



# YEARLY STATUS REPORT - 2020-2021

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>PRAJYOTI NIKETAN COLLEGE</b>
• Name of the Head of the institution	<b>Dr Shaijan Paul</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>04802754065</b>
• Mobile no	<b>9495406996</b>
• Registered e-mail	<b>prajyotiniketan@yahoo.co.in</b>
• Alternate e-mail	<b>prajyotiniketancollege@gmail.com</b>
• Address	<b>Pudukad P O</b>
• City/Town	<b>Thrissur</b>
• State/UT	<b>Kerala</b>
• Pin Code	<b>680301</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>

• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	University of Calicut
• Name of the IQAC Coordinator	Dr Simi Varghese
• Phone No.	0487 2961405
• Alternate phone No.	
• Mobile	8589068331
• IQAC e-mail address	iqac@prajyotiniketan.edu.in
• Alternate Email address	simivarghese@prajyotiniketan.edu.in
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="https://prajyotiniketan.edu.in/aqar/">https://prajyotiniketan.edu.in/aqar/</a>
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://prajyotiniketan.edu.in/academic-calendar/">https://prajyotiniketan.edu.in/academic-calendar/</a>

### 5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.76	2011	08/01/2011	07/01/2016
Cycle 2	A	3.07	2016	19/02/2016	18/02/2021

6.Date of Establishment of IQAC 30/03/2010

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	ASAP	Govt of Kerala	2020	74142
Institution	WWS	Govt of Kerala	2020	70000
Institution	RUSA	Ministry of HRD	2020	2372647

8.Whether composition of IQAC as per latest NAAC guidelines Yes

• Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year	14
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<p>1. Initiated Bridge Courses for first year undergraduate students and Value Added Courses for all second and third year undergraduate students</p> <p>2. Three departments conducted FDPs for teachers from other colleges</p> <p>3. Special five-day FDP on 'Revised Assessment and Accreditation Framework' extended to teachers within the state and outside</p> <p>4. Conducted webinars on Core Themes like IPR, Research Methodology, Entrepreneurship and Gender Equity</p> <p>5. Instrumental in providing interest free loans to teaching and non teaching staff</p> <p>6. Day commemorations done in full swing</p>	
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	
Plan of Action	Achievements/Outcomes
1. International Webinar on Media in Cyber Era: Reporting the Strategic Environment in South Asia - July 31 and August 1, 2020	Inculcated awareness on international affairs among students and faculty
2. Five day FDP on Technology Enabled English Language Teaching - Mr Abdul Hameed, CEO, Brushstroke Academy, Kochi -August 10 to 14, 2021	Faculty had been given hands on training regarding the effective use on online educational tools in the backdrop of pandemic and online classes. Received rave reviews from faculty
3. Two week FDP on Sensors and Transducers - Dept of Electronics and IQAC - August 20 to September 7, 2020	Highly beneficial for the faculty under University of Calicut as it dealt with the syllabus of BSc under graduate students.
4. Five day FDP on 'Revised Assessment and Accreditation Framework' - Dr Haseena VA, IQAC Co-ordinator, MES Kalladi College, Mannarkkad - Sept 15 to 19, 2021	Teachers within the HEI and outside had been given awareness and insights regarding the revised assessment and accreditation framework of NAAC.

<p>5. Film Awareness Webinar to enhance Cultural Diversity - October 8, 2021</p>	<p>Enhanced the aesthetic and cultural sensibilities of the participants and equipped the audience with the knowledge to understand the visuals effectively.</p>
<p>6. Covid Awareness Webinar - Dept of English and IQAC - Dr Sheela Vasu, FHC, Nenmanikkara ( Students Sreelakshmy, Lakshmi Madan and Anupama Sreekumar prepared mask, soap, hand wash and face shield) - October 10, 2021</p>	<p>As it was the beginning of covid outbreak, the session was highly beneficial. The doctor explained the use of masks, sanitiser, hand wash etc. Students had also exhibited the masks, face shields and sanitisers prepared by them.</p>
<p>7. Webinar on Advertising and Marketing 'Born into Brands' (Brand Talks) - Sri Favour Francis, Creative Director, Yara Worldwide - October 16, 2020</p>	<p>Inculcated awareness regarding the advertising and marketing trends and equipped them with the copy writing techniques.</p>
<p>8. National Mentoring Day by Dept of Psychology and IQAC - 'Understanding the Mentee: The Innovative Mentor' - Dr Joju K T, Former Head, Dept of Mathematics</p>	<p>The Mentoring Day commemoration instilled awareness among the faculty regarding the need to understand the mentees and how to be innovative and creative while dealing with their issues.</p>
<p>9. National Webinar to commemorate Kerala Piravi - Dept of Malayalam and IQAC - Renaissance and Kerala: Scattered Thoughts - Dr Mathew Joseph, Jamia Millia Islamia - Nov 5, 2020</p>	<p>Enlightening session for the students as they were given awareness regarding the formation</p>
<p>10. Bridge Courses to start by IQAC - Nov 9, 2020</p>	<p>Equipped the students with the fundamentals and prepared them for a detailed exposition.</p>
<p>11. Women Entrepreneurship Day 'Celebrate, Empower and Support Women in Business Worldwide' - Dept of Commerce and IQAC - Dr Elavarassy P Jayakanth, CEO, Aswathy Hot Chips, Thrissur - Nov 19, 2020</p>	<p>Capacitated students with entrepreneurial skills and empowered them to come up with small start ups.</p>
<p>12. National Constitution Day - Dept of English and IQAC - Nov 26, 2020 - Dr Tanvir Arshed, Asst Professor, Presidency University, Kolkata, West Bengal</p>	<p>Inculcated awareness regarding the importance of constitution. Instilled in them basic understanding of constitutional rights and duties.</p>
<p>13. Webinar on Soft Skills - Dept of English and IQAC - Dr Deepa Rajiv, Language Trainer, Thrissur - January 19, 2021</p>	<p>Capacity building programme. Instilled confidence and delivered tidbits to master soft skills.</p>
<p>14. National Webinar on Intellectual Property Rights to commemorate National Youth Day - Dr Anson C J,</p>	<p>Dr Anson gave a wholistic perspective of IPR-its history, functions and the relevance in the</p>

<p>Asst Professor, Inter University of IPR Studies, CUSAT, Kalamassery - January 19, 2021</p>	<p>modern context. Highly beneficial and an eye opener for students.</p>
<p>15. National Webinar on Research Methodology titled 'Publishing Papers: The Matrix of Research' - Dr Sreejesh S, IIM, Kozhikode - February 17, 2021</p>	<p>Inculcated a research fervour among the faculty and students. Answered all the queries of the participants and highlighted the relevance of research in their respective fields of expertise.</p>
<p>16. Initiated Five Value Added Courses by IQAC - Feb 22, 2021</p>	<p>This initiative empowered the students to get a basic understanding of subjects which does not come under the purview of their course. Students were very interested to take up new courses and completed them successfully.</p>
<p>17. National Webinar on Entrepreneurship 'Entrepreneurship in the Digital Era: The Impact on Homestead Farming during the Post Covid period' - Mr Mestin PC, Asst Professor, Dept of Commerce, St Thomas College, Thrissur - March 12, 2021</p>	<p>In the backdrop of Covid 19, the webinar was highly beneficial for students as they were given an opportunity to understand the importance of entrepreneurship.</p>
<p>18. National Webinar on Gender Equity in collaboration with Regional Outreach Bureau, Kerala-Lakshadweep - March 27, 2021 - Dr Neethu Sona IIS, Joint Director and Mr V Palanichami, Additional Director General, Press Information Bureau, Trivandrum</p>	<p>As Prajyoti is a mixed college, the webinar put the students in good stead regarding gender equity. They were given awareness regarding the complementarity of genders, how they are interconnected, inter-dependent and inter-reliant.</p>
<p>19. Training Programme on ERP (Enterprise Resource Planning) for Teaching Staff on June 11, 2021 .</p>	<p>Technical training acquired by teachers in the beginning of the academic year.</p>
<p>20. One week FDP on Online Teaching Tools for School Teachers - Dept of Computer Science and IQAC from June 15, 2021 to June 19, 2021.</p>	<p>Extension Programme conducted as an FDP which equipped the school teachers with the modus operandi of effectively using Online Teaching Tools.</p>
<p>21. Dept of English and IQAC conducted a webinar titled 'Not All Those Who Wander Are Lost: A Journey Across Fantasy Fiction' by Ms Sayujya Sankar, Asst Professor, Stella Maris College, Chennai on July 31, 2021.</p>	<p>Unravelling an unexplored arena of literature before literature students and instilled awareness regarding the prospects and possibilities of fantasy fiction.</p>
<p>22. Film and Theatre Club inauguration (Enhancing Cultural Diversity) by Dr Fr Benny Benedict, Director and Dean, Chetana College of Media and Performing Arts,</p>	<p>Boosted cultural diversity and instilled aesthetic sensibilities in students.</p>

<p>Chiyaram on August 3, 2021 at 2.30 pm followed by an interactive session on 'The Beauty of a College Film Club'.</p>	
<p>23. Webinar on Gender Equity by IQAC held on August 7, 2021 titled 'Through the Gendered Lens' by Dr Seema Bhaskaran.</p>	<p>Helped students to discard their gender bias and take a gender-neutral perspective on issues and events.</p>
<p>24. Regional webinar jointly by Dept of English and IQAC on August 6, Friday 2021 'Compassionate Communication: Staying Inspired Through Covid' by Ms Soumya Mohan, Head, Dept of Behavioural Sciences, Kerala Police Academy, Thrissur</p>	<p>The greatest need of the hour and lucidly pinpointed the necessity of having compassionate communication in a pandemic-affected world. Has been an eye-opener to students and view things in a pro-active way.</p>
<p>25. Quiz Club inauguration and Quiz Contest 'Prova 3' organized by IQAC and Quiz Club on August 12, 2021 by Mr Antony A Jaison, noted Quiz Master and alumnus of Prajyoti Niketan College.</p>	<p>Given awareness regarding the importance of General Knowledge in a competitive world. They were imparted training regarding the new quizzing techniques. The challenges and trends in the field were also clearly demonstrated.</p>
<p>26. An MoU between Director, Jubilee Mission Medical College, Thrissur, Rev Fr Francis Pallikunnath and Principal, Prajyoti Niketan College, Pudukad, Dr Binu P Chacko on August 17, 2021.</p>	<p>Students are pursuing internship in the biggest medical college in the district and they are provided the expertise of the Dept of Clinical Psychology to enhance their knowledge and interest in the subject.</p>
<p>27. Commemorated World Suicide Day jointly by Dept of Psychology and IQAC on September 10, 2021 by Ms Sreerekha Mohan (Clinical Psychologist and Research Scholar).</p>	<p>This day commemoration helped students and faculty to approach the challenging situations and crises in one's life bravely and boldly. The webinar also showcased the relevance of boosting of the mind power rather than muscle power or money power.</p>
<p>28. Webinar on September 10, 2021 by Dr Nicemary Francis titled 'Hope, The Best Medium for Life' to commemorate World Suicide Prevention Day under the auspices of IQAC, Interdisciplinary Lecture Series and the Research and Post Graduate Dept of Psychology.</p>	<p>Equipped the students to envision a ray of hope in every trying situation in life. Try to conquer it and accept the failures with will power and serenity.</p>
<p>29. Collaboration Letter signed with Kodakara Block Panchayath on September 1, 2021. Students had involved in Data Entry, Editing, Writing, Publishing etc.</p>	<p>This collaboration helped students to get training in data entry, page designing, cleaning public places, writing, editing and publishing. Truly beneficial and highly motivating experience for our students.</p>

<p>30. One day Capacity Building Programme 'Awareness on NAAC Procedures' by Dr M P Rajan on October 5, 2021.</p>	<p>Provided information, awareness and understanding regarding the NAAC Assessment and Accreditation Procedures. Faculty were given training regarding Quantitative and Qualitative Metrics.</p>
<p>31. Department of English and IQAC to organised a one day regional webinar on 'A Step Forward For Sustainable Future' on November 13, 2021. Dr Meagle Joseph, Associate Professor, Dept of Post Harvest Technology, College of Agriculture, Vellanikkara was the Resource Person.</p>	<p>It has been a wholistic programme giving awareness regarding sustainability in environment, climate, food habits, energy, waste management</p>
<p>32. Under the Swachatha Action Plan of Ministry of Information and Broadcasting, Govt of India, the Field Outreach Bureau, Thrissur, IQAC and Quiz Club had jointly organised an Awareness programme on Corona and a General Knowledge Quiz Contest on November 30, 2021.</p>	<p>Field Outreach Bureau had conducted the Quiz competiton which helped them to impart general knowledge and current affairs. The session on Covid awareness unravelled the real problems and helped the students and faculty with steps to tackle the pandemic.</p>
<p>33. Inauguration of Hunger Hunt Project joining hands with Fr Davis Chiramal Charitable Trust under the auspices of IQAC and Jesus Youth on Dec 3, 2021.</p>	<p>The whole college community has embarked on a humanitarian endeavour of providing food to the needy and deserved every day.</p>
<p>34. World Disability Day commemorated by Dept of Psychology and IQAC on December 6, 2021.</p>	<p>Motivated the differently abled students to accept the challenges in life boldly and fearlessly. A clear message conveyed to other students and inculcated in them a mind-set to help the disabled students in the campus and outside.</p>
<p>35. To sign an MoU with Thrissur Management Associaton and initiate a Student Chapter on Dec 8, 2021. A Career Orientation Programme to be conducted as an activity on the same day.</p>	<p>TMA had provided career awareness and career opportunities to the members of the student chapter.</p>
<p>36. A capacity building programme under the auspices of Adminsterial Staff and IQAC on Dec 13, 2021 titled 'Audit and Admininstrative Procedures' by Mr Pauly Raphael, Senior Superintendent (Rtd), Collegiate Education, Thrissur.</p>	<p>Training imparted to non teaching fraternity regarding audit and administerial aspects.</p>
<p>37. Research Methodology webinar by IQAC and Dept of English on Dec 14,</p>	<p>Students of the Dept of English had been given hands on training</p>

2021. Mr Amaldev P J, Asst Professor, Vimala College, Thrissur handled the session.	regarding Research Methodology. They were also motivated to write research papers in their interested areas.
38. Food Festival and Art and Craft exhibition titled Cuisinekraft under the auspices of IQAC, Women's Cell and Art and Craft Club on Dec 22, 2021.	Students received a space to exhibit their culinary, art and craft skills. They could also sell their products at reasonable prices in the exhibition titled 'Cuisinekraft'.
39. Go Green initiative by Dept of English and IQAC on Dec 16, 2021. All the teachers of the Dept planted fruit trees in the college premises.	Encouraged students to love nature, environment and preserve ecology for a sustainable and disease-free future.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Staff Council	14/03/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	09/02/2022

## Extended Profile

### 1. Programme

1.1 Number of courses offered by the institution across all programs during the year	240
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File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1 Number of students during the year	665
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File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	46
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File Description	Documents
Data Template	<a href="#">View File</a>
2.3	214
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	31
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	6
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	20
Total number of Classrooms and Seminar halls	
4.2	41,92,182.54
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	64
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

As the college is affiliated to University of Calicut, University sets the curriculum for affiliated colleges. In the beginning of every academic year, the IQAC prepares the general academic calendar in accordance with the University academic calendar. The Internal Examination Committee is headed by Principal, consists of Heads of Departments and two faculty coordinators who meet regularly and prepare the schedule of academic matters regarding dates of internal exams, submission of mark lists, communication to students etc.

At the outset of each semester, Heads of Departments convene departmental meetings and allot portions to each teacher according to their areas of specialization and finalize the time table of the department. Each department will schedule PTA meetings, conductance of internal exams, semester-wise programmes and field visits/study trips of the departments in accordance with academic calendar of college. Teachers follow this academic plan and prepare module plans for each semester. Heads of Departments conduct department meetings to evaluate the progression of syllabus coverage. The prescribed syllabus of the subject is made available in the library and also in the college website for the students' reference. Language Lab with state-of-the-art facilities help students to improve their written and spoken language (English) skills

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://prajyotiniketan.edu.in/uchophee/2022/02/Hand-Book-2020-2021.pdf">http://prajyotiniketan.edu.in/uchophee/2022/02/Hand-Book-2020-2021.pdf</a>

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

Yes. The IQAC of the college prepares the institutional academic calendar and handbook in accordance with the university academic calendar. The master timetable of the institution and department timetables are prepared according to the academic calendar. Staff meetings and departmental meetings are convened on a regular basis to confirm that the institution stays on the schedule given in the academic calendar. The institution follows the CBCSS pattern prescribed by the University of Calicut for the continuous internal evaluation. The calendar is distributed among the students, at the beginning of an academic year. Module plans is also documented and updated in the departments as per the guidance and monitoring of the IQAC. CUCBCSS monitoring committee, monitors and assesses the effective implementation of choice-based credit and semester system in the institution and efficient conduct of CIE as per the schedule and pattern given in the academic calendar. Question papers are set in advance by the teachers concerned, as per the instructions provided by the University, and submitted to the examination coordinator through HODs. The committee conducts two centralized exams in the pattern specified in the syllabus of each program framed by the University of Calicut

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://prajyotiniketan.edu.in/uchophee/2021/06/AC-2021-22.pdf">http://prajyotiniketan.edu.in/uchophee/2021/06/AC-2021-22.pdf</a>

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.  
Academic council/BoS of Affiliating University  
Setting of question papers for UG/PG

A. All of the above

programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

5

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

361

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

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

Being a part of the University of Calicut, the college has limited

freedom when it comes to the choice of content in the syllabus. We have many courses in the limited programmes that are linked directly or indirectly with the above area. Elective courses are chosen in the relevant areas whenever possible. 19 courses taught in this period are related to the above criteria. The College offers Certificate Programmes, Skill Enhancement Courses and Value added courses to add skills and orient students towards Professional ethics. Most of incubation centers are closely associated with environment conservation and women empowerment. One hour is allotted for ethics session every week for UG and PG students. Interaction with eminent women –entrepreneurs, social activists, educationalists, sports personalities, literary figures and so on enlighten the students. Emphasis is given for various cross cutting issues in UG and PG academic projects which enables the academic community to get an insight on the real life practical situations. Environment Studies, Disaster Management, Intellectual property rights and Gerontology is offered as the audit course for the UG students according to the revised UG Syllabus 2019. The College has prepared Question Banks and conducted sessions for giving awareness for the same.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

219

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the

C. Any 2 of the above

syllabus and its transaction at the institution  
from the following stakeholders Students  
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	<a href="http://prajyotiniketan.edu.in/uchopee/2022/03/Feedback-Form-2020-2021.pdf">http://prajyotiniketan.edu.in/uchopee/2022/03/Feedback-Form-2020-2021.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://prajyotiniketan.edu.in/feedbacks/">https://prajyotiniketan.edu.in/feedbacks/</a>

## TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

228

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

32

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

2.2 - Catering to Student Diversity

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

1. An orientation programme, including an entry level examination is organized at the beginning of the academic year. The results are examined and along with other methods - including interactions with parents, classroom observation, acclimatization activities - students are classified as advanced learners and slow learners.
2. A tutor observes and interacts with slow learners in order to establish a rapport with them. Remedial classes, peer teaching, mentoring, counseling, additional notes, additional explanatory classes, additional time and assistance according to their weak areas are provided to slow learners.
3. Advanced learners are challenged through brainstorming sessions, encouraged to acquire additional certificate courses through online platforms, to participate in seminars, workshops etc to undertake research projects and internships, to participate in interviews, career guidance programmes, competitive examinations, presentation through online channels, to conduct peer teaching sessions. Digital resources are availed by advanced learners through NLIST.
4. After these preliminary level assessments, continuous and comprehensive evaluation, unit tests, internal examinations, seminars and assignments, group discussions, field trips etc enable teachers to cater to the needs of advanced learners and slow learners. Counseling sessions are organized to provide support to all learners. Mentoring sessions enable teachers to keep track of the progress of slow and advanced learners.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
24	1

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

#### 2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The Institution practices a teaching methodology that focuses on imparting education through a student-centric approach. This prevents students from being passive recipients and transforms them into active and involved stakeholders in the learning process. The teacher facilitates learning by allowing each student to comprehend at their personal level by ensuring their involvement in classroom activities. The programme outcomes of the courses are explained to the students thereby providing a comprehensive understanding as to the primary focus of study. It also helps them in self-evaluating their performance at the conclusion

of the course. To increase the effectiveness of teaching and learning, teachers are assigned as mentors for students on an average ratio of 1:24. Mentoring system strengthens the teacher-student relationship and evaluation of students by the mentors enhances the quality of guidance given to students. Internal assessments are also planned to encourage students to work. Departments provide students with tasks that would inculcate problem-solving skills through which they receive a practical and direct experience of negotiating difficult situations and are trained as capable, competent and accomplished individuals. Numerous workshops and seminars are arranged for the students. These seminars boost their confidence and help them overcome stage fear and develop oratory prowess.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The Institution encourages and facilitates the use of ICT tools to augment traditional classroom teaching. Subsequent efforts are taken by the College to provide an e-learning atmosphere in the classroom and outside it. The Institution gives impetus to the use of online resources in tandem with social networking and blended learning platforms like Google classroom to effectively deliver learning content and to provide an augmented learning experience to the students. Almost all the teachers use ICT tools to teach and train their students. The Department of Computer Science provides training, assistance and guidance to other faculty for adopting them.

Platforms such as Gmail, WhatsApp, Zoom and Google Classroom are used to communicate, provide materials and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. Students and teachers are encouraged to use NLIST for further research and reference. Quizzes are provided through Google forms, recorded video lectures are made available to students for long term learning and future referencing. Social media platforms are used to keep in touch with the students and parents for timely updates.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

**2.3.3.1 - Number of mentors**

27

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>

Mentor/mentee ratio	<a href="#">View File</a>
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## 2.4 - Teacher Profile and Quality

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

28

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

13

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

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

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

301

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

### 2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institution assesses the progress of students in a transparent and time-bound manner as per the guidelines of the university. Internal assessment, during a semester, is done through two internal exams, seminars and assignments, each of which are assigned a weightage in accordance with university regulations. Assignment/Seminar topics are given to the students in advance and should be presented on a specified date. Marks are awarded based on the originality of content, research and presentation skills. The Internal Examination Committee plans and executes the conduct of examinations. The Principal oversees everything. After setting the dates for the examination, the students are informed about them. In case a student is absent on the day of an exam due to a valid



reason he/she is given another opportunity to take the test on another day set by the respective course faculty. The results are declared within ten days after the last examination, students are given requisite time to verify their marks and to communicate grievances related to internal assessment and these grievances are redressed. The internal marks are tabulated according to university regulations, students sign against their respective internal marks and they are uploaded to the University website.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The Institution comprises two separate examination committees to oversee the smooth conduct of both internal and external examinations and the resolution of any grievances related to the exams. It is the policy of the college that evaluation of student is in a just and fair manner and that no student should be discriminated against. The college strictly follows the guidelines and rules issued by the affiliating university while conducting the internals and end semester examinations. Student grievances regarding the conduct, evaluation and result publication of University examinations are promptly forwarded to the University Examinations controller through the proper channel. The Internal Examinations Committee makes sure that the answer sheets are evaluated and returned to the students on time. This is followed by a classroom discussion of the answer scripts after which the students are given sufficient time to verify their marks and approach the concerned faculty for clarifications and corrections. Grievances related to the internal marks are forwarded to the Grievance Redressal Cell of each department and are resolved before being uploaded to the University website. The results of the internal assessment are also communicated to the parents during the Parents Teachers Meeting.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

**2.6 - Student Performance and Learning Outcomes**

**2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.**

The Programme Outcomes and Course Outcomes of the College have been designed to align with the Vision and Mission of the College. All of them provide the students with a practical base for development of appropriate skills, aptitude and knowledge. The primary focus is to mould integrated, enlightened persons who cherish a love for truth, justice, freedom and equality. The cumulative effect of curricular and co-curricular student oriented activities give ample awareness about current issues, gender sensitivity, the advance of science and technology, measures to ensure sustainable environment, human values, hands-on training in science oriented programmes, awareness programmes on skill development, empowerment of women and marginalised groups, soft skills

training etc. Focussed on developing a holistic perspective in students, right attitude and a healthy balance of emotional, intellectual and social skills, the outcome based education enables students to scale greater heights in contributing to the well being of the society. The Programme Outcomes, Programme Specific Outcomes and Course Outcomes of every course offered by all the departments in the College are displayed in the College Website. These details can be viewed by students, teachers, parents and all others. The faculty members communicate the course outcomes of each subject to the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://prajyotiniketan.edu.in/programme-outcome/">https://prajyotiniketan.edu.in/programme-outcome/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The attainment of Programme Outcomes, Programme Specific Outcomes and Course Outcomes are evaluated in the following ways:

1. The academic progress of each student is monitored continuously through Internal Examinations, tests, assignments, seminar presentations, practicals, discussions and classrooms activities. The results of the University Examinations are also given importance. Both results, and the marks obtained for attendance are then mapped to the Programme Outcomes and Course Outcomes.
2. Other factors that contribute to the overall appraisal of student performance include their participation in outdoor activities including Community Development programmes; Internships (in Mental Health Centres, hospitals, other institutions); arts and sports events; seminars, workshops and their contributions in research outputs. The performance of students in interviews and programmes conducted by the Placement Cell, their ability to clear competitive examinations and their progressions to higher academic levels are also given due importance.
3. Each department then conducts an in-depth analysis of the results obtained to evaluate the level of attainment of Programme Outcomes and Course Outcomes. Student feedback is also collected to enhance the quality of education provided. The observations are presented in the College Council meeting and discussions are conducted. Action is taken on the basis of decisions taken by the Principal.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

## 2.6.3 - Pass percentage of Students during the year

### 2.6.3.1 - Total number of final year students who passed the university examination during the year

177

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="http://prajyotiniketan.edu.in/uchophee/2022/03/Result-new-2020-2021.pdf">http://prajyotiniketan.edu.in/uchophee/2022/03/Result-new-2020-2021.pdf</a>

## 2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://prajyotiniketan.edu.in/uchophee/2022/01/Student-Satisfaction-Survey-Report-2020-2021.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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

1

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

6

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="http://keralawomenscommission.gov.in/">http://keralawomenscommission.gov.in/</a>

### 3.2 - Innovation Ecosystem

#### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has provided opportunity for creating a research environment and dissemination of knowledge through various activities. Departments conducted various webinars for imparting extra knowledge for students which is out of their curriculum. Various FDP programmes intended to enhance skill development and acquisition were arranged for faculty personnel. In order to inculcate awareness and to be contributors of society, students were encouraged to make you tube videos regarding socially relevant matters. Department of Commerce launched a You Tube Channel, Prajyoti Commerce for Community (PC2) in August 2020. NSS volunteers prepared covid vaccination awareness video, yoga videos, mental health awareness videos and uploaded in Prajyoti You tube Channel. Under the leadership of ED Club students have come up with innovative products and programmes. They prepared home-made soaps, oils, cakes, arts and crafts and sold them at reasonable rates. Students prepared LED bulbs and distributed free of cost to their fellow students. IEDC club in the College had ably guided the students to experiment with their ideas. The Tinkering Lab at our College had supported students to innovate and explore their skills. The management has accorded sanction to build an incubation centre, a full-fledged room with four cubicles and other facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

##### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

#### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

05

File Description	Documents
URL to the research page on HEI website	<a href="https://prajyotinetan.edu.in/">https://prajyotinetan.edu.in/</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

19

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

10

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

#### 3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Students actively participated in various extension activities which enhanced their social commitment. In association with the Department of Railways, students have prepared videos for the promotion of online train ticket booking through IRCTC. Field Survey regarding Covid related aspects, Orphanage visits in order to distribute handmade masks, sanitizer, and groceries to the inmates, Election duty as student police in various places at Thrissur and Irinjalakuda Constituency, Covid help desk duties, etc were done by NSS volunteers. Mentoring Day, Constitution Day, National Youth Day, National Entrepreneurship Day National Senior Citizen Day, Yoga Day, Suicide Prevention Day, World Disability Day, International Anti-drug Day, etc were commemorated with innovative programmes. World Nature Conservation Day and Independence Day were observed with various programmes like Quiz competitions, Puzzles,

Patriotic songs, Video presentations, Photography contests, Essay writing competitions, Online password cracking games, Poster making competitions, Slogan writing competitions, etc. E-content related to the constitutional rights and duties of citizens were created and shared through Facebook and WhatsApp. Students under the banner of the National Service Scheme have also actively organized the Pulse Polio Immunisation Campaign. Students were also given hands-on training to manufacturing nature-friendly paper bags, paper pens, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

30

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

500

File Description	Documents
Report of the event	<a href="#">View File</a>

Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

1

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

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

07

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

- There are a total of 20 classrooms, with sufficient furniture, boards and are connected with public addressing system.
- All classrooms are wifi enabled.
- College has Three Auditoriums -with seating capacities of 800 (A/C main auditorium), 500 (old college building) and 150 (holy family).
- One air-conditioned Seminar Hall( Assisi Hall) with seating capacity 200.

•There are a total of 5 A/C Labs for Computer Science (UG), Computer Science (PG), Psychology, Electronics and Language (English)

•Research Room

•Network Resource Centre and Computer Centre to provide internet facilities to the Students.

•All Departments are equipped with computers, printers, internet and intranet facilities.

•There are 95 computers for teachers, students and administrative staff .

•The College has a well maintained library with a wide range collection of 17,046 Books (Print) and 199500 plus-books and 6000 plus e-journals and 43 Journals (Print).

•There is a collection of previous years' question papers, model question banks and e-content of the faculty in the library.

•More than 300 species of plants are growing in the campus.

•The solar panels on the top of the main building is enough to the need of the institution(30KW)

•The hostel is also equipped with solar panel 20 KW .

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://prajyotiniketan.edu.in/facility/">https://prajyotiniketan.edu.in/facility/</a>

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

•A/C main Auditorium with a seating capacity of 800 for performing and participating in various arts and cultural programmes.

•A small auditorium ( Holy Family Hall) for departmental/class wise cultural programmes.

•An open stage/ auditorium (Old College Building) with a seating capacity of 500 to perform different art forms ( if main auditorium is busy).

•Assisi Hall ( A/C) with a seating capacity of 200 to perform various academic related symposia/debate/ seminar/ arts fest etc.

•An open air theatre (Stage) with a seating capacity of 7000 to perform mega events.

•An open air section-cum-basketball court to perform various arts and ice breaking sections.

• The main yard is arranged in such a way to perform flash mob, carol fest, Christmas Father fest, Maveli Fest, musical band, exhibitions, various celebrations etc.

•Sports ground spread over 1 acres



- A basketball court.
- An indoor court for badminton is arranged in old college building.
- One court for badminton is arranged in the car parking area.
- A separate store room is arranged for storing sports related gadgets.
- All facilities for training Yoga, Cycling, Basketball, Football, Tennis, etc.
- Health Club is well equipped with Multi Gym.
- A meditation centre is maintained for yoga.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://prajyotiniketan.edu.in/facility/">https://prajyotiniketan.edu.in/facility/</a>

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

28

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

37.53193

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

#### 4.2 - Library as a Learning Resource

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

- The college has a well-furnished Library, automated with SLiMS ( Senayan Library Management System) free and open source software. The students can search library resources using OPAC ( Online Public access Catalogue) remotely. Each student can access the library with their user

name and password. Books issue, return, reservation facilities are done through the SLiMS software.

We have subscription of N-LIST (National Library and Information Services Infrastructure for Scholarly Content) to provide access to electronics resources to students and faculties. There are more than 6000 e-journals and 199500 e-books in N-LIST. There is an NDL (National Digital Library) club in the college. Reprographic facility and printing facility is available in the library.

•There is a separate area in the library with more than 10 computers - a 'Network Resource Centre' for browsing.

•Currently there are 15414 textbooks, 1632 reference books, 1 digital databases and 230 CDs and DVDs in the library. 82 students can be accommodated in the library at a time. The working time of the library is from 8.00 am to 6.00 pm including Saturday. There is a separate area for the research scholars in the library. Currently library has a subscription of 26 periodicals and five newspapers.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://prajyotiniketan.edu.in/facility/library/">https://prajyotiniketan.edu.in/facility/library/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

D. Any 1 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

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

2.23473

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for**

online access) (Data for the latest completed academic year)

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

47

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

200 Mbps internet connectivity in the college campus. 100 Mbps connectivity in the ladies hostel.

95 Computers for staff and students

All class rooms are WiFi enabled.

There is a centralized wifi network in the psychology block.

Separate computer labs for UG and PG.

A language lab with 12 computers is available .

An NRC (Network Resource Centre) facility is available in the college library for browsing.

A fully automated library to access both online and offline resources.

Prajyoti Youtube Channel.

•G-suite Subscription

•Youtube channel : Prajyoti Channel

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

##### 4.3.2 - Number of Computers

99

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

##### 4.3.3 - Bandwidth of internet connection in the Institution

A.  $\geq$  50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

2.214

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has its own procedures and support system for the maintenance and utilization of its infrastructure facilities. The management repairs and augments its facilities like labs, library, canteen, health club, play ground, class rooms etc. The college has eked out its own policies during the academic council meetings. The computer labs are utilized for learning and research activities. Seminar halls, conference rooms and auditoriums are utilized for extra-curricular activities, common functions and programmes. Students have been divided into groups for maintaining cleanliness and they are ably assisted by the support staff of the institution. Lab Assistants shoulder responsibility regarding the utilization and management of labs. There is a System Administration Committee to manage matters pertaining to ERP. Heads of the Departments ensure that the facilities of the college are maintained well and any damage to these facilities will be reported to them. Purchasing of electronic, electrical and other equipments and gadgets for the students will be forwarded to the Purchase Committee. The Basket Ball court, play ground and open stage have been properly maintained for conducting sports activities under the leadership of the Physical Education Director. Library is kept open till 8.00 am to 6.00 pm. There is a full-fledged canteen which is open from 9.30 am to 4.30 pm. Students, teaching and non-teaching fraternity strictly adhere to the rules and regulations regarding the maintenance and utilization of the institution's facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

397

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

377

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non-government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills  
Language and communication skills Life skills  
(Yoga, physical fitness, health and hygiene)  
ICT/computing skills**

A. All of the above

File Description	Documents
Link to Institutional website	<a href="https://prajyotinetan.edu.in/">https://prajyotinetan.edu.in/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

251

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

300

File Description	Documents
Any additional information	No File Uploaded

Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)

[View File](#)

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

File Description

Documents

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View File](#)

Upload any additional information

No File  
Uploaded

Details of student grievances including sexual harassment and ragging cases

[View File](#)

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

19

File Description

Documents

Self-attested list of students placed

[View File](#)

Upload any additional information

No File  
Uploaded

Details of student placement during the year (Data Template)

[View File](#)

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

62

File Description

Documents

Upload supporting data for student/alumni

[View File](#)

Any additional information

No File  
Uploaded

Details of student progression to higher education

[View File](#)

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

10

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

15

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

**5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )**

The College Union Council is the main student administrative body which organises all co-curricular and extra-curricular activities in the College. Due to Covid 19 Pandemic new college union Council was not elected and therefore the members old the old college union council organized many co-curricular and extra-curricular programmes in the college. A student representation is strictly ensured in each departmental student grievance committee. In the year a separate student committee representing two students from each department was constituted for conducting online Fine Arts programme. Various administrative and statutory bodies such as IQAC, Grievance Cell, Anti Ragging Committee, Library Council etc.. have student representation. Further, representation of the Students is strictly ensured in various clubs like Dance Club, Music Club, Drama Club, Debate Club, Quiz Club, Health Club and Election literacy Club; forums such as Speakers' forum and Writers' Forum; and cells like Women Cell and Grievance Cell run by the college. The student coordinators of various clubs, cells and forums played a vital role in organising online activities of the clubs, cells and forums. These clubs, forums and Cells held online meetings and organized many online programmes which helped the students grow particularly in their extra-curricular activities.

File Description	Documents
Paste link for additional	<a href="https://prajyotinetan.edu.in/student-">https://prajyotinetan.edu.in/student-</a>

information	<a href="#">support/#</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

62

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

#### 5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The 20th Annual Alumni Meet, PRANA Prajyoti Niketan College , Pudukad was held on October 31ST 2020 . In the back ground of COVID 19 pandemic, the meeting was conducted in online mode through Google meet and You Tube Live Streaming. The programme started off with a prayer song by an alumni Dr. Lakshmi Russel and was followed by a welcome speech by Dr. Mary Paul, the Convener of Prana Alumni Assocation. Dr. Shaijan Paul, the Principal and President of Prana Alumni delivered the presidential address. This was followed by the inaugural address of Rev. Fr. Dr. Harshajan Pazhayattil, Founder Manager and director. Mr. Lijo PV, Secretary presented the report and Dr. Soumya Starlet C T, Treasurer presented the accounts. Mr. Sujith , Vice President of Prana Alumni felicitated the function. Alumni members presented a video as a Tribute to Dr. Dhanya Menon, touched everybody's heart. Nanma scholarship amounting to RS 84000 was announced. Alumni meet was an event not just to share the warmth of togetherness and feel the security of home once again, but also to plan activities for the betterment our college and the society at large. The official function was followed by various cultural Programmes.

File Description	Documents
Paste link for additional information	<a href="https://prajyotinetan.edu.in/alumnae/">https://prajyotinetan.edu.in/alumnae/</a>
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs)

C. 3 Lakhs - 4Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT



## 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

### VISION

Redeeming Love as Prajyoti—The Supreme Light In Struggles for Growth in Personal Wholeness for Universal Wholenessfor, the integrity of the family/society depends on 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.At Prajyoti, education means formation of the whole person at the touch of God.

Values of Prajyoti: Respect for simplicity, human dignity, our bodily existence, human weakness, our enlightened posture, love of the poor & nature,universal forgive, reconcile and share to bring about Wholeness of life.If heaven is Love; if heaven is eternal, our relationships need to be inseparable in love.Self-sacrificing and self-giving in order to grow universal and inseparable in Love and to experience one's greatness and divineness as the basis of real excellence in life. Hence, Campus virtues: Principled and disciplined life for maximum freedom to grow great and to shun violence, ragging, party-politics, etc.

File Description	Documents
Paste link for additional information	<a href="http://prajyotinetan.edu.in/uchophee/2022/02/Hand-Book-2020-2021.pdf">http://prajyotinetan.edu.in/uchophee/2022/02/Hand-Book-2020-2021.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Decentralisation as well as Participative Management Practices are employed to fulfill the aims of the college. Even though the Governing Body members as well as the Manager has the ownership of the College, the day-to-day administration, management of the college as well as academic activities are entrusted with different committees. The Principal is directly involved in the educational matters of the college and the office matters are entrusted with the office Superintendent. The Academic matters are entrusted with the College Council.IQAC monitors all the activities of the college. HOD along with the teachers conducts meetings and takes decisions on department matters. Each class of students has a class teacher. Each class has its own class leader, who co-ordinates the class activities of the students. The Students Union, is entrusted with extra curricular activities, fine arts festival, celebrations, magazine etc of the students. Regular meetings with PTA members and PTWA were also held. Admission Committee is heading the admission procedures and University Exam Cell of the College deals with the University exam matters independently. CBCSS Internal Exam Committee has the decisive

power in the internal examination matters. The above mentioned decentralized practices enhance the smooth functioning of the college.

File Description	Documents
Paste link for additional information	<a href="http://prajyotiniketan.edu.in/uchophee/2022/02/Hand-Book-2020-2021.pdf">http://prajyotiniketan.edu.in/uchophee/2022/02/Hand-Book-2020-2021.pdf</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has prepared the blueprint for the developmental plans of the college every year. From time to time according to the need of the times additions and revisions are made to this. The Planning was initiated from the department level action plans. The suggestions of faculty, students and alumnae were taken into account. The plans were consolidated in the College Council. The strategic plan was finalized by the Committee with representatives of Management, teaching and ministerial staff. Different departments have initiated different activities to develop and promote the development of all its stakeholders.

Various community engagement programmes were planned and executed effectively by the Department of Psychology. Department of Computer Science has initiated faculty development programmes for both teaching and non-teaching staff. Start-up programmes by the Department of Electronics which will help students to become good entrepreneurs in future. 'Go Green Initiative' has introduced by IQAC in collaboration with other departments. 'Miyawaki Forest' has been initiated by the nature club and 'Butterfly Garden' -- an initiative of NSS of the college. Training in E-Banking and E-Commerce, an initiative of the department of Commerce. Training programme in 'Technology-Enabled English Language Teaching' has been initiated by the Department of English.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Founder Manager and the Governing Body have the major role in the decision making process of the institution. The decisions are implemented by Principal by acting as a link between the Manager and Staff. The IQAC has created Perspective plan in consultation with the management and various stakeholders and monitor the overall progress of the implementation. Manager is the appointing authority and the appointment of the faculty is based on merit, according to UGC norms subject to rules and regulations of the State Government. Staff promotion is forwarded to concerned authorities time to time by manager through Principal in consultation with IQAC. Guest staff are appointed in the vacant posts by the Management on the basis of Merit and rules by the State Government.

College functions on the basis of several policies which are followed by all Committees. All major decisions are taken only after it is discussed and passed by College Council. The College Council and IQAC functions hand to hand for the smooth functioning of the college. In line with the perspective plan the institution has also created quality policy initiatives to ensure wholistic development of its staff and students.

File Description	Documents
Paste link for additional information	<a href="http://prajyotiniketan.edu.in/uchophee/2022/03/Alumni-Report-2020-2021.pdf">http://prajyotiniketan.edu.in/uchophee/2022/03/Alumni-Report-2020-2021.pdf</a>
Link to Organogram of the institution webpage	<a href="http://prajyotiniketan.edu.in/uchophee/2022/03/organogram-Prajyoti.pdf">http://prajyotiniketan.edu.in/uchophee/2022/03/organogram-Prajyoti.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measures for teaching and non-teaching staff. The welfare schemes for the employees by the state government includes; Maternity Leave for six months, Paternity Leave for 15 days, Casual leave for 15 days for Teaching staff & 20 days for Non-teaching staff, Duty leave for attending academic activities and PF for all faculties.

The welfare schemes provided by the Management are as follows;

1. Interest Free Loan for Staff
2. Staff Tour: The College Management offers and sponsors staff tour every year.
3. Visit to home of retiring staff: As a token of gratitude memorable fairwell has arranged to retiring staff by the college and visited their home
4. Preference for admission is given to children of staff for various Programmes under Management quota
5. Canteen facility and a separate enclosure for staff is provided

6. Festival kits provided to staff by the management on Christmas occasion
7. Prajyoti Clinic provides Counselling facilities to the staff to cope with personal and official stress.
8. No objection is given for all faculty to pursue research
9. Gymnasium- gym facility is provided to staff and a separate timing is sheduled for staff and students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

11

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

18

File Description	Documents
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IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Each staff is evaluated by the self appraisal and the evaluation by the students and parents in the prescribed format. In line with the UGC regulation and the policies of University of Calicut, the promotion of faculty is based on the score obtained in the Annual Performance Assessment Reports (APAR), which should be submitted to principal at the end of each academic year. Faculty appraisal comprises teaching and learning related activities, involvement in university/college students related activities, Administrative responsibilities, Examination & Evaluation duties, Student related co- curricular, extension and field based activities, research activities etc. The promotion of the aided faculty is based on the UGC norms. The IQAC verifies all the details given in Annual Performance Assessment Report and recommends to the Principal for forwarding the request for subject experts for faculty promotion. Performance appraisal again evaluated by the committee comprises, Principal, Subject Expert, and Head of the department. The performance of Ministerial staff is also assessed and forwarded to Principal through Superintendent. The feedback about the teacher performance given by the students is also taken into account in order to improve the performance of staff. The Principal analyses the teacher assessment of students and hands over the report to the concerned teacher.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution conducts internal and external financial audits regularly. The institution has mechanisms of external and internal financial audits of all the financial activities of the college by the Government agencies of the, Government of Kerala every year. The receipts bills and Payments, statements of income and expenditure and the utilization certificates are consolidated and audited by registered chartered accountants on an annual basis. The external audit is conducted by the Deputy DD, Thrissur and by the DCE and the Accountant General's Office, Trivandrum. They verify all the documents including the bills and vouchers, cash books and ledgers, Library registers, log books etc. Additional documents will be submitted when they ask for clarifications. Internal audit of the College is carried out every year by Private Chartered Accountants. A practicing chartered accountant firm Tinu and

Tibu Associates conducts the internal audit of the institution in order to ensure the accuracy and transparency of the statement of accounts. The internal audit is deemed as a preparatory work for the external audit. After all the corrections it will be submitted to the authorities. Both periodic and annual external audit is done by State government auditors. Consolidated extract of expenditure and contribution statements are prepared by chartered accountants for the purpose of NAAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

3,21,600

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The college has an annual financial planning for optimum utilization of the resources. The Planning and Purchasing Committee and IQAC of the college prepare an annual budget and then present to the College Management for approval. Request for different kinds of funds is forwarded to the concerned agency after discussion in the College Council. The fund utilisation is monitored by concerned Committees and examine the utilization of funds and assure that the funds are utilized for which it is granted and the income and expenditure are properly audited and filed. For the funds by the RUSA, the Plans and estimates are prepared by qualified engineers and scrutinized by the concerned authorities. The Purchase Committee of the college headed by one of the faculty to whom the responsibility is assigned. The Alumni association is also an important agency for the fund mobilization and had contributed Rs. 3,21,600/- for the infrastructure development during the year 2020-2021. A regular fund is allocated for the overall maintenance of the institution. Fees collected from the students as per the university and government norms are also utilized for infrastructural maintenance. College tries to maintain the accounts with clarity and transparency.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5 - Internal Quality Assurance System**

### 6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC had conducted several quality initiatives and strategies to ensure quality sustenance. Academic and Administrative Audits have been conducted internally and externally to analyse the strong and weak points of the institution's over all performance. IQAC annually analyse the results and take measures to improve the performance of the students in consultation with the Heads and faculty of the respective departments. Bridge Courses and Certificate Courses have been initiated to provide the students an ideal and befitting curriculum apart from their chosen course of study. Students have been provided awareness programmes on Gender Equity, Intellectual Property Rights, Research Methodology, Entrepreneurship etc to keep them updated with the core themes doing the rounds. IQAC has been instrumental in making the institution sign various MoU's with prestigious institutions within the state. This has boosted mutual sharing of resources and equipped our students with proper industry experience. They also pursue internships in such organisations. The institution has also entered into collaborations and linkages under the leadership of IQAC. Students engage in several extension and outreach programmes. Departments engage in community service with in the purview of Pudukad Grama Panchayath and outside. Exhibitions are also conducted annually to exhibit the entrepreneurial acumen of our students. Several green initiatives have been organised by depts to boost the 'Go Green Initiatives' of the institution.

File Description	Documents
Paste link for additional information	<a href="http://prajyotinetan.edu.in/uchophee/2022/03/6.5.1.pdf">http://prajyotinetan.edu.in/uchophee/2022/03/6.5.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC has set quality benchmarks in academics and all other allied fields. Teaching-Learning is the strong point of the Higher Education Institution. The academic progress of the student is regularly monitored by the teachers under the leadership of the class teacher. After each internal assessment, IQAC takes special note of the marks scored by the students of each class. Through remedial classes, peer teaching, special practices, individual sessions etc students are encouraged to improve their performance in the next internal assessment as well as university examination. Students are provided bridge courses in the beginning to keep themselves equipped with the new and tough subjects. These ten hour courses have served as morale boosters for the students and put them in good stead before teachers start with their syllabi.

The institution has conducted Academic, Administrative, Financial, Green, Energy and Environment Audits to qualitatively enhance the various echelons of our governance. NAAC Peer Team members, Consultants, efficient IQAC co-ordinators of neighbouring colleges etc are being invited to conduct the External Academic and Administrative Audit. The

Internal auditors review the situation and make the Institution get set ready for the external audits.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://prajyotinetan.edu.in/uchophee/2022/03/College-Report-2020-21i.pdf">http://prajyotinetan.edu.in/uchophee/2022/03/College-Report-2020-21i.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

#### **7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

On 9th March 2021 Research and Postgraduate Dept of Psychology organized a webinar to commemorate 'International Women's Day' titled 'Estrogen: An Overview by Dr K V Pauly, former Associate Professor of Dept of Physiology and Vice Principal St.Tresa's Arts and Science college, Kottamury was the resource person.

On 27.03.2021 A Webinar on Gender Equity organized by IQAC. The resource persons were Shri V Palanichamy IIS, Additional Director General, Press Information Bureau, Trivandrum and Dr Neethu Sona, IIS, Joint Director, Regional Outreach Bureau, Kerala-Lakshadweep.

Social Service Club, a student initiative of the Department of Commerce organised an interCollegiate Cartoon Drawing Competition on the topic "Dowry: A Social Evil" on 6/7/2021



**Women's Cell Inauguration 2021-2022 & Webinar On 'Dowry Related Incidents- What's The Way Ahead For The New Generation?'**

"Self Defence Training Programme for Women" In association with Kerala Police. Class on law on 10th December 2021 and self defence classes on 14th and 16th December 2021

Webinar on Gender Equity by IQAC held on August 7, 2021 titled 'Through the Gendered Lens' by Dr Seema Bhaskaran.

Food Festival and Art and Craft exhibition, kudumbasree titled Cuisinekraft under the auspices of IQAC, Women's Cell and Art and Craft Club on Dec 22, 2021

File Description	Documents
Annual gender sensitization action plan	<a href="http://prajyotinetan.edu.in/u chophee/2022/03/gender-sensitization-22-Mar-2022-15-18-46.pdf">http://prajyotinetan.edu.in/u chophee/2022/03/gender-sensitization-22-Mar-2022-15-18-46.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://prajyotinetan.edu.in/u chophee/2022/03/Criterion-7.1.pdf">http://prajyotinetan.edu.in/u chophee/2022/03/Criterion-7.1.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**Solid Waste Management:** The College is also committed to minimize and ensure safe and proper handling, storage and disposal of all hazardous waste generated in the Campus. Awareness programmes are organised for students in connection with Swachh Bharat Summer Internship Zero Waste Programme. This years theme was 'Reduce, Reuse and Recycle Waste'. The students are encouraged to collect plastic waste from the college premises. Infectious wastes are incinerated. Used ink and toner cartridges are sent back to manufacturer for refilling. Bio Degradable wastes are recycled and reused .There are Vermicompost pits for the same.

**E- Waste Management:** A two day Trsrsh Hunt is organised by the Dept. of Computer Science in association with Haritha Kerala Mission and Progressive Recycling and Trading. NSS Units also collected E-Waste from Kottat, Chalakkudy as part of E Waste management.

**OTHERS:** Incinerators are placed in each of the buildings for the distruction of sanitary napkins.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution:** Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following** 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents

Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).**

Prajyoti Niketan College upholds the value of inclusiveness and tolerance towards all regional, communal, cultural, religious and linguistic environments. The college sensitizes the staff members and students about the need of communal and cultural harmony and promotes regional and linguistic diversities. Students from all religions, Districts (from Thiruvanthapuram to Kasaragod) and communities are admitted to the UG and PG courses as part of inclusive nature. Students from Lakshadweep are also admitted to the rolls to promote the inclusive nature among students. Students from different castes, creed, religion, community and gender are treated equally in the institution. Students from scheduled castes, scheduled tribes and other minority communities are pursuing their aspirations in the institution. The vision of the institution itself is wholistic development of students irrespective of the community, caste, religion or gender of them. The college organizes various programmes as an initiative to promote an inclusive environment within the campus.

- Talents Day
- Online Onam Celebrations
- Christmas Celebrations at College and Kallichithra Tribal Colony, Chimmini Dam
- Fine Arts Festival
- Film Club Activities
- Literary Society for Linguistic Harmony
- Arts and Crafts Club Activities

- Food Fest
- Dance and Music Club Activities

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Prajyoti Niketan College gives due importance to the constitutional obligations and values of its stakeholders.. The college conducts various programmes to sensitize the students, teaching and non teaching staff to their constitutional obligations. The Constitutional Rights and Duties are included in the syllabus of UG first year students to make them realise about their duties as responsible citizens and to sensitize them to the constitutional obligations. The Department of Political Science and English in association with NSS organised an Online Rights and Duties Campaign on August 15, 2020. They circulated pamphlets on Constitutional Rights and Duties through Social media. National Service Scheme units 85 & 183 in association with the English department and IQAC celebrated Constitutional Day with various programmes this year. A one day National webinar on "Article 21 Indian Constitution the Unfinished Agenda' was organised in order to sensitize the student community about their constitutional responsibilities..The students and teachers also took oath for preamble to constitution on 26.11.2020. NSS volunteers conducted essay writing competitions, poster making competitions, quiz competitions and video presentations related to the theme.The classrooms of the college were given to Kodakara Block panchayat to conduct election training sessions. The Election Literacy Club and NSS volunteers of Units No 85 & 183 in association with Pudukad Grama Panchayath conducted an Election Awareness Campaign and Cycle Rally in the Pudukad town in March 2020. Interdisciplinary Lecture Series of the college in collaboration with the Department of Political Science, NSS and IQAC jointly organised a Webinar on Constitutional Values: Youth and Social Service on Friday, September 24th, 2021 to commemorate National Service Scheme Day.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://prajyotiniketan.edu.in/u chophee/2022/03/Constitutional-Values-2020-2021.pdf">http://prajyotiniketan.edu.in/u chophee/2022/03/Constitutional-Values-2020-2021.pdf</a>
Any other relevant	Nil

information

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Prajyoti Niketan College with its vision and mission upholds its highest standards by commemorating the National and International days, events and festivals. The college pays respect to the event or person and remembers their valuable contributions to the society by commemorating special days and events. The year 2020-21 also saw the commemoration of many special days by the student and teaching community of the college. The days commemorated by the college fraternity were World Environment Day, International Yoga Day, International Anti -Drug Day, World Nature Conservation Day, 140th Birth Anniversary of Premchand, Independence Day, World Suicide Prevention Day, World Peace Day, Gandhi Jayathi, National Mentoring Day, National Unity Day (Rashtriya Ekta Diwas), Formation of Kerala State, Women Entrepreneurship Day, Constitutional Day, World Aids Day, World Computer Literacy Day, Soil Day, International Youth Day, International Women's Day, World Environment Day, World Blood Donors Day, Reading Day, International Yoga Day, International Day against Drug Abuse and Illicit Trafficking, World Population Day, World Youth Skills Day, Nelson Mandela Day, National Financial Awareness Day, International Youth Day, Fit India Freedom Run, Teachers Day, World Literacy Day, World Suicide Prevention Day, National Service Scheme Day, Clean India Programme, Gandhi Jayanthi, Mental Health Day, National Unity Day, Constitutional Day, World Aids Day Disability Day, Energy Conservation Day and World Computer Literacy Day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>

**7.2 - Best Practices**

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

**Best Practice - 1****Societal Engagement for Social Commitment**

This is one of the Best Practices of Prajyoti Niketan College, Pudukad. All five departments engage in extension activities and services to the nearby communities and public. Almost all the clubs and forums join hands with the departments towards societal engagement. The Centre for Community Engagement at Prajyoti Niketan College takes the initiative in organizing various programmes. Under the leadership of the various departments, we plan, organize and carry out various programmes for the Pudukad Community. Dept of English had adopted Mar Kurialassery Memorial UP School and the final year students had initiated 'Aurora - Reach Out to Teach' for the students of the school. IQAC with the support of Jesus Youth had initiated the 'Hunger Hunt' Project in collaboration with Fr Davis Chiramal Charitable Trust for the needy people of Pudukad. A Food Shelf had been established adjacent to the Panchayath Road to place food packets on all five days in a week. We have also collaborated with Kodakara Block Panchayath and had done several activities. The Dept of Commerce had launched a YouTube Channel, Prajyoti Commerce for Community (PC2) to impart financial literacy to the public. Dept of Psychology runs the Prajyoti Clinic with clinical psychologists certified under Rehabilitation Council of India (RCI). They also conduct suicide prevention classes and mental health campaigns in the Pudukad and Nandikara Schools under Pudukad Grama Panchayath. They also enhance the psychological awareness of students through YouTube videos prepared by the students. Dept of Computer Science had conducted FDPs for teachers from other colleges and districts. Dept of Electronics had also conducted a one month programme for all under graduate students pursuing Electronics Main in the University of Calicut.

**Best Practice - 2****Green Commitment for Sustainable Future**

We need to meet the needs of the present without compromising the ability of future generations to meet their own needs. We try to enter into a stable relationship between human activities and the natural world. Prajyoti Niketan College and the management had taken considerable effort for maintaining green and sustainable campus. The staff and students under the leadership of National Service Scheme take special care for the maintenance of the green campus initiatives. Two types of forest are maintained in our campus - Kuttivanam in the 20 acres land and Miyawaki forest within 6 cents of land. Well-maintained butterfly garden, Gandhi Peace garden, Vertical Garden, Vegetable Garden, Grotto Gardens, Oxygen Parks, Open Meditation Centre etc are some of our 'go green' initiatives. We nurture fauna also along with flora. A beautiful fish pond is also nurtured in the campus. The National Service Scheme units of our college in association with the Dept of Social Forestry, Govt of Kerala have organised several green initiatives outside the campus too. They

participated in the 'Afforestation Activity' of Chalakudy Forest Division. 'One Volunteer-Three Plants' was the slogan of the Activity.

File Description	Documents
Best practices in the Institutional website	<a href="https://prajyotiniketan.edu.in/best-practices/">https://prajyotiniketan.edu.in/best-practices/</a>
Any other relevant information	<a href="http://prajyotiniketan.edu.in/uchophee/2022/03/Best-Practices.pdf">http://prajyotiniketan.edu.in/uchophee/2022/03/Best-Practices.pdf</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Prajyoti Niketan College was the most frantically sought college by many of the parents especially from abroad. The college with its greenery and serene atmosphere attract the attention of all people. A campus without politics is actually a dream for many parents. Prajyoti is successful without political invasions and interventions which enhances the behaviour and goal orientation of students. The modest atmosphere welcomes all the students from various cultural and economical background. College ensures the quality of teaching along with moral reasoning. Moreover, a strong and cordial bond exists between teachers and students. Each student has his/her own individual mentor apart from the class teacher who personally addresses the academic and personal matters of the student. The atmosphere itself facilitates the Holistic development of each one of them which is in tune with the College Motto. Stress management sessions organized for both students and teachers and all other faculties are note worthy. The college is getting hard core support from parents of Prajyoti. . The college authorities are always keen in their observation regarding the discipline as well as moral development of individuals. Teachers, Students, Alumnae and all other well wishers maintain jovial personal relationships uncorrupted by political or religious barriers.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.3.2 - Plan of action for the next academic year

Nil