



## **YEARLY STATUS REPORT - 2022-2023**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>	<b>Prajyoti Niketan College, Pudukad</b>
• Name of the Head of the institution	<b>Dr Binu P Chacko</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>9495406996</b>
• Mobile no	<b>9497316534</b>
• Registered e-mail	<b>prajyotinetan@yahoo.co.in</b>
• Alternate e-mail	<b>prajyotinetancollege@gmail.com</b>
• Address	<b>Prajyoti Niketan College, Pudukad, Thrissur - 680301, Kerala</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>Semi-Urban</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. **8589068331**
- Alternate phone No. **7012837322**
- 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))** <https://prajyotiniketan.edu.in/aqar/>

**4.Whether Academic Calendar prepared during the year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <http://prajyotiniketan.edu.in/uchophee/2022/06/Academic-Calendar-22-23.pdf>

### 5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.76</b>	<b>2011</b>	<b>08/01/2011</b>	<b>07/01/2016</b>
<b>Cycle 2</b>	<b>A</b>	<b>3.07</b>	<b>2016</b>	<b>19/02/2016</b>	<b>18/02/2021</b>
<b>Cycle 3</b>	<b>A</b>	<b>3.26</b>	<b>2023</b>	<b>21/03/2023</b>	<b>01/06/2028</b>

**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
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>00</b>

**8.Whether composition of IQAC as per latest** **Yes**

**NAAC guidelines**

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

**9.No. of IQAC meetings held during the year** 5

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** No

- If yes, mention the amount

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

- Third cycle NAAC Accreditation
- Gender Awareness Programme, in association with Kerala Sahithya Parishad
- MoU with Pudukad Grama panchayat
- Training Workshop "You Are Your Power and Magic
- Activities on Social Commitment and Green Commitment mooted

**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**

Plan of Action	Achievements/Outcomes
Student Induction Programme for Frist Year students August 2022	Awareness given to all new batches of students regarding different facets of life and education.ent facets of education
1. Seminar on Life Skills for Webbers, IQAC and Departments of	Enabled the students to cope with the challenges of everyday

English 15th September 2022	life by acquiring various skills like time management and organisational skills, decision-making skills etc.
2. Skill Training Programme, IQAC and Women & Rexona Confidence Academy, 29 th of September, 2022	Trained the staff and students to enhance their confidence level and face difficult situations with ease
3. The World Suicide Prevention Day Observance, IQAC & Dept. Psychology, 10th Sep. 2022-	Awareness Preventing suicide imparted for School teachers, Parents and Students.
4. Gender Awareness Programme by Kerala Sahithya Parishad IQAC and Gender Justice Forum in association with District Women and Child Development, Government of Kerala. 13th of October, 2022	Enhances the well-being of both girls and boys in an educational institution.
5. World mental health day Observance, Students of Dept. Psychology, October 10, 2022	Awareness inculcated on the various aspects of mental health
6. Graduation Day Ceremony of the graduate batch of 2021- 22, Honourable Vice Chancellor of Kerala University of Health Sciences, Dr. Mohanan Kunnummal, 26 October 2022	Inspired the students to successfully complete their courses
7. Training Workshop "You Are Your Power And Magic", IQAC & Women cell, 3 rd of November, 2022.	Instilled confidence and optimism in the minds of Teachers and Students
9. Manoraksha initiative : a mental health screening, 7th November 2022	Awareness inculcated on the various aspects of mental health
10. Mental Health Awareness and Assessment Programme, Dept. of Psychology, November 8th, 2022,	Flash Mob, Poster Making Competition and Rally imparted awareness among students
Awareness Program on "Calming your anxious mind, Dept.of Psychology, 28th and 29th	Created emotional balance among students in order to enhance their mental health

November 2022	
11. Orphanage Visit to Divya Karunya Ashram, Kalletumkara, Dept Psychology, 17 th December 2022	Develop empathetic attitude and altruism among the students
12. Special School Visit, Students of Dept. Psychology on 17th December, 2022	Instilled the values of social commitment and provided experiential learning
13. Mo U with Pudukad Grama panchayat on 21st December ,2022	Provided opportunity to students for comminuty engagement and to gain knowledge
14. One Day Orientation on Learning Disability on 3rd Jan 2023	Awarness imparted on learnig disability
15. One-day Hands-on Training Programme on Machine Learning, IQAC and Department of Computer Science, Dr Vinod P, Professor, CUSAT handled the session, 6-01-2023	Knowlege on Machine Learning and its Applications imparted to students
16. Invited talk on the topic 5G Mindset, IQAC and Dept. of Computer Science, Dr. Mary Shiny, Principal, Little Flower English School, Roma-Italy, 06 Jan 2023	Trained the students and faculty to adapt to the new information technologies
17. Talk on Democracy and Social Justice, FDSJ and IQAC, 25th Jan 2023	Instilled democratic values among students and developed social resposibilty
18. 'Questa 23' Intercollegiate Quiz Competiton, QUIZ Club & IQAC on January 27, 2023.	Imparted the importance of general knowledge among students.
19. "Action is Key to Success" Interactive session for Students, Dept. Psychology & IQAC 03 Feb. 2023	Encouraged students to systematically work hard to attain their goals
20. Lecture Series on Research Ethics, Research Ethics Committee, academic year 2022-23	Inculcates research culture among the faculty, scholars and studets

**13. Whether the AQAR was placed before statutory body?** **Yes**

- Name of the statutory body

Name	Date of meeting(s)
<b>Staff Council</b>	<b>26/02/2024</b>

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	Prajyoti Niketan College, Pudukad
• Name of the Head of the institution	Dr Binu P Chacko
• Designation	Principal
• Does the institution function from its own campus?	Yes
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<b>2.Institutional status</b>	
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• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	University of Calicut

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<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://prajyotiniketan.edu.in/aqar/">https://prajyotiniketan.edu.in/aqar/</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://prajyotiniketan.edu.in/uc-hophee/2022/06/Academic-Calendar-22-23.pdf">http://prajyotiniketan.edu.in/uc-hophee/2022/06/Academic-Calendar-22-23.pdf</a>				
<b>5.Accreditation Details</b>					
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<b>6.Date of Establishment of IQAC</b>			30/03/2010		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	00	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of			<a href="#">View File</a>		



IQAC		
<b>9.No. of IQAC meetings held during the year</b>	<b>5</b>	
<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>	<b>Yes</b>	
<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	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<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>		
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<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Staff Council	26/02/2024
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2022-23	29/02/2024
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>Students can take only a single major during their period of study at UG. But they can also study eight courses from two other subjects in B.Sc and four courses from two different subjects in BA. Apart from this, they can choose one course other than the core subject in the fifth semester. These are the options for multidisciplinary/interdisciplinary study at the undergraduate level. Certificate Courses have been imparted to all second year and third year batches. Students often take a multi-disciplinary approach. They often choose certificate courses offered by other depts and complete 30 hours of study. This would give students knowledge awareness regarding a different discipline and will put them in good stead while pursuing courses after their graduation.</p>	
<b>16. Academic bank of credits (ABC):</b>	
<p>As part of the syllabus, students have to undergo four audit courses in UG and two audit courses in PG. They may do these courses as MOOC, and the credits then acquired may be transferred to their audit courses. Academic Bank of Credits is a digital treasure-trove that includes information of the credits earned by individual students throughout their academic pursuit. This will enable students to open their accounts and provide various options for entering and leaving colleges or universities.</p>	
<b>17. Skill development:</b>	
<p>Each department is offering a certificate course for students from any discipline to develop their skills. Moreover, departments are also conducting workshops on various topics for advanced learners in the subject. Capacity building courses and</p>	

Skill Enhancement Courses have been imparted by different departments. The various clubs and forums of the College hone up the various skills and talents of students. Music Club, Quiz Club, Debating Club, Computing Club, Entrepreneurship Club, Writers' Forum, Film and Theatre Club, Youth Red Cross, NSS, Literary Society etc impart various skills among students.

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Even though the medium of instruction is English, teachers are taking classes in both English and regional language. YouTube videos of classes are also available in the regional language. Moreover, students have to study one Indian language at the UG level. The vision and mission of the College hinges around the wholistic development of students. Here in Prajyoti this is imparted through Indian Knowledge System. The Prajyoti family is synonymous with 'Vasudhaiva Kudumbakam' which is a deep-rooted Indian cultural concept. Here we cherish the ideal teacher-student relationship giving adherence to 'Acharya Devo Bhava'. Though a Christian institution, the management strives to uphold the Indian heritage by naming it 'Prajyoti Niketan College'.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The college strives to impart certain knowledge and skills in addition to the content prescribed in the syllabi. Each Programme in the College has its declared Programme Outcome and Programme Specific Outcome. Each Course has its Course Outcomes too. Outcome Based Education help our institution to assess and compare every student's achievement records to decide their course of action in a new atmosphere. This often benefits us in finding out the areas which require improvement and work on that. Students are expected to achieve those Outcomes as they complete their course of study. Prajyoti Niketan College imparts knowledge strictly adhering to Indian cultural heritage and make it a point to inculcate these core values in our students.

**20.Distance education/online education:**

The teachers have conducted certificate courses in online mode. Students were given online assignments and study materials through google classrooms. The has also conducted several, talks, workshops wbinars and training programmes for the teachers and students in online mode. The department of computer science have been giving special tarining to handle Online Teaching Tools. This equipped those teachers to handle online classes through online platforms by making use of those online

educational tools. Some of our teachers have undergone faculty developemnt courses in SWAYAM. Our students also have completed online courses in SWAYAM and Coursera.

## Extended Profile

### 1.Programme

1.1 239

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1 666

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 177

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

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>

### 3.Academic

3.1 34

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>
3.2	35
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	26
Total number of Classrooms and Seminar halls	
4.2	63,01,571
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	84
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

The University of Calicut, with whom the college is connected, establishes the curricula for its affiliated colleges. The IQAC creates the general academic calendar in line with the university academic calendar at the start of each academic year. The Principal, the heads of departments, and two faculty coordinators make up the Internal Examination Committee. They convene on a regular basis to plan academic events such as internal exam dates, mark list submission deadlines, and student communications. Each semester, department heads call departmental meetings, divide up the workload among the teachers based on their areas of expertise, and finalize the department schedule. Every Department will arrange PTA meetings, internal examinations, semester-based programs, and study tours/field trips.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://prajyotiniketan.edu.in/u chophee/2024/01/handbook-2022..23.pdf">http://prajyotiniketan.edu.in/u chophee/2024/01/handbook-2022..23.pdf</a>

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

The college's IQAC creates the institutional academic calendar and handbook in compliance with the academic calendar of the university. The institution's master schedule and department schedules are created in accordance with the academic calendar. Staff and departmental meetings are held regularly to ensure that the organization adheres to the timetable specified in the academic year. The University of Calicut's CBCSS pattern is followed by the university for its ongoing internal assessment.

At the start of the school year, the calendar is given to the students. In accordance with the direction and oversight of the IQAC, departmental module plans are also recorded and updated. The CBCSS monitoring committee keeps an eye on and evaluates how well the choice-based credit and semester system are being implemented.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">NIL</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 programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**



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

7

File Description	Documents
Any additional information	No File Uploaded
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)

4

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

314

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

As part of the University of Calicut, the college experiences limitations in shaping the syllabus content. However, numerous courses within the existing programs directly or indirectly align with the specified field. Elective courses are selected whenever feasible within the relevant domains. During this period, 23 courses were taught that met the specified criteria.

The college extends its offerings to include certificate programs, skill enhancement courses, and value-added courses designed to imbue students with additional skills and instill a sense of professional ethics. Students benefit from engaging with prominent female figures such as entrepreneurs, social activists, educators, sports personalities, and literary figures, fostering enlightenment.

A strong emphasis is placed on addressing various cross-cutting issues in both undergraduate (UG) and postgraduate (PG) academic projects, providing the academic community with valuable insights into real-life scenarios. The curriculum includes Audit Courses on Environmental Studies, Disaster Management, Intellectual Property Rights, and Gerontology for UG students, aligning with the revised UG Syllabus of 2019. Additionally, the college has developed Question Banks and conducted awareness sessions to guide students in this regard

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

210

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

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	<a href="http://prajyotiniketan.edu.in/u chophee/2024/01/Teachers-Students-Feedback-form-1.pdf">http://prajyotiniketan.edu.in/u chophee/2024/01/Teachers-Students-Feedback-form-1.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	<a href="#">View File</a>
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

233

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

105

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

An entry level examination and an orientation programme, is organized at the beginning of the academic year. Students are classified as advanced learners and slow learners after the results are examined. Interactions with parents, classroom observation and acclimatization activities also enable teachers to assess students. 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.

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.

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.

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
666	34

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

**Experiential Learning:**

- Programs like YOGA, Incubation Center, ED Club, Women Cell, NCC, and NSS provide students with hands-on experiences.
- Internships, study tours, and excursions are encouraged to expose students to real-world scenarios.

**Problem-Solving Methodologies:**

- Brainstorming meetings and crisis management techniques are employed to develop problem-solving skills.
- Practical application of knowledge is encouraged through viva sessions.

**Independent Learning and Mentoring:**

- Teachers act as mentors and facilitators for students' independent learning.
- Students are given the opportunity to freely deliver lectures, showcasing a move towards more student-driven education.

**Holistic Learning Environment:**

- Seminars, workshops, exhibitions, industry visits, and internships provide a well-rounded educational experience.

- The College Union serves as a hub for student activities, recognizing achievements during college days.

**Integration with the Real World:**

- Campus internships and industry visits create more opportunities for students to connect theory with practical applications.

**Innovative Events and Initiatives:**

- Orientation days, university days, and events like arts festivals and theatrical productions provide platforms for students to showcase their talents.

Overall, the described education system appears to prioritize the holistic development of students, focusing on not just academic knowledge but also practical skills, critical thinking, and soft skills essential for success in real world.

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

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.

The Institution gives impetus to the use of online resources in tandem with social networking and blended learning platforms to effectively deliver learning content and to provide an augmented learning experience to the students. 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.

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	No File Uploaded

### 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

34

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>

### 2.4 - Teacher Profile and Quality

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

34



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

17

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

313

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 mechanism of internal assessment followed by the college strictly adheres to the guidelines laid down by the Board of Studies and Academic Council of the Affiliating University. The internal assessment committee set up at the College level makes sure that the assessment takes place within the time frame stipulated in the University academic calendar which is published on the website at the beginning of every academic year. The CBCSS and Internal Examination Assessment Committee along with the College Council comprising the Principal and Heads of the Departments plan the academic activities and internal evaluation schedule of the year.

Evaluation is done on the basis of attendance, assignments, seminars, internal exams and project vivas. Assignment/Seminar topics are given to the students in advance and the presentations are made on allotted slots. Assignments are graded based on the timely submission and relevance of their content. Marks for seminars are awarded based on the originality of content, research and presentation skills. Practical examination and Viva Voce are conducted as per the syllabi. Internal scoresheet is displayed on the noticeboard for the information and verification of the students and grievances are addressed. Their signature is collected before uploading the grades/marks to the University.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://prajyotiniketan.edu.in/u chophee/2024/01/Internal-Committe-Minutes.pdf">http://prajyotiniketan.edu.in/u chophee/2024/01/Internal-Committe-Minutes.pdf</a>

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

The institution has established transparent and efficient mechanisms to address internal and external examination grievances. Two dedicated committees, the CBCSS and Internal Examinations Committee, work in collaboration with the IQAC and College Council to ensure seamless administration. Internal exams are conducted with adherence to university regulations, and the committee ensures timely uploading of consolidated marks to the university website. Answer sheets are promptly evaluated, returned to students, and discussed in class, allowing students ample time for clarifications or revisions.

External exams at the university level are managed by the

institution's examination committee, comprising two faculty members. Invigilation is assigned to academic staff, supervised by an external invigilation squad with random checks. Any complaints regarding administration, assessment, or result release are swiftly directed to the University Exams Controller. The institution emphasizes equal evaluation and non-discrimination, encouraging students to utilize available resources for result improvement. Students diligently review their grades and response sheets before the final posting on the university website, ensuring accuracy. Overall, the established committees and processes reflect the institution's commitment to fairness, transparency, and efficiency in handling examination-related matters.

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 collective effort of the stakeholders accentuated by valuable inputs from experts, have gone into the development of the Programme Outcomes and the Course Outcomes of each programme. The University provides the assigned syllabus for each subject. This syllabus has been designed by the board members. This is discussed in the College Council and by the IQAC team. The Principal gives a broad perspective about the syllabi and curricular pattern in the course of the admission process and a follow up is also given on the induction day of the course. A detailed discussion of the syllabus is held by the head of the department and the faculty members of each department, at the beginning of each academic year.

The syllabus and Programme Outcomes of all UG and PG programmes and the Course Outcomes of all individual courses are displayed on 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 and clear their doubts regarding them. The Programme Specific Outcomes and Course Outcomes have been designed to ensure the holistic development of students by augmenting creative potential.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
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 classroom 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; 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	No File Uploaded
Paste link for Additional information	<a href="http://prajyotiniketan.edu.in/u chophee/2023/12/pos-and-cos-22-23.pdf">http://prajyotiniketan.edu.in/u chophee/2023/12/pos-and-cos-22-23.pdf</a>

### 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

184

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/2023/12/Results-22-23.pdf">http://prajyotiniketan.edu.in/uchophee/2023/12/Results-22-23.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/2023/12/Student-Satisfaction-Survey.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)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
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**

0

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	No File Uploaded
Paste link to funding agency website	Nil

**3.2 - Innovation Ecosystem****3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

Prajyoti Niketan College has provided an opportunity for creating a research environment and dissemination of knowledge through various activities. The Research Ethics Committee has conducted seminar series on Publication Ethics, Research misconduct, Plagiarism and Research Matrix in order to enhance awareness on Research culture and Quality enhancement in research. An Innovative programme on Academic Projects was conducted to make the students aware on how to choose their Research projects. Hands on training programme on Machine Learning and 5G Mindset were conducted to equip the students for a 5G world. The competitions and programmes conducted by the college have enhanced Skill development of the students- Entrepreneurial, Leadership,

Communication, Creative and Technical Skills. Art and Craft Club conducted an exhibition during NAAC Visit. The students exhibited their arts and craft creations along with homemade soap, hair oil and eatables. The Tinkering Lab at our College supports our students and they learn, experiment and conceptualize different technical themes and concepts. The programmes and camp organised by NSS aim at Social Skill development of the students. Students were given training in Paper Bag making. Journalism students are encouraged to interview celebrities every year. This often turns out to be a great milestone in their lives.

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

4

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

2

File Description	Documents
URL to the research page on HEI website	<a href="https://prajyotiniketan.edu.in/details-of-research-scholars/">https://prajyotiniketan.edu.in/details-of-research-scholars/</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

4

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

5

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

**Research Scholars are continuously engaged in Community Engagement Extension Activities to the neighbouring student community and**



public. They recognize the critical importance of addressing mental health issues within our community and schools. In the realm of suicide prevention, we are committed to conducting awareness programs to educate both students and educators on recognizing warning signs, providing support, and creating a stigma-free atmosphere. Our research extends to childhood disorders, emphasizing early identification and intervention. Parenting is a crucial aspect of a child's development, and our research scholars engage in community workshops to empower parents with effective strategies, fostering positive relationships and mental well-being within families. Additionally, we provide counseling services for students, offering a safe space to express their thoughts and emotions. Our initiatives extend to learning disabilities, emphasizing inclusive education and tailored interventions to facilitate optimal learning experiences. Adolescent mental health is a focal point, with programs designed to address the unique challenges faced by this demographic. Our research scholars conducted a relaxation training program designed specifically for the elderly. Day commemorations had helped students to identify the important days and concepts. Flash mobs, rallies and street plays have been conducted to spread awareness on this theme.

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

0

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**

18

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**

496

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**

11

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

4

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.

• A total of 20 classrooms, with sufficient furniture, boards and are connected with public addressing system with Wi-Fi.

- 5 class rooms with interactive boards.
- 4 classrooms with interactive pannels.
- 11 class rooms with LCD projectors.

• College has five Auditoriums -with seating capacities of 600,

500,150 , 350 and 400

- One air-conditioned Seminar Hall with a seating capacity of 200.

- There are a total of 5 A/C Labs

Separate parking area for staff, students and public.

A well equipped recording studio with Imax system.

CCTV surveillance with 42 cameras.

- Staff rooms and Research Room with computer, research supporting software scanner, printer etc.

- Network Resource Centre with 10 computers.

- 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 .

- More than 300 species of plants are growing in the campus for maintaining a pleasant oxygen rich campus.

- For maintaining 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 .

- 30 KW diesel generator

- 40 KW UPS

- The college has its own transformer.

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 600 for performing and participating in various arts and cultural programmes.

- A small auditorium for departmental/class wise cultural programmes.

- An open stage/auditorium with a seating capacity of 500 to perform different art forms if the 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 10,000 to perform mega events.

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

- The main yard is arranged in such a way to perform flash mob, carol fest, Santa Claus dance, Maveli Fest, musical band, exhibitions, various celebrations etc.

- Sports ground spread over 1 acre

- An indoor court for badminton is arranged in the 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.

- The Health Club is well equipped with a Multi Gym.

- A meditation centre is maintained for yoga.

An auditorium with 750 capacity on the top floor

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.**

26

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

35.59

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)

Name of the ILMS software : Senayan Library Management System (SLiMS) Nature of automation : Partially Server Version : 9.0 Year of automation : 2020 The Library had automated its housekeeping activities using SLiMS software. 10 computers with internet connectivity and 2 printers are made available. The college library building has a total seating capacity of 82. The library collection includes 17368 books, 10 Journals, 13 Magazines and newspapers. Features of SLiMS ? Free and Open source Library Management Software ? It support all types of digital contents or files (PDF, RTF, DOC,XLS, PPT etc) ? Bibliographic/Catalogue database management with book cover image support ? Serial publication control ? Document items management with barcode support ? Circulation module support with loan, return, renewal and reservation facility ? Membership management ? Stocktaking module to help stocktaking process in the library ? Reporting and Statistics ? Database backup utility Library Services ? Reference Service ? New Arrivals Display ? Network Resource Center ? Reading room facility ? Research Scholars Area ? User Awareness programs ? Book Bank Facility

? Photocopy Facility ? Web OPAC ? INFLIBNET-NLIST (6000+e-journals & 1,99,500+e-books) ? Plagiarism Checking Service ? Question Paper Archive ? Article Request ? NDLI Club member

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

**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**

File Description	Documents
Upload any additional information	No File Uploaded
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)

##### 1.1

File Description	Documents
Any additional information	No File Uploaded
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

##### 105

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

The college makes it a point to regularly update its IT facilities including Wi-Fi. In 2020, internet connection was updated with 100 Mbps speed. An additional 100 Mbps connection was also started for centralized Wi-Fi in the psychology block. In 2021, another Wi-Fi with 100 Mbps connectivity was provided in the ladies hostel. An additional internet connection of 50 Mbps was initiated in the College exclusively for the Office. These updated facilities are still use in the campus. All class rooms are WiFi enabled.

Today the college has 102Computers for staff and students.

Prajyoti Youtube Channel was initiated during the pandemic to make teaching-learning more accessible.



We maintain an Official College Website.

The college has two computer labs, one innovation lab and ann NRC for students.

Learning management software 'Embase' , is used to record students attendance, internal marks, fees etc

A recording studio was initiated in 2021 with MAC based licensed softwares (Steinberg original studio software and imovie) for editing videos.

The Operating Systems used were Windows, Ubuntu and Linux.

The college Library is automated with SLiMS.

The students can search library resources using OPAC (Online Public Access Catalogue) remotely.

We have a subscription of N-LIST to provide access to electronics resources to students and faculties.

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

#### 4.3.2 - Number of Computers

102

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. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
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)

26.34

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 policy is implemented through Strategic and Annual Academic Planning conducted in the departments and in IQAC. Respective departments submit departmental requirements to IQAC. After discussion and as per needs, IQAC forwards it to Principal and College Purchase Committee. On receiving approval, execution is made.

Some of the procedures and policies are:

1. Upgrade the IT infrastructure regularly to meet the teaching - learning requirements.
2. Learning resources, curriculum, session plan, class time table, recorded lectures, assignments, assessment, student feedback etc. can be made available online for enhancing the teaching-learning experience.

3. Providing more facilities to Mental Health Clinic, Computer Lab, Language Lab, Electronics Lab and Psychology Lab etc. for providing hands on experience to the students.

4. To facilitate library serves as workspace for students to do research and reference.

5. To provide excellent sports facilities and opportunities to students for regular work-out.

6. To establish a dedicated maintenance department responsible for carrying out the duties like the maintenance of buildings, class rooms, laboratories, hostels, cafeterias, sports facilities, utilities, lawns etc.

7. To equip with full-fledged audiovisual system in college auditorium and to maintain it as the stage for numerous important programmes throughout the year.

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

387

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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

12

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://prajyotiniketan.edu.in/u chophee/2024/02/5.1.3-updated.pdf">https://prajyotiniketan.edu.in/u chophee/2024/02/5.1.3-updated.pdf</a>
Any additional information	No File Uploaded
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

152

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

152

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

17

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

59

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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

4

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.

8

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 organizes all co-curricular and extra-curricular activities in the College. The Council has a Eleven-member executive Committee led by the Chairman. The Union Council organizes the major events viz. Fine Arts Day and Sports Day under the leadership of the Fine Arts Secretary and General Captain respectively. The College union Council for the Academic year 2022-23- was elected to the office on 03/10/2022. The union council under the Chairmanship of Renjith C Menon, has organised a number of programmes such as College union Inauguration, Fine Arts Day, Sports Day, Teachers' Day, Ethnic Day, Founder's Day, College Day etc. in the college. A student representation is strictly ensured in each departmental student grievance committee. 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 organizing many which helped the students grow particularly in their extra-curricular activities.

File Description	Documents
Paste link for additional information	<a href="https://prajyotiniketan.edu.in/college-union/">https://prajyotiniketan.edu.in/college-union/</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

9

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 22nd Annual Alumni Meet, PRANA Alumni association Prajyoti Niketan College, Pudukad was held on 8th October 2022 at 2 PM in the college auditorium. The programme started off with a prayer, followed by a welcome speech by Dr. Mary Paul, the Convener. Dr. Simi Varghese, the Vice Principal delivered the presidential address. The was inaugurated by Rev. Fr. Dr. Harshajan Pazhayattil, Founder Manager and director. MS Sreekala, presented the report and Dr. Soumya Starlet C T, Treasurer presented the accounts. The following members were elected the new office bearers. Vice President- MS. Sreekala, Secretary -Mr. Paul Thattil, Join Secretary -Anjana, Treasurer- Dr. Soumya Starlet CT, Coordinator- Dr. Mary Paul, Internal Auditor - Mr. Antonies, Executive members- Sujith, Sudheesh, Sreenath Menon, Chitra, Lijo.



Non-teaching Retiring staffs Mrs Thankamani, Mr. Anto ML, and Mr. Jose were specially honored by Alumni members. Nanna scholarships was announced. There are 4 students from different departments, who are recommended by respective HODs for the scholarship. There is a collective amount of Rs. 26,500 to be given as scholarship. RS 4,08094 is the total income in the Alumni account for the academic year 2022-23. The meeting ended with a vote of thanks by Mrs. Chitra Hanson.

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

#### 5.4.2 - Alumni contribution during the year B. 4 Lakhs - 5Lakhs (INR in Lakhs)

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 Wholeness for, 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.

#### MOTTO

“Prajyotirgamaya”: Lead us towards the fullness of Light to attain

wholeness of life, Through enlightenment, determination, courage and creativity.

Prajyoti Niketan College redefines education, prioritizing holistic development under divine guidance. Emphasizing love, simplicity, and values, it fosters respect for human dignity, forgiveness, and interconnectedness. The college instills a commitment to nature and universal love, viewing relationships as inseparable in love. Encouraging self-sacrifice for the greater good, it aims to cultivate individuals who experience their own greatness and divineness, forming the basis for excellence in life. Prajyoti Niketan College intertwines academic, spiritual, and moral dimensions, shaping well-rounded individuals within a nurturing and values-driven educational environment.

File Description	Documents
Paste link for additional information	<a href="https://prajyotiniketan.edu.in/vision-mission-motto/">https://prajyotiniketan.edu.in/vision-mission-motto/</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.

Prajyoti Niketan College's vision embraces participative management as a crucial element, creating a space that allows for collective growth without impeding individual development. The essence of decentralization lies in providing exposure to each individual within the institution. The institution's vision and mission underscore the indispensable role of active participation at every level of governance and management. Students, parents, and staff are invited to contribute to decision-making through committees established for decision formulation, execution, and evaluation at various levels. The managerial responsibilities are distributed between the Manager, members of the Governing Body, Principal, and Office Superintendent, overseeing academic and non-academic events. Academic affairs fall under the purview of the College Council, while IQAC monitors overall college activities. Departmental meetings, led by Heads of Departments and teachers, make decisions on specific matters. Student representatives elected by each class coordinate with class teachers, forming the Students Union responsible for extracurricular activities. The PTA

and PTWA, involving parents, regularly convene to assess both academic and non-academic aspects. The Admission Committee and University Exam Cell, operating independently, manage admission procedures and university examinations, respectively. Through participative management, the institution successfully decentralizes its operations, embracing the true essence of success.

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

## 6.2 - Strategy Development and Deployment

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

In the academic year 2022-23, Prajyoti Niketan College, Pudukad, demonstrated its commitment to academic excellence through a strategic perspective plan. Some of the institutional strategic plan effectively deployed as part of the Statutory implementation and quality improvements for the betterment of the college.

Aligning with University of Calicut guidelines, the college seamlessly implemented a Bar Code System of Examination for postgraduate students, enhancing assessment efficiency. In a philanthropic endeavor, the installation of Oxygen Concentrators on campus, in collaboration with the Red Cross, addressed the community's needs.

Educational infrastructure received a significant upgrade with the introduction of smart boards in classrooms, providing dynamic learning experiences. State-of-the-art facilities, including a Multi Media Studio, renovated IQAC Room, Disabled Ramp, and College Canteen, showcased the institution's commitment to modernity. Embracing Indian culture, the construction of the Hall of Fame highlighted the contributions of eminent personalities, adding a cultural dimension to the campus.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://prajyotiniketan.edu.in/uchophee/2024/02/6.2.1-Plan-and-Deployment.pdf">http://prajyotiniketan.edu.in/uchophee/2024/02/6.2.1-Plan-and-Deployment.pdf</a>
Upload any additional information	No File Uploaded

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 institution's decision-making process is orchestrated by the Founder Manager and the Governing Body, with the Principal serving as a crucial link between the Manager and Staff for effective implementation. Oversight of progress lies with the IQAC, while faculty appointments adhere to UGC and State Government norms under the Manager's authority. Staff promotions, routed through the Principal and IQAC consultation, are ultimately approved by the Manager. The College Council, integral to major decisions, collaborates with the IQAC to ensure seamless operations. The institution follows established policies overseen by various Committees. Quality policy initiatives align with the perspective plan for comprehensive staff and student development.

To facilitate governance, dedicated domain IDs manage various aspects like Communication, Leave, Internal Assessment, and more. The College Council approves major decisions, fostering collaboration with the IQAC for smooth functioning. The institution employs specific software for streamlined operations, including accounting software (Embase) for financial management and SPARK for Payroll and Staff Management. UGC grants are processed through PFMS. This holistic approach reflects the institution's commitment to governance efficiency and quality initiatives in line with its perspective plan.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://prajyotiniketan.edu.in/uchophee/2022/10/6.2.2-Organogram.pdf">https://prajyotiniketan.edu.in/uchophee/2022/10/6.2.2-Organogram.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 inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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 in accordance with the Kerala Service Rules (KSR). 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 institution includes; interest free loan for Staff, staff tour sponsored by the Manager every year, visit to home of retiring staff and memorable fair well has arranged to retiring staff, preference for admission is given to children of staff for various Programmes under Management quota, canteen facility and a separate enclosure for staff is provided, gym facility is provided to staff and a separate timing is scheduled for staff and students, festival kits provided to staff by the management on

Christmas occasion, Prajyoti Clinic provides counselling facilities to the staff to cope with personal and official stress. No objection is also given for all faculty to pursue research.

File Description	Documents
Paste link for additional information	<a href="http://prajyotiniketan.edu.in/u chophee/2024/01/Staff-welfare-measures.pdf">http://prajyotiniketan.edu.in/u chophee/2024/01/Staff-welfare-measures.pdf</a>
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

0

File Description	Documents
Upload any additional information	No File Uploaded
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

0

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	No File Uploaded
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

8

File Description	Documents
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

The performance of each faculty is evaluated by the students in the prescribed format and the principal guides the staff based on the appraisal to improve the performance of teaching staff and interaction with the students. The promotion of faculty is based

on the UGC regulations and university rules/guidelines. Each staff has to submit Annual Performance Assessment Reports (APAR) to the principal through IQAC at the end of each year for evaluation. APAR comprises teaching and learning related activities, involvement in administrative responsibilities, university/college student related activities, examination & evaluation duties, student related co-curricular, extension and field-based activities, research activities etc. This is again evaluated and verified by the panel of examiners including subject experts and VC's nominee and they recommend for faculty promotion. The performance of Ministerial Staff was also assessed and forwarded to Principal through Superintendent and take further steps to improve the quality of work after discussions in the college council and with the staff in staff meetings.

File Description	Documents
Paste link for additional information	<a href="http://prajyotiniketan.edu.in/uchophee/2024/02/6.3.5-APAR-Format.pdf">http://prajyotiniketan.edu.in/uchophee/2024/02/6.3.5-APAR-Format.pdf</a>
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 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 conducts the internal audit of the institution 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)

4.08

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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. For the funds by the RUSA, the Plans and estimates are prepared by qualified engineers and scrutinized by the concerned authorities at the required times. The Purchase Committee of the college is vested with the responsibility for the payments. The Alumni association is also an important agency for the fund mobilization and had contributed for the infrastructure development during the year 2022 - 2023. 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 been instrumental in conducting various programmes and activities for enhancing and promoting quality sustenance. Five members of the faculty have attended various Faculty Development Programmes on Outcome Based Education and Short Term Courses on implementation of National Education Policy 2020 offered by IGNOU during 2022-23. Bridge Courses and Certificate Courses have already been introduced to impart knowledge to the students apart from their chosen course of study. Awareness programmes on core themes like Gender Equity, Intellectual Property Rights, Research Methodology, Entrepreneurship etc have been conducted to keep the students updated and informed. IQAC has also mooted the signing of various MOU's with prestigious institutions and organisations which has boosted mutual sharing of resources and equipped our students with proper industry experience. Such institutions provide internship to our students. IQAC had also embarked on various collaborations and linkages with other institutions. Several extension and outreach programmes have also been initiated. As part of the Best Practices, almost all departments engage in community service in Pudukad Grama Panchayath and outside. Exhibitions, food fests etc are also conducted annually to nurture the entrepreneurial and creative skills of the students. Green initiatives of the departments also nurture environmental values in the minds of students. Various capacity building programmes have also been conducted by the departments and clubs to inculcate various skills like soft skills, computational skills, culinary skills and entrepreneurial skills among students.

File Description	Documents
Paste link for additional information	<a href="http://prajyotiniketan.edu.in/uchophee/2024/02/6.5.1-MOUs-1.pdf">http://prajyotiniketan.edu.in/uchophee/2024/02/6.5.1-MOUs-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. IQAC has implemented Teachers Diary since this academic year (2022-23) to review Teaching - Learning process is effectively accomplished throughout. The academic progress of the student is regularly monitored by the teachers under the leadership of the class teacher. For this purpose, CBCSS Committee (Internal Exam Cell) conducts Internal assessment of the students for every semester periodically. After each internal assessment, IQAC takes special note of the overall Internal Assessment Scores and suggest various methodologies like Tutorial sessions, Peer Teaching and Remedial Coaching is also suggested for the encouragement of the students in the next internal assessment as well as university examination. Furthermore, for some semesters students are provided bridge courses (10 hours) in the beginning of that a semester to equip themselves with the new and tough subjects as it serves as a morale booster for the students to be steady with their syllabi. IQAC also promotes the institution to organize Skill Development Programmes and make suggestions to conduct departmental programmes for both teachers and students such as Seminars, Workshops, Conference, Certificate courses, etc..

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**

**C. Any 2 of the above**

**initiatives with other institution(s)  
Participation in NIRF any other quality audit  
recognized by state, national or international  
agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://prajyotiniketan.edu.in/minutes-reports/">https://prajyotiniketan.edu.in/minutes-reports/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
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

The college provides facilities which help to nurture students towards empowerment and gender sensitivity, thereby inculcating self realization leading to integrity towards the family and society. Universal values and ethics are incorporated into the lectures and special programmes organized in connection with gender sensitivity. Gender Equity and Sensitization principles, Cyber Security awareness, etc imparted by expert resources from various spectrum of the society through lectures, workshops and seminars.

Facilities provided by the college are:

#### 1. Safety and Security Measures:

\* Security Personnel to ensure the safety and security of students at the entrance gate.

CCTV cameras are placed at the entrance of college.

Internal Compliance Committee and Grievance Redressal Cell for addressing the grievances of its stakeholders to ensure gender equity and justice for both the sexes.

Committee against Sexual Harassment has been constituted with the provisions of the Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redress) Act, 2013.

Ethics Committee and Committee against Ragging have been constituted as per the order of Supreme Court of India and subsequent notification from UGC.

The college has a well-functioning Women's Cell.

Hostel facilities : There are two hostels for girl students' functioning inside the campus.

File Description	Documents
Annual gender sensitization action plan	<a href="http://prajyotiniketan.edu.in/u chophee/2024/02/7.1.1_GEAP1.pdf">http://prajyotiniketan.edu.in/u chophee/2024/02/7.1.1_GEAP1.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://prajyotiniketan.edu.in/u chophee/2024/02/7.1.1-IIInd.pdf">http://prajyotiniketan.edu.in/u chophee/2024/02/7.1.1-IIInd.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**

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

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 year's 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 Trash 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 destruction 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 **A. Any 4 or all 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:** **A. Any 4 or All of the above**

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

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	No File Uploaded

### 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**

**A. Any 4 or all 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, 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 are institutional efforts to enhance linguistic and cultural harmony among staff and students.



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

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 syllabi of UG first year students to make them responsible citizens and to sensitize them to the constitutional obligations. Students circulated pamphlets on Constitutional Rights and Duties. National Service Scheme units 85 & 183 in association with the English Department and IQAC celebrated Constitutional Day with various programmes this year. Students and teachers also took oath on important days, read preamble of the constitution on Constitution day 26th November 2023. NSS volunteers conducted essay writing competitions, poster making competitions, quiz competitions and video presentations related to the theme. In the year 2022-23, several activities were carried out under the auspices of the Election Literacy club during the year. A training workshop on Linking Aadhar with Voters Id in association with Kodakara Block Panchayat was held on 19/09/2022. A visit to Legislative Assembly Kerala held on 12/01/2023 in association with the College Union. National Voters Day was celebrated on 25th January 2022, with several programmes. A talk on Social Justice and Democracy and a campaign for Enrollment Voters Register was conducted.

File Description	Documents
Details of activities that inculcate values; necessary to render students into responsible citizens	<a href="http://prajyotiniketan.edu.in/uchopee/2024/01/Criterion-7.1.9.pdf">http://prajyotiniketan.edu.in/uchopee/2024/01/Criterion-7.1.9.pdf</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers,** B. Any 3 of the above

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.

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	No File Uploaded

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 2022-23 also saw the commemoration of many special days by the student and teaching community of the college. The days commemorated were: International Yoga Day, International Anti-Drug Day, World Nature Conservation Day, Independence Day, World Suicide Prevention Day, World Peace Day, Gandhi Jayanthi, National Mentoring Day, 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, CollegeDay, 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>
Any other relevant information	No File Uploaded

## 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

The college gives utmost priority to social commitment of the students to mould them as responsible citizens. 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. Prajyoti Clinic with clinical psychologists certified under Rehabilitation Council of India (RCI) conduct suicide prevention classes and mental health campaigns in nearby community.

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

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 and Miyawaki forest. 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.

File Description	Documents
Best practices in the Institutional website	<a href="http://prajyotiniketan.edu.in/u chophee/2024/01/Best-Practices-2022-23.pdf">http://prajyotiniketan.edu.in/u chophee/2024/01/Best-Practices-2022-23.pdf</a>
Any other relevant information	Nil

### 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. Holistic Development envisioned by the management is the uniqueness of the college. 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.

## 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

The University of Calicut, with whom the college is connected, establishes the curricula for its affiliated colleges. The IQAC creates the general academic calendar in line with the university academic calendar at the start of each academic year. The Principal, the heads of departments, and two faculty coordinators make up the Internal Examination Committee. They convene on a regular basis to plan academic events such as internal exam dates, mark list submission deadlines, and student communications. Each semester, department heads call departmental meetings, divide up the workload among the teachers based on their areas of expertise, and finalize the department schedule. Every Department will arrange PTA meetings, internal examinations, semester-based programs, and study tours/field trips.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://prajyotiniketan.edu.in/u chophee/2024/01/handbook-2022..23.pdf">http://prajyotiniketan.edu.in/u chophee/2024/01/handbook-2022..23.pdf</a>

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

The college's IQAC creates the institutional academic calendar and handbook in compliance with the academic calendar of the university. The institution's master schedule and department schedules are created in accordance with the academic calendar. Staff and departmental meetings are held regularly to ensure that the organization adheres to the timetable specified in the academic year. The University of Calicut's CBCSS pattern is followed by the university for its ongoing internal assessment.

At the start of the school year, the calendar is given to the students. In accordance with the direction and oversight of the IQAC, departmental module plans are also recorded and updated.

The CBCSS monitoring committee keeps an eye on and evaluates how well the choice-based credit and semester system are being implemented.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">NIL</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 programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

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**

**7**

File Description	Documents
Any additional information	No File Uploaded
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)

4

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

314

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

As part of the University of Calicut, the college experiences limitations in shaping the syllabus content. However, numerous courses within the existing programs directly or indirectly align with the specified field. Elective courses are selected whenever feasible within the relevant domains. During this period, 23 courses were taught that met the specified criteria.

The college extends its offerings to include certificate programs, skill enhancement courses, and value-added courses designed to imbue students with additional skills and instill a sense of professional ethics. Students benefit from engaging with prominent female figures such as entrepreneurs, social activists, educators, sports personalities, and literary figures, fostering enlightenment.

A strong emphasis is placed on addressing various cross-cutting issues in both undergraduate (UG) and postgraduate (PG) academic projects, providing the academic community with valuable insights into real-life scenarios. The curriculum includes Audit Courses on Environmental Studies, Disaster Management, Intellectual Property Rights, and Gerontology for UG students, aligning with the revised UG Syllabus of 2019. Additionally, the college has developed Question Banks and conducted awareness sessions to guide students in this regard

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

210

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 syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
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File Description	Documents
URL for stakeholder feedback report	<a href="http://prajyotiniketan.edu.in/uchophee/2024/01/Teachers-Students-Feedback-form-1.pdf">http://prajyotiniketan.edu.in/uchophee/2024/01/Teachers-Students-Feedback-form-1.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	<a href="#">View File</a>
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**

233

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**

105

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

An entry level examination and an orientation programme, is organized at the beginning of the academic year. Students are classified as advanced learners and slow learners after the results are examined. Interactions with parents, classroom observation and acclimatization activities also enable teachers to assess students. 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.

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.

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.

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
666	34

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

**Experiential Learning:**

- Programs like YOGA, Incubation Center, ED Club, Women Cell, NCC, and NSS provide students with hands-on experiences.
- Internships, study tours, and excursions are encouraged to expose students to real-world scenarios.

**Problem-Solving Methodologies:**

- Brainstorming meetings and crisis management techniques are employed to develop problem-solving skills.
- Practical application of knowledge is encouraged through viva sessions.

**Independent Learning and Mentoring:**

- Teachers act as mentors and facilitators for students' independent learning.
- Students are given the opportunity to freely deliver lectures, showcasing a move towards more student-driven education.

**Holistic Learning Environment:**

- Seminars, workshops, exhibitions, industry visits, and

internships provide a well-rounded educational experience.

- The College Union serves as a hub for student activities, recognizing achievements during college days.

**Integration with the Real World:**

- Campus internships and industry visits create more opportunities for students to connect theory with practical applications.

**Innovative Events and Initiatives:**

- Orientation days, university days, and events like arts festivals and theatrical productions provide platforms for students to showcase their talents.

Overall, the described education system appears to prioritize the holistic development of students, focusing on not just academic knowledge but also practical skills, critical thinking, and soft skills essential for success in real world.

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

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.

The Institution gives impetus to the use of online resources in tandem with social networking and blended learning platforms to effectively deliver learning content and to provide an augmented learning experience to the students. 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.

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	No File Uploaded

### 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

34

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>

### 2.4 - Teacher Profile and Quality

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

34

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**

17

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**

313

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 mechanism of internal assessment followed by the college strictly adheres to the guidelines laid down by the Board of Studies and Academic Council of the Affiliating University. The internal assessment committee set up at the College level makes sure that the assessment takes place within the time frame stipulated in the University academic calendar which is published on the website at the beginning of every academic year. The CBCSS and Internal Examination Assessment Committee along with the College Council comprising the Principal and Heads of the Departments plan the academic activities and internal evaluation schedule of the year.

Evaluation is done on the basis of attendance, assignments, seminars, internal exams and project vivas. Assignment/Seminar topics are given to the students in advance and the presentations are made on allotted slots. Assignments are graded based on the timely submission and relevance of their content. Marks for seminars are awarded based on the originality of content, research and presentation skills. Practical examination and Viva Voce are conducted as per the syllabi. Internal scoresheet is displayed on the noticeboard for the information and verification of the students and grievances are addressed. Their signature is collected before uploading the grades/marks to the University.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://prajyotiniketan.edu.in/uchophee/2024/01/Internal-Committe-Minutes.pdf">http://prajyotiniketan.edu.in/uchophee/2024/01/Internal-Committe-Minutes.pdf</a>

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

The institution has established transparent and efficient mechanisms to address internal and external examination grievances. Two dedicated committees, the CBCSS and Internal Examinations Committee, work in collaboration with the IQAC and College Council to ensure seamless administration. Internal exams are conducted with adherence to university regulations, and the committee ensures timely uploading of consolidated marks to the university website. Answer sheets are promptly evaluated, returned to students, and discussed in class, allowing students ample time for clarifications or revisions.



External exams at the university level are managed by the institution's examination committee, comprising two faculty members. Invigilation is assigned to academic staff, supervised by an external invigilation squad with random checks. Any complaints regarding administration, assessment, or result release are swiftly directed to the University Exams Controller. The institution emphasizes equal evaluation and non-discrimination, encouraging students to utilize available resources for result improvement. Students diligently review their grades and response sheets before the final posting on the university website, ensuring accuracy. Overall, the established committees and processes reflect the institution's commitment to fairness, transparency, and efficiency in handling examination-related matters.

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 collective effort of the stakeholders accentuated by valuable inputs from experts, have gone into the development of the Programme Outcomes and the Course Outcomes of each programme. The University provides the assigned syllabus for each subject. This syllabus has been designed by the board members. This is discussed in the College Council and by the IQAC team. The Principal gives a broad perspective about the syllabi and curricular pattern in the course of the admission process and a follow up is also given on the induction day of the course. A detailed discussion of the syllabus is held by the head of the department and the faculty members of each department, at the beginning of each academic year.

The syllabus and Programme Outcomes of all UG and PG programmes and the Course Outcomes of all individual courses are displayed on 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 and clear their doubts regarding them. The Programme Specific Outcomes and Course Outcomes have been designed to ensure the

holistic development of students by augmenting creative potential.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
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 classroom 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; 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	No File Uploaded
Paste link for Additional information	<a href="http://prajyotiniketan.edu.in/uchophee/2023/12/pos-and-cos-22-23.pdf">http://prajyotiniketan.edu.in/uchophee/2023/12/pos-and-cos-22-23.pdf</a>

### 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

184

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/2023/12/Results-22-23.pdf">http://prajyotiniketan.edu.in/uchophee/2023/12/Results-22-23.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/2023/12/Student-Satisfaction-Survey.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)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
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

0

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	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

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

Prajyoti Niketan College has provided an opportunity for creating a research environment and dissemination of knowledge through various activities. The Research Ethics Committee has conducted seminar series on Publication Ethics, Research misconduct, Plagiarism and Research Matrix in order to enhance awareness on Research culture and Quality enhancement in research. An Innovative programme on Academic Projects was conducted to make the students aware on how to choose their Research projects. Hands on training programme on Machine Learning and 5G Mindset were conducted to equip the students for a 5G world. The competitions and programmes conducted by the college have enhanced Skill development of the students- Entrepreneurial, Leadership, Communication, Creative and Technical Skills. Art and Craft Club conducted an exhibition during NAAC Visit. The students exhibited their arts and craft creations along with homemade soap, hair oil and eatables. The Tinkering Lab at our College supports our students and they learn, experiment and conceptualize different technical themes and concepts. The programmes and camp organised by NSS aim at Social Skill development of the students. Students were given training in Paper Bag making. Journalism students are encouraged to interview celebrities every year. This often turns out to be a great milestone in their lives.

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

4

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>

<b>3.3 - Research Publications and Awards</b>	
<b>3.3.1 - Number of Ph.Ds registered per eligible teacher during the year</b>	
<b>3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year</b>	
2	
<b>File Description</b>	<b>Documents</b>
URL to the research page on HEI website	<a href="https://prajyotiniketan.edu.in/details-of-research-scholars/">https://prajyotiniketan.edu.in/details-of-research-scholars/</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>
<b>3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year</b>	
<b>3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
4	
<b>File Description</b>	<b>Documents</b>
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>
<b>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</b>	
<b>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</b>	
5	

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

Research Scholars are continuously engaged in Community Engagement Extension Activities to the neighbouring student community and public. They recognize the critical importance of addressing mental health issues within our community and schools. In the realm of suicide prevention, we are committed to conducting awareness programs to educate both students and educators on recognizing warning signs, providing support, and creating a stigma-free atmosphere. Our research extends to childhood disorders, emphasizing early identification and intervention. Parenting is a crucial aspect of a child's development, and our research scholars engage in community workshops to empower parents with effective strategies, fostering positive relationships and mental well-being within families. Additionally, we provide counseling services for students, offering a safe space to express their thoughts and emotions. Our initiatives extend to learning disabilities, emphasizing inclusive education and tailored interventions to facilitate optimal learning experiences. Adolescent mental health is a focal point, with programs designed to address the unique challenges faced by this demographic. Our research scholars conducted a relaxation training program designed specifically for the elderly. Day commemorations had helped students to identify the important days and concepts. Flash mobs, rallies and street plays have been conducted to spread awareness on this theme.

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**

0

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**

18

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**

496



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

11

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

4

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.

•A total of 20 classrooms, with sufficient furniture, boards and are connected with public addressing system with Wi-Fi.

- 5 class rooms with interactive boards.
- 4 classrooms with intractive pannels.
- 11class rooms with LCD projectors.

•College has five Auditoriums -with seating capacities of 600, 500,150 , 350 and 400

•One air-conditioned Seminar Hall with a seating capacity of 200.

•There are a total of 5 A/C Labs

Separate parking area for staff, students and public.

A well equipped recording studio with Imax system.

CCTV surveillane with 42 cameras.

•Staff rooms and Research Room with computer, research supporting software scanner, printer etc.

•Network Resource Centre with 10 computers.

•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 .

•More than 300 species of plants are growing in the campus for maintaining a pleasant oxygen rich campus.

- For maintaining 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 .
  - 30 KW diesel generator
  - 40 KW UPS
  - The college has its own transformer.

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 600 for performing and participating in various arts and cultural programmes.
- A small auditorium for departmental/class wise cultural programmes.
- An open stage/auditoriumwith a seating capacity of 500 to perform different art forms if the 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 10,000 to perform mega events.
- An open air section-cum-basketball court to perform various arts and ice breaking sessions.
- The main yard is arranged in such a way to perform flash mob, carol fest, Santa Claus dance, Maveli Fest, musical band, exhibitions, various celebrations etc.

- Sports ground spread over 1 acre
- An indoor court for badminton is arranged in the 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.
- The Health Club is well equipped with a Multi Gym.
- A meditation centre is maintained for yoga.

An auditorium with 750 capacity on the top floor

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.

26

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

35.59

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)

Name of the ILMS software : Senayan Library Management System (SLiMS) Nature of automation : Partially Server Version : 9.0 Year of automation : 2020 The Library had automated its housekeeping activities using SLiMS software. 10 computers with internet connectivity and 2 printers are made available. The college library building has a total seating capacity of 82. The library collection includes 17368 books, 10 Journals, 13 Magazines and newspapers. Features of SLiMS ? Free and Open source Library Management Software ? It support all types of digital contents or files (PDF, RTF, DOC,XLS, PPT etc) ? Bibliographic/Catalogue database management with book cover image support ? Serial publication control ? Document items management with barcode support ? Circulation module support with loan, return, renewal and reservation facility ? Membership management ? Stocktaking module to help stocktaking process in the library ? Reporting and Statistics ? Database backup utility Library Services ? Reference Service ? New Arrivals Display ? Network Resource Center ? Reading room facility ? Research Scholars Area ? User Awareness programs ? Book Bank Facility

? Photocopy Facility ? Web OPAC ? INFLIBNET-NLIST (6000+e-journals &1,99,500+e-books) ? Plagiarism Checking Service ? Question Paper Archive ? Article Request ? NDLI Club member

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

**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**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	No File Uploaded
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)**

**1.1**

File Description	Documents
Any additional information	No File Uploaded
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**

**105**

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

The college makes it a point to regularly update its IT facilities including Wi-Fi. In 2020, internet connection was updated with 100 Mbps speed. An additional 100 Mbps connection was also started for centralized Wi-Fi in the psychology block. In 2021, another Wi-Fi with 100 Mbps connectivity was provided in the ladies hostel. An additional internet connection of 50 Mbps was initiated in the College exclusively for the Office. These updated facilities are still use in the campus. All class rooms are WiFi enabled.

Today the college has 102Computers for staff and students.

Prajyoti Youtube Channel was initiated during the pandemic to make teaching-learning more accessible.

We maintain an Official College Website.

The college has two computer labs, one innovation lab and ann NRC for students.

Learning management software 'Embase' , is used to record students attendance, internal marks, fees etc

A recording studio was initiated in 2021 with MAC based licensed softwares (Steinberg original studio software and imovie) for editing videos.

The Operating Systems used were Windows, Ubuntu and Linux.

The college Library isautomated with SLiMS.

The students can search library resources using OPAC (Online Public Access Catalogue) remotely.

We have a subscription of N-LIST to provide access to electronics resources to students and faculties.

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

**4.3.2 - Number of Computers**

102

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. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
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)**

26.34

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 policy is implemented through Strategic and Annual Academic Planning conducted in the departments and in IQAC. Respective departments submit departmental requirements to IQAC. After discussion and as per needs, IQAC forwards it to Principal and College Purchase Committee. On receiving approval, execution is made.

Some of the procedures and policies are:

1. Upgrade the IT infrastructure regularly to meet the teaching - learning requirements.
2. Learning resources, curriculum, session plan, class time table, recorded lectures, assignments, assessment, student feedback etc. can be made available online for enhancing the teaching-learning experience.
3. Providing more facilities to Mental Health Clinic, Computer Lab, Language Lab, Electronics Lab and Psychology Lab etc. for providing hands on experience to the students.
4. To facilitate library serves as workspace for students to do research and reference.
5. To provide excellent sports facilities and opportunities to students for regular work-out.
6. To establish a dedicated maintenance department responsible for carrying out the duties like the maintenance of buildings, class rooms, laboratories, hostels, cafeterias, sports facilities, utilities, lawns etc.
7. To equip with full-fledged audiovisual system in college auditorium and to maintain it as the stage for numerous important programmes throughout the year.

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

STUDENT SUPPORT AND PROGRESSION	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
387	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
12	
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>
<b>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</b>	<b>A. All of the above</b>

hygiene) ICT/computing skills	
File Description	Documents
Link to Institutional website	<a href="https://prajyotiniketan.edu.in/uchophee/2024/02/5.1.3-updated.pdf">https://prajyotiniketan.edu.in/uchophee/2024/02/5.1.3-updated.pdf</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
152	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
152	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>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</b>	<b>A. All of the above</b>

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

17

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

59

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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**

4

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.**

8

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 organizes all co-curricular and extra-curricular**

activities in the College. The Council has a Eleven-member executive Committee led by the Chairman. The Union Council organizes the major events viz. Fine Arts Day and Sports Day under the leadership of the Fine Arts Secretary and General Captain respectively. The College union Council for the Academic year 2022-23- was elected to the office on 03/10/2022. The union council under the Chairmanship of Renjith C Menon, has organised a number of programmes such as College union Inauguration, Fine Arts Day, Sports Day, Teachers' Day, Ethnic Day, Founder's Day, College Day etc. in the college. A student representation is strictly ensured in each departmental student grievance committee. 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 organizing many which helped the students grow particularly in their extra- curricular activities.

File Description	Documents
Paste link for additional information	<a href="https://prajyotiniketan.edu.in/college-union/">https://prajyotiniketan.edu.in/college-union/</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**

9

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 22nd Annual Alumni Meet, PRANA Alumni association Prajyoti Niketan College, Pudukad was held on 8th October 2022 at 2 PM in the college auditorium. The programme started off with a prayer, followed by a welcome speech by Dr. Mary Paul, the Convener. Dr. Simi Varghese, the Vice Principal delivered the presidential address. The was inaugurated by Rev. Fr. Dr. Harshajan Pazhayattil, Founder Manager and director. MS Sreekala, presented the report and Dr. Soumya Starlet C T, Treasurer presented the accounts. The following members were elected the new office bearers. Vice President- MS. Sreekala, Secretary -Mr. Paul Thattil, Join Secretary -Anjana, Treasurer- Dr. Soumya Starlet CT, Coordinator- Dr. Mary Paul, Internal Auditor - Mr. Antonies, Executive members- Sujith, Sudheesh, Sreenath Menon, Chitra, Lijo. Non-teaching Retiring staffs Mrs Thankamani, Mr. Anto ML, and Mr. Jose were specially honored by Alumni members. Nanma scholarships was announced. There are 4 students from different departments, who are recommended by respective HODs for the scholarship. There is a collective amount of Rs. 26,500 to be given as scholarship. RS 4,08094 is the total income in the Alumni account for the academic year 2022-23. The meeting ended with a vote of thanks by Mrs. Chitra Hanson.

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

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**      **B. 4 Lakhs - 5Lakhs**

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 Wholeness for, 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.

#### MOTTO

“Prajyotirgamaya”: Lead us towards the fullness of Light to attain wholeness of life, Through enlightenment, determination, courage and creativity.

Prajyoti Niketan College redefines education, prioritizing holistic development under divine guidance. Emphasizing love, simplicity, and values, it fosters respect for human dignity, forgiveness, and interconnectedness. The college instills a commitment to nature and universal love, viewing relationships



as inseparable in love. Encouraging self-sacrifice for the greater good, it aims to cultivate individuals who experience their own greatness and divineness, forming the basis for excellence in life. Prajyoti Niketan College intertwines academic, spiritual, and moral dimensions, shaping well-rounded individuals within a nurturing and values-driven educational environment.

File Description	Documents
Paste link for additional information	<a href="https://prajyotiniketan.edu.in/vision-mission-motto/">https://prajyotiniketan.edu.in/vision-mission-motto/</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.

Prajyoti Niketan College's vision embraces participative management as a crucial element, creating a space that allows for collective growth without impeding individual development. The essence of decentralization lies in providing exposure to each individual within the institution. The institution's vision and mission underscore the indispensable role of active participation at every level of governance and management. Students, parents, and staff are invited to contribute to decision-making through committees established for decision formulation, execution, and evaluation at various levels. The managerial responsibilities are distributed between the Manager, members of the Governing Body, Principal, and Office Superintendent, overseeing academic and non-academic events. Academic affairs fall under the purview of the College Council, while IQAC monitors overall college activities. Departmental meetings, led by Heads of Departments and teachers, make decisions on specific matters. Student representatives elected by each class coordinate with class teachers, forming the Students Union responsible for extracurricular activities. The PTA and PTWA, involving parents, regularly convene to assess both academic and non-academic aspects. The Admission Committee and University Exam Cell, operating independently, manage admission procedures and university examinations, respectively. Through participative management, the institution successfully decentralizes its operations, embracing the true essence of

success .

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

## 6.2 - Strategy Development and Deployment

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

In the academic year 2022-23, Prajyoti Niketan College, Pudukad, demonstrated its commitment to academic excellence through a strategic perspective plan. Some of the institutional strategic plan effectively deployed as part of the Statutory implementation and quality improvements for the betterment of the college.

Aligning with University of Calicut guidelines, the college seamlessly implemented a Bar Code System of Examination for postgraduate students, enhancing assessment efficiency. In a philanthropic endeavor, the installation of Oxygen Concentrators on campus, in collaboration with the Red Cross, addressed the community's needs.

Educational infrastructure received a significant upgrade with the introduction of smart boards in classrooms, providing dynamic learning experiences. State-of-the-art facilities, including a Multi Media Studio, renovated IQAC Room, Disabled Ramp, and College Canteen, showcased the institution's commitment to modernity. Embracing Indian culture, the construction of the Hall of Fame highlighted the contributions of eminent personalities, adding a cultural dimension to the campus.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://prajyotiniketan.edu.in/u chophee/2024/02/6.2.1-Plan-and-Deployment.pdf">http://prajyotiniketan.edu.in/u chophee/2024/02/6.2.1-Plan-and-Deployment.pdf</a>
Upload any additional information	No File Uploaded

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 institution's decision-making process is orchestrated by the Founder Manager and the Governing Body, with the Principal serving as a crucial link between the Manager and Staff for effective implementation. Oversight of progress lies with the IQAC, while faculty appointments adhere to UGC and State Government norms under the Manager's authority. Staff promotions, routed through the Principal and IQAC consultation, are ultimately approved by the Manager. The College Council, integral to major decisions, collaborates with the IQAC to ensure seamless operations. The institution follows established policies overseen by various Committees. Quality policy initiatives align with the perspective plan for comprehensive staff and student development.

To facilitate governance, dedicated domain IDs manage various aspects like Communication, Leave, Internal Assessment, and more. The College Council approves major decisions, fostering collaboration with the IQAC for smooth functioning. The institution employs specific software for streamlined operations, including accounting software (Embase) for financial management and SPARK for Payroll and Staff Management. UGC grants are processed through PFMS. This holistic approach reflects the institution's commitment to governance efficiency and quality initiatives in line with its perspective plan.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://prajyotiniketan.edu.in/uchophee/2022/10/6.2.2-Organogram.pdf">https://prajyotiniketan.edu.in/uchophee/2022/10/6.2.2-Organogram.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 inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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 in accordance with the Kerala Service Rules (KSR). 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 institution includes; interest free loan for Staff, staff tour sponsored by the Manager every year, visit to home of retiring staff and memorable fair well has arranged to retiring staff, preference for admission is given to children of staff for various Programmes under Management quota, canteen facility and a separate enclosure for staff is provided, gym facility is provided to staff and a separate timing is scheduled for staff and students, festival kits provided to staff by the management on Christmas occasion, Prajyoti Clinic provides counselling facilities to the staff to cope with personal and official stress. No objection is also given for all faculty to pursue research.

File Description	Documents
Paste link for additional information	<a href="http://prajyotiniketan.edu.in/u chophee/2024/01/Staff-welfare-measures.pdf">http://prajyotiniketan.edu.in/u chophee/2024/01/Staff-welfare-measures.pdf</a>
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**

0

File Description	Documents
Upload any additional information	No File Uploaded
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**

0

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	No File Uploaded
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**

<b>year</b>	
8	
File Description	Documents
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	
<p>The performance of each faculty is evaluated by the students in the prescribed format and the principal guides the staff based on the appraisal to improve the performance of teaching staff and interaction with the students. The promotion of faculty is based on the UGC regulations and university rules/guidelines. Each staff has to submit Annual Performance Assessment Reports (APAR) to the principal through IQAC at the end of each year for evaluation. APAR comprises teaching and learning related activities, involvement in administrative responsibilities, university/college student related activities, examination &amp; evaluation duties, student related co-curricular, extension and field-based activities, research activities etc. This is again evaluated and verified by the panel of examiners including subject experts and VC's nominee and they recommend for faculty promotion. The performance of Ministerial Staff was also assessed and forwarded to Principal through Superintendent and take further steps to improve the quality of work after discussions in the college council and with the staff in staff meetings.</p>	

File Description	Documents
Paste link for additional information	<a href="http://prajyotiniketan.edu.in/u chophee/2024/02/6.3.5-APAR-Format.pdf">http://prajyotiniketan.edu.in/u chophee/2024/02/6.3.5-APAR-Format.pdf</a>
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 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 conducts the internal audit of the institution 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)

4.08

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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. For the funds by the RUSA, the Plans and estimates are prepared by qualified engineers and scrutinized by the concerned authorities at the required times. The Purchase Committee of the college is vested with the responsibility for the payments. The Alumni association is also an important agency for the fund mobilization and had contributed for the infrastructure development during the year 2022 - 2023. 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 been instrumental in conducting various programmes and activities for enhancing and promoting quality sustenance. Five members of the faculty have attended various Faculty Development Programmes on Outcome Based Education and Short Term Courses on implementation of National Education Policy 2020 offered by IGNOU during 2022-23. Bridge Courses and Certificate Courses have already been introduced to impart knowledge to the students apart from their chosen course of study. Awareness programmes on core themes like Gender Equity, Intellectual Property Rights, Research Methodology, Entrepreneurship etc have been conducted to keep the students updated and informed. IQAC has also mooted the signing of various MOU's with prestigious institutions and organisations which has boosted mutual sharing of resources and equipped our students with proper industry experience. Such institutions provide internship to our students. IQAC had also embarked on various collaborations and linkages with other institutions. Several extension and outreach programmes have also been initiated. As part of the Best Practices, almost all departments engage in community service in Pudukad Grama Panchayath and outside. Exhibitions, food fests etc are also conducted annually to nurture the entrepreneurial and creative skills of the students. Green initiatives of the departments also nurture environmental values in the minds of students. Various capacity building programmes have also been conducted by the departments and clubs to inculcate various skills like soft skills, computational skills, culinary skills and entrepreneurial skills among students.

File Description	Documents
Paste link for additional information	<a href="http://prajyotiniketan.edu.in/uchophee/2024/02/6.5.1-MOUs-1.pdf">http://prajyotiniketan.edu.in/uchophee/2024/02/6.5.1-MOUs-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. IQAC has implemented Teachers Diary since this academic year (2022-23) to review Teaching - Learning process is effectively accomplished throughout. The academic progress of the student is regularly monitored by the teachers under the leadership of the class teacher. For this purpose, CBCSS Committee (Internal Exam Cell) conducts Internal assessment of the students for every semester periodically. After each internal assessment, IQAC takes special note of the overall Internal Assessment Scores and suggest various methodologies like Tutorial sessions, Peer Teaching and Remedial Coaching is also suggested for the encouragement of the students in the next internal assessment as well as university examination. Furthermore, for some semesters students are provided bridge courses (10 hours) in the beginning of that a semester to equip themselves with the new and tough subjects as it serves as a morale booster for the students to be steady with their syllabi. IQAC also promotes the institution to organize Skill Development Programmes and make suggestions to conduct departmental programmes for both teachers and students such as Seminars, Workshops, Conference, Certificate courses, etc..

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="https://prajyotiniketan.edu.in/minutes-reports/">https://prajyotiniketan.edu.in/minutes-reports/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
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

The college provides facilities which help to nurture students towards empowerment and gender sensitivity, thereby inculcating self realization leading to integrity towards the family and society. Universal values and ethics are incorporated into the lectures and special programmes organized in connection with gender sensitivity. Gender Equity and Sensitization principles, Cyber Security awareness, etc imparted by expert resources from various spectrum of the society through lectures, workshops and seminars.

Facilities provided by the college are:

#### 1. Safety and Security Measures:

\* Security Personnel to ensure the safety and security of students at the entrance gate.

CCTV cameras are placed at the entrance of college.

Internal Compliance Committee and Grievance Redressal Cell for addressing the grievances of its stakeholders to ensure gender equity and justice for both the sexes.

Committee against Sexual Harassment has been constituted with the provisions of the Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redress) Act, 2013.

Ethics Committee and Committee against Ragging have been constituted as per the order of Supreme Court of India and subsequent notification from UGC.

The college has a well-functioning Women's Cell.

Hostel facilities :There are two hostels for girl students' functioning inside the campus.

File Description	Documents
Annual gender sensitization action plan	<a href="http://prajyotiniketan.edu.in/u chophee/2024/02/7.1.1_GEAP1.pdf">http://prajyotiniketan.edu.in/u chophee/2024/02/7.1.1_GEAP1.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://prajyotiniketan.edu.in/u chophee/2024/02/7.1.1-IIInd.pdf">http://prajyotiniketan.edu.in/u chophee/2024/02/7.1.1-IIInd.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**

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

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 year's 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 Trash 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, Chalakudy as part of E Waste management. **OTHERS:** Incinerators are placed in each of the buildings for the destruction 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**

A. Any 4 or all 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**

A. Any 4 or All 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	No File Uploaded

### 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**

A. Any 4 or all 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, Onam Celebrations, Christmas Celebrations at College and Kallichithra Tribal Colony, Chimmuni Dam, Fine Arts Festival, Film Club Activities, Literary Society for Linguistic Harmony, Arts and Crafts Club Activities, Food Fest, Dance and Music Club Activities are institutional efforts to enhance linguistic and cultural harmony among staff and students.

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

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 syllabi of UG first year students to make them responsible citizens and to sensitize them to the constitutional obligations. Students circulated pamphlets on Constitutional Rights and Duties tNational Service Scheme units 85 & 183 in association with the English Department and IQAC celebrated Constitutional Day with various programmes this year. Students and teachers also took oath on imprtaant dyas, read preamble of the constitution on Constitution day 26th November 2023. NSS volunteers conducted essay writing competitions, poster making competitions, quiz competitions and video presentations related to the theme. In the year 2022-23, several activities were carried out under the auspicious of the Election Literacy club during the year. A training workshop on Linking Adhar with Voters Id in association with Kodakara Block Panchayat was held on 19/09/2022 A visit to Legislative Assembly Kerala held on 12/01/2023 in association with the College Union. National Voters Day was celebrated on 25 th January 2022, with several programmes. A talk on Social Justice and Democracy and acampaign for Enrollment Voters Register was conducted

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://prajyotiniketan.edu.in/uchophee/2024/01/Criterion-7.1.9.pdf">http://prajyotiniketan.edu.in/uchophee/2024/01/Criterion-7.1.9.pdf</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed**

**B. Any 3 of the above**



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

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	No File Uploaded

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 2022-23 also saw the commemoration of many special days by the student and teaching community of the college. The days commemorated were: International Yoga Day, International Anti -Drug Day, World Nature Conservation Day, Independence Day, World Suicide Prevention Day, World Peace Day, Gandhi Jayathi, National Mentoring Day, 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, CollegeDay, 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>
Any other relevant information	No File Uploaded

## 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

The college gives utmost priority to social commitment of the students to mould them as responsible citizens. 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. Prajyoti Clinic with clinical psychologists certified under Rehabilitation Council of India (RCI) conduct suicide prevention classes and mental health campaigns in nearby community.

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

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 and Miyawaki forest . 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.

File Description	Documents
Best practices in the Institutional website	<a href="http://prajyotiniketan.edu.in/uchophee/2024/01/Best-Practices-2022-23.pdf">http://prajyotiniketan.edu.in/uchophee/2024/01/Best-Practices-2022-23.pdf</a>
Any other relevant information	Nil

### 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. Holistic Development envisioned by the management is the uniqueness of the college. 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 noteworthy. 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	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

We plan to invite great literary figures, scientists, successful businessmen and great CEOs to hobnob with our fraternity. It has been decided to avail research grants from bodies like ICSSR, UGC-MHRD, Ministry of Information and Broadcasting etc. We have also initiated steps to start a Research Centre in the Dept of Computer Science. It has been planned to conduct more programmes on Research Methodology, Intellectual Property Rights, Entrepreneurship, Gender Equity, NEP:Trends in Education, Waste Management and Energy/Environment Conservation. We have planed to invite Recruitment Companies to conduct on campus recruitments. We decided to improve the results of BA, BSc and BCom Programmes andstartadditional Programmes in BSc Psychology and BCom. It is decided to set Jeevani Centre, a clinic for counselling It has been planned to start Karatte classes for both Teaching staff and students.The construction of an open gymnasium, a radio station and a media lab will also be completed.We have decided to make our Multi-media Studio fully functional.We are planning to have more MoU's, Collaborations and Linkages with reputed institutions. It is decided to enhance Outreach, Extension and Community Projects. We are planning for more wheel chairs, ramps/sloping floors and scribes for our differently-abled students.