YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	NAVAJYOTHI COLLEGE
• Name of the Head of the institution	Dr. Aravindan M
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04985240540
• Mobile no	9400974433
• Registered e-mail	naacnavajyothi@gmail.com
• Alternate e-mail	navajyothicst@gmail.com
• Address	Navajyothi College
• City/Town	Cherupuzha
• State/UT	Kerala
• Pin Code	670511
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Self-financing

• Name of the Affiliating University	**Kannur University**
• Name of the IQAC Coordinator	**Simna Simon**
• Phone No.	**9496145919**
• Alternate phone No.	**04985240540**
• Mobile	**9447434180**
• IQAC e-mail address	**naacnavajyothi@gmail.com**
• Alternate Email address	**navajyothicst@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://navajyothicollege.org/wp-content/uploads/2022/07/SSR-NJC.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://navajyothicollege.org/wp-content/uploads/2022/07/Academic-Calendar-2022-23.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**2.97**	**2022**	**21/09/2022**	**20/09/2027**

6.Date of Establishment of IQAC	**06/06/2016**

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
Nil	**Nil**	**Nil**	**Nil**	**Nil**

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	6	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

Extended Training programme for all the departments to enhance quality

Conducted Skill development Programmes for students

Constitution of Gaveshna to promote research among faculties and students.

Introduction of LMS

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
Improvement in students support system in academic excellence	Increased the percentage of end semester results
Strengthen academic research works	Constituted GAVESHNA -a research wing of Navajyothi
Increase academic and cooperative MOUS	Signed 11 MoUs with various institution and corporate sector
Enhancing learning through social animation	Accredited with UBA and affiliation with Kerala state women development councul
Develop Entrepreneurship awareness and competence among students	introduced Skill enhancement certificate course, ED Club and YIP

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

- Name of the statutory body

Name	Date of meeting(s)
College Council	08/11/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2023	18/01/2023

15.Multidisciplinary / interdisciplinary

The institution and the College Council have decided to initiate certificate programs that can be chosen by students from a variety of topics. Students are urged to enroll in certificate programmes of their choosing through online resources like SWAYAM, NPTEL, etc.

16.Academic bank of credits (ABC):

The New Education Policy brings the Academic Bank of Credit system for the flexible learning of the students. Accordingly, the Strategic Plan- 2021-30 of the College suggested preparing a college-level Academic Bank of Credit for the award of certificate and diploma. Students are encouraged to attain credits from various

institutions with the approval of the College Council and obtain a consolidated certificate from the college leading to certificate, diploma programmes in addition to the conventional degree certificate

17.Skill development:

The institute trains the stakeholders in skill development programmes and life skill programmes. The Strategic Plan 2021-30 suggests starting a cell for Skill Development for three years that allows the students to choose preferable skills and employable skill programmes. College Provides hands-on training and internships for students at various institutes.

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

College plans to introduce certificate courses in Yoga, Indian Philosophy, Sanskrit. Certificate course in Indian Culture, History, and Constitution. To start national collaboration with various institutes that promotes national consciousness and culture.

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

The Institution already follows outcome-based education with a curriculum plan which integrates with course outcome, program specific outcome and program outcome of the syllabus. Students are made aware of the various course outcome, and program-specific outcome through the curriculum and orientation program. Attainment of outcome is analyzed and assessed at the end of the program.

20.Distance education/online education:

The inatitution supports teaching-learning using online resources. Faculty members have enough expertise using technological tools for teaching and learning and creating electronic content. College has a learning management system (LMS) for academic practice and follows innovative teaching methods

Extended Profile

1.Programme

1.1   **293**

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

File Description	Documents
Data Template	[View File]

2.Student

2.1 **496**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File]

2.2 **56**

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 **176**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]

3.Academic

3.1 **41**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]

3.2 **41**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**293**

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

2.Student

2.1 Number of students during the year	**496**

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**56**

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

2.3 Number of outgoing/ final year students during the year	**176**

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

3.Academic

3.1 Number of full time teachers during the year	**41**

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

3.2 Number of sanctioned posts during the year	**41**

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

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**33**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**130.47**
4.3 Total number of computers on campus for academic purposes	**68**

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

Navajyothi College, affiliated with Kannur University, follows the Choice Based Credit and Semester System (CBCSS) provided by the university to ensure effective and fruitful curriculum delivery through well planning and documentation.They are:

Academic Calendar: The College Council and IQAC prepare an academic calendar at the beginning of each academic year.

CBCSS Committee: The college's CBCSS committee holds a workshop on how to achieve the program and course outcomes.

Induction Programme: Each department conducts an induction programme at the beginning of the academic year to introduce Syllabus, the Programme Outcome, and the Course Outcome.

Subject Allocation: Each department's Head allocatescoursesto the teachers, considering theirarea of interest and aptitude

Curriculum Plan: Each teacher is directed to prepare and submit an effective curriculum plan for their course to the Head of the Department for approval. The HoD, after due verification, approves it for the implementation.

CURRICULUM IMPLEMENTATION

Curriculum implementation is done through the following programmes:

Master Timetable for Classroom Teaching, Certificate Courses, Learning Efficiency Added Programme (LEAP), Remedial Coaching, MoU with firms and Institutions for addon courses and internships, Seminar/Conference Participation, and Extended learning such as Assignments and Seminars.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://navajyothicollege.org/wp-content/uploads/2023/09/1.1.2-additional-links.pdf

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

The academic calendar is prepared by IQAC and is approved by the college council by the end of May each year. The academic calendar lists all of the academic and non-academic activities every month.

The college academic calendar isaltered to incorporate the department-specific activities by each department. The faculty members of the department, under the direction of the head of the department, create the calendar for each department. For better academic execution, college events such as internal examinations, training programs, arts day, sports day, college day, and other importantdays of observations are highlighted in the academic calendar and uploaded to the website to help with CIE preparation. Internal examinations are carried out per the academic calendar's specified timetable. The CIE is conducted as per the rules and regulations of the Internal Examination Committee published on the website.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://navajyothicollege.org/academic-calendar/

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   C. Any 2 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

10

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

13

File Description	Documents
Any additional information	View File
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

313

File Description	Documents
Any additional information	View File
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

The college imparts the values such as professional ethics, gender sensitization, human values, environment and sustainability through the implementation of the curriculum. We devise two modes of implementation of these values in the college- the curriculum-based approach and the Real life-based approach.

Curriculum-Based Approach: Curriculum-based approach is intended to sensitize the students about these values. The syllabus of various disciplines covers professional ethics and environmental studies, sustainable development, environmental pollution, environmental ethics, and Gender Equality.

Real-life-based approach:These courses are taught with a practical dimension of conducting awareness programmes, planting saplings, interior gardening, nurturingmedicinal gardens, and social awareness programmes and campaigns.

File Description	Documents
Any additional information	View File
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

10

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

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

176

File Description	Documents
Any additional information	View File
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

A. All of the above

**from the following stakeholders Students
Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdiI6ImI3MWt4bkZVd3p5enJKUzJUdXFmQWc9PSIsInZhbHVlIjoiTk9IN1krNnZ1bFFOQmJxU3Y0NlN4eE5Hajk4SE1SdXFzcjJ5a0dpck51UTd4bDBtWWxMa1o1Mm5PeURSTW5BZiIsIm1hYyI6ImFjZjQ1YzkzOTQ1NmZjYzRhMzdhZjJmYWM4OTQ1YmYzYzcyMjU0Y2FkZDhmMTcyM2ZkMjg5YTIxOTk5ZDI3ZDkiLCJ0YWciOiIifQ==
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<u>View File</u>
Any additional information	<u>View File</u>

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	<u>View File</u>
URL for feedback report	https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdiI6InQzb1FzR2cvN21zUHk0aXJHdEpSTEE9PSIsInZhbHVlIjoiWmFwMm91YmRIZUVwdTJJQTm1MTmk3RkN1Y1ROSmdtVTRzMldBa3FvVmp2ZVVVadXZPcGhKWjhsbHNjOVVZVzdrSCIsIm1hYyI6IjQxMDBjNTJhMjQwYzMwZjMwMDczYWQ1YzFjZmZmMWJlNGRlYmI4NWY3ZGE4ODNkOGQ2NjNiMDU0NzU4NzZlM2MiLCJ0YWciOiIifQ==

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

167

File Description	Documents
Any additional information	[View File]()
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

40

File Description	Documents
Any additional information	[View File]()
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 college admitsstudents from economically weaker and backward communities to fulfill the goal and vision of the institution. To ensure the students' overall development, add-on courses are provided to them. The college adopted various special programs for both slow and advanced learners.

Advanced and slow learners are identified mostly through personal interaction at the time of admission, the verification of the supporting documents, and LEAP. Various programs are organized for both advanced and slow learners.

Activities for the Advanced Learners include Merit scholarships, Cash Awards for Toppers, External Visits and Participation in Paper presentations, Meet the Master, Tech Chat, Junior Teachers in Making (JTM), Online Certificate Programmes, add-on courses, and Certificate courses.

For the slow Learners, it includes Buddy Groups, Revision Classes, Question Bank, Provision of answer keys, Classroom Assignments and Seminars, Personal Counselling, and PSTA.

File Description	Documents
Paste link for additional information	https://navajyothicollege.org/basilius-scholarship/#
Upload any additional information	View File

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

Number of Students	Number of Teachers
496	41

File Description	Documents
Any additional information	View File

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

Teaching and Learning in Navajyothi are more interactive and interesting. Along with improving students' confidence and fostering independence, this practice assists in transforming them from passive recipients to active participants. Various student-centric methodologies such as Experiential Learning, Participative Learning, and Problem Solving Methodologies are catered to enhance the learning experience of the students.

Experiential Learning:As part of experiential learning students are involved inthe monthly publication of news bulletin, Industrial visits, media visits, computer lab, seminars on different topics, management exhibitions, language lab, swan theatre, short film-making, hands-on training in sales and marketing, publication of magazines, etc

Participative learning: Each department has developed a unique system to encourage students to engage in active learning through group discussion, workshops, quiz competitions, English speaking competitions, paper presentations, debates, soft skill and life skill classes, outreach programs, peer group learning, conducting and participating in seminars and webinars, certificate courses.

Problem-solving methodologies: Management meetings, workshops and seminars on research methodologies, career orientation programs,

and placement training programs are the activities used to realize the development of problem-solving ability in students.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://navajyothicollege.org/commerce/academic-activities/

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

The College applies various ICT tools for the effective teaching-learning process. The use of ICT tools will create enthusiasm and attention among students in learning. There are also chances for the teacher and students to interact more than traditional classroom teaching. ICT tools such as language labs, video lectures, and virtual labs make the students respond instantly. College updates ICT tools and methodology to improve students' learning opportunities

ICT platforms used by the faculties

1. **PowerPoint Presentation**
2. **Youtube classes**
3. **Google Meet**
4. **Whatsapp**
5. **Google classroom**
6. **Digital Library**
7. **Virtual labs**
8. **Language labs**
9. **EMBASE-LMS**

In addition to these; Each department possesses enabled classrooms with projectors, ICT-enabled seminar Hall and Audio-visual room, Availability of a 100mbp Wi-Fi network for students and staff. Technologically advanced computer labs and language lab, Staffrooms are enabled with data-connected computers.

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

40

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

41

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

2

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

164

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

2.5 - Evaluation Process and Reforms

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

The college strictly complied with the implementation of the Choice-Based Credit and Semester System by the university; the Continuous Internal Assessment has 20% weightage, and the remaining 80% weightage is given to end-semester examinations. The following measures are taken to ensure the transparency and robust nature of the Internal Evaluation System:

Centralized Examinations:The college's internal examination committee conducts two centralized written examinations on the prescribed dates in the academic calendar.

Evaluation: Answer scripts were evaluated within a specified time frame. Internal examination committee schedules and informs date for the submission of mark lists.

Grievances Redressal:Students are given opportunities to submit their grievances regarding the internal examination.

PSTA meeting:It is conducted periodically to discuss students' performances and measures to be taken for follow-ups.

Assignments/Seminars/Viva:Either of these components is conducted at the discretion of the course instructor in the classroom.

Display of Internal marks:Internal marks were displayed on the department notice board.

Uploading Marks in the University Site: At the end of each semester, the University instructs to upload the marks of CIE to the University site. A split-up copy of the internal marks is signed by the students and kept in the department.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://navajyothicollege.org/cells/internal-examination-committee/

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

The institution relies on an unbiased and equitable mode of internal examination and employs a hierarchical system for resolving grievances. At the departmental and college levels, the grievance cell handles complaints regarding the internal examination.

Evaluation Quality

Every course instructor prepares an answer key for internal and model examinations along with the question paper. After evaluation, the answer sheets will be distributed to students, and go over their responses.

Mechanism of Grievance Submission:

• If a student misses the internal exam, he or she must apply to the department grievance cell by filling up the required grievance form available in the department.

• Students can also request for reevaluation if they are

dissatisfied with their grades.

• The student may contact the Principal or the college-level grievance cell if he or she is dissatisfied with the department's response. Upon receiving the request, the complaint must be resolved within a week.

Transparency of the Grievances:

Following the guidelines set forth by the college's grievance cell ensures transparency in the handling of student complaints. A periodic update on this will be provided to the applicant.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://navajyothicollege.org/grievance-forms/

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.

Learning outcomes are the specifications of what a student should learn and demonstrate, on successful completion of the course or the programme. It can also be seen as the desired outcome of the learning process in terms of acquisition of the skills and knowledge. They are embedded in the curriculum.

The Principal and College CBCSS Coordinator raise awareness of POs, PSOs, and COs at the macro level meeting of all faculty from all departments. This in-depth discussion enables instructors, class mentors, and course coordinators to disseminate their knowledge to students. Parents are given a clear idea about them in the meeting so that discussion between the ward and the parent is ensured.

The following are the channels via which the consensus will be announced: the website; curriculum/regulation materials; classroom announcements; induction programs for students; parent/teacher meetings; faculty meetings; department and college notice boards; and general staff meetings. Teachers and students are oriented by a college CBCSS Coordinator who has received training.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Every department of the college consistently adheres to accomplishing program outcomes and course outcomes. This college maintains a mode of evaluation about the attainment of the Programme Outcomes and Course Outcomes in recognition that simple classroom lectures are insufficient for achieving the said objectives. Direct assessment and indirect assessment are the two subcategories of this.

Process of Institutional Evaluation: The course and program outcomes are determined using five-level accomplishment criteria. At the end of the semester, each department assesses the course outcomes directly and assigns grades based on the specified levels of attainment. For graduating students, a two-tier direct and indirect assessment approach (6:4) is used to evaluate the program's outcomes once a year.

Programme Outcome = Direct Assessment+ Indirect Assessment

Criteria

Percentage

Direct Assessment (CGPA)

60%

Indirect Assessment

1. Feedback from stakeholders

2. Student Progression and Placement

3. Curricular & CoCurricular Activities

10%

10

20

40%

Total

100%

The level of attainment of Programme outcome and Course outcome is specified as follows;

Level 0 - below 40%

Level 1 - 40-49%

Level 2 - 50-59%

Level 3 - 60-69%

Level 4 - 70% and above

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	[https://navajyothicollege.org/po-co-attainment/]()

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

112

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	<u>View File</u>
Paste link for the annual report	**Nil**

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)

<u>https://navajyothicollege.org/wp-content/uploads/2023/09/SSS.pdf</u>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

Gaveshana- Students are provided opportunities for both qualitative and quantitative academic research. Faculties publish research papers in leading research publications.

SAIN et al.is a centre of innovation where students' academic proposals are realized in various ways, such as by holding symposiums, giving papers, hosting residential leadership and organizational skills training camps, etc.

Quest Hub- Each course's question papers from the previous year are posted on the college website, and students will practice them in class as part of revision.

College Magazine showcases students' skills and talent through their essays, short tales, and works of art.

YouTube channel-College faculty members provide video lectures in

the form of e-content

Navajyothi News Bulletin-The English post-graduate department releases a monthly Navajyothi News Bulletin providing a platform for students to express their views.

Exhibitions-Each department in the college had an exhibition centre based on its goal, designed to enrich the knowledge.

Internships-College and WAM TEA Wayanad signed an MOU to offer internships for students in various domains, providing training in customer relations and marketing.

Library and Language Lab-College provides a modern library with KOHA system and open materials. Also, Language Lab helps improve language

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://navajyothicollege.org/library/

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

7

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

4

File Description	Documents
URL to the research page on HEI website	**Nil**
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

2

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

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

1

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

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

In addition to classroom instruction, Navajyothi College strongly emphasizes extra-curricular activities that contribute to its students' holistic growth. These follow-up activities are intended

to raise students' awareness of social issues, inspire them to respond beneficially and creatively to societal needs, and foster a sense of altruism in them. The college engages in several extension and outreach initiatives that serve the local community.

During the academic period 2022-2023, Navajyothi College has organized thirty-two major extension activities covering various interests.

1. Extension Programs for Education: Organizing workshops, seminars, and tutoring sessions to help students from disadvantaged backgrounds improve their academic performance.
2. Skill Development Workshops: Conduct training sessions on various skills such as computer literacy, vocational skills, and entrepreneurship, empowering students to enhance their employability and contribute to the local economy.
3. Environmental Awareness Campaigns: Raising awareness about environmental issues like waste management, conservation, and sustainable practices through rallies, tree-planting drives, and workshops.
4. Social Awareness Events: Organizing programs and discussions to sensitize students about social issues like gender equality, human rights, and inclusivity.
5. Cultural and Artistic Events: Promoting cultural exchange and artistic expression through festivals, exhibitions, and performances.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

5

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

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

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

32

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

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

238

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

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

8

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

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

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<u>View File</u>
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<u>View File</u>

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 college is located on 21acres of lush green sprawling campus with adequate infrastructure of two built-up areas for academic functioning and one residential building. The college has ample

infrastructure facilities such as classrooms, a library and laboratory, and staffrooms.

Academic Infrastructure includesWIFi enabled Classroom,Audio-Visual Rooms, a Seminar Hall, and an auditorium.

Faculty Rooms: The faculty rooms are equipped with LAN and a Desktop for the academic pursuit of the faculty members.

Examination Halls with CCTV Cameras: For the transparent conduct of the examination, examination halls are furnished with CCTV Cameras.

Computer Lab: The College has a well-maintained computer Lab with forty computers with an internet connection. The departments use this lab for practice for the students studying computer courses.

Language Lab: It is enabled with an internet connection, used to improve the student's language skills.

Library: The library with the KOHA system provides sufficient books for the students.

Departmental Library for Postgraduate Departments of Commerce and English.

Non-academic infrastructure such asCanteen,Training and Placement Facility,Internet and WI-FI,Reception and visiting Lounge,Women's Room,"differently-abled" rooms,Medical Room,Administrative Block,Auditorium,Various Offices for clubs and associations are some of the facilities available in the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://navajyothicollege.org/smart-classroom/

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

The following physical facilities are provided to the students of

this college.

Sports Facilities

Spacious Playground: A spacious playground with a two hundred metre track is used for Athletics and Football. The same ground is used for playing Cricket and for practising and conducting athletic competitions. This ground is made available to the public after college hours.

Basket Ball Court: A Basket Ball court of international standard is on the right side of the college entrance.

Volleyball Court: An outdoor volleyball court is available to use for the volleyball team of the college and other students. Shuttle

Badminton: A shuttle Badminton court with standard size and facilities is constructed on the campus.

Indoor Games: A room with good indoor games such as caroms and chess is provided in the college. The students can use them during their leisure time.

Yoga Centre: A multipurpose Hall next to the main academic block is used for yoga practice furnished with yoga mats/exercise mats. The Hall can accommodate 15 persons at a time.

Sports Room: A room is available for keeping sports equipment. Teams such as Cricket, Football, Basketball, and Volleyball are given sports kits, and they are recorded in the register with definite regulations of use.

File Description	Documents
Upload any additional information	[View File](#)
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.

33

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://navajyothicollege.org/smart-classroom/
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)

5948080

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

4.2 - Library as a Learning Resource

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

The College Library building was expanded and renovated in 2018 in order to provide better facilities and services to teachers and students. The important sections in the library are general stack, reference section, reading room, discussion room .

Collection: The College Library has a collection of 9078 books. It subscribes to25 journals and magazines and newspapers. Besides, the library provides access to a number of online resources including e-books, journals and magazines.

Arrangement: The books are classified and arranged in the stack according to the 21st edition of Dewey Decimal Classification System with a customized version for Indian languages. The library

follows an open access system which allows any user to enter the stack and go through the collection.

Library Automation: The Library is partially automated using the open-source Integrated Library Management Software Koha version 18.11.00.000. All books and member identity cards are barcoded.

Online Public Access Catalogue (OPAC): Users can search for books and other documents using OPAC.

Facilities provided by the Library: Wi-Fi, OPAC (Online Public Access Catalog), Reprographic facilities, Reference facilities, Library membership facilities, Newspaper Clippings. Users are allowed to use their laptops in the library for taking notes, writing assignments and doing project work. E-Resources, University question papers archive, submitted projects' archive are made available for the students.

Library functions from Monday to Saturday

Display of new arrivals: New books are displayed in the New Arrival section for a few days.

Printer: A printer is made accessible to the students with a nominal amount for printed copies.

File Description	Documents
Upload any additional information	[View File](#)
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   D. Any 1 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)

7890

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

30.88

File Description	Documents
Any additional information	[View File](#)
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

The college invested in providing the campus with Wi-Fi facilities and ICT classrooms from its beginning onwards. The IT facilities of the college allow the academic and administrative activities of the college to be more user-friendly. By enabling a Wi-Fi campus, students can access academic matters and other information related

to the curriculum. In 2011, the campus invested and established a dedicated Optical Fibre connection from BSNL for high-speed internet access. The uninterrupted power supply is ensured with a storage battery.

Updating of the Facilities

- Regular updating of these facilities is done from time to time.
- New Speaker units made available for the sound system in the classrooms in 2019-20
- Additional D-Link ports placed to enable LAN connection in each department in 2020
- New Wi-Fi routers were established in 2020.
- Updated the speed of the internet up to 100 Mbps in 2021.
- The college has installed CCTV in all the examination halls as well as at the key positions on the college campus.
- As part of digitalising the office, personal computers are provided to the administrative staff, with internet network connectivity.

A sufficient number of printers, scanners, and copier machines are available at the office. Students have access to fifty computers with internet connection.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

68

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

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)

52,78,802

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 college is provided with an academic support system and sufficient physical facilities for the students. The College has systematic procedures for utilizing and maintaining the facilities provided on the campus.

Maintenance and Utilization of Physical Facilities: The maintenance and utilization of the physical facilities are done based on the policies laid for each section by the college. There is a well-documented policy for the utilization of each academic facility such as classrooms, library, computer lab, audio-visual rooms, seminar halls, department libraries, language lab, ICT Classrooms, Xerox center, Medical Rooms, sports and games, Yoga hall, Gym, and Canteen. The maintenance and updating of these facilities are coordinated by the Bursar at the request of the concerned departments. There are supporting staff to oversee the daily cleaning and maintenance of these facilities. These staff

members ensure that the facilities are kept clean and in good working condition for the students and faculty to use. Additionally, any repairs or upgrades needed for the facilities are reported to the Bursar, who then arranges for the necessary actions to be taken. The Bursar also manages the budget for maintaining and upgrading these facilities, ensuring that necessary funds are allocated appropriately.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

62

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

26

File Description	Documents
Upload any additional information	View File
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	**Nil**
Any additional information	View File
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

13

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

13

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	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

13

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File
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

28

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

0

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

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.

32

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 has commendable student bodies that enrich leadership, organizing capacity, responsible citizenship, and a compelling spirit of service in each student. Some of them are;

As per the rule, a Student's Council is elected in the parliamentary model every year.

Clubs under each department and . are coordinated by the students along with the faculty coordinators.

The Arts Committee oversees the conducting of art competitions in the college and the selection of proficient participants for University competitions.

Sports Cell enables students to excel in their accomplishments in sports.

Magazine Committee encourages creative works and ideas.

The anti-Ragging Committee has representatives to check ragging and to maintain cooperation among the students.

Women Cell aims to provide women with a platform to share their experiences/perspectives and enable empowerment.

SAIN et. al. is an initiative where students can display their academic initiatives and help sharpen their talents.

Student IQAC is entrusted with planning and executing various extra-curricular programs.

To facilitate the social aspect of education, NSS develops the appreciation of different points of view and selfless service.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

73

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	[View File](#)
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

Navajyothi College has maintained a strong support of its Alumni through various ways. It has a registered Alumni Association (Reg. No. KNR/CA/20/2022) functioning in the college. Even before the registration of the society, the college enjoyed active support of the alumni students in terms of academic and co-academic contributions other than financial support. Our students contribute to the academics of Navajyothi College by providing placement training, extension lectures, and classes.

- ○ **Placement Training Programme for the Department of Computer Studies was done by Mr. Abin Michael, Software Engineer at DCUBE AI System & Services Private Limited, Trivandrum. The resource person shared about the trends in IT field and guidance for interview preparation and participation.**

- ○ **The Department of Computer Science presented a programme "Tech Talk," which was chaired by Mr. Salbin Antony, Software Engineer at One Click LLA Finland.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

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

The St. Thomas Province, Kozhikode, Little Flower Congregation founded Navajyothi College in 2010 as a centre to meet the educational needs of North Malabar youth. With the mission of "Lighted to Enlighten" and a location in the centre of the rural community of Cherupuzha, this institution illuminates the lives of numerous people and their families, regardless of caste, creed, or economic standing.

The Mission of the Institution

To empower and strengthen young men and women to face life's challenges.

To form constructive and responsible citizens.

To enable young men and women to stand for justice, peace and happiness

To develop the employability skills of the students

To excel in academics and to ensure the integral growth of students

Governing Mechanism

The college's governing mechanism makes ensuring that its activites align with its vision and goal.

The highest authority of the college is the Provincial Superior of St. Thomas Province, Kozhikode and heis responsible for formulating appropriate policies for the smooth running of the college. The provincial Superior is assisted by the governing council members such as the Education councillor, College Manager, Finance Secretary ,Bursar of the college,the Campus Director and Principal.

File Description	Documents
Paste link for additional information	https://navajyothicollege.org/about-njc/
Upload any additional information	View File

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

Navajyothi College's primary areas of focus are decentralisation and participatory management.One of the best practices with respect to the decentralization and participative management of the institution is the establishment of the College Council. The college council is designed as an advisory body to advice the principal in the administration of the college. It consists of Principal, Director ,all the heads of the departments, the IQAC coordinator and the finance manager. All the decisions in the college are taken up by the council these decisions are submitted for the approval of the staff meeting where faculty members are given platform to register their dissent and consent.

There are plentiful statutory committees and non- statutory committees that enables the day to day activities of the college to achieve its mission.All committees work and plan in accordance with the strategic plan and vision and mission of the college, regularly monitored by Principal and guided by IQAC.

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

The PTA too plays a crucial role in formulating and implementing all major policies regarding the development of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan, prepared by the IQAC team, was submitted to the Governing Council and College Council for their approval. The approved strategic plan is implemented to bring changes and development in the academic and co-academic functions of the college . The strategic plan for the academic year 2022-203 :-

- Improvement in students' support system in academic excellence
- Strengthen academic research works
- Increase academic and corporate MoUs for better academic experience and employability skills among students
- Enhancing learning through active involvement in social animation
- Develop entrepreneurship awareness and competence among students
- Purchase of e-books and INFLIBNET
- New building for canteen

The strategic plan has been actualized by the disciplined perseverance of faculty members, students, and parents.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://navajyothicollege.org/wp-content/uploads/2023/10/NAVAJYOTHI-COLEGE-strategic-plan-22.pdf
Upload any additional information	**No File Uploaded**

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

The college is governed by the management's policies under the rules and regulations of the UGC, state government and the University.

Governing Council The Provincial Superior of the St. Thomas Province is the highest authority in the organogram of the institution. The Governing body is headed by the Provincial Superior, members include the Education councilor, the Finance councilor along with the Manager and financial administrator of the college. This governing body formulates policies regarding quality education, improvement in teaching-learning programmes, and funds the infrastructure development of the college.

College Council: The college council is an advisory body to the principal both in academic and administrative activities.

Staff Council: This consists of the Principal and all the teaching faculties, which discuss and review internal matters of the college functioning.

IQAC: IQAC conducts discussions and periodical assessments and proposes innovative ideas to ensure quality at various levels.

Committees/Cells: Academic and extracurricular activities are organized by respective committees/cells headed by faculty members

Recruitment and Service Rules: The recruitments are take place as per the guidelines laid down by the UGC, Kannur University, and the Government of Kerala

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://navajyothicollege.org/organogram/
Upload any additional information	[View File](#)

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 inter faces	[View File](#)
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

The college gives prime importance to the staff members' satisfaction and their overall welfare. Sufficient amenities are provided for the faculty and the supporting staff to create a healthy work environment.

- **Staff Rooms with internet enabled desktop are made available to facilitate their professional and academic research activities.**

- **Ample leisure time and vacation is given to the teachers and the supporting staff to maintain their physical and mental wellness. They are given summer vacation and semester-end days of leave.**
- **Periodic gatherings for festivities are an exclusive feature of Navajyothi College to create a healthy and holistic relationship among staff members.**

- ○ **Community Lunch at special training programmes and staff meetings creates an atmosphere of solidarity and amiability.**
- ○ **Sports activities are planned for the faculty and the supporting staff at the annual sports competitions.**

- ○ **PF and ESI provided by the management for the eligible employees as per the norms of the government.**
- ○ **Maternity Leave is sanctioned to the applicant for six months.**
- ○ **Faculty Empowerments are financial support is given to participate in research seminars and publications.The research faculties are financially supported for their research work and its publication.**
- ○ **Insurance Scheme and support is given to the faculty members. We encourage the members to use the central government policies designed for citizens.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

10

File Description	Documents
Upload any additional information	[View File](#)
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

3

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	View File
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

17

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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

The performance appraisal of the teachers and non-teachingstaff is

conducted by IQAC each year as follows;

1. Student's Annual Assessment of Faculty

The students are asked to evaluate the performance of the teachers concerned under several criteria on a scale. The result is collected and analyzed by IQAC.

2. Performance Evaluation and Self-Appraisal Report

The teaching staff shall fill out a self-appraisal form on teaching, research, and co-curricular performance andsubmit it to the principal through the Head of the department.

3. Annual Assessment of the Faculty by the Head of the Department

The Head of the Department assesses members of the faculty and prepares a confidential report regarding their fortes and weaknesses to submit to the principal.

4. Assessment by the Principal: Based on the above three reports,Principal prepares a report on the performance of each faculty.

5. Assessment of Faculty by the Management

The Manager solicits the Principal for a summary of the evaluation of faculty members and then holds a personal meeting with the faculty on their performance.

Appraisal of the non-teaching Staff: Thenon-teaching staff submitsa self-appraisal form to the principal. The Principal submits the confidential report to the Management for further action.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling

audit objections within a maximum of 200 words

The financial matters of Navajyothi College is subjected to the rules and regulations of the St Thomas Trust as well as the government norms. The financial issues are settled by a proper system according to the rules laid by the Trust. The transparent mechanism begins with the preparation of the budget and the subsequent approval from the Finance Committee of the Trust.

Internal Audit: The accountant maintains bills and vouchers, payroll preparation, and payment of statutory compliance such as PF and ESI, TDS, GST. He prepares monthly account statements and submits them to the Bursar of the college for approval from the manager. Besides this monthly verification, an expert from the Trust is appointed as an internal auditor to confirm the accounts. He makes a thorough study of the fiscal details and submits the report to the Manager and the Bursar of the college and the Trust.

External Audit: An external auditor associated with the financial auditing of the Trust ensures the transparency of the financial management of the college. The college has a registered chartered accountant with Reg. No. M. No. 025486, CA G Santhosh Pai, B.Com LLB, FCA, DISA. The authorized chartered accountant audits the income and the expenditure and submits a report for central and state government verification.

Review Meeting: After obtaining the audited statements, a review committee assesses the audit report and settles objections, if any. The review committee comprises the Manager, the Bursar, the Principal, the Accountant, and one senior faculty member.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

9.0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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

There are specific policies on fund mobilisation and utilisation constituted by the college's governing councilby law. T

Fund Mobilisation Policies

- The building fund for establishing the institution shall be mobilized from the Trust.
- The major central day-to-day activities and payment of salaries should be mobilized from the fee collected from the tuition fees.

Fund Mobilisation and Utilisation for Union,Assoc iation, andClubs and Cells

- The funds shall be collected from the students at the beginning of eachacademic year.
- The amount is operated by the Principal and Bursar
- The principal shall sanction no amount beyond the total fund collected.
- The union, Association, Clubs, and Cells shall prepare the budget and submit it to the principal at the beginning of the academic year.
- At the end of each academic year, they shall submit an audited report of the amount received to the principal.

File Description	Documents
Paste link for additional information	https://navajyothicollege.org/wp-content/uploads/2022/02/Fund-mobilisation-and-Utilisation-Policy.pdf
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

The IQAC of the college heads in improving the quality of the institution through various strategies and process. These strategies are executed at different levels

IQAC initiative for research and innovation

The main strategic plan of IQAC for the academic year 2022-23 is to provide an ecosystem for research and innovation. Constitution of GAVESHNA --the research wing of NJC for imparting research aptitude, training in academic writing, publishing research articles etc

IQAC Initiatives for FACULTY EMPOWERMENT

- **FDPs for teaching and non-teaching staff**
- **Online FDPs**
- **Participation of FDPs of other institution**
- **Faculties as Resource Person**
- **Guidelines for effective document maintenance**

IQAC Initiatives for skill development of Students

Students Orientation programmes are envisaged to improve the academic quality and skill enhancement of the students. IQAC heads in executing programmes such as theatre workshop, Wizzadry, Champions Day,training programmes etc

IQAC initiatives for E governance

In order to fully digitalize all the activities, the institution has decided to purchase Embase Pro Suit for the whole campus solutions.

Internal AAA

Conducted AAA and submitted the reports and feedbacks

Stakeholders feedback about the college and academic environment

Stakeholders feedback were collected through Google Form and analysis report were submitted

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

- **IQAC devised a mechanism for feedback from stakeholders on curriculum and overall ambience of the college**
- **IQAC has a practice of comprehensive semester wise result analysis to pinpoint strengths and weaknesses of different departments.**
- **IQAC ensures proper conduct of internal examinations and instituted a mechanism for transparent mechanism for evaluation and uploading of marks in the university portal.**
- **IQAC provides guidelines for proper execution of certificate programme and add on course and evaluates its outcome**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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)

C. Any 2 of the above

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

File Description	Documents
Paste web link of Annual reports of Institution	https://navajyothicollege.org/annual-report-2/
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Navajyothi College places great emphasis on the promotion of Sustainable Development and Gender Equality through both curricular and co-curricular activities. This is achieved through a variety of initiatives such as gender-specific courses, debate competitions, flash mobs, hair donation drives as well as recognition for outstanding female faculty members and students.

Safety and Security

Fully Protected Campus: The 21 acres of campus is fully protected with compound walls and fencing with one main entry.

Security: There is security personal for validating the rightful entries to the campus.

ID Card: The Faculty and the students are provided with the Identity card of the institution.

CCTV Surveillance: The campus is furnished with CCTV Surveillance.

The college helps the students and the staff with the regular functioning of the Grievance Redressal Cell, Women Cell, Anti-Ragging Committee.

Complaint Box: A complaint box is placed at a convenient place for the students to report any

complaints.

Counselling: A counselling facility is given to the staff and the students. A staff member works as a counsellor and an external counsellor is also appointed.

Common Rooms: The College provides separate rest rooms for girls and boys

Infirmary: It has the facilities like bedding and a first aid box for giving immediate care.

File Description	Documents
Annual gender sensitization action plan	https://navajyothicollege.org/wp-content/uploads/2023/10/7.1.1Action-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://navajyothicollege.org/wp-content/uploads/2023/10/7.1.1-additional-docs.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	View File

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

The institution has established standardizedprocesses for handling garbage on campus. Students' food trash, paper, plastic, and

electronic waste account for the majority of the garbage created.

Pen Friend Programme: The non-degradable waste generated at the college is mainly from the use of pens by the students. fixing boxes at various places on the campus to collect waste pens..

E-waste Management: By performing adequate and timely maintenance on the electrical equipment, E-Waste is minimizedto an average level, anduses the broken computers and accessories for exhibition at the Hardware Museum.

Haritha Karma Sena: The non-biodegradable garbage from the college is collected by the Haritha Mission and crushed in recycling machines.

Waste recycling system: Food waste produced by students is collected and used as feed for on-campus aquaculture and poultry farms. Paper waste is gathered and sent for recycling. They may be purchased in the junk mercantile. On the campus, there is also a vermiculture pit and a biofertilizer that employs flower gardens and agriculture.

Biomedical waste and hazardous chemical waste are not present on the site.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
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:

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	No File Uploaded
Any other relevant documents	View File

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

C. Any 2 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	No File Uploaded
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	View File
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).

Navajyothi College aims to mould younger generations into agents of change in society by promoting an inclusive environment on campus. The college is at the forefront of integration, embracing cultural, regional, religious, and socio-economic differences. The campus community is open to observing national festivals, promoting national integration and religious harmony. Socio-economic inclusiveness and harmony are promoted, with no discrimination between the rich and the poor and economically weaker students receiving scholarships. The college's core values include creating men and women who care for others and society, fostering personalization, and promoting communal harmony. The student community supports those in need, including orphanages, nursing homes, children's homes, and beggars. Additionally, students are trained in generating empathy towards physically challenged individuals and supporting blind people. These practices aim to shape the younger generation into agents of change for the nation's future.

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

Navajyothi College takes utmost care to integrate values, sensitise rights, duties, and responsibilities among the students and staff. It is achieved by various programmes organised by the college throughout the year.

The students show their commitment to society through various programmes like:

Social activities such as honouring old persons around the college, distributing Onam kits to the palliative patients, house building for the underprivileged, initiating road cleaning in the panchayath, visiting Old Age Home, assisting blind persons, cleaning public areas

Our students and staff preserve the culture of giving respect to the national flag and the national anthem. The regular class ends with the national anthem sung by the college choir.

The observation of Gandhi Jayanthi, helps sustain the ideals of freedom struggle among the student Republic Day observation is a key to refresh the country's sovereignty.

We extend the idea of inclusiveness by observing National Unity Day, Aids Day and various other cultural celebrations.

The observation of Environment Day, World Water Day is a message for the preservation of the natural environment.

Students' Union in the college sensitise about fundamental right. Apart from the college union, the students are made to be members of certain administrative and bodies.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://navajyothicollege.org/wp-content/uploads/2024/01/7.1.9A-1.pdf
Any other relevant information	**Nil**

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

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

The college is particular to observe various days of national and international importance. These celebrations are mainly done by NSS and the departments. They are the following:

WORLD COMPUTER LITERACY DAY- It occurs annually on 2 December, and is intended to encourage the development of technological skills, particularly among children and women in India.

WOMEN'S DAY- This day is observed to treat women equally to find

them strong

and capable.

CHILDREN'S DAY- This day is celebrated to treat the child and make them happy.

NATIONAL UNITY DAY- National Unity Day is celebrated to establish unity among people

GANDHI JAYANTI-This day is observed to acknowledge the contribution of Gandhi to the Nation.

WORLD TOURISM DAY- This day is observed to impart the importance of travel

TEACHER'S DAY-Teachers were honoured and meetings were conducted

NSS DAY- The day is celebrated to impart the importance National Service Scheme.

AIDS DAY – The observation of world AIDS day is organised to feel for the AIDS patients.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

LAKSHYA-WOMEN CELL OF NAVAJYOTHI COLLEGE

Objectives

To empower women in the college through awareness on the various initiatives

To create the safest places in college for women.

The context: The context of this practice is to up-skill the girl-students.

The practice: This best practice is unique in promoting girls to empower themselves to attain life goals

Problems Encountered and Reso.rce Required: 1. Low self-esteem of the participants and lack of confidence. The problems are resolved through training sessions for students.

Evidence of Success: trained participants displayed high-self esteem and are able to shoulder responsibilities.

SAIN et.al. (STUDENTS' ACADEMIC INCUBATOR AND OTHERS OF NAVAJYOTHI)

Objectives

- Empower the students both academically and co academically
- Impart training in leadership skills and organisational skills

The Context: The context of this practice is to empower students through innovative academic activities.

The Practice

The primary tenets of SAIN et al are in uplifting the slow learners and supporting the advanced learners with various academic and co-academic programmes.

Evidence of Success: Students of SAINet.al learned to prepare and present research papers, learned computing skills and soft skills, and gained experience in organizing programmes.

Problems Encountered and Resources Required: 1. Unavailability of time during the hectic academic schedule 2. Less number of participation. The first problem was overcome by conducting programmes on hours beyond academics, and the second problem was resolved by declaring attractive prizes for participation.

File Description	Documents
Best practices in the Institutional website	https://navajyothicollege.org/wp-content/uploads/2023/11/Best-Practices-report.pdf
Any other relevant information	https://navajyothicollege.org/wp-content/uploads/2024/01/7.2.1-addl-dox.pdf

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

One of the thrust areas of the institution is to empower and strengthen young men and women to face the challenges of life. Measures have been taken to empower the students through the activities of Women Cell this academic year. Various activities that enlightened and strengthened were also made available to the neighbouring community. These activities include;

Awareness Class on Women's Health through Ayurveda: A Health awareness programme titled SWASTHAis designed for women students. The session is focused on the role of Ayurvedic medicinal practices to nurture health among women.

Badminton Training: Training in sports activities are a way towards integral well being of a person. women cell coducted a training session for girls in Badminton in the college. The goal of the programme was to generate positive atitude to participating in sports and games as well as to icrease physical and psychological health consciousness among the students.

Dental Medical Camp: This camp is oriented to generate awareness on the importance of dental hygene and health of the students.KSWDC Lakshya Women Cell in association with Sini Memorial Dental Specialty clinic organized a Dental Medical Camp for the benefit of students.

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

Navajyothi College, affiliated with Kannur University, follows the Choice Based Credit and Semester System (CBCSS) provided by the university to ensure effective and fruitful curriculum delivery through well planning and documentation.They are:

Academic Calendar: The College Council and IQAC prepare an academic calendar at the beginning of each academic year.

CBCSS Committee: The college's CBCSS committee holds a workshop on how to achieve the program and course outcomes.

Induction Programme: Each department conducts an induction programme at the beginning of the academic year to introduce Syllabus, the Programme Outcome, and the Course Outcome.

Subject Allocation: Each department's Head allocatescoursesto the teachers, considering theirarea of interest and aptitude

Curriculum Plan: Each teacher is directed to prepare and submit an effective curriculum plan for their course to the Head of the Department for approval. The HoD, after due verification, approves it for the implementation.

CURRICULUM IMPLEMENTATION

Curriculum implementation is done through the following programmes:

Master Timetable for Classroom Teaching, Certificate Courses, Learning Efficiency Added Programme (LEAP), Remedial Coaching, MoU with firms and Institutions for addon courses and internships, Seminar/Conference Participation, and Extended learning such as Assignments and Seminars.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://navajyothicollege.org/wp-content/uploads/2023/09/1.1.2-additional-links.pdf

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

The academic calendar is prepared by IQAC and is approved by the college council by the end of May each year. The academic calendar lists all of the academic and non-academic activities every month.

The college academic calendar isaltered to incorporate the department-specific activities by each department. The faculty members of the department, under the direction of the head of the department, create the calendar for each department. For better academic execution, college events such as internal examinations, training programs, arts day, sports day, college day, and other importantdays of observations are highlighted in the academic calendar and uploaded to the website to help with CIE preparation. Internal examinations are carried out per the academic calendar's specified timetable. The CIE is conducted as per the rules and regulations of the Internal Examination Committee published on the website.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://navajyothicollege.org/academic-calendar/

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	**C. Any 2 of the above**

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

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

10

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

13

File Description	Documents
Any additional information	View File
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

313

File Description	Documents
Any additional information	View File
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

The college imparts the values such as professional ethics, gender sensitization, human values, environment and sustainability through the implementation of the curriculum. We devise two modes of implementation of these values in the college- the curriculum-based approach and the Real life-based approach.

Curriculum-Based Approach: Curriculum-based approach is intended to sensitize the students about these values. The syllabus of various disciplines covers professional ethics and environmental studies, sustainable development, environmental pollution, environmental ethics, and Gender Equality.

Real-life-based approach:These courses are taught with a practical dimension of conducting awareness programmes, planting saplings, interior gardening, nurturingmedicinal gardens, and social awareness programmes and campaigns.

File Description	Documents
Any additional information	View File
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

10

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

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

176

File Description	Documents
Any additional information	View File
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://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdiI6ImI3MWt4bkZVd3p5enJKUzJUdXFmQWc9PSIsInZhbHVlIjoiTk9IN1krNnZ1bFFOQmJxU3Y0NlN4eE5Hajk4SE1SdXFzcjJ5a0dppck51UTd4bDBtWWxMa1o1Mm5PeURSTW5BZiIsIm1hYyI6ImFjZjQ1YzkzOTQ1NmZjYzRhMzdhZjJmYWM4OTQ1YmYzYzcyMjU0Y2FkZDhmMTcyM2ZkMjg5YTIxOTk5ZDI3ZDkiLCJ0YWciOiIifQ==
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View File](#)
Any additional information	[View File](#)

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	[View File](#)
URL for feedback report	https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdiI6InQzb1FzR2cvN21zUHk0aXJHdEpSTEE9PSIsInZhbHVlIjoiWmFwMm91YmRIZUVwdTJQTm1MTmk3RkN1Y1ROSmdtVTRzMldBa3FvVmp2ZVVVadXZPcGhKWjhsbHNjOVVZVzdrSCIsIm1hYyI6IjQxMDBjNTJhMjQwYzMwZjMwMDczYWQ1YzFjZmZmMWJlNGRlYmI4NWY3ZGE4ODNkOGQ2NjNiMDU0NzU4NzZlM2MiLCJ0YWciOiIifQ==

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

167

File Description	Documents
Any additional information	View File
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

40

File Description	Documents
Any additional information	View File
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 college admitsstudents from economically weaker and backward communities to fulfill the goal and vision of the institution. To ensure the students' overall development, add-on courses are provided to them. The college adopted various special programs for both slow and advanced learners.

Advanced and slow learners are identified mostly through personal interaction at the time of admission, the verification of the supporting documents, and LEAP. Various programs are organized for both advanced and slow learners.

Activities for the Advanced Learners include Merit scholarships, Cash Awards for Toppers, External Visits and Participation in Paper presentations, Meet the Master, Tech Chat, Junior Teachers in Making (JTM), Online Certificate Programmes, add-on courses, and Certificate courses.

For the slow Learners, it includes Buddy Groups, Revision Classes, Question Bank, Provision of answer keys, Classroom Assignments and Seminars, Personal Counselling, and PSTA.

File Description	Documents
Paste link for additional information	https://navajyothicollege.org/basilius-scholarship/#
Upload any additional information	View File

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

Number of Students	Number of Teachers
496	41

File Description	Documents
Any additional information	View File

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

Teaching and Learning in Navajyothi are more interactive and interesting. Along with improving students' confidence and fostering independence, this practice assists in transforming them from passive recipients to active participants. Various student-centric methodologies such as Experiential Learning, Participative Learning, and Problem Solving Methodologies are catered to enhance the learning experience of the students.

Experiential Learning:As part of experiential learning students are involved inthe monthly publication of news bulletin, Industrial visits, media visits, computer lab, seminars on different topics, management exhibitions, language lab, swan theatre, short film-making, hands-on training in sales and marketing, publication of magazines, etc

Participative learning: Each department has developed a unique system to encourage students to engage in active learning through group discussion, workshops, quiz competitions, English speaking competitions, paper presentations, debates, soft skill and life skill classes, outreach programs, peer group learning, conducting and participating in seminars and webinars, certificate courses.

Problem-solving methodologies: Management meetings, workshops

and seminars on research methodologies, career orientation programs, and placement training programs are the activities used to realize the development of problem-solving ability in students.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://navajyothicollege.org/commerce/academic-activities/

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

The College applies various ICT tools for the effective teaching-learning process. The use of ICT tools will create enthusiasm and attention among students in learning. There are also chances for the teacher and students to interact more than traditional classroom teaching. ICT tools such as language labs, video lectures, and virtual labs make the students respond instantly. College updates ICT tools and methodology to improve students' learning opportunities

ICT platforms used by the faculties

1. PowerPoint Presentation
2. Youtube classes
3. Google Meet
4. Whatsapp
5. Google classroom
6. Digital Library
7. Virtual labs
8. Language labs
9. EMBASE-LMS

In addition to these; Each department possesses enabled classrooms with projectors, ICT-enabled seminar Hall and Audio-visual room, Availability of a 100mbp Wi-Fi network for students and staff. Technologically advanced computer labs and language lab, Staffrooms are enabled with data-connected computers.

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

40

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

41

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

2

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

164

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

2.5 - Evaluation Process and Reforms

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

The college strictly complied with the implementation of the Choice-Based Credit and Semester System by the university; the Continuous Internal Assessment has 20% weightage, and the remaining 80% weightage is given to end-semester examinations. The following measures are taken to ensure the transparency and robust nature of the Internal Evaluation System:

Centralized Examinations:The college's internal examination committee conducts two centralized written examinations on the prescribed dates in the academic calendar.

Evaluation: Answer scripts were evaluated within a specified time frame. Internal examination committee schedules and informs date for the submission of mark lists.

Grievances Redressal:Students are given opportunities to submit their grievances regarding the internal examination.

**PSTA meeting:It is conducted periodically to discuss students'
performances and measures to be taken for follow-ups.**

**Assignments/Seminars/Viva:Either of these components is
conducted at the discretion of the course instructor in the
classroom.**

**Display of Internal marks:Internal marks were displayed on the
department notice board.**

**Uploading Marks in the University Site: At the end of each
semester, the University instructs to upload the marks of CIE
to the University site. A split-up copy of the internal marks
is signed by the students and kept in the department.**

File Description	Documents
Any additional information	[View File]()
Link for additional information	[https://navajyothicollege.org/cells/internal-examination-committee/]()

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

**The institution relies on an unbiased and equitable mode of
internal examination and employs a hierarchical system for
resolving grievances. At the departmental and college levels,
the grievance cell handles complaints regarding the internal
examination.**

Evaluation Quality

**Every course instructor prepares an answer key for internal and
model examinations along with the question paper. After
evaluation, the answer sheets will be distributed to students,
and go over their responses.**

Mechanism of Grievance Submission:

**• If a student misses the internal exam, he or she must apply
to the department grievance cell by filling up the required
grievance form available in the department.**

- Students can also request for reevaluation if they are dissatisfied with their grades.

- The student may contact the Principal or the college-level grievance cell if he or she is dissatisfied with the department's response. Upon receiving the request, the complaint must be resolved within a week.

Transparency of the Grievances:

Following the guidelines set forth by the college's grievance cell ensures transparency in the handling of student complaints. A periodic update on this will be provided to the applicant.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://navajyothicollege.org/grievance-forms/

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.

Learning outcomes are the specifications of what a student should learn and demonstrate, on successful completion of the course or the programme. It can also be seen as the desired outcome of the learning process in terms of acquisition of the skills and knowledge. They are embedded in the curriculum.

The Principal and College CBCSS Coordinator raise awareness of POs, PSOs, and COs at the macro level meeting of all faculty from all departments. This in-depth discussion enables instructors, class mentors, and course coordinators to disseminate their knowledge to students. Parents are given a clear idea about them in the meeting so that discussion between the ward and the parent is ensured.

The following are the channels via which the consensus will be announced: the website; curriculum/regulation materials; classroom announcements; induction programs for students; parent/teacher meetings; faculty meetings; department and college notice boards; and general staff meetings. Teachers and

students are oriented by a college CBCSS Coordinator who has received training.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Every department of the college consistently adheres to accomplishing program outcomes and course outcomes. This college maintains a mode of evaluation about the attainment of the Programme Outcomes and Course Outcomes in recognition that simple classroom lectures are insufficient for achieving the said objectives. Direct assessment and indirect assessment are the two subcategories of this.

Process of Institutional Evaluation: The course and program outcomes are determined using five-level accomplishment criteria. At the end of the semester, each department assesses the course outcomes directly and assigns grades based on the specified levels of attainment. For graduating students, a two-tier direct and indirect assessment approach (6:4) is used to evaluate the program's outcomes once a year.

Programme Outcome = Direct Assessment+ Indirect Assessment

Criteria

Percentage

Direct Assessment (CGPA)

60%

Indirect Assessment

1. Feedback from stakeholders

2. Student Progression and Placement

3. Curricular & CoCurricular Activities

10%

10

20

40%

Total

100%

The level of attainment of Programme outcome and Course outcome is specified as follows;

Level 0 - below 40%

Level 1 - 40-49%

Level 2 - 50-59%

Level 3 - 60-69%

Level 4 - 70% and above

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://navajyothicollege.org/po-co-attainment/

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

112

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	[View File](#)
Paste link for the annual report	**Nil**

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://navajyothicollege.org/wp-content/uploads/2023/09/SSS.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

Gaveshana- Students are provided opportunities for both qualitative and quantitative academic research. Faculties publish research papers in leading research publications.

SAIN et al.is a centre of innovation where students' academic proposals are realized in various ways, such as by holding symposiums, giving papers, hosting residential leadership and organizational skills training camps, etc.

Quest Hub- Each course's question papers from the previous year are posted on the college website, and students will practice

them in class as part of revision.

College Magazine showcases students' skills and talent through their essays, short tales, and works of art.

YouTube channel-College faculty members provide video lectures in the form of e-content

Navajyothi News Bulletin-The English post-graduate department releases a monthly Navajyothi News Bulletin providing a platform for students to express their views.

Exhibitions-Each department in the college had an exhibition centre based on its goal, designed to enrich the knowledge.

Internships-College and WAM TEA Wayanad signed an MOU to offer internships for students in various domains, providing training in customer relations and marketing.

Library and Language Lab-College provides a modern library with KOHA system and open materials. Also, Language Lab helps improve language

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://navajyothicollege.org/library/

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

7

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

4

File Description	Documents
URL to the research page on HEI website	**Nil**
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

2

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

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

1

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

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

In addition to classroom instruction, Navajyothi College strongly emphasizes extra-curricular activities that contribute to its students' holistic growth. These follow-up activities are intended to raise students' awareness of social issues, inspire them to respond beneficially and creatively to societal needs, and foster a sense of altruism in them. The college engages in several extension and outreach initiatives that serve the local community.

During the academic period 2022-2023, Navajyothi College has organized thirty-two major extension activities covering various interests.

1. Extension Programs for Education: Organizing workshops, seminars, and tutoring sessions to help students from disadvantaged backgrounds improve their academic performance.
2. Skill Development Workshops: Conduct training sessions on various skills such as computer literacy, vocational skills, and entrepreneurship, empowering students to enhance their employability and contribute to the local economy.
3. Environmental Awareness Campaigns: Raising awareness about environmental issues like waste management, conservation, and sustainable practices through rallies, tree-planting drives, and workshops.
4. Social Awareness Events: Organizing programs and discussions to sensitize students about social issues like gender equality, human rights, and inclusivity.
5. Cultural and Artistic Events: Promoting cultural exchange and artistic expression through festivals, exhibitions, and performances.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

5

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	**No File Uploaded**

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

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

32

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

238

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

8

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	View File
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

6

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 college is located on 21acres of lush green sprawling campus with adequate infrastructure of two built-up areas for academic functioning and one residential building. The college has ample infrastructure facilities such as classrooms, a library and laboratory, and staffrooms.

Academic Infrastructure includesWIFi enabled Classroom,Audio-Visual Rooms, a Seminar Hall, and an auditorium.

Faculty Rooms: The faculty rooms are equipped with LAN and a Desktop for the academic pursuit of the faculty members.

Examination Halls with CCTV Cameras: For the transparent conduct of the examination, examination halls are furnished with CCTV Cameras.

Computer Lab: The College has a well-maintained computer Lab with forty computers with an internet connection. The departments use this lab for practice for the students studying computer courses.

Language Lab: It is enabled with an internet connection, used to improve the student's language skills.

Library: The library with the KOHA system provides sufficient books for the students.

Departmental Library for Postgraduate Departments of Commerce and English.

Non-academic infrastructure such asCanteen,Training and Placement Facility,Internet and WI-FI,Reception and visiting Lounge,Women's Room,"differently-abled" rooms,Medical Room,Administrative Block,Auditorium,Various Offices for clubs and associations are some of the facilities available in the college.

File Description	Documents
Upload any additional information	[View File]
Paste link for additional information	https://navajyothicollege.org/smart-classroom/

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

The following physical facilities are provided to the students of this college.

Sports Facilities

Spacious Playground: A spacious playground with a two hundred metre track is used for Athletics and Football. The same ground is used for playing Cricket and for practising and conducting athletic competitions. This ground is made available to the public after college hours.

Basket Ball Court: A Basket Ball court of international standard is on the right side of the college entrance.

Volleyball Court: An outdoor volleyball court is available to use for the volleyball team of the college and other students. Shuttle

Badminton: A shuttle Badminton court with standard size and facilities is constructed on the campus.

Indoor Games: A room with good indoor games such as caroms and chess is provided in the college. The students can use them during their leisure time.

Yoga Centre: A multipurpose Hall next to the main academic block is used for yoga practice furnished with yoga mats/exercise mats. The Hall can accommodate 15 persons at a time.

Sports Room: A room is available for keeping sports equipment. Teams such as Cricket, Football, Basketball, and Volleyball are given sports kits, and they are recorded in the register with definite regulations of use.

File Description	Documents
Upload any additional information	View File
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.

33

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://navajyothicollege.org/smart-classroom/
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)

5948080

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

4.2 - Library as a Learning Resource

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

The College Library building was expanded and renovated in 2018

in order to provide better facilities and services to teachers and students. The important sections in the library are general stack, reference section, reading room, discussion room .

Collection: The College Library has a collection of 9078 books. It subscribes to25 journals and magazines and newspapers. Besides, the library provides access to a number of online resources including e-books, journals and magazines.

Arrangement: The books are classified and arranged in the stack according to the 21st edition of Dewey Decimal Classification System with a customized version for Indian languages. The library follows an open access system which allows any user to enter the stack and go through the collection.

Library Automation: The Library is partially automated using the open-source Integrated Library Management Software Koha version 18.11.00.000. All books and member identity cards are barcoded.

Online Public Access Catalogue (OPAC): Users can search for books and other documents using OPAC.

Facilities provided by the Library: Wi-Fi, OPAC (Online Public Access Catalog), Reprographic facilities, Reference facilities, Library membership facilities, Newspaper Clippings. Users are allowed to use their laptops in the library for taking notes, writing assignments and doing project work. E-Resources, University question papers archive, submitted projects' archive are made available for the students.

Library functions from Monday to Saturday

Display of new arrivals: New books are displayed in the New Arrival section for a few days.

Printer: A printer is made accessible to the students with a nominal amount for printed copies.

File Description	Documents
Upload any additional information	View File
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 | **D. Any 1 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)

7890

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

30.88

File Description	Documents
Any additional information	View File
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

The college invested in providing the campus with Wi-Fi facilities and ICT classrooms from its beginning onwards. The IT facilities of the college allow the academic and administrative activities of the college to be more user-friendly. By enabling a Wi-Fi campus, students can access academic matters and other information related to the curriculum. In 2011, the campus invested and established a dedicated Optical Fibre connection from BSNL for high-speed internet access. The uninterrupted power supply is ensured with a storage battery.

Updating of the Facilities

- Regular updating of these facilities is done from time to time.
- New Speaker units made available for the sound system in the classrooms in 2019-20
- Additional D-Link ports placed to enable LAN connection in each department in 2020
- New Wi-Fi routers were established in 2020.
- Updated the speed of the internet up to 100 Mbps in 2021.
- The college has installed CCTV in all the examination halls as well as at the key positions on the college campus.
- As part of digitalising the office, personal computers are provided to the administrative staff, with internet network connectivity.

A sufficient number of printers, scanners, and copier machines are available at the office. Students have access to fifty computers with internet connection.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

68

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	**No File Uploaded**

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)

52,78,802

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 college is provided with an academic support system and sufficient physical facilities for the students. The College has systematic procedures for utilizing and maintaining the facilities provided on the campus.

Maintenance and Utilization of Physical Facilities: The maintenance and utilization of the physical facilities are done based on the policies laid for each section by the college. There is a well-documented policy for the utilization of each academic facility such as classrooms, library, computer lab, audio-visual rooms, seminar halls, department libraries, language lab, ICT Classrooms, Xerox center, Medical Rooms, sports and games, Yoga hall, Gym, and Canteen. The maintenance and updating of these facilities are coordinated by the Bursar at the request of the concerned departments. There are supporting staff to oversee the daily cleaning and maintenance of these facilities. These staff members ensure that the facilities are kept clean and in good working condition for the students and faculty to use. Additionally, any repairs or upgrades needed for the facilities are reported to the Bursar, who then arranges for the necessary actions to be taken. The Bursar also manages the budget for maintaining and upgrading these facilities, ensuring that necessary funds are allocated appropriately.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

62

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

26

File Description	Documents
Upload any additional information	View File
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	**Nil**
Any additional information	View File
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

`13`

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

`13`

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

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

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

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

13	

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	View File
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

28	

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

0	

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

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.

32

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 has commendable student bodies that enrich leadership, organizing capacity, responsible citizenship, and a compelling spirit of service in each student. Some of them are;

As per the rule, a Student's Council is elected in the parliamentary model every year.

Clubs under each department and . are coordinated by the students along with the faculty coordinators.

The Arts Committee oversees the conducting of art competitions in the college and the selection of proficient participants for University competitions.

Sports Cell enables students to excel in their accomplishments in sports.

Magazine Committee encourages creative works and ideas.

The anti-Ragging Committee has representatives to check ragging and to maintain cooperation among the students.

Women Cell aims to provide women with a platform to share their experiences/perspectives and enable empowerment.

SAIN et. al. is an initiative where students can display their academic initiatives and help sharpen their talents.

Student IQAC is entrusted with planning and executing various extra-curricular programs.

To facilitate the social aspect of education, NSS develops the appreciation of different points of view and selfless service.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

73

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	[View File](#)
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

Navajyothi College has maintained a strong support of its Alumni through various ways. It has a registered Alumni Association (Reg. No. KNR/CA/20/2022) functioning in the college. Even before the registration of the society, the college enjoyed active support of the alumni students in terms of academic and co-academic contributions other than financial support. Our students contribute to the academics of Navajyothi College by providing placement training, extension lectures, and classes.

- **Placement Training Programme for the Department of Computer Studies was done by Mr. Abin Michael, Software Engineer at DCUBE AI System & Services Private Limited, Trivandrum. The resource person shared about the trends in IT field and guidance for interview preparation and participation.**

- **The Department of Computer Science presented a programme "Tech Talk," which was chaired by Mr. Salbin Antony, Software Engineer at One Click LLA Finland.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

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

The St. Thomas Province, Kozhikode, Little Flower Congregation founded Navajyothi College in 2010 as a centre to meet the educational needs of North Malabar youth. With the mission of "Lighted to Enlighten" and a location in the centre of the rural community of Cherupuzha, this institution illuminates the lives of numerous people and their families, regardless of caste, creed, or economic standing.

The Mission of the Institution

To empower and strengthen young men and women to face life's challenges.

To form constructive and responsible citizens.

To enable young men and women to stand for justice, peace and happiness

To develop the employability skills of the students

To excel in academics and to ensure the integral growth of students

Governing Mechanism

The college's governing mechanism makes ensuring that its activites align with its vision and goal.

The highest authority of the college is the Provincial Superior of St. Thomas Province, Kozhikode and heis responsible for formulating appropriate policies for the smooth running of the college. The provincial Superior is assisted by the governing council members such as the Education councillor, College Manager, Finance Secretary ,Bursar of the college,the Campus Director and Principal.

File Description	Documents
Paste link for additional information	https://navajyothicollege.org/about-njc/
Upload any additional information	View File

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

Navajyothi College's primary areas of focus are decentralisation and participatory management.One of the best practices with respect to the decentralization and participative management of the institution is the establishment of the College Council. The college council is designed as an advisory body to advice the principal in the administration of the college. It consists of Principal, Director ,all the heads of the departments, the IQAC coordinator and the finance manager. All the decisions in the college are taken up by the council these decisions are submitted for the approval of the staff meeting where faculty members are given platform to register their dissent and consent.

There are plentiful statutory committees and non- statutory committees that enables the day to day activities of the college to achieve its mission.All committees work and plan in accordance with the strategic plan and vision and mission of the college, regularly monitored by Principal and guided by IQAC.

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

The PTA too plays a crucial role in formulating and implementing all major policies regarding the development of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan, prepared by the IQAC team, was submitted to the Governing Council and College Council for their approval. The approved strategic plan is implemented to bring changes and development in the academic and co-academic functions of the

college . The strategic plan for the academic year 2022-203 :-

- Improvement in students' support system in academic excellence
- Strengthen academic research works
- Increase academic and corporate MoUs for better academic experience and employability skills among students
- Enhancing learning through active involvement in social animation
- Develop entrepreneurship awareness and competence among students
- Purchase of e-books and INFLIBNET
- New building for canteen

The strategic plan has been actualized by the disciplined perseverance of faculty members, students, and parents.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://navajyothicollege.org/wp-content/uploads/2023/10/NAVAJYOTHI-COLEGE-strategic-plan-22.pdf
Upload any additional information	No File Uploaded

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

The college is governed by the management's policies under the rules and regulations of the UGC, state government and the University.

Governing Council The Provincial Superior of the St. Thomas Province is the highest authority in the organogram of the institution. The Governing body is headed by the Provincial Superior, members include the Education councilor, the Finance councilor along with the Manager and financial administrator of the college. This governing body formulates policies regarding quality education, improvement in teaching-learning programmes, and funds the infrastructure development of the college.

College Council: The college council is an advisory body to the principal both in academic and administrative activities.

Staff Council: This consists of the Principal and all the teaching faculties, which discuss and review internal matters of the college functioning.

IQAC: IQAC conducts discussions and periodical assessments and proposes innovative ideas to ensure quality at various levels.

Committees/Cells: Academic and extracurricular activities are organized by respective committees/cells headed by faculty members

Recruitment and Service Rules: The recruitments are take place as per the guidelines laid down by the UGC, Kannur University, and the Government of Kerala

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://navajyothicollege.org/organogram/
Upload any additional information	View File

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 inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The college gives prime importance to the staff members' satisfaction and their overall welfare. Sufficient amenities are provided for the faculty and the supporting staff to create a healthy work environment.

- Staff Rooms with internet enabled desktop are made available to facilitate their professional and academic research activities.

- Ample leisure time and vacation is given to the teachers and the supporting staff to maintain their physical and mental wellness. They are given summer vacation and semester-end days of leave.
- Periodic gatherings for festivities are an exclusive feature of Navajyothi College to create a healthy and holistic relationship among staff members.
- Community Lunch at special training programmes and staff meetings creates an atmosphere of solidarity and amiability.
- Sports activities are planned for the faculty and the supporting staff at the annual sports competitions.

- PF and ESI provided by the management for the eligible employees as per the norms of the government.
- Maternity Leave is sanctioned to the applicant for six months.
- Faculty Empowerments are financial support is given to participate in research seminars and publications.The research faculties are financially supported for their research work and its publication.
- Insurance Scheme and support is given to the faculty members. We encourage the members to use the central government policies designed for citizens.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

10

File Description	Documents
Upload any additional information	View File
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

3

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	View File
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

17

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

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

The performance appraisal of the teachers and non-teachingstaff is conducted by IQAC each year as follows;

1. Student's Annual Assessment of Faculty

The students are asked to evaluate the performance of the teachers concerned under several criteria on a scale. The result is collected and analyzed by IQAC.

2. Performance Evaluation and Self-Appraisal Report

The teaching staff shall fill out a self-appraisal form on teaching, research, and co-curricular performance andsubmit it to the principal through the Head of the department.

3. Annual Assessment of the Faculty by the Head of the Department

The Head of the Department assesses members of the faculty and prepares a confidential report regarding their fortes and weaknesses to submit to the principal.

4. Assessment by the Principal: Based on the above three reports,Principal prepares a report on the performance of each

faculty.

5. Assessment of Faculty by the Management

The Manager solicits the Principal for a summary of the evaluation of faculty members and then holds a personal meeting with the faculty on their performance.

Appraisal of the non-teaching Staff: Thenon-teaching staff submitsa self-appraisal form to the principal. The Principal submits the confidential report to the Management for further action.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

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

The financial matters of Navajyothi College is subjected to the rules and regulations of the St Thomas Trust as well as the government norms. The financial issues are settled by a proper system according to the rules laid by the Trust. The transparent mechanism begins with the preparation of the budget and the subsequent approval from the Finance Committee of the Trust.

Internal Audit: The accountant maintains bills and vouchers, payroll preparation, and payment of statutory compliance such as PF and ESI, TDS, GST. He prepares monthly account statements and submits them to the Bursar of the college for approval from the manager. Besides this monthly verification, an expert from the Trust is appointed as an internal auditor to confirm the accounts. He makes a thorough study of the fiscal details and submits the report to the Manager and the Bursar of the college and the Trust.

External Audit: An external auditor associated with the financial auditing of the Trust ensures the transparency of the financial management of the college. The college has a

registered chartered accountant with Reg. No. M. No. 025486, CA
G Santhosh Pai, B.Com LLB, FCA, DISA. The authorized chartered
accountant audits the income and the expenditure and submits a
report for central and state government verification.

Review Meeting: After obtaining the audited statements, a
review committee assesses the audit report and settles
objections, if any. The review committee comprises the Manager,
the Bursar, the Principal, the Accountant, and one senior
faculty member.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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)

9.0

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	[View File](#)
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

There are specific policies on fund mobilisation and
utilisation constituted by the college's governing councilby
law. T

Fund Mobilisation Policies

- **The building fund for establishing the institution shall be mobilized from the Trust.**
- **The major central day-to-day activities and payment of salaries should be mobilized from the fee collected from the tuition fees.**

Fund Mobilisation and Utilisation for Union,Assoc iation, andClubs and Cells

- **The funds shall be collected from the students at the beginning of eachacademic year.**
- **The amount is operated by the Principal and Bursar**
- **The principal shall sanction no amount beyond the total fund collected.**
- **The union, Association, Clubs, and Cells shall prepare the budget and submit it to the principal at the beginning of the academic year.**
- **At the end of each academic year, they shall submit an audited report of the amount received to the principal.**

File Description	Documents
Paste link for additional information	https://navajyothicollege.org/wp-content/uploads/2022/02/Fund-mobilisation-and-Utilisation-Policy.pdf
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

The IQAC of the college heads in improving the quality of the institution through various strategies and process. These strategies are executed at different levels

IQAC initiative for research and innovation

The main strategic plan of IQAC for the academic year 2022-23 is to provide an ecosystem for research and innovation. Constitution of GAVESHNA --the research wing of NJC for imparting research aptitude, training in academic writing,

publishing research articles etc

IQAC Initiatives for FACULTY EMPOWERMENT

- FDPs for teaching and non-teaching staff
- Online FDPs
- Participation of FDPs of other institution
- Faculties as Resource Person
- Guidelines for effective document maintenance

IQAC Initiatives for skill development of Students

Students Orientation programmes are envisaged to improve the academic quality and skill enhancement of the students. IQAC heads in executing programmes such as theatre workshop, Wizzadry, Champions Day,training programmes etc

IQAC initiatives for E governance

In order to fully digitalize all the activities, the institution has decided to purchase Embase Pro Suit for the whole campus solutions.

Internal AAA

Conducted AAA and submitted the reports and feedbacks

Stakeholders feedback about the college and academic environment

Stakeholders feedback were collected through Google Form and analysis report were submitted

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

- **IQAC devised a mechanism for feedback from stakeholders on curriculum and overall ambience of the college**
- **IQAC has a practice of comprehensive semester wise result analysis to pinpoint strengths and weaknesses of different departments.**
- **IQAC ensures proper conduct of internal examinations and instituted a mechanism for transparent mechanism for evaluation and uploading of marks in the university portal.**
- **IQAC provides guidelines for proper execution of certificate programme and add on course and evaluates its outcome**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://navajyothicollege.org/annual-report-2/
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Navajyothi College places great emphasis on the promotion of Sustainable Development and Gender Equality through both curricular and co-curricular activities. This is achieved through a variety of initiatives such as gender-specific courses, debate competitions, flash mobs, hair donation drives as well as recognition for outstanding female faculty members and students.

Safety and Security

Fully Protected Campus: The 21 acres of campus is fully protected with compound walls and fencing with one main entry.

Security: There is security personal for validating the rightful entries to the campus.

ID Card: The Faculty and the students are provided with the Identity card of the institution.

CCTV Surveillance: The campus is furnished with CCTV Surveillance.

The college helps the students and the staff with the regular functioning of the Grievance Redressal Cell, Women Cell, Anti-Ragging Committee.

Complaint Box: A complaint box is placed at a convenient place for the students to report any

complaints.

Counselling: A counselling facility is given to the staff and the students. A staff member works as a counsellor and an external counsellor is also appointed.

Common Rooms: The College provides separate rest rooms for girls and boys

Infirmary: It has the facilities like bedding and a first aid box for giving immediate care.

File Description	Documents
Annual gender sensitization action plan	https://navajyothicollege.org/wp-content/uploads/2023/10/7.1.1Action-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://navajyothicollege.org/wp-content/uploads/2023/10/7.1.1-additional-docs.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	View File

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

The institution has established standardizedprocesses for handling garbage on campus. Students' food trash, paper, plastic, and electronic waste account for the majority of the garbage created.

Pen Friend Programme: The non-degradable waste generated at the college is mainly from the use of pens by the students. fixing boxes at various places on the campus to collect waste pens..

E-waste Management: By performing adequate and timely maintenance on the electrical equipment, E-Waste is minimizedto an average level, anduses the broken computers and accessories for exhibition at the Hardware Museum.

Haritha Karma Sena: The non-biodegradable garbage from the college is collected by the Haritha Mission and crushed in

recycling machines.

Waste recycling system: Food waste produced by students is collected and used as feed for on-campus aquaculture and poultry farms. Paper waste is gathered and sent for recycling. They may be purchased in the junk mercantile. On the campus, there is also a vermiculture pit and a biofertilizer that employs flower gardens and agriculture.

Biomedical waste and hazardous chemical waste are not present on the site.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
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	**No File Uploaded**
Any other relevant documents	[View File](#)

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	**C. Any 2 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	**No File Uploaded**
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	View File
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).

Navajyothi College aims to mould younger generations into agents of change in society by promoting an inclusive environment on campus. The college is at the forefront of integration, embracing cultural, regional, religious, and socio-economic differences. The campus community is open to observing national festivals, promoting national integration and religious harmony. Socio-economic inclusiveness and harmony are promoted, with no discrimination between the rich and the poor and economically weaker students receiving scholarships. The college's core values include creating men and women who care for others and society, fostering personalization, and promoting communal harmony. The student community supports those in need, including orphanages, nursing homes, children's homes, and beggars. Additionally, students are trained in generating empathy towards physically challenged individuals and supporting blind people. These practices aim to shape the younger generation into agents of change for the nation's future.

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

Navajyothi College takes utmost care to integrate values, sensitise rights, duties, and responsibilities among the students and staff. It is achieved by various programmes organised by the college throughout the year.

The students show their commitment to society through various programmes like:

Social activities such as honouring old persons around the college, distributing Onam kits to the palliative patients, house building for the underprivileged, initiating road cleaning in the panchayath, visiting Old Age Home, assisting blind persons, cleaning public areas

Our students and staff preserve the culture of giving respect to the national flag and the national anthem. The regular class ends with the national anthem sung by the college choir.

The observation of Gandhi Jayanthi, helps sustain the ideals of freedom struggle among the student Republic Day observation is a key to refresh the country's sovereignty.

We extend the idea of inclusiveness by observing National Unity Day, Aids Day and various other cultural celebrations.

The observation of Environment Day, World Water Day is a message for the preservation of the natural environment.

Students' Union in the college sensitise about fundamental right. Apart from the college union, the students are made to be members of certain administrative and bodies.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://navajyothicollege.org/wp-content/uploads/2024/01/7.1.9A-1.pdf
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 is particular to observe various days of national and international importance. These celebrations are mainly done by NSS and the departments. They are the following:

WORLD COMPUTER LITERACY DAY- It occurs annually on 2 December, and is intended to encourage the development of technological skills, particularly among children and women in India.

WOMEN'S DAY- This day is observed to treat women equally to find them strong

and capable.

CHILDREN'S DAY- This day is celebrated to treat the child and make them happy.

NATIONAL UNITY DAY- National Unity Day is celebrated to establish unity among people

GANDHI JAYANTI-This day is observed to acknowledge the contribution of Gandhi to the Nation.

WORLD TOURISM DAY- This day is observed to impart the importance of travel

TEACHER'S DAY-Teachers were honoured and meetings were conducted

NSS DAY- The day is celebrated to impart the importance National Service Scheme.

AIDS DAY – The observation of world AIDS day is organised to feel for the AIDS patients.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

LAKSHYA-WOMEN CELL OF NAVAJYOTHI COLLEGE

Objectives

To empower women in the college through awareness on the various initiatives

To create the safest places in college for women.

The context: The context of this practice is to up-skill the girl-students.

The practice: This best practice is unique in promoting girls to empower themselves to attain life goals

Problems Encountered and Reso.rce Required: 1. Low self-esteem

of the participants and lack of confidence. The problems are resolved through training sessions for students.

Evidence of Success: trained participants displayed high-self esteem and are able to shoulder responsibilities.

SAIN et.al. (STUDENTS' ACADEMIC INCUBATOR AND OTHERS OF NAVAJYOTHI)

Objectives

- Empower the students both academically and co academically
- Impart training in leadership skills and organisational skills

The Context: The context of this practice is to empower students through innovative academic activities.

The Practice

The primary tenets of SAIN et al are in uplifting the slow learners and supporting the advanced learners with various academic and co-academic programmes.

Evidence of Success: Students of SAINet.al learned to prepare and present research papers, learned computing skills and soft skills, and gained experience in organizing programmes.

Problems Encountered and Resources Required: 1. Unavailability of time during the hectic academic schedule 2. Less number of participation. The first problem was overcome by conducting programmes on hours beyond academics, and the second problem was resolved by declaring attractive prizes for participation.

File Description	Documents
Best practices in the Institutional website	https://navajyothicollege.org/wp-content/uploads/2023/11/Best-Practices-report.pdf
Any other relevant information	https://navajyothicollege.org/wp-content/uploads/2024/01/7.2.1-addl-dox.pdf

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

One of the thrust areas of the institution is to empower and strengthen young men and women to face the challenges of life. Measures have been taken to empower the students through the activities of Women Cell this academic year. Various activities that enlightened and strengthened were also made available to the neighbouring community. These activities include;

Awareness Class on Women's Health through Ayurveda: A Health awareness programme titled SWASTHAis designed for women students. The session is focused on the role of Ayurvedic medicinal practices to nurture health among women.

Badminton Training: Training in sports activities are a way towards integral well being of a person. women cell coducted a training session for girls in Badminton in the college. The goal of the programme was to generate positive atitude to participating in sports and games as well as to icrease physical and psychological health consciousness among the students.

Dental Medical Camp: This camp is oriented to generate awareness on the importance of dental hygene and health of the students.KSWDC Lakshya Women Cell in association with Sini Memorial Dental Specialty clinic organized a Dental Medical Camp for the benefit of students.

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

7.3.2 - Plan of action for the next academic year

SHORT-TERM STRATEGIC PLAN 2023-24

PART I ACADEMIC PLAN

Academic excellence of the students and teachers are most important in the progress of the college. Therefore, the IQAC forward the following plan for academic excellence of the students and teachers.

- **To improve the quality of teaching and learning**
- **To improve the academic results of the students**

- **NO**

  PART I: ACADEMIC PLAN

  -

  Implementation of SWAYAM/ MOOC Courses for Students

  For 1st year Students

  -

  Implementation of Certificate Courses

  For 2nd &3rd year Students

  -

  Add on Courses

  For all Departments

  -

  Project/ Field Work/ Internship

  For 2nd and 3rd year Students

  -

  Academic Results

  Initiation of SAAP (Students' Academic Acceleration Programme), Foster (Extensive academic Training Programme for Scholars)

  -

  Gaveshana

  For Staff and Students, Organising National/ State Level

- Seminar

    o

- Office Automation

- For Administrative & Academic programme (EMBASAE)

    o

- Co-curricular Activities

- Initiation of Tourism Club, Film Club

PART II

STRUCTURAL ARGUMENTATION

The following constructions have to be done during 2023-24 for the efficient functioning of the college

1.

Description

Remarks

1.

CLASS ROOM and LAB

Class Rooms for New Programmes

1.

Men's Hostel

Beginning Men's Hostel

1.

Seminar Hall and Library

Modification of Seminar Hall and Library

1.

Construction of the Pond

For Drinking Water

1.

Street Lights in Campus

Erecting street lights in Campus