



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	PAYYANUR COLLEGE
Name of the head of the Institution	Dr SREENIVAS P C
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0497-2805521
Mobile no.	9497653521
Registered Email	payyanurcollege@rediffmail.com
Alternate Email	payyanurcollegepayyanur@gmail.com
Address	PAYYANUR COLLEGE, PAYYANUR, EDAT POST
City/Town	PAYYANUR
State/UT	Kerala
Pincode	670327
2. Institutional Status	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr SANTHOSH V M
Phone no/Alternate Phone no.	04972805121
Mobile no.	9446423169
Registered Email	santhupnr@gmail.com
Alternate Email	payyanurcollegepayyanur@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.payyanurcollege.ac.in/AQAR201718.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://www.payyanurcollege.ac.in/Academic-Calendar/Academic-Calendar-2019-20.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	A	8.52	2007	31-Mar-2007	30-Mar-2012
2	B+	2.59	2018	02-Nov-2018	01-Nov-2023

6. Date of Establishment of IQAC	20-Jun-2007
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

NAAC re-accreditation orientation seminar	04-Jul-2018 1	63
Workshop on Disaster Management in association with Kerala Fire & Rescue Services, Payyanur Station	23-Feb-2019 1	184
Computer training to office staff (MS Word & Excel)	06-May-2019 6	12
Soft Skill Development Programme for final year UG and PG students	13-May-2019 6	10
Class on Service Rules and Office Procedure for non-teaching staff	17-May-2019 1	20
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

6

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

NAAC Re-accreditation

Workshop on Disaster Management in association with Kerala Fire & Rescue Services, Payyanur Station

Soft Skill Development Programme for final year UG and PG students

Class on Service Rules and Office Procedure for non-teaching staff

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Board of Management	09-Jan-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

17-Sep-2018

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

27-Feb-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The college is using the MeshiLogic Online TCS software (version 1.0.0.1) for its operations. The entire operations are not done through this software as there are specific mandatory softwares introduced by the government and university for operations such as student admission, govt. scholarships, fee concessions,

staff pay management, staff PF management etc. The cloudbased software purchased by the college is used for the following areas of operation and has the following key features:

- Academic Management o Institution, Streams, Courses, Class, Batch Academic Year Settings o Classes and Semesters settings to set up start date and end date of each programmes or semesters, Attendance blocking facility for individual classes till specified dates
- Student Management o Student details entry at the time of admission with option for mandatory fields o Upload student photo o Search for student details with admn. no, name etc o Student roll number generation with option for different sort orders o Promotion of students o Shifting of students to different courses o View/change status of students like active, TC issued etc. o TC Issue o Import student data using excel formats
- Faculty Details o Staff access to concerned classes o Paper settings for teaching faculty Customized Certificates o Transfer certificate, course conduct certificates o Other customized certificates upon request
- Reports o Student details report having option to set columns dynamically o Nominal rolls categorized nominal rolls o Student wise record (Profiles) o Address slips o Promotions list o TC register o Teacher/staff profile o Hours engaged report Attendance o Various types of attendance entries o Attendance entry from teacher login for paperwise class attendance entry o Attendance entry from Admin/HoD/Tutor login for special occasions with option to update paperwise class attendance entry o Absentees only entry option o Student wise attendance entry for selected months o Block attendance entry for a class till specified date o Attendance calculation based on college calendar working days or calendar days o Setting regular class on holidays and vice versa o Duty Leave entry for students involvement in official activities Reports o Studentwise daily and monthly reports o Studentwise attendance percentage for a given period o Attendance shortage list/irregular student list o Consolidated paperwise attendance register o

Unmarked staff list /unmarked hours
Time Table o Day and period settings o
Subjects grouping for time table o
Manual time table entry o Holiday
adjustment o General time table o Work
adjustment for staff on leave with
attendance entry option for the
adjusted staff in their portals Library
Management o Issue and return o
Catalogue searching o Remote catalogue
searching Android Mobile Apps for
Teachers o Mark attendance and
assessment details of students o Work
Adjustment requests and acceptance o
Social media like message posting o
Individual and group messaging,
facility to group discussions o View
student details (Student Record) of
concerned students o Principal dash
board with various facilities

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Payyanur College, being an affiliated college, is bound to follow the curriculum framed by its affiliating university, Kannur University. Hence, the academic flexibility with respect to curriculum is limited to ensuring well-planned curriculum delivery and documentation of the same. The college has been resorting to the following measures in this direction: 1. The availability of stipulated number of hours for a course through regular classes with special classes added to, if needed, is ensured. 2. Department-level meeting for proportional distribution of the modules of courses in each semester is conducted and the schedule and venue are intimated to the students on the first day itself through a Master Time Table. 3. The knowledge deficit of the learners is measured through one-to-one interaction in the initial days and short-term Bridge Courses are conducted to fill the gap. 4. The Faculty prepare lesson plans/lecture schema. The principal and the head monitor the TLE process. 5. Judicious use of teaching aids and models, providing the information about reference materials, giving the list of must-read books and further reading materials along with some multi-media student-empowering sessions (ICT) are resorted to for better transaction. 6. Availability of the teachers for one hour more after the class time is ensured on all days to satisfy the academic needs of the students. Teacher presence is ensured for longer time during pre-examination working days. 7. Peer student teaching sessions, study groups, remedial coaching, exhibitions, tutorial sessions, alumni interactions, blogs and video production opportunities for students etc are also arranged for ensuring effective curriculum delivery. 8. Availability of required books and journals, including e-journals, is ensured through the college central library and department libraries. 9. Special care is taken to teach the methodology of preparation of projects, assignments, and seminars to promote application skills, experiential learning, and research aptitude. 10. Exceptional projects and assignments are preserved in the departments as models for the coming students. 11. All the documents, such as module distribution,

teaching plan, question papers, mark lists, audio-visual aids etc, pertaining to the TLE process are preserved in the department in specific files as part of documentation.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Advertisement Salesmanship	NIL	03/09/2018	15	For developing the skill of advertising and sale among students.	For developing the skill of advertising and sale among students.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	00	31/05/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	30	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	PHYSICS	12
MSc	CHEMISTRY	13
BSc	BOTANY	34
BSc	ZOOLOGY	35
BA	ECONOMICS	51
BA	POLITICAL SCIENCE	50
BA	HISTORY	45
BCom	COMMERCE	59

BBA	BUSINESS ADMINISTRATION	30
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

<p>Feedback Obtained</p> <p>The college has been taking structured feedbacks on curriculum from various stake holders such as students, teachers, alumni, and parents. Data is collected through survey mode using a questionnaire and stratified random sampling is employed for data collection, ensuring due representation of all departments. The data thus collected is analysed using count and percentage analysis. The findings of the survey are discussed in details by the departments as well as by the IQAC and the major findings that call for special attention during the next round of curriculum planning by the university are brought to the notice of the members on various Boards of Studies of Kannur University from our college. (Ours being an affiliated college, curriculum planning is the prerogative of the university). These members take the matter to the attention of all concerned during the curriculum revision. The findings are also brought to the attention of the authorities concerned during various academic programmes at the university. The survey covers the following aspects of the curriculum and syllabus: Students Contemporary relevance of courses and course content Inclusion of latest developments in the subject Depth of coverage of course content Extent of coverage of course content Orientation to higher studies Practical orientation Opportunities for the promotion of life skills and employability skills Opportunities for the promotion of critical, analytical and creative thinking skills Value orientation Suitability to the intellectual level of the students Integration to what the students have learned upto plus two Effectiveness in enriching the knowledge base of the students Effectiveness of evaluation system (internal and external) Effectiveness in equipping the students to take up the challenges of future Overall rating of the programme and syllabus Teachers, Alumni Parents Contemporary relevance Depth and extend of coverage Orientation to higher study Practical orientation Promotion of life skill and employment Promotion of critical, analytical and creative thinking Value orientation Suitability to the level of the learners Effectiveness in bringing positive change Overall rating of the programme</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1722	102	35	0	28

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
63	63	4	16	3	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college follows a Tutorial-cum-Mentoring System intended at the all-round development of the personality of the students. Each student is allotted to a mentor/tutor who takes care of the student's academic and personal growth. As per the usual practice, in the beginning of the academic year each department convenes a meeting of its members and allots students to individual mentor/tutor belonging to the department. Usually, in the case of departments having lesser number of teachers, one whole class is allotted to a single teacher. Hence, a single mentor/tutor will have to take care of 50-60 mentees. This is a really a stumbling block in the effective implementation of the programme. However, this issue is tackled by finding additional time for interaction with the mentees. In the case of departments with relatively higher number of teachers, normally 15-20 students are allotted to a mentor/tutor. Every week, on a particular day, as decided by the department, the mentor/tutor sits with the mentees and together they carry out activities to empower the students academically and personally. The activities are chalked out jointly by the mentor/tutor and the mentees. Soft skills development is given much priority in such sessions. The sessions are conducted after the regular working hours of the college and they last usually for an hour or more. Sometimes additional sessions are conducted as per the suggestions from the mentees. The academic progress and extra-curricular achievements of the students are recorded in the common format prepared by the same by the college. In the class PTA meetings this data is used to discuss with the parents the progress of the students since s/he joined the college. The mentor/tutor also conducts one-to-one interactive sessions with the mentees whenever necessary and act as a guardian of the mentee on the campus. These sessions are found out to be very effective in solving the psychological issues confronted by the mentees. Whenever expert advice is needed, the mentees are directed to contact a counsellor. Also, proper guidance is given by the mentor/tutor in career planning, participation in extra-curricular activities etc. The system is proved to be a very effective student support measure adopted by the college and has been well rated by the students in the exit student feedback.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1824	63	1 : 34.5

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
72	63	9	0	30

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr Ratheesh Narayanan M.K.	Assistant Professor	Social Commitment Award by JCI

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	BSc	6th	11/03/2019	30/04/2019
BA	BA	6th	12/03/2019	30/04/2019
BCom	BCom	6th	12/03/2019	30/04/2019
BBA	BBA	6th	12/03/2019	30/04/2019
MSc	MSc	4th	25/03/2019	30/04/2019
MA	MA	4th	26/03/2019	30/04/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Since the college is an affiliated college, it is bound to follow the pattern of Continuous Internal Evaluation (CIE) prescribed by the parent university. The CIE covers 10 marks out of 50 (20) distributed over four components in the order of Written tests (5 out of 10), Assignment (1.5 out of 10), Seminar or Viva (1out of 10) and Attendance (2.5 out of 10) for theory courses. In the case of practical courses, the four components and division of marks are done in this way: Record (25), lab involvement (25), model exam (25) and attendance (25). Two internal assessment tests are conducted centrally by the institution and the average is taken. Assignment topics and the dates for submission are announced to students sufficiently earlier and the scripts are returned after evaluation with due comments. Seminar topics are either listed or directions given in the syllabus itself for each course in the case of all programmes. Regarding attendance, university regulations prescribe 75 attendance as the required minimum for a student to register for examination. Condonation of 12 days each upon the submission of valid documents in two different semesters during the course of study will be allowed by the university. Marks for the attendance component are awarded according to this pattern set by the university: 2.5 for 90 above, 2.0 for 85-89, 1.5 for 80-84, and 1.0 for 75-79 attendance. Students without the 75 attendance will have to repeat the semester. Affiliated colleges hardly have the authority to reform the university norms regarding CIE and so the institution follows the dictates of the university strictly. However, measures for uniformity in the conduct of the internal examinations are devised and implemented. A duly-constituted committee conducts the examinations every year. The drafting and printing of the question papers and the preparation of the schedule of the examination are supervised by the committee.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college prepares an academic calendar in tune with the academic-cum-examination calendar published by the university. The university calendar provides a wide framework for the general functioning of the college. It mentions the number of working days in each month from June to March. The calendar also marks the weeks for internal examinations along with the week for publication and submission of results to the university. It will not be possible always to adhere to this calendar fully and completely, though efforts are taken to conform. Due to unforeseen reasons, the institution may have to bring about changes in the schedule given by the university. Moreover, the university academic calendar is not released before the academic year commences, which compels the college to modify its own academic calendar mid way in the odd semester. In the case of the two internal examinations for CIE, the college chooses dates depending upon the phased completion of portions and announcement of the dates of university end-semester examinations. The Internal Examination committee advises the departments in these matters and on particular grounds the departments are allowed to choose dates within a certain period for the first internals. This is done not to disturb the first semester classes that commence later only. The second internals are conducted centrally. First semester internals are conducted separately since their classes start later. One or two weeks shift in the schedule past the proposed date may also occur sometimes due to unforeseen reasons. Keeping conformity to the schedule in the even semesters is a very tough task as College Students' Union activities, University Fine Arts Festival, co-curricular activities and NSS and NCC camps also needs to be given deserving time slots. The institution manages to function satisfactorily by working on selected Saturdays and holidays besides making use of morning and evening hours before and after the regular college class time. Due space is given in the College Academic Calendar for co-curricular activities like seminars, educational exhibitions, observation of days of national/international importance, sports and cultural activities etc.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.payyanurcollege.ac.in/departments>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.payyanurcollege.ac.in/feedback.html>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	548	UGC	1.85	0.3
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
00	00	31/05/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Mathematics	1
English	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Political Science	2
English	4
Malayalam	11
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	9	47	30	0
Presented papers	10	40	16	0
Resource persons	0	14	12	113
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
00	00	00	00
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
8000000	8274611

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
MeshiLogic Book Magic	Partially	4.0	2006

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under

Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	97	3	70	2	1	9	16	20	1
Added	0	0	0	0	0	0	0	0	0
Total	97	3	70	2	1	9	16	20	1

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	0	4000000	4105586

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

General Maintenance: Payyanur College is a Govt-Aided College and the Board of Management is the owner of the land and the infrastructure. So the maintenance of the institutional infrastructure is the responsibility of the college management. State government financial allocation for maintenance is a small amount (Rs 6000/- per annum) and the release of the payment is pending for more than a decade. The Board of Management has budgetary provisions for the systematic and timely maintenance of the infrastructure. The contribution of the Parent Teachers Association is also significant in keeping the infrastructure in good condition. PTA usually pays for emergency maintenance work in a small scale. The college has systems and procedures to monitor the optimal utilization of infrastructure, facilities and equipment. Purchase register and Stock register are maintained by each department for laboratories and library. Physical Education department also keeps such registers. Annual stock verification of properties is done by appointed committees and the report is submitted to the principal. Campus beautification committee works to keep up the ambience of the campus. NSS and NCC units are keen to maintain the

cleanliness of the campus. The Board of Management engages two sweepers to clean the classrooms, office, labs and library. A night watchman is also employed by the management. Maintenance of the Library Maintenance of the library involves keeping the collection of books intact on the one hand and also ensuring the return of books safe and sound. Books are protected from book-worms, moisture, dust and heat. Measures for protection like dusting frequently, rebinding old and damaged books are also done at specific intervals. Often the library supporting staff mends the torn, soiled and dog-eared pages besides fixing loose pages resulting from careless handling of books. Checking that the books are returned without damage after reading is ensured by the staff. Maintenance of Laboratories The laboratories of the science departments are maintained by the respective laboratory attenders. The sweepers of the college also give due support in the cleaning process. Maintenance of the Sports and Games Facilities Playground and court maintenance is a highly sophisticated process nowadays. Volleyball courts need mending frequently by pressing the ground with a roller. Under the supervision of the faculty and the coaches, sports persons of the college do it voluntarily works requiring technical expertise are outsourced. College Garden Maintenance: College garden maintenance like pruning is done twice or thrice a year and pruning experts are hired for that work. Manuring is also done two times a year. The management and the PTA spend money for it and the campus beautification committee oversees these works. Regular irrigation is done by the attenders, watchman, and the NSS volunteers. Solar Power Generation System: The college has installed 21.5 KV solar panels and for optimal production the panels are washed clean every week. Other kinds of maintenance are done by the service providers, Team Sustain. Web link of amenities available in the college web site: <http://www.payyanurcollege.ac.in/amenities/>

<http://www.payyanurcollege.ac.in/amenities/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Alumni Endowment	51	500000
Financial Support from Other Sources			
a) National	Govt Scholarships	220	2751300
b) International	0	0	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Workshop on Disaster Management	23/02/2019	184	IQAC and Kerala Fire Rescue Services, Payyanur Station
Soft Skill Development Programme for final year UG and PG	13/05/2019	10	IQAC and Department of English

students			
Bridge Course	02/07/2018	540	All Departments
Language Lab for ASAP	04/06/2018	60	ASAP Project, Govt. of Kerala
Yoga	21/06/2018	170	NCC NSS
Personal Counselling	04/06/2018	210	Counselling Cell
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Campus Placement Drive by HDFC Life Insurance	0	0	0	0
2018	Seminar on Next Generation Accounting and Book Keeping	0	120	0	0
2018	Civil Service Orientation Programme	0	6	0	0
2019	Seminar on Career Opportunities in Foreign Countries	0	82	0	0
2019	Interaction with the District Collector, Mr Mir Muhammed Ali, IAS	0	31	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
20	20	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Nil	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports Day on 21 January, 2019	College	550
Fine Arts Competitions in December 2018	College	350
College Day on 27 February, 2019	College	1300
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council in the colleges of Kerala is designated as College Union. It is an elected body of student representatives to manage the student affairs in the college. Chairman is the head of the college union. Vice Chairman and Joint Secretary posts are reserved for women. General Secretary, General Captain, Fine Arts Secretary, University Union Councillor and Student Editor are the other major posts. First, second and third year degree representatives are also elected along with others. Every degree course students together elect the

Association Secretary of that subject. The union assumes power after the oath-taking ceremony. The union fund and the fine arts fund are spent for the union and fine arts activities by the union under the guidance of the Staff Advisor and the Fine Arts Advisor nominated from the among the faculty members. The University Union Councillors from all colleges vote to elect the university union office bearers. Student representation and participation in all campus activities is ensured through the elected college and university unions. A student representative is nominated to the IQAC committee to render its functioning student-friendly and more effective. Representation of students in administrative bodies is not mandated by rule in the colleges, except in the case of certain committees as directed by the govt. but student representatives are included in many committees. All co-curricular activities are conducted by students with faculty guidance and this enables the cultivation of leadership qualities in the students. Major functions like Union Inauguration and Fine Arts Day and other cultural programmes are organized by the college union. There are student cultural outfits like COPS, FOFCA Mathrukam and Snehitha in the college and the last two are exclusively women collectives for empowerment. Departmental associations and clubs also conduct programmes for student empowerment and socialization. Sahithyavedi (Literary forum) organizes debates on books and related topics and Movie Mania, the registered film society, conducts film shows and fests in collaboration with the college union. The months-long training for the university fine arts fest is organized by the college union with such excellence that the college won the University Arts Festivals 18 out of the 21 times. Above all, the college runs on a truly democratic platform and a space is always given to all students to air out their views. Consequently the seeds of many projects implemented by the college are sown by the students

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The alumni association of the college is a two-tier system with Payyanur College General Alumni Association at the apex level and 13 departmental alumni associations functioning as the wings. The College General Alumni Association is registered with the Registrar of Societies, Govt. of Kerala. The departmental alumni associations are not registered. There is one overseas chapter of the association functioning in the UAE. Both the general and departmental alumni associations contribute, though not regularly, to the development of the institution both financially and otherwise. The major contributions by the alumni association in the academic year 2018-19 follow: 1. Completion of the Gateway at the College Entrance sponsored by Commerce Alumni Association: The project was started in the previous year, but was completed in July 2018. The total cost of the project was Rs 5,01,865/-. 2. General Alumni Endowment Scheme: The General Alumni Association has instituted endowments to support academically brilliant but economically weaker students. 31 students received the endowments during the year. The total cost of the project was Rs.3,10,000/- 3. Sukritham Charitable Trust Endowment: This endowment was instituted by the Pre-Degree 1989-91 Batch Alumni. The beneficiaries are five students each from First, second, and Third year B.Sc. students. Individual endowment is worth Rs.10,000/- Total worth is Rs.1,50,000/- 4. Chemistry Alumni Endowment Scheme: Under this scheme the Chemistry B.Sc.1986-89 batch alumni awarded endowments to two economically weak students of the department. The total worth of the endowments was Rs.10,000/- 5. Sponsoring Students by Alumni: The Botany Alumni Association sponsored the educational expenses of three economically backward students of the department. The total support given was Rs.30,000/- 6. Donation of Interactive White Board: The Zoology B.Sc. 1973-76 batch alumni donated an interactive white board to the department for enhancing the quality of the

teaching-learning process. The project cost was Rs.25600/-

5.4.2 – No. of enrolled Alumni:

3400

5.4.3 – Alumni contribution during the year (in Rupees) :

1027465

5.4.4 – Meetings/activities organized by Alumni Association :

1.Completion of the Gateway at the College Entrance sponsored by Commerce Alumni Association: The project was started in the previous year, but was completed in July 2018. The total cost of the project was Rs 5,01,865/-.

2.General Alumni Endowment Scheme: The General Alumni Association has instituted endowments to support academically brilliant but economically weaker students. 31 students received the endowments during the year. The total cost of the project was Rs.3,10,000/-

3. Sukritham Charitable Trust Endowment: This endowment was instituted by the Pre-Degree 1989-91 Batch Alumni. The beneficiaries are five students each from First, second, and Third year B.Sc. students. Individual endowment is worth Rs.10,000/- Total worth is Rs.1,50,000/-

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6. Donation of Interactive White Board: The Zoology B.Sc. 1973-76 batch alumni donated an interactive white board to the department for enhancing the quality of the teaching-learning process. The project cost was Rs.25600/-

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college follows a truly democratic, decentralized and participative management in its functioning. Though the official hierarchy is there, participative management is the practice in both planning and implementation of various activities. The most important event in the college in 2018-19 was the visit of the NAAC Peer Team on 17th and 18th September 2018. It was an event in which all the different stake holders systematically performed their duties. Prior to the meeting meetings of different constituencies of the college, such as the board of management, the college council, various departments, college level committees, college union etc., were convened under the leadership of the IQAC and clear-cut plans were prepared for facilitating the visit. The meetings of the students of all classes were also convened to give them a clear understanding of the purpose of the PTV. Specific duties were allotted to different committees for tasks like the completion of the repair and maintenance works, keeping the files in the proper order, transportation and accommodation of the Peer Team, organizing the cultural programme on the visit day etc. Regular meetings for evaluation of the progress of the assigned task were also done and necessary measures were taken in time. It is because of the participation of all in planning and implementation that the college could have a smooth PTV which was appreciated by the team members in the exit meeting.

Another event in which the practice of decentralization and participative management was perceptible was in the organisation of the Sports Day on 21st January 2019. A committee comprising teachers and the college union General Captain as the student representative was entrusted with the task of organising

the event. The committee, through a series of meetings, chalked out the modalities of the event in consultation with the Department of Physical Education of the college. The opinions of students also were considered while planning. Games events were conducted in the evening, after regular class hours. Athletic event were conducted during day time. The students of all departments assembled under the respective department flag for the march past. The entire meet was officiated by the faculty members hailing from different departments. Winners were awarded medals at the victory stand. The event ran on a festive mood, though procedures for conducting various sports items were observed strictly. The event was important especially because the college could not organise the Sports Day during the past few years

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The college being an affiliated college, curriculum development does not come under its purview. The same is the prerogative of the parent university. However, the faculty of the college who serve on the Board of Studies of various subjects take very significant roles in designing the curriculum and syllabus. Measures are taken by the university to keep the curriculum and syllabus up to date and ensure quality. The IQAC has shared the details of the feedback on curriculum obtained from various stake holders and the same has been given due weightage in the curriculum revision which took place in 2019.
Teaching and Learning	The spirit of the curriculum and syllabus designed by the university is followed in their true spirit in the teaching and learning process in the college. Various strategies for guided and self learning are employed according to the learning potential of the students. The assistance of ICT is employed to a great extent in transacting the learning items. Practical sessions are given due weightage, thereby focusing on skill development also, in addition to knowledge acquisition. Students are given wider exposure by organising national and international seminars and interaction with experts from outside.
Examination and Evaluation	Evaluation, needless to say, is a key component of the teaching learning process. Two types of evaluation are

followed by the college--internal and external. The external end-semester examinations (80 marks) are conducted by the university and the internal examinations by the college. The components of Continuous Internal Evaluation (CIE) prescribed by the university are strictly followed. Within the university directives, special care is taken by the college to make the internal evaluation process a chance for intellectual development, and critical and creative thinking. Assignments and seminar presentations are customised to the intellectual potential of the learners ensuring their knowledge and skill enhancement.

Research and Development

Payyanur College is a college that mainly focuses on providing foundational knowledge through undergraduate education and hence RD is a relatively weaker area as far as the college is concerned. There are only four PG departments and only three departments are approved research centres of the university. The research ambience of the college needs improvement. The college is yet to start a research incubation centre. There is a scarcity of research guides at the centres because the senior teachers who were guides retired from service and the teachers who joined in their places are either not having doctorate or the required years of service for getting Guideship. However, the teachers have reasonable number of publications to their credit. Some serious research activities are taking place in collaboration with reputed organisations like M.S. Swaminathan Research Foundation.

Library, ICT and Physical Infrastructure / Instrumentation

The college has a well equipped library, reasonable ICT facilities, and good infrastructure facilities. The library with more than 52000 books serves the needs of the campus community by purchasing latest and in-demand books. Through membership in the UGC Infflibnet, the library makes e-books and e-journals also available to its users. The ICT facilities are made use of for increasing the effectiveness of the teaching learning process. Students also get practical training in using ICT tools. The laboratories are also well-equipped. The basic

	<p>infrastructure is in a phase of continuous improvement and the completion of the new building under construction will be a giant leap in infrastructure.</p>
Human Resource Management	<p>The human resource of the college comprises the teachers, the non-teaching staff and the students. The teachers are managed as per the code of conduct prescribed by the UGC as well as the orders issued from time to time by the govt. and the university, and the non-teaching staff by the latter. The staff is given motivation, through democratic, decentralised and participative management, for successfully performing their roles. The various committees formed to support the administration also play crucial roles in HR management and development of leadership skills. The key indicator of the student HR management is the teaching-learning process which is effectively carried out. Ample opportunities are provided for the development of soft skills, sports and arts talents etc of the students.</p>
Industry Interaction / Collaboration	<p>At present the college is not having any collaboration with any industry. This is mainly due to the locational disadvantage the college suffers from by virtue of its situatedness in a district in North Kerala where industries are very minimal. However, the PG students of science departments do their projects in various industries in different parts of South India, thereby having a taste of collaboration with industry.</p>
Admission of Students	<p>As of now, the college does not have any role in admitting students. The number of seats to be filled under each category is fixed by the government. The university allots students to the colleges through the single window centralised allotment process. The only scope for choice for the college is the 20 seats allowed to be filled by the management. These seats are filled by the management with meritorious students scoring the marks set by the management as benchmarks in the qualifying examination (usually first class and above).</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	E-governance is implemented in the college in a limited way only. Planning and development has not been brought into the e-governance frame so far.
Administration	The college employs e-governance in the following areas of its operation: Admission, Scholarships, e-grants (fee concession), Staff Salary and Provident Fund. Communication with the university and the government are carried out in the electronic format so also intra-college communications, to a reasonable extent.
Finance and Accounts	E-governance of finance and account is limited to staff salary and PF, e-grants for students and projects/schemes under new initiatives by the govt., such as ASAP, WWS, SSP etc. Fees collection, day book, cash book, account statement etc. are yet to be converted to the electronic platform.
Student Admission and Support	Student allotment is done directly by the university through a centralised admission process. In the area of student support, fee concessions are given through e-grants, directly transferring the benefits to the beneficiary account. Students apply for various scholarships through respective online portals. Examination registration applications are also done online, so also downloading the examination results.
Examination	E-governance with respect to examination includes online registration for university examinations, online exam fee payment, as well as downloading hall ticket and mark list from the university website in the case of students downloading examination application register and nominal roll and downloading results in the case of office staff and submitting internal assessment marks online in the case of faculty. For internal examinations e-governance is used in a limited way, for example in student seating arrangement and staff duty assigning and its communication.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	NAAC re-accr ditation orientat ion seminar	Nil	04/07/2018	04/07/2018	63	0
2019	Nil	Computer training to office staff (MS Word Excel)	06/05/2019	11/05/2019	0	12
2019	Nil	Class on Service Rules and Office Procedure for non-teaching staff	17/05/2019	17/05/2019	0	20
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	18	6	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
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Welfare Schemes for Staff (Teaching Non-teaching) Payyanur College, Payyanur is an aided college and hence most of the welfare schemes available to the government employees are also applicable to the faculty and supporting staff. The major welfare measures include: 1. Pension scheme (Contributory since 2013 April). 2. Provident Fund with loan facility. 3. Group Insurance scheme. 4. Death-cum-Retirement Gratuity. 5. Group Personal Accident Insurance Scheme. 6. Commuted Leave, HPL, Casual leave, Medical leave, Earned Leave, Loss of Pay Leave, Leave on Duty. 7. Maternity Leave for mothers (6 months) and Paternity Leave for the fathers (15 days). 8. L.T.C. 9. Medical Reimbursement. 10. Miscarriage Leave. 11. Faculty Development Programme, Post Doctoral Fellowship with salary for Career Advancement Scheme of faculty. 12. Festival allowance and advance. 13. Festival month salaries are credited earlier than the usual pay date in the case of some popular festivals. 14. Payyanur College Employees' Co-operative Credit Society offers surety loan upto Rs. 200000/- and hire purchase loan upto Rs 50,000. 15. Stationery, note books, text books, confectionary, soft drinks and ice cream at discounted price are available at the college store. 16. The college community raises funds to help financially backward

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Fee concession
Scholarships Direct
financial support Book
bank scheme Accident
insurance Emergency
medical care

staff members or family in contingency like accident or death.

staff members or family in contingency like accident or death.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college follows internal and external audit mechanisms. Four types of auditing are in vogue depending on the nature of funds. The expenditure made by the college management is audited by the internal audit team comprising the Director Board members as well as externally by a registered chartered accountant. The state government funds are audited by the audit wing of the Directorate of Collegiate Education, Govt. of Kerala. Special funds released by the govt. are audited by the chartered accountant also. The central govt. funds are audited by the chartered accountant as well as by the audit team posted by the Accountant General, Govt. of India. They also randomly audit the expenditure from the state govt. funds also. The PTA funds are audited by an internal audit team appointed by the executive Committee of the PTA

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Various individuals	19434000	Institutional Development Fund for construction of new building
No file uploaded.		

6.4.3 – Total corpus fund generated

19434000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Mid-day Meals to over 114 students from poor families Financial support to departments for organising seminars and subscribing to journals Felicitation to toppers in university examinations Financial support for students to take part in university arts festival Accident insurance scheme Repair and regular maintenance of computers and other equipments

6.5.3 – Development programmes for support staff (at least three)

Participation in training programmes conducted by govt. agencies and the university College-level training on competency enhancement organised under the auspices of IQAC Circulation of latest govt/university orders and circulars for knowledge updation Opportunities to participate in relevant seminars and conferences organised by various departments

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Formation of Department-level Quality Assurance Cells (DQACs) Formation of Sub

Committees under IQAC to strengthen IQAC activities Training in Disaster Management for Students Capacity Enhancement Programmes for Non-Teaching Staff

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Blood donation camp for girl students	01/10/2018	01/10/2018	40	5
Training workshop on Gender Awareness: Gender and Development	11/03/2019	11/03/2019	250	5

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

<p>Percentage of power requirement of the University met by the renewable energy sources</p> <p>We have studiously pursued the Zero-Carbon aspirations and work to institutionalize practices that reduce carbon emissions significantly. Above 80 of the student population and 35 of faculty use public transport. Steel glasses instead of plastic/disposable glasses Paper bag and cloth bags are popularised by the NSS units. Biogas plant set up near canteen converts food waste on the campus into biogas. Herbal Garden, Johncy Vanam, Bamboosetum and medicinal tree garden are the green groves of the campus. Liquid waste from labs is drained into safe underground pits. There is an artificially dug ferro-cement pond of 9 lakh litre water holding capacity to pool rain water. The overflow from the pond is drained to a filtering mechanism from where filtered water is sent through underground to the nearby tube well. Thus in monsoon seasons a huge amount of water is stored and underground water table is enriched. Of the average monthly power requirement of 4000 units, 2400 units (60percent) is met by roof top solar panels (21.5 KVA)</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

Physical facilities	Yes	5
Provision for lift	No	0
Ramp/Rails	Yes	5
Braille Software/facilities	No	0
Rest Rooms	Yes	5
Scribes for examination	Yes	5
Special skill development for differently abled students	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Students	04/06/2018	The Principal, with the support of the HoDs, the chairpersons/convenors of various committee, the office staff, and the library laboratory staff, ensures that the code of conduct is followed in its true spirit. Any violation, which occurs very rarely, is attended to by the competent authorities immediately in the appropriate manner. Web Link of Students Code of Conduct is http://www.payyanurcollege.ac.in/pdf/Code-of-Conduct.pdf .
Code of Conduct for Hosteller	04/06/2018	Copies are provided to the inmates of the Women's Hostel and signature is obtained from the inmates and their guardian. The Principal, with the support of the Assistant Warded, the matron, and

		the hostel staff, ensures that the code of conduct is followed in its true spirit. Any violation, which occurs very rarely, is attended to by the competent authorities immediately in the appropriate manner.
Code of Conduct for Teachers	04/06/2018	The institution follows the Code of Conduct published by the UGC for the faculty of colleges and universities

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Green groves in the campus: Plantain Gene Bank of 27 varieties, Juncy Vanam of 79 species of RET plants, Medicinal Tree Garden of 100 species and Bamboosetum of 23 varieties are the patches of green groves in the campus apart from the natural vegetation 2. Food waste management: Food wastes are collected and used for composting and biogas production. A biogas plant set up near canteen converts food waste on the campus into biogas. 3. Anti-plastic Campaigns and activities: Steel glasses instead of plastic/disposable glasses, Paper bag and cloth bags are popularised by the NSS units. 4. Rain water harvesting pond: There is an artificially dug ferro-cement pond of 9 lakh litre water holding capacity to pool rain water. The overflow from the pond is drained to a filtering mechanism from where filtered water is sent through underground to the nearby tube well. Thus in monsoon seasons a huge amount of water is stored and underground water table is enriched. 5. Solar power plant: Of the average monthly power requirement of 4000 units, 2400 units (60 percent) is met by roof top solar panels (21.5 KVA).

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES Best Practice 1: 1. Title of the Practice: SOCIAL SCIENCE FORUM
 2. Goal: To sensitise the students pursuing B.A. Programmes in Economics, History, and Political Science about current social issues and the need to cross disciplinary boundaries to understand complex social reality through developing an interdisciplinary research aptitude in them. 3. Context: The present B.A. Programmes undertaken by the students conceive the relevant disciplines as watertight compartments and leave minimal space for integration of those disciplines. In this way the students of social sciences understand social reality in a highly reductionist manner permitted by their relevant disciplinary boundaries. However, social scientists across the world have realised this and moved ahead to interdisciplinary researches. Thus, we have new interdisciplinary areas like Labour Studies, Development Studies, Public Health and so on. In fact, leading universities and other centres of academic excellence have come up with new departments like Centre for Exclusion Studies, Centre for Ecological Studies etc. It is in this context that the social science departments of the college mooted the idea of the Social Science Forum

in 2017 to create awareness among undergraduate students in this line. The Forum formally came into being in the academic year 2018-'19. 4. Practice: The Forum organises seminars/conferences/workshops that promote interdisciplinary studies. Internationally-renowned social science experts are invited to the college for interaction with students. Every year one of the departments is identified as the chief organiser of the programme with the other two departments taking the supportive role. As a precursor to the formation of the Forum an international Seminar was organised under the initiative of the Department Economics on "Approaches to Health in the Neoliberal Context: Transcending Disciplinary Boundaries" on 13th/14th September 2017. Renowned scholars-cum-activists from the field of public health like Prof. Ronald Moore, (Associate Prof., School of Public Health Medicine and Population Science and Sociology), Dr B Ekbal (Former Vice Chancellor, Kerala University and All India Co-ordinator, Peoples Health Movement), Dr A K Jayashree (Prof Head., Department of Community Medicine, Pariyaram Medical College), Prof. K Gangadharan (Professor and Head, Department of Applied Economics, Kannur University), Dr Shannu Narayan (Assistant Professor, Humanities and Liberal Arts in Management, IIM Calicut, Kerala) have participated in the conference along with 15 research scholars. In 2018-'19 the Department of Economics piloted the Forum's International Seminar on "State: Historical and Contemporary" which was held on 8th and 12th November 2018. Internationally acclaimed resource persons like Prof. Vasco La Salvia and Dr Marco Moderato (University of Lieti, Italy), Prof Sanal Mohan, Director (School of Social Sciences, Mahatma Gandhi University, Kottayam) steered various sessions. In order to promote interests in social sciences, the forum has also organised an All Kerala Inter-collegiate Turncoat and Quiz Competitions on 22nd February 2019. Students from over 25 colleges including professional colleges have participated in the programme. Contemporary themes related to Economics, History and Political Science were selected for both programmes. In 2019-'20 the Department of Political Science is leading the Forum's seminar. 5. Evidence of Success: Indications of the materialisation of the objectives of the Forum were visible in two respects: (1) From the questions raised by the students in the interactive sessions of the seminar and even outside the seminar hall to the RPs, as they clearly indicated the students' curiosity about interdisciplinary research (2) From the topics that the students selected for their project work in the final semester of the B.A. Programme, as some of the groups have ventured into topics with interdisciplinary concerns. 6. Challenges: The syllabi of the B.A. Programmes do not address the objectives envisaged by the Forum and in the tight academic schedule it is difficult to find out extra hours to meet the objectives. The financial constraint for organising seminars with international figures as RPs is another challenge. At present the funds allotted by the PTA to the three departments are pooled together to meet the financial requirements. All permanent teachers of the three social science departments also contribute a fixed amount every year for the activities of the Forum. The college management gives case-based support. In spite of the challenges, the Forum is hopeful of achieving its intended goals through concerted efforts in the years to come. Best Practice 2: 1. Title of the Practice: BREAST CANCER PREVENTION PROGRAMME 2. Goal: To create awareness about breast cancer among the college community and the society around and to help girls and women to do preliminary examination to detect cases of breast cancer. 3. Context: Of all the varieties of cancer, breast cancer is the most easily detectable and curable. The college community came to this realisation when Malabar Cancer Care Society, a non-governmental organisation that has been doing yeomen service in cancer prevention activities in Kerala for about two decades, approached the college for forming a Breast Cancer Brigade of students. The Brigade was formed with the girl volunteers of NSS unit no.10. 4. Practice: The project involved orientation programme for all NSS volunteers, specialised training for 20 selected volunteers, house visits

as part of awareness campaign, awareness rally, flash mobs etc. The volunteers who were the members of the Breast Cancer Brigade were given specialised training by a medical team of Malabar Cancer Care Society at the college and at Kannur. Then the volunteers visited the households of the village in which the college is situated, which is also adopted by the NSS unit, and sensitised the women about the disease, its detection and prevention. They were also trained to do self examination for early identification of the disease. Awareness promotion activities among the girl students of the college were also undertaken. A public rally was conducted in Payyanur town under the leadership of the Malabar Cancer Care Society in which all the NSS volunteers of the unit took active part. Flash mobs were performed at three crowded streets as part of the awareness campaign and they won great appreciation of the spectators. 5. Evidence of Success: The project has been well appreciated by the society which has highlighted it as a token of the social commitment of the students and the commitment of the college to the local community. The response that the Brigade members received during the house visits has been overwhelming. The rally and the flash mobs were well appreciated by the public as evidenced through the reports that appeared in the media. Further, in appreciation and honour of the services rendered by the Brigade members, Malabar Cancer Care Society honoured the NSS unit and the volunteers at a function in which the Hon'ble MLA of Payyanur Constituency was the chief guest. 6. Challenges: As the programme was well planned and organised with the support from MCCS and local bodies, there were no major challenges, except the subdued response from a few of the village women during the survey. Lack of thorough medical knowledge on the part of the volunteers was also a challenge in clearing the doubts of the village women.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.payyanurcollege.ac.in/pdf/Best-Practices-2018-19.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The key philosophical driving forces of this institution are its vision, mission, and motto. The college is known for its excellent academic and co-curricular achievements in accordance with its vision "Our Education, Our Future", its mission statement "Higher Education for Inclusiveness, Equity, Excellence and Sustainable, Holistic Development", and its motto "Vidhyadhanam Sarvadhanat Pradhanam". All the activities of the institution are founded on these well-defined principles and each and every one of these principles have been well taken care of in the academic and co-curricular activities of the college. Since the details of any one area are sought for, the remaining lines are on inclusiveness which is very vital as far as the college is concerned. This is a rural college and caters to the higher education needs of the rural population around Payyanur. The college was established in 1965. Before that the youngsters of this area was denied the fruits of higher education. The rich and influential people sent their children to cities like Calicut and Mangalore (more than 120 kms away) to materialized the needs of higher learning. So the very inception of the college was triggered by the need to make education accessible to all classes of people irrespective of financial status, place of domicile, caste, religion, gender and the like. Over the past more than half a century the college has given wings to the higher education dreams of thousands of young aspirants across all divisive borders mentioned above. A cursory survey of the student population of the college would reveal its commitment to inclusiveness. Of the total student strength of 1832, 70.7 are girls, which speaks about the gender concerns and women empowerment commitments of the college. In community-wise distribution we can find that 46.2 of students

belonging to OBC (of which one fourth are from Muslim minority), 16.8 to SC/ST, 2.8 Christian minority, and only 20.36 general category. In terms of financial capacity, it can be seen that 89 students are from weaker families and enjoy fee concessions offered by the govt. Also, about 95 of students use public transport and do not have own vehicles, which is another present-day indicator of financial status. Rural students constitute over 80 of the student population. Above all, more than 50 of the students are first generation learners. The very fact that the college is catering to the needs of such a diverse populace is a perfect example of its commitment to inclusive education.

Provide the weblink of the institution

<http://www.payyanurcollege.ac.in>

8.Future Plans of Actions for Next Academic Year

The major projects/activities, in addition to the ongoing activities, on the anvil for the academic year 2019-'20 are:

- o Completion of new administrative-cum-classroom block construction
- o Extending the coverage of certificate courses to students of other departments also
- o Training in self defence for girl students
- o Entry-level test for newly-admitted UG students
- o Activities for enhancing campus green cover
- o Refresher training workshop for teachers during summer vacation
- o Conducting more number of international and national seminars
- o Bridge Course for higher secondary pass outs