various Add on Courses offered by the Departments enable the students to enhance their latent skills in areas which are not directly related to their subject of study. The College frequently conducts orientation classes and current socioeconomic trend analysis sessions to students.***
- ***The College also provides other infrastructural and resource support also to help students prepare for competitive exams:***
 - ***The Career Guidance Cell has a special notice board to display career news and information about competitive exams.***

No. of students beneficiaries

48

5.5 No. of students qualified in these examinations

NET

10

SET/SLET

2

GATE

CAT

IAS/IPS etc

State PSC

UPSC

Others

6

5.6 Details of student counselling and career guidance

➤ *The Department of Psychology is actively engaged in conducting regular Counselling sessions for any student who requires it. The trained Clinical Psychologists who are regular faculty members of the College help these students overcome several problems faced by them that are academic, emotional and domestic. The services provided are totally free, and this has proved to be extremely beneficial to the students who come from very different backgrounds.*

➤ *The Career Counselling Cell also focuses on providing maximum opportunities to the students to opt for the best Course/ job, by arranging lectures/ workshops by professional trainers and experts from a variety of field. The Cell also informs the students about the various job opportunities that await them, by putting up all details in the notice boards of the different departments.*

No. of students benefitted

48

5.7 Details of Campus Placements

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	16	--	6

The Placement Cell of the College has been facilitating employment opportunities to many of our students during the past years. Besides, the Cell has organized a number of coaching classes and training programmes for all students of the College on various topics related to Higher Education and employability. 15 students got placement in OBM group of companies, Info Park, Koratty during the recruitment drive held in the College on 14th February, 2018. Adeena Niswaz and Anjana K M, both from III B.Sc Computer Science also got placement in Wipro and Infosys respectively.

5.8 Details of gender sensitization programmes

- *A One day seminar on ‘Cyber Crimes’ was organized for all students of the College. The seminar was led by District Judge Mr Mujeeb Rehman.*
- *A one day Seminar on ‘Anti Drugs’ led by Assistant Excise Inspector of Chalakudy Mr Abdul Jamal K M was held on 26th September, 2017.*
- *A Session by the Popular Foot & Mouth Artist Ms Swapna Augustine was organized for the students on 28th September, 2017.*
- *The Department of Psychology organized a one day National Seminar on ‘Re-mapping the Psychodynamics of Depression’ on 11th October, 2017.*
- *A One day Workshop--‘Engage to Change’-- was conducted by the Department of Psychology, in association with NIMHANS, Bangalore.*
- *The English Department conducted a One-Day Programme on Contemporary Literary Theory on 9th January 2018. Rev Fr Jose Kidangan, Principal of Carmel Higher Secondary School, Chalakudy was the Chief Resource Person for the same.*
- *The Computer Science Department conducted a Seminar on ‘Career Options with Computers’ by Mr Sanoj T S, Technology Analyst, Infosys, Mysore.*
- *The Commerce department organized an International Conference on ‘Business Economics’, inaugurated and led by Dr Prof Bodee Putsyainunt, Khon Kaen University, Thailand on 8th January, 2018.*

5.9 Students Activities

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

State/ University National International

No. of students participated in cultural events

State/ University National International

The following students and teams brought glory to our College in the D-Zone Arts Festival-

- 1. Sreerag M F- 1st prize in Folk Dance.*
- 2. Nimitha Jose -3rd prize in Kathaprasangam.*
- 3. Christeena Anto - 3rd prize in Western Music.*
- 4. Deepthi P V -3rd prize in Classical Music.*
- 5. Aarathy S Kollara - 'A' Grade in Kuchipudi.*
- 6. Deepthi P V- 1st prize with a cash award of Rs 5,000/- in all Kerala Classical Music competition organized by Sahitya Academy, Thrissur.*
- 7. Gayatri M -2nd prize with a cash award of Rs 3,000/- in all Kerala Kavyakeli competition organized by Kerala Sahithya Academy, Thrissur.*
- 8. Gayatri Suresh Babu and Shahina -3rd prize at National Quiz Competition organized by K E College Mannam, Kottayam.*

➤ *The following students of the department of English secured the following prizes and cash awards in the Interstate Literary Carnival organized by St Mary's College Thrissur-*

- 1. Jessica James--1st prize and a cash award of Rs 2,000/- in Soliloquy*
- 2. Nina Ann Mathew, Ritta Tony and Austin James-1st prize and a cash award of Rs 2,000/- in Journal Making*
- 3. Anjana P V and Abhirami G Menon-2nd prize and a cash award of Rs 1,000/- in Power Point Presentation*
- 4. Sandra Sunny and Maria Josphine -2nd prize in Quiz*
- 5. Sreelakshmi and Simi Simon- 2nd prize and a cash award of Rs 1,000/- in Face Painting*

6. *Yadhu Krishna N S, Anjitha K G, Sreelakshmi, Malavika Raghu, Antony Jaison, Anna Joshi, Nina Ann Mathew, Swetha K, Amal Thomas, Aathira Prakash and Sneha Jose -2nd prize and a cash award of Rs 5,000/- in Character Carnival.*

7. *Jinsha V K, Solja P B, Sneha Jose and Aparna of I B A, 3rd prize in Puzzle Hunt*

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

Sports : State/ University National International

- *Under the captaincy of Helna Aby, the College Cycling team for women secured Calicut University Cycling Championship. The following four students have been selected to Calicut University Cycling team- Helna Aby, Sandra P M, Sradha P and Anjitha Johnson.*
- *Under the captaincy of Poulo Davis, our Cycling team for men won the 1st Runner up Trophy in Calicut University Cycling Championship. The other team members were- Noel Shaju, Kendrick Robin, Santy Sasi Astin K Sebastian, Reeshal C.J, Jomon Lonappan, Adharv Mallik, Brolin V G and Renju Varghese.*
- *Brolin V G was selected to Calicut University Cycling team.*
- *Our Yogasana team for men won Calicut University Yogasana Championship and the female team secured 2nd Runner up Trophy.*
- *Rohan Menon and Banu Prasad were selected as the first and second individual champions of Calicut University.*
- *Adarsh P S, Vyshnav and Sreelakshmi N P were also selected to the University team.*
- *Sanjith Sajayan was selected as Mr University of this academic year. He represented Calicut University for the Best Physic Championship at Chandigarh, Punjab on 23rd December, 2017.*
- *He also won Mr Kerala and Mr Thrissur titles under 75kg category during this year.*
- *Our College team won 1st prize with a cash award of Rs 3,000/- in all Kerala Foolsal competition organized by FISAT, Angamaly.*

Cultural: State/ University National International

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	183	
Financial support from government	32	
Financial support from other sources	Alumni	
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 National Service Scheme is one of the major organizations that provides opportunities for our students to contribute towards the noble task of nation-building. Orientation Programmes, Group Dynamic Programmes, Awareness Classes, Patriotic Song Competitions in connection with Independence Day, Poster Making Competition, Planting of Saplings on the campus, and organizing Special Camp were the main activities during the academic year.*
- *The NSS volunteers visited the Old Age Home at Chengaloor and handed over groceries, stationery items and clothes to the inmates. The volunteers visited Pope Paul Peace Home and provided their nursing services to the bedridden patients.*
- *A Blood Donation Camp was organized in association with IMA, Thrissur.*
- *AIDS Day was observed with a variety of programmes like Poster Making, Flash Mob, Street Play and so on.*

- *A street play on 'Leprosy Awareness' was conducted at Govt. Hospital, Pudukad on 12th February, 2018.*
- *In order to maintain greenery on campus, all the NSS volunteers actively joined in 'Bird Club' as per University guidelines and planted fruit-saplings on the campus.*
- *The seven day NSS Special Camp was formally inaugurated by Ms. Sheela Vijayakumar, President of District Panchayath, Thrissur on 8th September, 2017. The Camp was held at Panchayath Govt. Higher Secondary School, Alagappanagar. The major activities during the Camp were free Eye Testing and Treatment Camp in association with Little Flower Hospital, Angamaly, survey in connection with Waste Management, cleaning of the premises of the Government school and self-defence training sessions.*
- *Paper Pen Making was one of the achievements of the camp. Daniel Jose was selected as the Best Camper.*
- *Jesus Youth and AICUF organized several programmes such as- weekly Prayer Meetings, Rosary, distribution of lunch packs to the needy on the roads at Thrissur every Thursday, visiting cancer patients and offering counselling along with Pain & Palliative Care.*

5.13 Major grievances of students (if any) redressed:

No major issues were raised by the students during the year.

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 PRAJYOTI-- the Supreme Light

In struggles for growth in personal wholeness for universal wholeness

For, the integrity/wholeness of a family/nation depends

On the integrity/wholeness of each person who enter them.

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 have a Management Information System? *Yes*

- *Management Information System (MIS) is used for the purpose of collecting all the formalized forms of information from the stakeholders and integrating them in the best possible manner.*
- *Admissions, Student Attendance, Fee collection are all computerized. Group sms facilities are included in the College website for more effective and quick communication with the parents. Software facilities are also utilized for the conduct of examinations, preparation of salary bills and other financial transactions.*
- *The college has internet and intranet facility with a centralized server which facilitates easy collection of data and information.*
- *The relevant information regarding the College is put up on the website. The College handbook with all details on the institution is provided to all staff and students.*

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

6.3.1 Curriculum Development

The College is an Affiliated Institution of the University of Calicut and as such, cannot claim to have much autonomy in the designing of syllabi. However, 15 of our faculty members serve as Members in the BoSs of their respective subjects, and therefore have some role in the framing and implementation of the syllabi.

6.3.2 Teaching and Learning

All efforts are taken to make the teaching-learning process more effective and academically more fruitful.

- *Innovative types of group work, discussions and debates on subjects like Journalism and Political Science, which encourage students to think globally.*
- *Assignments that promote creativity and imagination, rather than textbook-based learning—for example, students of Journalism are made to interview celebrities from the political, film and socio-cultural fields as part of their assignment work. The students of Political Science are taken to the State Assembly at Thiruvananthapuram every year, so that they are able to watch the live proceedings and the way in which the Assembly functions.*
- *Industry visits and Study tours are arranged from an academic perspective so that students can reap a double benefit from it.*
- *Students are motivated to participate in Academic programmes outside the College so that they understand the wider aspects of their subject.*
- *Close monitoring of the marks obtained by the students in each subject and immediate corrective measures in the form of remedial coaching and PT interactions help to make the teaching-learning process more effective.*
- *The teacher-student ratio, which is 1:19, helps to maintain a close relationship between the teacher and the taught.*

6.3.3 Examination and Evaluation

- *Continuous Evaluation of students' academic performance through tests, group discussions and presentations.*
- *Re-tests given for Sports students and others who have valid reasons for absence.*
- *Model Viva-Voce conducted before the Main Examination.*
- *Two internal examinations in each semester and continuous evaluation through class tests, seminars and assignments.*
- *The IQAC monitors the timely valuation of answer scripts, distribution of papers and immediate PTA interactions so that the examination process is a very effective one.*

6.3.4 Research and Development

- *The Research Committee regularly monitors all activities related to publications, paper presentations, academic and non-academic awards won by faculty members, as well as MPhil/ PhD secured by them.*
- *Almost 80% of the faculty are holders of Doctoral Degrees, and are academically highly motivated.*
- *15 out of 27 permanent teachers are members of the BoSs of Calicut University.*
- *2 of our faculty members won International Awards for their distinguished services in 2018.*

6.3.5 Library, ICT and physical infrastructure / instrumentation

- *1009 books, 69 Reference books and 4 journals were added to the total library stock during the academic year.*
- *4 computers and 3 LED TVs were purchased as part of equipment augmentation.*
- *Solar Panelling was installed in the entire Academic Block and Hostel. This has helped in reducing electricity charges and has permanently solved the problem of frequent current cuts that have been causing untold damage to most of the electrical and electronic equipments in the College.*

6.3.6 Human Resource Management

- *Regular meetings of the College Council, IQAC, General Staff meetings and Departmental meetings ensure the timely completion of allotted work. Filing and documentation of all curricular and co-curricular data are given deadlines, which are strictly adhered to.*
- *The Feedback mechanism from the parents and students are closely evaluated by the Principal and the IQAC. All possible corrective measures are taken to rectify any shortcomings or defects in the existing mode of teaching.*
- *The comparatively small strength of the faculty make it easier for the Principal to ensure maximum academic output from each of them.*

6.3.7 Faculty and Staff Recruitment

- *The appointment of the teaching and non-teaching faculty is done as per the directives of the Government, UGC and the affiliating University.*

6.3.8 Industry Interaction / Collaboration

➤ *Under the initiatives of e-solution Club of our College, the following five projects have been approved by the Government of Kerala-*

- 1. Automatic Vehicle Tyre Air Filler System*
- 2. An Alternative Strategy to rescue Children falling in Bore Well*
- 3. Emergency Cab Re-utilizer*
- 4. Aquatic Weed -Remover Boat without Engine*
- 5. Automated Gyno-Crime Detector: an Effective system to enhance Womens' Safety in Trains*

➤ *23 students from III BSc Electronics got financial support for the above projects.*

➤ *As a result of this endeavour, our College has been granted approval from Kerala Startup Mission to start a IEDC Centre.*

6.3.9 Admission of Students

➤ *Since all the courses are in the Aided stream, the admission to the various courses is done under the Single Window System as per University guidelines.*

6.4 Welfare schemes for

Teaching	<i>Interest-free loans for up to Rs. 25,000/-</i>
Non teaching	
Students	

6.5 Total corpus fund generated

46,61,715/-

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			✓	IQAC
Administrative			✓	IQAC

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

For UG Programme Yes

For PG Programmes Yes No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

The Alumni Association plays a vital role in maintaining a very cordial relationship with the former students and teachers. The Annual Alumni meeting was held on 30th September, 2017.

The Alumnae joined hands and collected a good amount of money and distributed blankets, warm clothes and other necessities to many old destitute who sleep on the cold ground in and around the Bus stands /Railway Station areas in Thrissur district and its suburbs.

6.12 Activities and support from the Parent – Teacher Association

Regular PTA Meetings are held after the Internal examinations.

Department wise PTA Meetings are also held.

6.13 Development programmes for support staff

➤ ***Annual Retreat***

➤ ***Annual Tour***

➤ ***Short term Courses for Administrative Staff***

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

➤ ***The Academic Block and the Hostel have been provided with Solar-generated Electricity.***

➤ ***An Organic Vegetable garden is cultivated by the students. A wide variety of vegetables are grown and sold at affordable prices to the staff and students in the campus. A separate section is set aside for the cultivation of herbal plants.***

➤ ***The entire campus is set amongst a rubber forest, with hundreds of trees adorning the area. Great care is taken by the Management to construct buildings in such a way that no damage is done to the eco system in any way.***

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.

1. Academic

- *A new system was initiated whereby the answer scripts of the Internal Examinations of all the students are collected and retained in the College Office after valuation, till such time as the marks are uploaded in the University website. This decision, initiated by the IQAC, was taken in order to prevent any possible error that could occur as a result of the misplacement of the answer scripts by the students, as well as to counter check any mistake regarding Internal marks.*
- *Peer teaching, which was found to be quite an effective academic exercise over the years, was strengthened. The Class Leaders were given the responsibility of maintaining a register in which they would record details of the different classes taken by each student-tutor, the subject and the number of students who attended the same.*

Non- Academic

- *As per the suggestions put forward by the IQAC, a system of conducting awareness classes on the procurement of the various Government Scholarships/ freeships/ stipends has been started. Since all such processes are in the online format, many of the students remain ignorant about the methods by which such scholarships can be availed. This has proved to be a very fruitful activity for which there has been a positive feedback.*

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

- *Strengthening of the IQAC was done by entrusting more responsibilities to the Committee. As a result, the IQAC could come up with more creative and innovative suggestions in both academic and non-academic areas, and put them into practice.*
- *Research activities by the faculty members are being encouraged as much as possible, without, at the same time, disrupting the daily working of the Institution. Many of the faculty have participated and presented papers in Workshops and Conferences within and outside the State, and have also published Research papers in Journals.*

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

1. Centre for Community Engagement:

- *The Centre is constantly engaged in diverse activities, both academic and social, with the populace in and around Pudukad Panchayat. It coordinates the activities of the different departments which undertake initiatives related to social awareness and commitment and offers suggestions and support to them. The Centre has been instrumental in pioneering many activities connected to medical, social and academic areas in the nearby locality.*

2. Centre for Professional Counselling:

- *The Department of Psychology of the College has introduced and made functional a Counselling Centre that is open to the students and staff, as well to the public. Faculty members of the department who are professional Clinical Psychologists with Hospital experience, have been offering Counselling services to many people who live in the nearby villages. Appropriate review sessions are held in a systematic manner and many people have benefited from the same.*

7.4 Contribution to environmental awareness / protection

The campus is set amidst 27 acres of rubber trees. The buildings constituting the Academic Blocks and the 2 hostels have been constructed in such a way that minimal disruption is done to the eco system. The hundreds of coconut trees and other vegetation are maintained so that optimum utility is gained from them.

The Auditorium is roofed with treated bamboo, with both sides of the building opened up, so that maximum ventilation and sunlight is obtained. Rolled up shutters are made use of in case of heavy rains.

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 manageable student strength of almost 650, makes the teaching-learning activity highly enjoyable and fruitful.*
- *The teachers are able to provide personal attention to the students, and all the teachers and students remain personally known to each other.*
- *Lack of party politics is another very favourable factor that helps in maintaining an academic atmosphere in the campus.*

Weaknesses:

- *The College, being in the Aided stream, is often restricted on many sides from coming up with creatively designed innovations in the academic field since it has to comply with the framework of University rules and regulations.*
- *The Management has no freedom to introduce courses in the Aided stream without the consent of the Government and the affiliating University.*

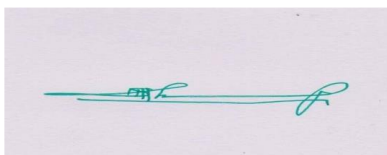
8. Plans of Institution for next year

- ***Introduce new courses that have been applied for, depending on concurrence and sanction.***
- ***Promote research activities by faculty.***
- ***Initiate momentum for the next cycle of Accreditation.***

Name : Dr. Dhanya Menon



Name : Dr. Shaijan Paul



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC