YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution   PAYYANUR COLLEGE

- Name of the Head of the institution   Dr PREMACHANDRAN KEEZHOTH

- Designation   Principal(in-charge)

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   04972805521

- Mobile no   9497653521

- Registered e-mail   payyanurcollege@rediffmail.com

- Alternate e-mail   payyanurcollege65@gmail.com

- Address   Edat Post, Kannur District

- City/Town   Payyanur

- State/UT   Kerala

- Pin Code   670327

2.Institutional status

- Affiliated /Constituent   AFFILIATED

- Type of Institution   Co-education

- Location   Rural

- Financial Status   UGC 2f and 12(B)

- Name of the Affiliating University   **KANNUR UNIVERSITY**

- Name of the IQAC Coordinator   **DR. SANTHOSH V M**

- Phone No.   **04972805121**

- Alternate phone No.   **9446423169**

- Mobile   **9446423169**

- IQAC e-mail address   **PNRCIQAC@GMAIL.COM**

- Alternate Email address   **santhupnr@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   http://payyanurcollege.ac.in/wp-content/uploads/2021/03/AQAR-2019-20.pdf

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

- if yes, whether it is uploaded in the Institutional website Web link: http://payyanurcollege.ac.in/wp-content/uploads/2022/03/Academic-Calender-2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**8.52**	**2007**	**31/03/2007**	**30/03/2012**
Cycle 2	**B+**	**2.59**	**2018**	**02/11/2018**	**01/11/2023**

6.Date of Establishment of IQAC   **20/06/2007**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
INSTITUTION	NCC	GOVT OF INDIA	2020-21; ONE YEAR	124020
INSTITUTION	ASAP	GOVT OF KERALA	2020-21; ONE YEAR	41760
INSTITUTION	WWS	GOVT OF KERALA	2020-21; ONE YEAR	31274
INSTITUTION	SSP	GOVT OF KERALA	2020-21; ONE YEAR	27000
INSTITUTION	HOSTEL ALLOWANCE TO SC/ST STUDENTS	GOVT OF KERALA	2020-21; ONE YEAR	514050
INSTITUTION	SCHOLARSHIPS	CENTRAL AND STATE GOVTS	2020-21; ONE YEAR	6662035

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

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

9.No. of IQAC meetings held during the year   `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?   `Yes`

- If yes, mention the amount   `20000`

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

1. Department level presentations and future planning of activities by DQAC and IQAC

2. Training programmes on online education - methods, tools and resources; to faculty, students and other institution faculties

3. Mentoring system introduced, separate mentor diary for individual students designed and implemented

4. Training on Career Advancement Scheme for teachers, Webinars on Legal literacy and woman entrepreneurship for girl students

5. Interdepartmental Power point competition on the topic 'post covid world' for the students of the college.

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
1. To make a plan to conduct a one-week Bridge Course for all students to prepare them to tide over the Covid-19 induced difficulties	**Conducted the course with general topics including healthcare at teenage, adolescent psychology and specific topics like Online learning platforms, CBCSS, Physical Education, Social Service schemes like NSS etc. All the classes conducted online due to covid lockdown.**
2. To enhance the capacity and accessibility of wifi in the campus	**Installed a full fledged wifi network in the campus**
3. Department wise presentation on strength, weakness and future plans before the IQAC	**All the departments prepared detailed presentations and the DQAC coordinator presented it before the IQAC and Principal. Each presentation was held separately in the IQAC room and fruitful discussions were made on the way ahead.**
4. Presentations on each criteria of NAAC accreditation by IQAC before the DQACs	**The charge for presentation and discussion on each criteria was taken up by the 7 teacher members of the IQAC. The details of each criteria and the possible activities were discussed in detail in a meeting of all the DQAC coordinators and HoDs**
5. FDP Training to teachers for effective online teaching	**Conducted a training programme on 'G learning'introducing various platforms for online teaching**
6. FDP training for teachers from other colleges on online learning methods and platforms	**Conducted an online training programme on G learning to introduce elearning methots and platforms to 97 teachers from other colleges**
7. Encouraging teachers and	**More than 70 courses were**

students to do more number of MOOC courses by internationally-acclaimed universities	completed by teachers from various departments on Cousera for campus platform
8. Series of webinars in specialized subject area in association with various government organisations	Several departments organized online programmes in association with Government agencies like Kerala State Higher Education Council and KSCSTE (non funded collaboration).
9. Programme to introduce online resources of teaching and research for the students and teachers	Conducted a webinar in association with College Library on e-resource mining
10. Programme on IPR	Conducted a webinar in association with Department of on IPR and institution-industry linkage
11. Capacity enhancement programme for Non teaching staff	Conducted a training session to enhance proficiency in computer skills
12. Programme to enourage entrepreneurship in girl students	conducted an online programme in association with Career and Counselling Cell with resource persons from marketing, software and economic fields.
13. Counselling sessions for students	A councillor was appointed by PTA for general and personal counselling
14. Introducing mentoring programme	Started mentoring sessions. Separate booklet was designed and provided for each student.
15.conducting a programme on the topic post covid world for students	Interdepartmental Power point competition was conducted online on the topic 'post covid world' for the students of the college.
16. Legal literacy programme for girl students	A webinar on legal literacy was conducted in association with Girls Welfare Committee

13.Whether the AQAR was placed before　　　Yes

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
BOARD OF MANAGEMENT	08/01/2022

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
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• Name of the Head of the institution	**Dr PREMACHANDRAN KEEZHOTH**
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- Name of the statutory body

Name	Date of meeting(s)
BOARD OF MANAGEMENT	08/01/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	28/02/2022

15.Multidisciplinary / interdisciplinary

The Institution has inculcated various curricular and co-curricular programmes for promoting interdisciplinary knowledge among teachers and students. With respect to Curriculum, Various programmes like Common and complementary subjects are added to each course in the syllabus for enhancing an additional knowledge in an interdisciplinary perspective. For example, Common courses in English include subjects like gender studies and gender equity, environmental studies, cultural pluralism etc. Modern journalism and IT integration in regional languages are also incorporated in this perspective. Various papers related to

environmental context and sustainable development in both science and humanities areas and problem solving quantitative papers in humanities are also for promoting multidisciplinary knowledge in all levels. Generic Elective Course (Open Course) is provided to students in the last year where they can select subjects which are totally different from their main subjects. It helps them to gain more knowledge apart from their subjects. Moreover, Certificate courses are offered by all departments in the institution to enhance the knowledge of students in both academic and non academic fields like Photography, Mushroom Cultivation, SPSS in research, E-Commerce, Ethos in Management, Dance etc.

16.Academic bank of credits (ABC):

The Academic Bank of Credit system is not implemented by Kannur University as such. In the present system of CBCSS (OBE) the only flexibility in terms of credit transfer is with respect to the Generic Elective Course (open course), that too within the college only. The course has a credit of two and the student can attain this by selecting any course offered by any department. Each Department offers a minimum of two courses in the fifth semester and thus the student can attain the credit by opting any one of the 35 courses offered by the 16 departments.

17.Skill development:

The institution is equipped with various active committees and cells for the skill development initiative of students, teachers and non-teaching staff. The college is conducting various programmes to enhance life skills as well as soft skills of the students for their career upliftment and better life such as Language Lab, Scholar Support Programme (SSP), Walk with a Scholar (WWS) for Advanced Learners. ASAP etc. Entrepreneurship Club organized various seminars and live interactions for the students with various young entrepreneurs to know the emerging trends of startups and the skills needed for an entrepreneur.The Institution has constituted Rural entrepreneurship development cell in our campus. A team has formed with faculty leaders for handling wings of Training & placement, Personality development, Technology, entrepreneurship and rural engagement with the Mission of including entrepreneurship among students. They conducted various social activities at the time of Covid pandemic which helped them to improve their social life skills. Certificate courses are also conducted by different departments for skill formation beyond the normal curriculum such as Photography, Apiculture, Sericulture etc. The college organised various training programmes for teaching as well as non teaching

staff for improving their skills like computer proficiency, Tax filing (E-filing), Net banking etc.

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

The Institution has made various efforts to incorporate Indian tradition, culture, and language into the teaching of knowledge and skills. the Indian languages viz. Hindi, Malayalam and Sanskrit has separate departments in the college and offer common and additional courses to all the students for promoting the language skills and popularising the culture associated.

Hindi department conducts two Degree Programs viz. BA Hindi and Functional Hindi. Apart from three regular courses, the department conducts extension and outreach activities for the promotion of Hindi language like hindi classes for the neighboring primary school children, conducting spoken hindi classes for the Police Officers of Payyanur Police station inorder to help them deal with issues of laborers from North India. In order to promote and popularise national language Hindi, a Hindi week is celebrated and various cultural and academic programmes are organised such as Quiz, elocution, essay writing and story writing. Students are given training on a variety of competitions in the three languages to participate in the University Arts Festival in different items

Malayalam Department conducts BA course in Malayalam. The Department of Malayalam is collaborating with Kerala Folklore Academy and various programmes are conducted in association with this academy like Cultural exchange, seminars, and field trips etc.

The Sanskrit department conducted various programmes to increase an awareness of the students about the Sanskrit language and traditional Indian culture. And they also offer a generic elective course (open course) to the students and a certificate course in collaboration with the Department of Management studies named 'Ethos of Vedanta in Management'

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

OBE system is implemented for all the undergraduate courses w.e.f 2019 admission onwards. The entire curriculum and teaching learning process of the college is focused towards programme outcome (POs), programme specific outcome (PSOs) and course outcome (COs). These outcomes are published in the college

website and known to all aspiring students. The programme outcomes and programme specific outcomes are communicated to the students during orientation programmes. The course outcomes are made known to the students by respective teachers at the beginning of the course. These outcomes are evaluated through CE, internal and external examinations, seminars, projects, feedbacks and participation of the students in different co-curricular activities. The programme outcomes to a great extent are reflected in the students' progression towards higher studies and placements. The level of achievement of these outcomes are monitored at the various levels by college council, IQAC, Department, and class PTA.

20.Distance education/online education:

As per the University and Govt guidelines, the college can offer only regular courses. Distance education courses are offered by the University directly. However the Covid 19 lockdown shifted our TLE process to run in online mode. Google classroom, GMeet, Zoom etc were the platforms widely used. The online education methods are still used widely for finishing the syllabus and for assignments and for webinars.

The college has provided training programmes in online education to the teachers of the college as well as the teachers from the neighbouring colleges.

The e resources prepared and uploaded by various departments of the college have been accessed by the students of almost all colleges under Kannur University.

Extended Profile

1.Programme

1.1   **113**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **1932**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2   **130**

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

File Description	Documents
Data Template	View File

2.3   **630**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **69**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **69**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**113**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**1932**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**130**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**630**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**69**

File Description	Documents
Data Template	[View File](#)

05-01-2023 12:38:51

3.2 Number of sanctioned posts during the year	**69**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**44**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**816.99593**
4.3 Total number of computers on campus for academic purposes	**66**

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 college is affiliated to Kannur University and is bound to follow the curriculum designed by the university. Therefore, flexibility with respect to curriculum is limited. The college has been resorting to the following measures in this direction:

Curricular and co-curricular activities are planned based on the academic calendar

After completion of the admission process, all the program commences. Workload allotment is done to all the teachers as per their expertise and university guidelines.

Department-level meetings 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.

The teaching plans are recorded in Teachers' Diary which contains information such as Personal timetable, Academic planning, Tutorial details and daily teaching details. Teachers' diary and monitored by higher authorities.

To complement ICT based teaching learning process; teachers have been trained to use on-line education platforms

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.

Result analysis of every course is carried out and corrective measures are suggested by IQAC

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

An academic calendar is prepared for each year based on the University Academic Calendar and Curricular and co-curricular activities are planned in the academic calendar to achieve the set outcomes.Theacademic calendars is made available to all stakeholders

Academic activities : The faculty and students get a lucid picture of the activity schedule and adhere to the calendar. It facilitates planned coverage of syllabus. As our college is affiliated to Kannur University, guidelines of the university and internal evaluation patterns are followed for all the programs. Availability of the academic calendar, aware the students about the probable examination time. Internal Examinations are conducted at department level and college level adhering to the calender. Model Exams are conducted at college level prior to University Exams.

Co-curricular & Extra-curricular Activities - Activities such as

University Arts Fest, Sports events, field visits, study tours andindustrial visits are also planned according to thecalendar.

The planned academic activities execution is ensured through rigorous monitoring by the Principal. In this way IQAC encourages the faculty members of the institute to adhere to the academic calendar including for the conduct of CIE for achieving academic excellence.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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	A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

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

18

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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)

13

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

564/1932

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Our various courses cover the following components to impart value education as follows.

Professional Ethics - The curriculum of Economics, History, Commerce, Functional Hindi, Politics and BBA departments includes topics related to Professional Ethics. All these

courses try to raise the students' general awareness of the ethical dilemmas at the workplace, and the need for ethical obligations and ethical ideals in the relationship between employers and employees. Various personality development programs are also organised through placement cells with an aim of making the students a responsible and good citizen.

Environment and Sustainability – Our parent university has made Environmental Science a compulsory credit course for all UG programmes.The degree programs of Chemistry, Botany, Zoology, Economics, English, Hindi, Physics and Politics are of interdisciplinary nature having varied subjects related to the living system.

Gender - The departments of English, Functional Hindi, Hindi, Malayalam & Politics have designed 11 courses at various levels of the UG curriculum to address the issues relevant to gender. Department of Malayalam has introduced a complementary course titled, 'Paristithi-Dalit-Linga Padavi Padangal' (Environment-caste-gender-studies)as an inter-disciplinary course. In spite of the gender inequality extending across various facets of society, women excel in various fields. The departments of English and Hindi are giving 3 courses each as core courses to address the issues on gender.

Human Values - 7 courses are being given as both complementary and core courses by the departments of Chemistry, History, Functional Hindi, Hindi and Politics,

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

18

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

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

603

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	*View File*

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	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	*http://payyanurcollege.ac.in/feedback-analysis/*
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	*View File*
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://payyanurcollege.ac.in/feedback-analysis/

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

649

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

117

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

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

The post-admission tests conducted soon after admission enable the departments to identify the knowledge level of the students,

and each department conducts bridge courses to reduce the gap between basic and current advanced courses. The identification of slow-learners and advanced learners is a continuous process, and adequate measures suitable for both these categories of students are provided.

Measures for advanced learners:

Extra reading and reference materials are being providedfor preparing for competitive exams. They are also encouraged to participate in inter-collegiate/university competitions. Peer learning opportunity is provided for those interested and having a strong academic orientation.Students are encouraged to take projects independently for their UG and PG project courses. In addition, the institution has adapted the scheme Walk With a Scholar (WWS - a specialized mentoring programs for meritorious students).

Measures in action for slow learners:

Remedial teaching is followed for slow learners. Peer teaching is also used by some departments where advanced learners are made to help slow learners. Special online sessions for all the students prior to examination is followed by subjects like English specially targetting slow learners. Examination orientation and short and simplified notes are provided by most departments for slow learners.

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

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

Number of Students	Number of Teachers
1932	69

File Description	Documents
Any additional information	No File Uploaded

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

Orientation programmes are conducted for the first year UG and PG students to involve them into academics and campus life. Project work has been introduced in all programmes with an aim of developing research aptitude in students, and they are asked to work in independent/group projects within or outside the institution. This is supplemented with field visits and industrial visits for many departments, and these experiences are a successful move towards participative learning. The students are asked to make presentations of seminars and prepare assignments as part of the internal evaluation, which develops the skill of problem solving and other innovative ideas. Debates, group discussions/tasks, case studies, etc are some other methods resorted by some departments to deliver curriculum objectives. Public interactive programs are usually conducted by the institution, and during this academic year the pandemic has restricted such interactions. In such a scenario, several departments have conducted online webinars and seminars which has benefitted the students both academically and personally. Program coordinators of government initiatives like WWS, SSP, ASAP have also taken several initiatives in conducting programs that help students for innovative learning. Students and research scholars are given academic support to participate and present papers at seminars and conferences. With an aim of developing leadership qualities, students are entrusted with various responsibilities while organizing academic activities at department and college levels. Students are encouraged to participate in several outreach programs, aptitude tests and competitive exams conducted by several institutes and associations related to specific subjects.

File Description	Documents
Upload any additional information	No File Uploaded
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

Several ICT tools are used in TLE process. The COVID-19 lockdown has made the teachers completely dependent on online teaching with ICT enabled tools.

Most of the classrooms are equipped with LCD projectors, and stable Wi-Fi connections. Two classrooms have smart boards. The ICT tools used by the teachers has been listed below:

Online Conferencing Platforms: Several departments resort to different online conferencing platforms. Zoom, Google Meet, Cisco Webex Meetings, MicrosoftTeams and GoToMeetings are the most common platforms used for online teaching and the conduct of webinars by various departments. The institution has purchased Google Meet and Zoom IDs which can accomodate more participants.

Google Workspace: All the teachers are acquainted with most G-Suite applications like Google Classroom/Docs/Sheets/Drive/Forms and Google Calendar. Some teachers have also created personal websites and have YouTube channels as well. The Department of English, as English being a common course, has its own official youtube channel to reach out to all the students.

Online Teaching, Documentation, and Editing Tools: Tools like Whiteboard, Kahoot and Evernote, and are also familiar with editing and recording tools such as Paint, OBS Studio, Screencast-O-Matic etc. Some teachers make available the recorded online classes that can be accessed later by those students with connectivity issues.

Telegram and Whatsapp Groups have also been used by several teachers to share the learning modules, ebooks and notes.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

63

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

100

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

40

File Description	Documents
Any additional information	**No File Uploaded**
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)	View File

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

723

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

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 CIE covers 20 percent of the total marks of a course. There will be two components for the evaluation, viz. (1) class tests, at least two and (2) assignment, seminar or viva as decided by the respective board of studies. In the case of practical courses, four components are generally involvedviz. punctuality, laboratory skill, examination/viva and record.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. Students without the 75 percent 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. The answer sheets and question papers are supplied free of cost to students and no fee is collected.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

The internal examinations are conducted according to the norms prescribed by Kannur University. The Principal and the Internal examination committeeensure smooth and transparent conduct of internal examinations in every semester. The question papers are prepared in a confidential manner. The examinations are conducted in such a way that any kind of malpractice is not entertained.

The Students Grievance cell: the students are familiarized with the current internal evaluation system and each component is introduced in detail during the commencement of every program. Grievances related to the conduct of examinations and valuation of answer scripts are reported to the concerned teacher, tutor, HOD and Principal in the order. The students can directly approach the Grievance cell if their concern is not addressed. The criteria prescribed by the University to calculate internal marks are informed to the students well before. The students can independently calculate their internal marks and cross verify with the assessment of the teacher. As the assessment is performed in a quantitative manner there are minimum errors. Internal mark sheets are given to the students for verification and signatures are obtained before uploading to the University website and after uploading to the University website. The parent teacher meetings conducted at the end of semester evaluate the progress of students in academic performance. No serious grievances related to examination, evaluation and internal marks were reported for previous years.

File Description	Documents
Any additional information	No File Uploaded
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 current UG curriculum is Outcome Based and the course outcomes and programme outcomes are clearly defined and stated at the beginning of each syllabus. All the outcomes viz. Programme Outcomes, Programme Specific Outcomes and Course Outcomes are displayed on the college website for ready reference. Apart from this, a hard copy of the outcomes are also made available in each department alongwith the syllabus.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://payyanurcollege.ac.in/wp-content/uploads/2021/03/POs-PSOs-COs.pdf
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

The OBE system was introduced w.e.f. 2019 admission and the first batch of students will be out only in 2022. Elaborate testing of outcome can be done only after that. The outcome achievement of different courses is tested mainly by examination conducted by University and continuous evaluation process. The continuous evaluation methods are so modified as to include specific tasks to test the outcome achievement. After the course, feedback is collected from the students, which include questions related to testing the proposed outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

437

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	http://payyanurcollege.ac.in/wp-content/uploads/2022/10/Annual-report-2020-21-2.pdf

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://payyanurcollege.ac.in/wp-content/uploads/2022/10/5.-Students-satisfaction-survey-feedback-report-2020-21.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)	View File

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

17

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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)	View File
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

Being a rural institution, which mainly meets the educational needs of undergraduates, the institution is able to encourage innovations and has succeeded in cultivating an enriching ecosystem for intellectual inquiries and inculcating research amongst the students and staff. During Covid-19, the institution signed up on the open online course website - coursera, thereby providing several online courses from leading universities and companies. More than 70 courses were completed by both teachers and students from various departments, using this platform. The institution has also hosted several webinars and online conferences, on various subjects, with reputed speakers from various national and international institutes. There are three research centers in the institution, namely for Hindi, Physics and Mathematics, through which research scholars and faculty of several eminent institutes get associated for creation of knowledge. There is a research committee at college level for

making policy related to research and innovation. The central library along with the various department libraries provides facilities for creation of knowledge and supports research through reference books, research journals, reading room, encyclopedia, Digital library-inflibnet, delnet etc. There are spacious laboratories, language lab, computer lab, stable Wi-Fi and internet connections, and other ICT facilities available for all the departments.

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

1

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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

5

File Description	Documents
URL to the research page on HEI website	http://payyanurcollege.ac.in/research/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

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

27

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

1

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

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

In the year 2020 – 2021, dedicated service in rendering to the neighbourhood community by the two NSS units (200 students) and

one unit of NCC along with various departments. The major community services included building a house to a homeless destitute, elderly woman Kalyanikutty Amma utilizing student labour. Building materials were collected by campaign. The street play designed to sensitize the community against substance abuse enacted by NSS volunteers turned out to be a blockbuster staged at 5 locations. The impact of this project was considerable and the degrading influence of liquor on youngsters was put across strongly through enjoyment. Health surveys, cleaning of residential areas of marginalized people, and repairing country mud roads were also done. These activities strengthened community relationships and integration. Other exemplary projects include the cleaning of the rivers Thejswini, Chandragiri, and Perumba. financial aid to the Endosulfan victims and anti-war rally.A bund for water collection was constructed at Korom school. Collected books for Edanad UP school library. Free coaching camp for rural talents in football and volleyball conducted by the Dept of Physical Education. The complete Mathematical Journal in Malayalam published by the Department of Mathematics is an intellectual service to the community. Biodiversity club's preservation project for RET plants in fifty neighbourhood UP and High schools was launched. The impact was that more schools came forward to plant such trees and requested for saplings and guidance.

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

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

4

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

29

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

1784

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

5

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

The academic infrastructure of Payyanur College includes Classrooms and related facilities, Laboratory facilities, Libraries and Seminar facilities. The college has sufficient

infrastructure to conduct classes for the 14 UG and 4 PG courses. There are 43 rooms of which 26 are designated for engaging core classes and 6 for common course classes. The eight PG classes have class rooms with a required number of standard chairs and tables. Facilities in the degree class rooms include sufficient sitting arrangements (benches and desks), ceiling fans, proper ventilation and good LED lighting. The three PG science departments Mathematics, Physics and Chemistry and the two UG science departments have adequate lab facilities. There are three labs in the Chemistry department. The Physics department has three labs for Research, PG and UG respectively while there is one lab each for Zoology and Botany. Mathematics department has a computer lab. A language lab is attached to the English department. The college has built up a museum, managed by the departments of History and Malayalam. The central library, which suffers from dearth of space, is functioning in a three storey building at the heart of the college and just in front of the main block, at right angles to it. There are eight department libraries.

The English department library is housed in the senior MA class in the space bifurcated with shelves. The departments of Statistics and Sanskrit also have department libraries. Seminar facilities: One seminar hall, an auditorium, and an audio-visual room are also part of the infrastructure for curricular activities.

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

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

College has adequate facilities for cultural activities, sports and games. College has a 400 m ground with football, volleyball and basketball courts. Apart from these facilities, there are outdoor facilities for kho-kho, handball, kabaddi and badminton games. College excels in chess and martial arts in university level competition. All the sports teams get special coaching. College has a gymnasium for maintaining the physical fitness of the students and staff. There is a sports hostel supported by Kerala Sports Council for boys. For practising cultural

activities, the college has earmarked a separate block named 'Kalakendra'. Payyanur College retains the Kannur University champions title for the last ten consecutive years. Out of 23 University arts festivals held, our college emerged as champions for 20 times. Students are getting special training from various famous artists across the state. Many artists do visit the college to interact with the students through various programs.

There is a multigym on the campus, which has the following machines.

Seated chest press machine.

Bench press machine.

Shoulder press machine

Seated leg press machine

Pec deck machine

Cable crossover pulley with chinning bar.

High lat and rowing pulley machine.

Seated abdominal crunch machine.

Biceps curl machine.

Leg curls and leg extension machine.

Squat machine and standing calf raise.

Double twister (sitting and standing).

Squat stand with safety bar supporter.

Bench press parallel.

Hyper extension.

Abdominal jet bench.

Bar stand.

Weight plate rack (stand).

Dumbbells.

Dumbbells stand.

Barbells.

Weights.

Weighing machine.

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

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

23 classrooms and 4 halls

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

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)

10.50092

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

Automation was introduced as early as 2006 to facilitate fast and quality services to the stakeholders. The ILMS software service is provided by MeshiLogic and the brand is Book Magic version 4.0. The service providers claim that it is suited for College, Research and other similar Institutions and is available as Client Server and Online versions. The OPAC (public interface for users), cataloging/Database/Technical processing (classifying and indexing materials), circulation/ Counter transaction /Issue and return module (lending materials to patrons and receiving them back), Acquisitions (ordering, receiving, and invoicing materials), Serial control module, Administration module, Reports module, Article indexing module, Digital library resources cataloging module. Of these nine modules available, the college uses all the 8 facilities except the fourth one (Acquisitions). Purchase/Acquisition facility could not be brought under automation as the terms and conditions stipulated by the government regarding minimum discount does not agree with the discount the online bookstores are willing to offer. The link for online access of the library is http://webopac.payyanur.meshilogic.co.in/ The exponential increase in the use of the mobile, Wi-Fi coverage on the campus, department libraries and the easy access to unlimited online resources have diminished the number of visitors to the library to a certain extent.

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

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)

0.39265

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

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

70

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Payyanur College as a higher education institution has always attempted to acquire cutting edgetechnology. The college provides wired internet connections to various departments,administrative offices and computer labs. High speed wifi is ensured across the campus byproviding wifi modem at each corridor and departments of the campus.

23 classrooms and 4 halls - ICT enabled 66 computers for academic purpose alone

Campus wifi is provided by two service providers viz. BSNL and Jio Network. The BSNL has a speedof 20mbps. Geo network provide 1GB data a day for customers.

PublicAddress System for announcement with connectivity to each of the classes introducedin 2006 is still maintained. The institution installed an Interactive White Board in theseminar hall for the science departments in particular. Library has a Net ResourceCentre. The library provides the remote access facility OPAC. The Information Management System extended to mobile app going to be realizedsoon is the latest development in this direction for the convergence of data management.

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

4.3.2 - Number of Computers

77

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	<u>View File</u>

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

62.46219

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 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.State government too providesa small financial assistance for maintenance (Rs 6000/- per annum). PTA usually pays for emergency maintenance work on a small scale.

Maintenance and repair work of computers are entrusted to MILA Associates, suppliers of computers and other IT products for the college.

Purchase and Stock registers are maintained by each department. Annual Stock Verification is done by the appointed committees.Campus beautification committee works to keep up the ambience of the campus. NSS and NCC units conduct garbage

management and maintain the cleanliness of the campus.
Twosweepers are appointed to clean the campus. A night watchman
is also employed by the governing body.

Maintenance of the library: It involves keeping the collection
of books intact and ensuring the return of books safe and sound.
Measures for protection like dusting frequently, rebinding old
and damaged books are also done in specific periods.

Maintenance of the Sports and Games facilities: Playground and
court maintenance is done regularly which involves
frequentpressing of the volleyball court.

College Garden maintenance:pruning and manuring is done atleast
twice a year.Irrigation of various gardens is done bysupporting
staff of departments and the college watchman.

Solar Power Generation System: Thesolar panels are cleaned
regularly and the maintenance done by the service providers,
'Team Sustain'.

File Description	Documents
Upload any additional information	No File Uploaded
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

1511

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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)	View File

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

45

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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	http://payyanurcollege.ac.in/aqar-data/
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

667

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

667

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	[View File](#)

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

18

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

313

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

6

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

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.

21

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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, an elected body of student representatives through parliamentary election manages the student affairs in the college. The Union has a Chairman and other office bearers including association secretaries and class representatives. Student representation and participation in all campus activities is ensured through the elected college and university unions.Major functions like Union Inauguration and Fine Arts Day and other cultural programmes are organized by the college union. A student representative is nominated to the IQAC committee to render its functioning student-friendly and more effective. All co-curricular activities are conducted by students with faculty guidance and this enables the cultivation of leadership qualities in the students. There are student cultural outfits like COPS, FOFCA Mathrukam and Snehitha in the college and the last two are exclusively women collectives.Departmental associations and clubs also conduct programmes for student empowerment and socialization. The weeks-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.

The above mentioned system is the regular practice in the college, but owing to covid pandemic and associated lockdown, many of the regular systems were held up, including the college union elections.

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

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

34

File Description	Documents
Report of the event	View File
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)	View File

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 college has a two-tier Alumni Association system with the Payyanur College General Alumni Association at the apex level and 13 departmental alumni associations functioning as its wings. The College General Alumni Association is registered with

the Registrar of Societies, Govt. of Kerala. The department 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 financial assistance is through Alumni sponsored seminars and workshops, endowments and scholarships to students, furniture, books and equipments etc. Alumni associations have also funded major projects in the campus like park, gate etc. The eminent alumni of the college across the globe provide free and quality resources in various forms to our students.

File Description	Documents
Paste link for additional information	http://payyanurcollege.ac.in/aqar-data/#
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	C. 3 Lakhs - 4Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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: Our Education, Our Future

MOTTO: Vidhyadhanam Sarvadhanat Pradhanam (Education is the Ultimate Riches).

MISSION STATEMENT: Higher Education for Inclusiveness, Equity, Excellence, and Sustainable, Holistic Development.

The Mission Statement can be explicated as follows to bring out the finer dimensions of the functioning of the institution:

To be a model earth-friendly, sustainable, inclusive institution serving students and the local community through quality higher

education.

Dissemination of secular and democratic values in the learners with a view to building a cohesive and tolerant society.

Spreading an inclusive consciousness beyond gender, class and caste prejudices for integrated national development.

Propagation of Sciences, Social, Biological and Mathematical, to assist the formation of a productive knowledge society.

Developing global competency in students.

Preservation as well as advancement of the literary wealth of different Indian and foreign languages through study and healthy interaction.

Empowerment of women and the socially deprived sections through education.

Promotion of green practices to decimate carbon footprints

Preservation of biodiversity.

Exposure to ICT for Teaching, Learning, Evaluation and Research.

Nature of governance

Payyanur College has a three-tier administrative system with the Board of Management (Payyanur Educational Society) as the apex local authority, which is a registered society with elected members. Principal is assisted in governance by the College Council and the administrative wing. The office is headed by the Junior Superintendent. In spite of this official and hierarchical structure, Payyanur College adopts a participatory and collaborative form of governance for actualizing the stated vision and mission through strategic plans.

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

6.1.2 - The effective leadership is visible in various institutional practices such as

decentralization and participative management.

Payyanur College is an institution that is committed in ensuring the spirit of democracy in all its operations. All the relevant constituencies of the college are given due share in the planning and implementation of major events.

There are 26 independent committees that include representatives from teaching and non teaching staffto plan various activities and manage day to day issues.Some committees have student representatives too.

The college council is an advisory body that meets regularly to advise the principal in the administration of the college. All the heads of the departments, librarian, office superintendent, and two staff members elected from the faculty constitute the council. Application for new courses, examination results evaluation and such decisions and analysis are done by the college council.

Each department functions under the headship of a seniorfaculty and has the freedom in planning curricular and co-curricular activitiesat department level.

Official and unofficial WhatsApp groups of all the staff serve as a forum of communication, debate and discussion on issues related to college..

The PTA also play a crucial role in discussing and implementing major policies regarding the development of the college.

There is an active student council which is a democratically elected body. The student council assists the authorities in the smooth operation of the college.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Perspective and strategic planning are for optimal resource

mobilization, proportional and preferential allocation of resources for realizing the stated vision, mission and goals of the institution. Payyanur College used to prepare plans which at the best were annual plans. As a result, the college was able to streamline various projects and bring funds for development. Major achievements in this regard are women's hostel, Solar power generation infrastructure (first of its kind among aided or government arts and science colleges in Kerala as early as 2013), new laboratory for Chemistry, standard size football ground, 400 meters track, rainwater/roof water harvest and collection pond of 9 lakh liters capacity and golden jubilee block.

Participation of the teachers in the decision making bodies of the HEI:

Perspective and strategic planning cannot succeed without the convergence of all the constituencies like the Management, Staff, College Union, Alumni, PTA and Department Alumni. Teachers have leading and decisive roles in most of the committees. All aspects are discussed by the Board of Management and the College Council. Department level affairs are monitored by the Heads of Departments after exhaustive discussion with the faculty concerned. In the case of the functioning of the department forums, students are also consulted. Leading roles are given to the students to make them responsible future citizens.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	Nil
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.

Governing body and Administrative setup

Payyanur College is a government-aided college run by Payyanur Educational Society. The Board of Management is the highest local authority which functionsonthe directives of UGC, State Government and the University. The President of the BoM is the

appointing authority. The term of the BoM is five years. Principal, the head of the institution, is assisted by the statutory college council formed of all the HoDs and two elected members from the teaching staff. Superintendent heads the administrative wing. It is the bounden duty of the faculty to engage in the teaching-learning-evaluation processes. The college office is morally and legally bound to provide administrative services for the stakeholders. The statutory bodies like PTA, ICC, Anti-Ragging Committee and Student Grievance & Ethics Committee also function in the college to ensure a safe campus life.

Service Rules and Procedures.

Payyanur College is bound to follow University Statutes, Kerala Service Rules and Procedures along with UGC regulations issued from time to time.

Recruitment:

Vacancy of teaching staff arises on the retirement of teachers and also when new courses are sanctioned by the government. Supporting staff members are appointed based on the number of students and also some other governmental norms.The college management invites applications through national newspapers after getting the consent from the government, processes applications and conducts interview by forming a duly constituted committee, as per the University Statutes. The university andgovernmenthave to give approval for appointment.

File Description	Documents
Paste link for additional information	http://www.idrb.kerala.gov.in/idrb/quater_forms/KSR%20Vol-%20II.pdf.
Link to Organogram of the institution webpage	http://payyanurcollege.ac.in/organogram/
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and	A. All of the above

Support Examination

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	[View File](#)
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

The welfare measures available in the college for the teaching and non-teaching staff include the following.

The Co-operative society runs a store which provides study materials and stationeries to teachers and students at a subsidized rate. The society is managed by a staff committee and it accepts deposits at a higher interest and instant loans to the employees on request.

The College canteen provides the staff and students with hygienic and nutritious food at affordable prices within the campus.

The Department of Physical Education maintains a well-equipped multi-gym and fitness center which is open for all the staff beyond working hours.

Maternity and Paternity Leave: Employees can avail maternity leave for six months and paternity leave for 10 days. All other leaves eligible for Kerala Govt Employees like Special disability leave are also applicable to the staff.

Insurance Schemes: All the regular staff are covered under the Group Insurance, State Life Insurance and Group Accident Insurance Schemes of the state government.

Medical reimbursement scheme is available for all the employees by which medical expenditure of employees and their dependents can be refunded.

In addition to the above benefits, other statutory benefits prescribed for the State employees by the Government of Kerala are also provided to the staff.

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

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

5

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)	<u>View File</u>

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

5

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)	View File

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

46

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

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

Performance based Appraisal System (PBAS) is introduced by University Grants Commission with effect from 18.09.2010. It is a self-appraisal system in which the individual teacher has to

fill up a structured Performa designed by the UGC. The IQAC cell is the custodian of the PBAS and the filled in proforma is channeled through the IQAC to the affiliating university for further procedure. The Screening-cum-Evaluation Committee or the Selection Committee is authorized to verify the self-assessment scores and make decisions.

The non-teaching or the supporting staff members do not have performance assessment of an official kind in aided or government colleges. However, there is always a social audit based on their work efficiency evolving from their interactions with stakeholders. Undergoing in-service training and strict adherence to code of conduct and ethical guidelines provided by the university and the state government would prove to be an alternative framework of values for most of the employees to be efficient, fair and service-minded. The performance of the college office is also assessed through the feedback from the outgoing students.

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

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

Local and AG's audit

The college has an internal and external audit mechanism. The income and expenditure related to government and semi-government sources are audited by the government auditors. UGC funds, Salary accounts etc. are audited by government auditors from the Deputy Director's office and Account General's office. Local audit is conducted every year end and at the time of an employee's retirement.

The management accounts are audited by a qualified chartered accountant engaged by the Board of Management. The PTA accounts are also audited by auditors engaged by the PTA. Government funded activities like NCC, NSS, WWS, SSP, ASAP has their own accounting procedures and audits apart from the general audits

at college level.

Department expenditures are presented at the department meetings. No serious charges or lapses were located so far by the auditors and all the minor lapses highlighted were resolved by the college in the manner suggested by the authorities. No violations of procedure or unethical practices were pointed out and no employee was found guilty of that hitherto.

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

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)

24.99822

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

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

Payyanur College is a grant-in-aid college run by a registered society and the major funding is from the Govt of Kerala towards salary of the faculty and the supporting staff.State funding for infrastructure is only Rs 6000/- per year.University Grants Commission grant allocations for library, women's hostel and football ground were sanctioned in different periods for the development of the college.The Board of Management finds provisions for resources in the form of contributions from generous well-wishers. The received fund is used with discretion for the development of the institution with strategic planning.

The PTA also provides financial assistance on occasions of need for meeting the necessities related to students alongwith seminar and Journal subscription expenses. Scholarships are also instituted by General PTA and its chapters and departmental organs. Accountant General's office conducts an exhaustive audit in the instance of the retirement of the principal. A duly constituted building committee comprising representatives of the management and faculty members monitor the construction work; tenders are invited for all major constructions and all the payments are made through banks. Lab equipment and other learning management items are bought according to UGC and government stipulations. Maintenance and repair are done by the management as and when required. The college keeps all accounts up to date with the endorsement of the principal.

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

Internal Quality Assurance Cell (IQAC) is a statutory body with defined and designated functions of developing a system for quality assurance and enhancement in the college. Payyanur College IQAC has put in efforts to institutionalize certain quality assurance strategies and processes like participatory management, institutional and department level planning, quality metrics like result analysis, feedback, self appraisal (introduced by the UGC and handled by IQAC) and rationalization of Continuous Internal Evaluation by introducing bar-coded answer scripts and centralized arrangement for the second of the two tests stipulated by the university. Result analysis changed into a performance analysis of the students and also faculty with the added dimension of programme outcome. Feedback is an institutionalized process attached to all the aspects of the functioning of the institution.The use of Whatsapp for coordinating activities at various levels and enhancing quality is also institutionalized in thecollege. Use of messaging services for governance is also institutionalized. A G-suit account procured for the college that enables each department to have its own email account and facility to host and record

online meetings and webinar. Mentoring system has been introduced as an IQAC initiative during 2020-21, to ensure individual attention and care for students. Skill development initiatives by IQAC (eg. online education tools for teachers and computer proficiency for non teaching staff) ensure the updation and maintenance of competency among both teaching and non teaching staff. General and personal conselling for students were also introduced in the ight of covid related stress among students.

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

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

The institution reviews the most important aspect of its functioning, that is, the TL process in various ways and by different bodies. The Board of Management reviews results and visits the department for understanding the situation and helping the department to perform better. IQAC and the college council also review the TL process after each final examination and publication of results. Student feedback on curriculum, internal examinations, and other aspects of functioning are collected and analyzed. Based on the indications in the reviews, reforms are suggested. So, decisions were taken to augment the ICT infrastructure with the additional classes. Teachers were encouraged to use PowerPoint and online resources to augment their lectures. Orientation was also given in IQAC sessions citing the advantages of ICT and online teaching. IQAC has a collection of e-articles on the advantages of ICT-enabled TL process for reference. The allotment of PTA funds for seminars, talks and journals is another instance of reform measures to ensure that at least a few external resource persons of quality interact with the faculty and students every year even in the absence of UGC funds for conducting seminars. Department libraries, being the most accessible learning spaces for students, are strengthened and made more student-friendly by the constant efforts of the IQAC and college council. Selected faculty members from each discipline either go in person or give preferential lists to the librarian so that the best available

books in the knowledge area are added to the library.

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

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)	**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	http://payyanurcollege.ac.in/wp-content/uploads/2022/10/Annual-report-2020-21-2.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 Girl Students'Welfare Committee of the college make plans at the beginning of each academic year on the programs and activities for the year.

1. Awareness program on general facilitiesespecially created

for women employees and girl students

2. Programmes to increase the knowledge about the human rights of women and gender equality among all students.
3. Programs of awareness on physical and mental issues of late adolescent girls.
4. Organizing self-defence training programs for girl students
5. Celebrating days like International Women's Day

2.The Internal Complaints Committee against Sexual Harassment of Women at Workplace monitor and take immediate steps against sexual harassment incidents

3.Other committees like Students Grievance and Ethics Committee, Anti-Ragging Committee etc also deal with gender issues.

4.Psychological counselling to those in need bypart-time counsellor appointed by the PTA.

5.Career guidance sessions are organised for girl students to motivate themto enter into various streams of higher education and profession.

6.The regular mentoring system in the college makes sure that the various common and personal issues faced by students including gender issues are reported in time.The mentoring sessions also give special priority to discuss gender issues.

7.Measures are taken to ensure equal/greater participations of girl students in cultural, sports, NCC and NSSactivities.

File Description	Documents
Annual gender sensitization action plan	http://payyanurcollege.ac.in/wp-content/uploads/2022/05/Gender-sensitisation-action-plan.pdf
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	http://payyanurcollege.ac.in/wp-content/uploads/2022/10/7.1.1.-Specific-facilities-provided-for-women-2020-21.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy	A. 4 or All of the above

conservation measures Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	[View File]()
Any other relevant information	No File Uploaded

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 littering and dumping are checked by putting waste boxes at crowding points and creating awareness in students to use the waste box. NSS volunteers take the lead in awareness campaigns and they also do periodic campus cleaning drives. Separate provision is provided for plastic and biodegradable solid waste. The local bodies make arrangements for taking away plastics for recycling. Different bins are provided at the three hand washing areas to collect food wastes, and its packing materials separately. Use of disposable plastics are banned in the college and the use of steel glasses (provided by NSS and some departments like Hindi and BBA) are promoted instead of plastic coated disposable cups.

Liquid waste from labs is drained into safe underground pits (since the campus is a sprawling one, water shedding is not a grave issue).

Biomedical wastes are not generated on the campus.

For E-waste disposal we don't have a proper strategy at present. E-waste doesn't pose a serious issue at present since maximum guarantee/warranty is ensured on electronic purchase. We are searching for collaborators for e-waste disposal as the issue may get aggravated in future.

Waste recycling is effectively done for food wastes through composting and biogas units. Both the canteen and the womens' hostel have biogas units connected to the kitchen.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	View File

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	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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**	**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
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	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	No File Uploaded

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	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
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).

The college is situated in a village and the major stakeholders are the children from poor family backgrounds like farmers, daily wage laborers etc. Majority of them are given support in one or the other way including fee concession, e-grants, scholarships, free meals etc.

Students of the college belong to different religions and castes; but it is ensured that the celebrations in the college does not consider any such differences. Even the religious festivals are celebrated alike by all.

The cultural activities in the college are mainly organized by the students' union and the teachers in charge - viz. Staff Advisor, Finarts Advisor and Staff Editor of College magazine ensures that there is no discrimination in student selection to various programmes.

We usually don't have other state students except for a few from Lakshaweep. As majority of the students belong to the two northern districts of Kerala, there exists least chances for regional discrimination. Similar is the situation for linguistic discrimination.

Special attention to slow learners is ensured through programmes like mentoring, SSP, Peer teaching etc. so that students backward in studies due to different reasons are brought forward and made confident. Disabed students are provided with basic infrastructural modifications and all other support both from staff and students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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

Effective citizenship is nurtured through various programmes and projects in the college. The way our National days are observed helps in a major way to this cause. Independence Day, Republic Day and Gandhi Jayanthi are among the most widely celebrated events that sensitize citizens of constitutional values. All these events are participated by students as well as the staff.

All the staff usually have election duty in Panchayat, assembly and parliament elections. NCC and NSS volunteers are also encouraged to be a part of the election process.

The NCC unit in the college takes special care to conduct programmes in connection with Armed Forces Flag Day, Kargil Vijay Divas etc.

National Science day is also celebrated mainly by the science departments, focusing on the cultivation of scientific temper among the students which is a fundamental duty of the citizen.

Secularism is preserved in the campus and no toxic religious politics is allowed.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://payyanurcollege.ac.in/wp-content/uploads/2022/10/Annual-report-2020-21-2.pdf
Any other relevant information	Nil

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

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	No File Uploaded

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

The college celebrates national and international commemorative days, events and festivals and considers them as very essential for the mental health, social life and the feeling of oneness among the students.Many of the celebrations were held online during 2020-21 due to covid lockdown.

Independence Day is usually celebrated by flag hoisting and message by the Principal, saluté and parade by NCC cadets, sweet distribution, webcasting of independence Day parade etc. Similar programmes are organized on national days like Republic Day, Gandhijayanthi, Army Day, and Kargil Vijay Divas, International Yoga Day etc..

Onam, being the most celebrated festival of Kerala, is celebrated with a variety of programmes like flower carpet competition among the departments, tug of war etc. Other festivals like Christmas, Ramzan etc. are also celebrated by the campus community.

Days of environmental importance like World Environment Day, Ozone Day, Wetland Day, Wldlife week etc are celebrated by organizing programmes connected with nature conservation.

Other important days like Teachers' Day, Science Day, NCC Day, NSS Day etc are celebrated in a befitting way. Apart from these common celebrations, individual departments have their own programmes on days of importance relevant to their subject.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
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: Communicative Hindi Training for Police Officials

To enable hindi language communication for the police personnel with the people from Hindi speaking core areas

In Kerala, a large number of other state residents, especially from North India are working in different sectors. The failure to communicate in Hindi had caused many incidents that led to unnecessary complications, especially for the police officials.

Spoken Hindi Training Programme was conducted by Hindi faculty for Police officials in Payyanur Police Station.

Confidence in speaking Hindi andexpressing their satisfactionendorse the success of the programme.

Dealing the conflict between communicative language and official language. Conducting course at Police Station itself was a bit challenging

Best Practice 2 :Classroom Library:

To enhance the access to books and magazines to students. To inculcate responsibility, management qualities and human values among students.

Easyavailability of books shallpromote reading habits in students.

Every classroom sets up a shelf with a variety of books.The students will be the custodians and supplier of the books. At present five departments have set up classroom libraries with a total of 691 books.

The classroom library is well used by the students. The practice is being adopted by more departments.

Limitation of space in the classrooms restricts expansion of the classroom library. Proper documentation of issue and return of books is not happening at times.

File Description	Documents
Best practices in the Institutional website	http://payyanurcollege.ac.in/best-practices/
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

Inclusivenessis an area distinctive to the priority of the college. This is a rural college and caters to the higher education needs of the rural population around Payyanur. 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 1932 more than 70 percent are girls, which speaks about the gender concerns and women empowerment commitments of the college. In community-wise distribution we can find that more than 60 percent of students belong to OBC (of which one fourth are from Muslim minority), around 20 percent to SC/ST, 4 percent to Christian minority, and only around 13 percent to general category. In terms of financial capacity, it can be seen that more than 85 percent of the students are from weaker families and enjoy fee concessions offered by the government. Also, about 90 percent of students use public transport and do not have their own vehicles, which is another present-day indicator of financial status. Rural students constitute over 85 percent of the student population. Above all, more than 45 percent of the

students are first generation learners at college level. 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.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Setting up of new computer lab

Construction of new building for canteen (plan and estimate prepared)

Replacing computer systems in department with higher configuration systems

Renovation of Sports Hostel

Organizing more number of academic seminars/conferences physically

Purchase of college bus (Quotations invited and order placed)