



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution

PAYYANUR COLLEGE

- Name of the Head of the institution **PROF. (DR.) SANTHOSH V M**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **04972805521**
- Mobile no **9446423169**
- 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. SWARAN P R**
- Phone No. **04972805121**
- Alternate phone No. **9447293398**
- Mobile **9447293398**
- IQAC e-mail address **iqacpnrc1g@payyanurcollege.ac.in**
- Alternate Email address **pnrciqac@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<http://payyanurcollege.ac.in/wp-content/uploads/2023/01/aqar-2020-21.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/2023/02/acad-cal-21-22.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	GRANT IN AID (SALARY TO STAFF)	STATE GOVT.	2021-22 (ONE YEAR)	70468358
INSTITUTION	SHOLARSHIPS	CENTRAL AND STATE GOVTS.	2021-22 (ONE YEAR)	7608830
INSTITUTION	NCC	CENTRAL GOVT	2021-22 (ONE YEAR)	24913
INSTITUTION	NSS	CENTRAL GOVT.	2021-22 (ONE YEAR)	44100
INSTITUTION	ASAP TRAINING PROGRAMME	STATE GOVT.	2021-22 (ONE YEAR)	2909
INSTITUTION	HOSTEL ALLOWANCE TO SC/ST/OEC STUDENTS	STATE GOVT.	2021-22 (ONE YEAR)	316200

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 **50000**

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

INTRODUCED MENTORING SYSTEM FOR STUDENTS, DESIGNED MENTOR DIARY AND GUIDELINES

CONDUCTED FDP FOR TEACHING STAFF ON QUALITY PARAMETERS OF ACCREDITATION

CONDUCTED CAPACITY ENHANCEMENT PROGRAMME FOR NON-TEACHING STAFF ON OFFICE PROCEDURES

REGULAR MONITORING AND ANALYSIS OF RESULTS, CERTIFICATE COURSES ETC

CONDUCTED ACADEMIC AND ADMINISTRATIVE AUDITS

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
TO CONDUCT ACADEMIC AND ADMINISTRATIVE AUDITS	CONDUCTED THE AUDITS BY TWO EXTERNAL EXPERTS
TO CONDUCT FDP FOR TEACHING STAFF ON ACCREDITATION PARAMETERS	CONDUCTED AN ONLINE PROGRAMME ON QUALITY PARAMETERS OF ACCREDITATION
TO CONDUCT FDP FOR OFFICE STAFF ON OFFICE PROCEDURES	CONDUCTED CAPACITY ENHANCEMENT PROGRAMME FOR NON-TEACHING STAFF ON OFFICE PROCEDURES
REGULAR EVALUATION OF RESULTS, CERTIFICATE COURSE ETC	REGULARLY MONITORED AND ANALYSED RESULTS, MENTORING, CERTIFICATE COURSES ETC
TO INTRODUCE MENTORING SYSTEM	STARTED MENTORING FOR SECOND YEAR AND FIRST YEAR UG AND PG STUDENTS. DESIGNED MENTOR DIARY AND GENERAL GUIDELINES

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

- Name of the statutory body

Name	Date of meeting(s)
College Council	11/07/2023

14. Whether institutional data submitted to AISHE

Part A

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• Name of the statutory body	

Name	Date of meeting(s)
College Council	11/07/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	10/02/2023

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):

Students of the college were registered in NAD in 2021 and ABC in 2022. The Academic Bank of Credit system is not completely 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. Kerala Government has taken decisions on

implementing the 4 year UG programme envisaged in the NEP 2020 and Kannur University is in a preparatory stage for implementing it.

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, 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.

English common classes (for all students) include lessons like 'Indian culture and authority', 'Three hundred ramayanas', folklore knowledge, Dalit woman education, Constitution related debates etc. and translated works of articles in Indian languages.

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 in order 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 even after the covid lockdown, mainly for finishing the syllabus and for assignments and webinars.

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	491
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1975
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	132
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	634
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	82
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	82
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	55
4.2 Total expenditure excluding salary during the year (INR in lakhs)	120.02008
4.3 Total number of computers on campus for academic purposes	134

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 processes, 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 is 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. The academic calendars are 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 calendar. 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 and industrial visits are also planned according to the calendar. 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	View File

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

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)

15

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

846/1975

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 organized 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 programs. The degree programs of Chemistry, Botany (UG and PG), Zoology, Economics, English, Hindi, Physics (PG) 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

20

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

634

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	https://payyanurcollege.ac.in/2021-22-2/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
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	https://payyanurcollege.ac.in/2021-22-2/

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

679

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

132

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 knowledge level of the students getting admitted is being identified by the post-admission tests conducted by each department soon after admission. 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.

For advanced learners:

Reference materials, previous questions and reading materials are being provided to the students for competitive exam preparations, and mentoring sessions are given as per their interests. They are encouraged to participate in inter-collegiate/university competitions. Peer tutoring opportunity is provided for interested students having a strong academic background. Students are encouraged to take projects independently for their UG and PG project courses. In addition, the institution has registered in the Young Innovators Programme, where by the students are asked to submit their proposals in YIP.

For slow learners:

Remedial coaching is being done for slow learners, and most of the departments adopt the Peer teaching. Prior to the examinations, special online sessions are carried out for all the students, by departments like English, specially targeting slow learners. Exam oriented, short and simplified notes are provided by most of the 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
1975	82

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

In order to encourage and include first year UG and PG students into academics and campus life, Orientation programmes (extending for a week) are conducted from the first day of their classes. 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, which 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 (online, offline, blended) have been conducted by the institution, which has benefitted the students both academically and personally. Program coordinators of government initiatives like ASAP and YIP 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 quality, 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. 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, in addition to the

offline learning methods. Zoom, Google Meet, Cisco Webex Meetings, Microsoft Teams 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 accommodate more participants.

Google Workspace: All the teachers are acquainted with most GSuite 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, 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 serve as additional ways to share the learning modules, ebooks and notes.

File Description	Documents
Upload any additional information	View File
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

74

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

82

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**

47

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**

679

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.

20 percent of the total marks of a course is being covered under the CIE, which has 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 involved viz. punctuality, laboratory skill, examination/viva and record. Two internal assessment tests are conducted for each course, and a model exam is conducted centrally by the institution, for which the college has a dedicated committee. Assignment topics and the dates for submission are announced to students sufficiently earlier and the scripts are returned after evaluation with comments. Seminar topics are either listed or directions are given in the syllabus itself for each course in the case of all programmes. Students without 75 percent attendance need to pay condonation fees, and those much below the same need 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 (both the class tests and model exams) are conducted as per the norms prescribed by Kannur University. The Principal and the Internal examination committee ensure smooth and transparent conduct of internal examinations in every semester. The question papers are prepared in a confidential manner. The examinations are conducted without entertaining any kind of malpractice.

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, and in case their concern being not addressed, the students can directly approach the Grievance cell. 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 in the presence of the concerned teacher. As the assessment is performed in a quantitative manner, there will be 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 the current and 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 being an Outcome Based one, the programme outcomes (POs), programme specific outcomes (PSOs) and course outcomes (COs), are clearly defined and stated at the beginning of each syllabus. All the above specified outcomes are displayed on the college website for ready reference. Apart from this, a hard copy of the outcomes is also made available in each department along with the syllabus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
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 came out in 2022. Elaborate testing of the outcome has been done through questionnaires prepared by each department in consideration with IQAC. The outcome achievement of different courses is tested mainly by examination conducted by university and through the continuous evaluation process. The continuous evaluation methods have been modified so 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

445

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	https://payyanurcollege.ac.in/wp-content/uploads/2023/08/annual-report-21-22.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)

<https://payyanurcollege.ac.in/wp-content/uploads/2023/08/STUDENT-SATISFACTION-SURVEY-21-22-1.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)**

3.5

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

19

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**

2

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	View File
Paste link to funding agency website	https://www.ugc.gov.in

3.2 - Innovation Ecosystem

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

Though the institution is situated rurally it meets the educational needs of UG and PG students, and is able to encourage innovations and has succeeded in cultivating an enriching ecosystem for intellectual inquiries and inculcating research amongst the students and staff. The institution had signed up on the Coursera during pandemic and both the teachers and students from various departments have used the platform well for their academic development by completing several online courses from leading universities and companies. The institution has hosted several seminars, webinars, online and offline conferences, on various subjects, with reputed speakers from various national and international institutes. There are three research centers in the institution, 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 and IPR committee for making policy related to research, innovation and IPR activities. 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

15

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

12

File Description	Documents
URL to the research page on HEI website	https://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

29

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

12

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

One of the highlights among the community services included Snehaveedu, where by the NSS volunteers and staff of the college constructed a house for an old student who lost his parents in an accident. NCC volunteers of Payyanur College organized Blood donation, Food distribution at HOPE Rehabilitation center, cleaning campaign at a school near to the college. The NSS also adopted a village where several agricultural, academic, cultural, healthcare, and environment related activities were carried out. BBA department organized a one-month duration programme, jointly with MGNCRE under the Ministry of Human Development, to battle Covid-19, where the students offered their services in groups to the people residing in Madayi Grama Panchayat with 5 helpdesks on five aspects. Other activities include health surveys, cleaning of residential areas of marginalized people, and repairing country mud roads, collecting books for nearby schools, etc. All these activities strengthened community relationships and integration. Two attractive programmes were done by the Biodiversity club, named as KAVOOTTU and Vithulsavam. The former was done for protecting plants at Poomala bhagavathi temple at Thayineri and for protecting environment at Mappittacheri Kavuu, and new trees were planted and measures were taken for protecting the existing ones. In the latter, an exhibition of seeds and fruits of rare and endemic vegetables and trees was done.

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

2

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

26

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

1555

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

6

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

5

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 nine 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 four PG science departments Mathematics, Physics, Chemistry and Botany the four 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.

25

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://payyanurcollege.ac.in/wp-content/uploads/2023/08/ICT-Enabled-Rooms.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

75.50879

File Description	Documents
Upload any additional information	View File
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 for the In-house Management. Book magic enables customizable search, book circulation, barcode printing, Report generation etc. Library maintains an automated modern research and reference library with a collection of 57509 books, academic journals, and periodicals, including career magazines.

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)

18.68412

File Description	Documents
Any additional information	No File Uploaded
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

75

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. 31 classrooms and 4 halls are ICT enabled and 134 computers areavailable foracademic purpose alone. Campus wifi is provided by two service providers viz. BSNL and Jio Network. The BSNL has a speedof 300 mbps. 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

151

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	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)

40.88156

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 provides a 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. Two sweepers 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 frequent pressing of the volleyball court. College Garden maintenance: pruning and manuring is done at least twice a year. Irrigation of various gardens is done by supporting staff of departments and the college watchman. Solar Power Generation System: The solar 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	https://payyanurcollege.ac.in/code-of-conduct/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1763

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 benefitted 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

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	https://payyanurcollege.ac.in/
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

1128

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

1128

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

A. All of the above

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

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

49

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

317

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

24

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.

73

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, FOECA 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 19 out of the 22 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.

File Description	Documents
Paste link for additional information	https://payyanurcollege.ac.in/students-union/
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

75

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	https://payyanurcollege.ac.in/general/
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 staff to 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 senior faculty and has the freedom in planning curricular and co-curricular activities at 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 functions on the 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 and government have to give approval for appointment.

File Description	Documents
Paste link for additional information	https://dc.kerala.gov.in/wp-content/uploads/2023/02/Kerala-Service-Rules-II.pdf
Link to Organogram of the institution webpage	https://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 Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	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.

A new medical reimbursement scheme is initiated by Kerala government named 'Medicep' which is available for all the employees by which medical expenditure of employees and their dependents can be refunded.

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

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)	View File

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

2

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

34

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 Proforma 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.

An APAR format for NTS was formulated by IQAC which will be collected from the next academic year.

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)

43.36557

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

Regular and detailed analysis of results and follow up actions is ensured by IQAC

Feedback from various stake holders and its analysis is done by iqac regularly

Mentoring system was institutionalised by designing mentor diary for individual students and formulating general guidelines

conducting FDP for teaching and non teaching staff based on the need of the time

Academic and administrative audits for quality assessment

Planning and execution of various programmes of general importance to the campus

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)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://payyanurcollege.ac.in/wp-content/uploads/2023/08/annual-report-21-22.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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 facilities especially 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 by part-time counsellor appointed by the PTA.

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

6. The mentoring system introduced 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 NSS activities.

File Description	Documents
Annual gender sensitization action plan	https://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	https://payyanurcollege.ac.in/wp-content/uploads/2023/08/Specific-facilities-provided-for-women.pdf

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	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

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:

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	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

B. Any 3 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

A. Any 4 or all of the above

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

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 Lakshawep. 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. Disabled 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)	View File
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	https://payyanurcollege.ac.in/news/
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, A. All of the above

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

File Description	Documents
Code of ethics policy document	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.

Independence Day is usually celebrated by flag hoisting and message by the Principal, salute 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	No File Uploaded
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.

Title of the practice: Payyanur College Central Library Readers Club

Goal:

creating a platform for students to engage in meaningful discussions

Context:

The diminishing trend in the usage of Library, in the digital world. Deliberate efforts to attract students need be done.

Practice:

Library club was inaugurated on January 13, 2022.

Digitalisation of resources, Workshops and seminars, Outreach Programs: book exhibition drives and literacy campaigns Evidence of success

feedback from students and stakeholders are positive

Challenges

Coming together of students from different departments at one time

BEST PRACTICE 2

Title of the practice: Free mid-day meal scheme by PTA

Goal:

To support the economically and socially backward students of Payyanur college

Context:

Being a rural college we have many students from poor family background who even skip the meals.

Practice:

PTA earmarks a fund to provide mid day meal to more than 100 students everyday, throughout the year. Deserving students are listed and given token to have food from canteen.

Evidence of success:

The programme is a grand success on humanitarian angle and now we have more sponsors for the scheme like alumni and retired teachers.

Challenges

More number of deserving students than we can afford

File Description	Documents
Best practices in the Institutional website	https://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

Inclusiveness is 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.

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 processes, 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 is 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. The academic calendars are 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 calendar. 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 and industrial visits are also planned according to the calendar. 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	View File

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

19

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)

15

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

846/1975

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 organized 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 programs. The degree programs of Chemistry, Botany (UG and PG), Zoology, Economics, English, Hindi, Physics (PG) 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

20

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

634

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
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File Description	Documents
URL for stakeholder feedback report	https://payyanurcollege.ac.in/2021-22-2/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
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
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://payyanurcollege.ac.in/2021-22-2/

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

679

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

132

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 knowledge level of the students getting admitted is being identified by the post-admission tests conducted by each department soon after admission. 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.

For advanced learners:

Reference materials, previous questions and reading materials are being provided to the students for competitive exam preparations, and mentoring sessions are given as per their interests. They are encouraged to participate in inter-collegiate/university competitions. Peer tutoring opportunity is provided for interested students having a strong academic background. Students are encouraged to take projects independently for their UG and PG project courses. In addition, the institution has registered in the Young Innovators Programme, where by the students are asked to submit their proposals in YIP.

For slow learners:

Remedial coaching is being done for slow learners, and most of the departments adopt the Peer teaching. Prior to the examinations, special online sessions are carried out for all the students, by departments like English, specially targeting slow learners. Exam oriented, short and simplified notes are provided by most of the 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
1975	82

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

In order to encourage and include first year UG and PG students into academics and campus life, Orientation programmes (extending for a week) are conducted from the first day of their classes. 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, which 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 (online, offline, blended) have been conducted by the institution, which has benefitted the students both academically and personally. Program coordinators of government initiatives like ASAP and YIP 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 quality, 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. 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, in addition to the offline learning methods. Zoom, Google Meet, Cisco Webex Meetings, Microsoft Teams 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 accommodate more participants.

Google Workspace: All the teachers are acquainted with most GSuite 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, 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 serve as additional ways to share the learning modules, ebooks and notes.

File Description	Documents
Upload any additional information	View File
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

74

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

82

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

47	
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	
679	
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.	
<p>20 percent of the total marks of a course is being covered under the CIE, which has 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 involved viz. punctuality, laboratory skill, examination/viva and record. Two internal assessment tests are conducted for each course, and a model exam is conducted centrally by the institution, for which the college has a dedicated committee. Assignment topics and the dates for submission are announced to students sufficiently earlier and the scripts are returned after evaluation with comments. Seminar topics are either listed or directions are given in the syllabus itself for each course in the case of all programmes. Students without 75 percent attendance need to pay condonation fees, and those much below the same need to repeat the semester. Affiliated colleges</p>	

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 (both the class tests and model exams) are conducted as per the norms prescribed by Kannur University. The Principal and the Internal examination committee ensure smooth and transparent conduct of internal examinations in every semester. The question papers are prepared in a confidential manner. The examinations are conducted without entertaining any kind of malpractice.

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, and in case their concern being not addressed, the students can directly approach the Grievance cell. 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 in the presence of the concerned teacher. As the assessment is performed in a quantitative manner, there will be 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 the current and 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 being an Outcome Based one, the programme outcomes (POs), programme specific outcomes (PSOs) and course outcomes (COs), are clearly defined and stated at the beginning of each syllabus. All the above specified outcomes are displayed on the college website for ready reference. Apart from this, a hard copy of the outcomes is also made available in each department along with the syllabus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
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 came out in 2022. Elaborate testing of the outcome has been done through questionnaires prepared by each department in consideration with IQAC. The outcome achievement of different courses is tested mainly by examination conducted by university and through the continuous evaluation process. The continuous evaluation methods have been modified so 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

445

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	https://payyanurcollege.ac.in/wp-content/uploads/2023/08/annual-report-21-22.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)

<https://payyanurcollege.ac.in/wp-content/uploads/2023/08/STUDENT-SATISFACTION-SURVEY-21-22-1.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)

3.5

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

19

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

2

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	View File
Paste link to funding agency website	https://www.ugc.gov.in

3.2 - Innovation Ecosystem

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

Though the institution is situated rurally it meets the educational needs of UG and PG students, and is able to encourage innovations and has succeeded in cultivating an enriching ecosystem for intellectual inquiries and inculcating research amongst the students and staff. The institution had signed up on the Coursera during pandemic and both the teachers and students from various departments have used the platform well for their academic development by completing several online courses from leading universities and companies. The institution has hosted several seminars, webinars, online and offline conferences, on various subjects, with reputed speakers from various national and international institutes. There are three research centers in the institution, 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 and IPR committee for making policy related to research, innovation and IPR activities. 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

15

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

12

File Description	Documents
URL to the research page on HEI website	https://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

29

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

12	
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	
<p>One of the highlights among the community services included Snehaveedu, where by the NSS volunteers and staff of the college constructed a house for an old student who lost his parents in an accident. NCC volunteers of Payyanur College organized Blood donation, Food distribution at HOPE Rehabilitation center, cleaning campaign at a school near to the college. The NSS also adopted a village where several agricultural, academic, cultural, healthcare, and environment related activities were carried out. BBA department organized a one-month duration programme, jointly with MGNCRE under the Ministry of Human Development, to battle Covid-19, where the students offered their services in groups to the people residing in Madayi Grama Panchayat with 5 helpdesks on five aspects. Other activities include health surveys, cleaning of residential areas of marginalized people, and repairing country mud roads, collecting books for nearby schools, etc. All these activities strengthened community relationships and integration. Two attractive programmes were done by the Biodiversity club, named as KAVOOTTU and Vithulsavam. The former was done for protecting plants at Poomala bhagavathi temple at Thayineri and for protecting environment at Mappittacheri Kavu, and new trees were planted and measures were taken for protecting the existing ones. In the latter, an exhibition of seeds and fruits of rare and endemic vegetables and trees was done.</p>	
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

2

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

26

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

1555

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

6

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

5

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 nine 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 four PG science departments Mathematics, Physics, Chemistry and Botany the four 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.

25

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://payyanurcollege.ac.in/wp-content/uploads/2023/08/ICT-Enabled-Rooms.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

75.50879

File Description	Documents
Upload any additional information	View File
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 for the In-house Management. Book magic enables customizable search, book circulation, barcode printing, Report generation etc. Library maintains an automated modern research and reference library with a collection of 57509 books, academic journals, and periodicals, including career magazines.

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)

18.68412

File Description	Documents
Any additional information	No File Uploaded
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

75

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 edge technology. The college provides wired internet connections to various departments, administrative offices and computer labs. High speed wifi is ensured across the campus by providing wifi modem at each corridor and departments of the campus. 31 classrooms and 4 halls are ICT enabled and 134 computers are available for academic purpose alone. Campus wifi is provided by two service providers viz. BSNL and Jio Network. The BSNL has a speed of 300 mbps. Geo network provide 1GB data a day for customers. Public Address System for announcement with connectivity to each of the classes introduced in 2006 is still maintained. The institution installed an Interactive White Board in the seminar hall for the science departments in particular. Library has a Net Resource Centre. The library provides the remote access facility OPAC. The Information Management System extended to mobile app going to be realized soon 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

151

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	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)

40.88156

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 provides a 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. Two sweepers 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 frequent pressing of the volleyball court. College Garden maintenance: pruning and manuring is done at least twice a year. Irrigation of various gardens is done by supporting staff of departments and the college watchman. Solar Power Generation System: The solar 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	https://payyanurcollege.ac.in/code-of-conduct/

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

1763

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**

0

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	https://payyanurcollege.ac.in/
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

1128

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

1128

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted 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

49

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

317

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

24

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.

73

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 19 out of the 22 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.

File Description	Documents
Paste link for additional information	https://payyanurcollege.ac.in/students-union/
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

75

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 departmental alumni associations are not registered. There is one overseas chapter of the association functioning in the UAE. Both the general and departmental alumni associations contribute, though not regularly, to the development of the institution both financially and otherwise. The 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	https://payyanurcollege.ac.in/general/
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 staff to 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 senior faculty and has the freedom in planning curricular and co-curricular activities at 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 resourcemobilization, 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 functions on the 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 and government have to give approval for appointment.

File Description	Documents
Paste link for additional information	https://dc.kerala.gov.in/wp-content/uploads/2023/02/Kerala-Service-Rules-II.pdf
Link to Organogram of the institution webpage	https://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 Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	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.

A new medical reimbursement scheme is initiated by Kerala government named 'Medicep' which is available for all the employees by which medical expenditure of employees and their dependents can be refunded.

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

3

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)	View File

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**

2

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**

34

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.

An APAR format for NTS was formulated by IQAC which will be collected from the next academic year.

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)**43.36557**

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

Regular and detailed analysis of results and follow up actions is ensured by IQAC

Feedback from various stake holders and its analysis is done by iqac regularly

Mentoring system was institutionalised by designing mentor diary for individual students and formulating general guidelines

conducting FDP for teaching and non teaching staff based on the need of the time

Academic and administrative audits for quality assessment

Planning and execution of various programmes of general importance to the campus

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)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://payyanurcollege.ac.in/wp-content/uploads/2023/08/annual-report-21-22.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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 facilities especially 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 by part-time

counsellor appointed by the PTA.

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

6. The mentoring system introduced 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 NSS activities.

File Description	Documents
Annual gender sensitization action plan	https://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	https://payyanurcollege.ac.in/wp-content/uploads/2023/08/Specific-facilities-provided-for-women.pdf

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	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

A. Any 4 or all 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

A. Any 4 or All 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

B. Any 3 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 Lakshawep. 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)	View File
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	https://payyanurcollege.ac.in/news/
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.

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	No File Uploaded
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.

Title of the practice: Payyanur College Central Library Readers Club

Goal:

creating a platform for students to engage in meaningful discussions

Context:

The diminishing trend in the usage of Library, in the digital world. Deliberate efforts to attract students need be done.

Practice:

Library club was inaugurated on January 13, 2022.

Digitalisation of resources, Workshops and seminars, Outreach Programs: book exhibition drives and literacy campaigns
Evidence of success

feedback from students and stakeholders are positive

Challenges

Coming together of students from different departments at one time

BEST PRACTICE 2

Title of the practice: Free mid-day meal scheme by PTA

Goal:

To support the economically and socially backward students of Payyanur college

Context:

Being a rural college we have many students from poor family background who even skip the meals.

Practice:

PTA earmarks a fund to provide mid day meal to more than 100 students everyday, throughout the year. Deserving students are listed and given token to have food from canteen.

Evidence of success:

The programme is a grand success on humanitarian angle and now we have more sponsors for the scheme like alumni and retired teachers.

Challenges

More number of deserving students than we can afford

File Description	Documents
Best practices in the Institutional website	https://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

Inclusiveness is 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	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Celebrating asadi ka amrith maholsav alongwith various departments and agencies in the college, ensuring participation of all

Ensuring the functioning of canteen, college bus, and meeting other infrastructural requirements of the campus in general and different departments

Taking special initiatives for differently abled students of the campus to ensure academic, infrastructural and personal support

FDP for all staff on various topics of importance to enhance their skill and capability.

Programmes to create NAAC accreditation related awareness like Mock visit

Measures to ensure quality like Academic and Administrative Audit, Green and energy audits etc by external agencies