

## INSTITUTIONAL ASSESSMENT AND ACCREDITATION (Effective from July 2017)

**Accreditation - (Cycle - 1)** 

# PEER TEAM REPORT ON INSTITUTIONAL ACCREDITATION OF NAVAJYOTHI COLLEGE C-43825

CHERUPUZHA Kerala 670511

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL An Autonomous Institution of the University Grants Commission P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA

Section I:GENERAL INFORMATION			
1.Name & Address of the	NAVAJYOTHI COLLEGE		
institution:	CHERUPUZHA		
	Kerala		
	670511		
2.Year of Establishment	2010		
3.Current Academic Activities at			
the Institution(Numbers):			
Faculties/Schools:	1		
Departments/Centres:	5		
Programmes/Course offered:	10		
Permanent Faculty Members:	42		
Permanent Support Staff:	8		
Students:	536		
4.Three major features in the	Three major features in the 1. Sprawling Campus with Good Infrastructure		
institutional Context	2. Stable and Caring Management		
(Asperceived by the Peer Team):	3. Good common facilities for Sport and cultural activities		
5.Dates of visit of the Peer Team	From: 12-09-2022		
(A detailed visit schedule may be	To: 13-09-2022		
included as Annexure):			
6.Composition of Peer Team			
which undertook the on site visit:			
	Name	Designation & Organisation Name	
Chairperson	DR. ATUL PATEL	Dean,Charotar University of	
_		Science and Technology	
Member Co-ordinator:	DR. RAVENDRA SINGH	Professor,MJP Rohilkhand	
		University Bareilly	
Member:	DR. ARUL KANAGU	Principal, UNIQUE COLLEGE OF ARTS SCIENCE	
NAAC Co - ordinator:	Dr. Jagannath Patil		

#### Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrices of the key Indicator under the respective criterion(This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrices(QlM) in Criterion1)		
1.1	Curricular Planning and Implementation	
1.1.1	The Institution ensures effective curriculum delivery through a well planned and	
QlM	documented process	
1.1.2	The institution adheres to the academic calendar including for the conduct of CIE	
QlM		
1.2	Academic Flexibility	
1.3	Curriculum Enrichment	
1.3.1	Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human	
QlM	Values ,Environment and Sustainability into the Curriculum	
1.4	Feedback System	

#### Qualitative analysis of Criterion 1

Navajyothi College is located in a rural area has a sprawling campus with good infrastructure spread over 21 acres of land. The campus enriched with greenery landscape and free from the din and bustle of city which creates an excellent ambience for intellectual exercises with positive energy. The College is affiliated to Kannur University, Kannur and implements curriculum strictly prescribed by the University. The Institute is private self-financed co-ed institute conducting 7 Under Graduate and 3 Graduate Programmes.

The college has policies in place to make the planning and execution of the curriculum a reality. The academic calendar, course allocation, and curriculum plan serve as the foundation for effective education delivery. The teacher's diary is used each day to audit the lesson plan. The curriculum implementation is strengthened by the regular monitoring of IQAC on the conduct of certificate courses, add-on courses, LEAP, Remedial classes, collaboration with industries and institutions, seminar/ conference participation, extended learning through conducting departmental fests on behalf of SAIN et al

The CBCSS curriculum offers flexibility to Institute and students to choose the course out of the basket of the course through cafeteria approach. These courses are offered to the students considering the employability potential, students' background, skill sets, availability of resources and value addition that happen to the students' skills as an outcome of the course. The Institute offers add-on and general proficiency activities, Certificate Courses, Learning Efficiency Added Programs, Internships for the overall development of students' self-development activities and qualified faculties.

The syllabus of various disciplines covers cross cutting issues relevant to gender, Environment and sustainability, human values and professional ethics, Cyber Security. By imparting the awareness, planting saplings, interior gardening, creating medicinal gardens, and debate competitions are the outcome of such courses.

IQAC collects feedback on the curriculum from the stakeholders and the committee concerned prepares a feedback analysis report for further action. However, the existing feedback mechanism cab be improved to have better understanding of learning process.

- Teaching-learning and Evaluation (Key Indicator and Qualitative Metrices(QlM) in Criterion2)	
Student Enrollment and Profile	
Catering to Student Diversity	
The institution assesses the learning levels of the students and organises	
special Programmes for advanced learners and slow learners	
Teaching- Learning Process	
Student centric methods, such as experiential learning, participative learning and problem	
solving methodologies are used for enhancing learning experiences	
Teachers use ICT enabled tools for effective teaching-learning process.	
Teacher Profile and Quality	
Evaluation Process and Reforms	
Mechanism of internal assessment is transparent and robust in terms of frequency and	
mode	
Mechanism to deal with internal/external examination related grievances is transparent,	
time- bound and efficient	
Student Performance and Learning Outcomes	
Programme and course outcomes for all Programmes offered by the institution are stated	
and displayed on website and communicated to teachers and students.	
Attainment of programme outcomes and course outcomes are evaluated by the institution.	
Student Satisfaction Survey	

Students are admitted through a Centralized Admission Process (CAP) conducted by Government of Kerala and affiliating University. Admission process ensures inclusion of students from all types of categories and to fill all the seats is a big challenge. There is a general decline in the number of students admitted under the ST category. Student admission under the OBC is satisfactory. College should make efforts to avail scholarship under the SC/ST scheme of the Government to improve admission under the SC/ST category. Institute has formal College Council to monitor the teaching learning process. The College Council designs the Academic calendar, earmarks academic activities, events, evaluation schedule and other activities. However, more efforts to made to add more innovative and creative components in the Academic Program. Institute conducts remedial classes on need basis. Course coordinators give advance case studies, presentations topics for the advanced learners. There are 42 Assistant Professors. There are 2 teachers with Ph. D., and the rest 40 have the Master degree in relevant field. Few teachers are NET/SET qualified. However more senior teachers are needed to balance the academic activities at the Institute. Teachers are to be encouraged for the doctoral research and degree. The recruitment process is as per the UGC and KU guidelines. Devoted faculty members supplement traditional teaching learning modules with the latest pedagogical practices. To ensure overall development of the faculty members, the Institute motivates them to participate in various workshops, seminars, conferences and FDP. The mentor mentee system is in place named as SADGAMAYA helps in overall growth of the student. The institute needs to make more efforts to identify slow learners and advanced learners and should put extra efforts for their improvement. The college follows Internal evaluation of the students, as per the University's curriculum for both the Programmes. University conducts external exams at the end of each semester as per the schedule declared by the University. Students are evaluated with CIE being 20% marks and end semester exams in 80% marks. The Department also measures the academic progress of the students through presentation, group discussions, home assignments, project making, and class tests. Attainment of the course outcomes is measured directly through grade sheet issued by Kannur University.

Average Pass percentage for all programs is at 65 per cent requires more attention and the numbers in the first class and distinction category are not satisfactory and needs to be improved.

Criterion3	Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrices(QlM) in		
Criterion3	Criterion3)		
3.1	Resource Mobilization for Research		
3.2	Innovation Ecosystem		
3.2.1	Institution has created an ecosystem for innovations and has initiatives for creation and		
QlM	transfer of knowledge		
3.3	Research Publications and Awards		
3.4	Extension Activities		
3.4.1	Extension activities are carried out in the neighborhood community, sensitizing students to		
QlM	social issues, for their holistic development, and impact thereof during the last five years.		
3.5	Collaboration		

#### Qualitative analysis of Criterion 3

**Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge.** Innovative ideas from staff and students are encouraged to bring out research articles in peer-reviewed journals, publish e-contents, make documentaries, and conduct symposiums and present papers on various topics relevant to society.

The extension activities of the college are a means to reach out to society around. The college has conducted 103 outreach programmes through various cells and clubs during the assessment period, including **NSS**. The extension activities are of mutual benefit. Students are being sensitized about the social issues in their immediate context. The college imparts the best education through extension activities.

College NSS unit is awarded as best NSS Unit in year 20-21 and the Programme Officer of the College as the Best Programme Officer. The Government of Kerala awarded Ms Anaina, an NSS volunteer of the College, as the 'Best NSS Volunteer' at the state level. The Samaritan Trust, Sreekandapuram awarded the college 'Samaritan Award' for being the Best Socially Committed College in 2019.

A teacher is recognized as research guide by KU in last five years. 8 publications have been made in journals during last five years. 3 minor projects have been funded by the Samaritan Trust during the last five years. Though few faculty members have contributed chapters in books, and contributed paper in national and international conferences, more needs to be done in this area. Non-Ph.D. teachers should be encouraged and facilitated to enrol for Ph.D. and pursue doctoral research. Performance based incentives to faculties `for Research work will certainly motivate them and will increase in their contributions to publications and book writing.

The institute is engaged in extension activities in nearby villages. The Institute is organizing various extension activities like international Yoga Day, National Sports Day, Personality development programs and environment awareness programs. seventy major extension activities conducted during the last five years by the college that vary from **academic interests to social empowerment and environmental activities.** N.S.S. unit of college organizes Social Animation Programme, Flood Relief activities, Blood Donation camps, Monsoon Health Awareness Programme, Organic Farming. Academic and tech fest organized regularly. College has 19 MoU for collaborative activities and 8 functional MoU with various agencies, industries and organizations. Study tour, field visit, training programs and other collaborative activities are carried out with

Criterion4	- Infrastructure and Learning Resources (Key Indicator and Qualitative Metrices(QlM) in	
Criterion4		
4.1	Physical Facilities	
4.1.1	The Institution has adequate infrastructure and physical facilities for teaching-learning.	
QlM	viz., classrooms, laboratories, computing equipment etc.	
4.1.2	The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor),	
QlM	gymnasium, yoga centre etc.	
4.2	Library as a Learning Resource	
4.2.1	Library is automated using Integrated Library Management System (ILMS)	
QlM		
4.3	IT Infrastructure	
4.3.1	Institution frequently updates its IT facilities including Wi-Fi	
QlM		
4.4	Maintenance of Campus Infrastructure	
4.4.2	There are established systems and procedures for maintaining and utilizing physical,	
QlM	academic and support facilities - laboratory, library, sports complex, computers, classrooms	
	etc.	

Institute has adequate facilities conducive for teaching – learning and holistic development of students. Learning infrastructure including ICT enabled classrooms, computer centre, Auditorium, Language Laboratory, seminar hall, and library is satisfactory. Support facilities like sports ground, gymnasium, yoga centre, and cultural activity centre is satisfactory. There is bus facility in the campus. The infrastructure takes care of Divyangjan needs to strengthen. The Provision of fire safety equipment have to be made. The computing facilities need to be improved in terms better configuration, full networking with broader bandwidth internet for all. Contractual House-keeping agency exists to maintain the overall hygiene. Budgetary provision for up-keep of the infrastructure has been provided for.

The Central library is the prime learning resource of the college and is partially automated through integrated library Management System KOHA (Software for university library). The library is a spacious, well-equipped with reference books, textbooks, journals, e-learning sources like e-books, e-journals, magazines, newspapers More budget should be allocated for improving library facilities. A language laboratory helps students to learn Hindi and English language. The Institute needs to regularly monitor the usage of computers and library to improve its usage. Language laboratory for students is functioning with various software helps to improve communication skill.

The Institute is apparently equipped with 100 mbps leased line internet connection. This needs to be improved significantly. The computational facilities cater to the needs of Students and faculty members.

The institute has its own canteen offered on annual contract basis which provides good quality food items at affordable rates and Canteen Committee regularly reviews its rate chart and gives specific instructions about the hygiene and quality of the food.

Institute makes sufficient budgetary provision for maintenance of physical and academic support facilities. The Institute has devised policies and procedures for maintaining and utilizing physical, academic and support facilities.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrices(QlM) in Criterion5)		
5.1	Student Support	
5.2	Student Progression	
5.3	Student Participation and Activities	
5.3.2	Institution facilitates students' representation and engagement in various administrative,	
QlM	co-curricular and extracurricular activities following duly established processes and norms	
	(student council, students representation on various bodies)	
5.4	Alumni Engagement	
5.4.1	There is a registered Alumni Association that contributes significantly to the development of	
QlM	the institution through financial and/or other support services	

#### Qualitative analysis of Criterion 5

Financial assistance in the form of scholarship is provided to the eligible students as per Government norms. The Institute extends the financial assistance to the poor students based on their merits. The Institution has a mechanism to carefully monitor student's performance and progression to higher education and gainful employment. Mentoring and counselling sessions for students are conducted to guide/counsel in terms of their personal and career goals. Infrastructure and facilities are provided in the Campus for students to exhibit their talent and overall development. Separate Music studios, recording facilities are made available to the students. The career cell of the college is guiding students in preparation of competitive exams, however more efforts are required to strengthen it. The Institute has Grievance Redressal Cell, Anti Ragging Committee, Women Cell, Sports Committee, Arts Committee to resolve issues of the students and provide guidance. As the institute is located in remote place, it has to make more efforts to create awareness for gender sensitization. Students are members of these committees. The institute has good number of capability enhancement and development schemes. Students should be encouraged to participate in the national and international competitive examinations. Students should be encouraged to participate in the co-curricular, extracurricular and sports activities in the other institutions in the state and nation. Student driven Placement Committee is doing good service. The Training and Placement cell is participative and student driven. Internship and placement activities are coordinated through the cell. It provides preplacement guidance and required training to the students to make them employable. The Institute motivates students to participate in various cocurricular and extra- curricular activities at various levels. The students are encouraged to organize cocurricular and extra- curricular competitions/events in the institute. However, the placement record of the students is not encouraging and serious efforts needs to be made to improve both the placement percentage and quality of placement in terms of compensation package.

The Alumni Association is registered. Alumni are involved in various activities of the Institute like presence in Council, deliver guest lectures, conduct mock interview for students and support placement.

The Institute provides opportunities where students can involve in various functional committees like Library Committee, Students welfare, etc. Every class has a class representative to interface between the subject teacher/ even coordinator, administration and the students. There exists an active student council which participates in various outreach and extension activities. NSS is active with mandated roles in addition to organising various activities like blood donation, awareness camps, etc. These wings also conduct for upliftment of under privileged people of the locality, mostly in rural areas in the vicinity. Transport facilities is in place, but needs strengthening looking in to its locational condition and number of day scholars.

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	6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrices(QlM) in		
Criterion			
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		
QlM	the institution		
6.1.2	The effective leadership is visible in various institutional practices such as decentralization		
QlM	and participative management		
6.2	Strategy Development and Deployment		
6.2.1	The institutional Strategic / Perspective plan is effectively deployed		
QlM			
6.2.2	The functioning of the institutional bodies is effective and efficient as visible from policies,		
QlM	administrative setup, appointment, service rules and procedures, etc.		
6.3	Faculty Empowerment Strategies		
6.3.1	The institution has effective welfare measures for teaching and non-teaching staff		
QlM			
6.3.5	Institutions Performance Appraisal System for teaching and non-teaching staff		
QlM			
6.4	Financial Management and Resource Mobilization		
6.4.1	Institution conducts internal and external financial audits regularly		
QlM			
6.4.3	Institutional strategies for mobilisation of funds and the optimal utilisation of resources		
QlM			
6.5	Internal Quality Assurance System		
6.5.1	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing		
QlM	the quality assurance strategies and processes		
6.5.2	The institution reviews its teaching learning process, structures & methodologies of		
QlM	operations and learning outcomes at periodic intervals through IQAC set up as per norms		
	and recorded the incremental improvement in various activities		
	(For first cycle - Incremental improvements made for the preceding five years with regard		
	to quality		
	For second and subsequent cycles - Incremental improvements made for the preceding five		
	years with regard to quality and post accreditation quality initiatives )		
	Jours with regard to quality and post decreation quality initiatives )		

The governance and management of the institution are essentially democratic, decentralized and the leadership is participatory. The College frames its policies in tune with the stated vision and mission. The College has perspective/strategic planning for institutional development. The plans are discussed in the General Body, College Council, IQAC and executed without delay. Various cells and committees and the participation of the students in the committees affirm the participatory management of the college.

Recruitment of staff, promotions, increments and these processes are as per guidelines of UGC, Parent University and Kerala Government. Reservation policy in staff recruitment and student enrolment is followed.

The institution has effective welfare measures for teaching and non-teaching staff such as Provident Fund, ESI. Welfare scheme to motivate the teaching and nonteaching staff, like medical insurance, seed capital for research needs to be introduced. College does have group insurance, gratuity, subsidized teachers travel for participation in Seminars and Workshops. Financial support to teachers in the form of reimbursing partial fees for attending conferences and membership fee for professional bodies will improve research output of the college. The e-Governance system (ERP System) of the Institute brings transparency and accountability.

The teachers are encouraged to equip themselves with the latest developments in their field of knowledge and learner-centric pedagogies through orientation and refresher courses, conferences/workshops and membership of professional bodies by providing them financial support. Non-teaching staff is updated on campus automation, software and office procedures.

The College prepares its annual budget by prioritizing the infrastructural and other requirements of the institution. The major sources of finance for College include student fees and parent body. The Institute prepares annual budget and makes financial provisions for the forthcoming year. The financial provision provides for compliance with the norms specified by government regulatory bodies like the affiliating University and UGC. The income and expenditure of the institution are audited internally and externally on annual basis.

IQAC looks after the academic excellence. To make teaching leaning process more and more student cantered, IQAC implements several policies. The curriculum delivery in classrooms is monitored by IQAC. As per the guidelines of NAAC, IQAC is composed. The coordinator through various committees monitors the work as per plan. Academic and Administrative Audit, Green, Environment, Energy and Gender Audit is done by external agencies. IQAC conducts quarterly meeting of the members to design plan and programmes.

Criterion	7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrices(QlM) in		
Criterion	7)		
7.1	Institutional Values and Social Responsibilities		
7.1.1	Measures initiated by the Institution for the promotion of gender equity during the last five		
QlM	years.		
7.1.3	Describe the facilities in the Institution for the management of the following types of		
QlM	degradable and non-degradable waste (within 500 words)		
	Solid waste management		
	Liquid waste management		
	Biomedical waste management		
	• E-waste management		
	Waste recycling system		
	Hazardous chemicals and radioactive waste management		
7.1.8	Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,		
QlM	tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and		
	other diversities (within 500 words).		
7.1.9	Sensitization of students and employees of the Institution to the constitutional obligations:		
QlM	values, rights, duties and responsibilities of citizens (within 500 words).		
7.1.11	Institution celebrates / organizes national and international commemorative days, events		
QlM	and festivals (within 500 words).		
7.2	Best Practices		
7.2.1	Describe two best practices successfully implemented by the Institution as per NAAC format		
QlM	provided in the Manual.		
7.3	Institutional Distinctiveness		
7.3.1	Portray the performance of the Institution in one area distinctive to its priority and thrust		
QlM	within 1000 words		

The academy conducts induction program for new students. Gender equity is included in induction programme of freshers. The institution has identified Gender Champions as per the UGC guideline, who propagate the gender sensitization to their peers.

For energy conservation, biogas plant, water sensors and LED bulbs are used. Solid wastes, liquid wastes, e-wastes are managed effectively. It is advisable to move to natural resource of solar energy. E-wastes are sold to authorized agency. Rain water harvesting and waste water recycling system are in place.

Use of plastics is prohibited on the campus, but needs further monitoring. The academy has inclusive environment that includes equal treatment of faculty and students irrespective of religions. Students are involved in extension programmes to understand the values of social service.

The institution has taken a Holistic Approach to Environmental Management that comprises of including Environment in Curriculum, creating awareness on environmental protection, Green Buildings, Air Quality, Water Quality, Renewable Energy, and Liquid Waste Management.

The Institute takes pride in celebrating national festivals. The students present the Biographies of the great Indian personalities on their birth / death anniversaries for promoting universal values and ethos.

Navajyothi College has successfully implemented best practices SAIN et al. – Students' Academic Incubator and others of Navajytohi. It is an academic incubator that fosters the students to develop their skills and acquires academic and additional skills during their course of study in college. SISA: As a part of social responsibility, the college posits SISA (Students Initiatives in Social Animation) for postgraduate students. The students spent 18 hours in the adopted village or institution. Navajyothi College imparts proper orientation to the students to become HERO – To Heal, To Empower, To be Responsible and to Organise. We ensure that "None is left behind without proper attention."

### **Section III:OVERALL ANALYSIS**based on Institutional strengths. Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

#### Overall Analysis

#### **Strength:**

- An institution catering to the middle and lower-middle-class people, including all students irrespective of caste, creed and colour
- The institute has sprawling, beautiful and vibrant green campus Located in a rural area
- Management with a progressive vision
- Adequate land and learning and sports infrastructure
- Strict adherents to the academic calendar
- Excellent community –neighbourhood relation
- Students are well disciplined
- NSS activities and departmental club activities are good
- Regular academic and administrative audit by external agency

#### Weaknesses:

- Struggling for senior and qualified teachers due to remote location.
- College is situated in a rural area, which denies the urban advantages
- Less Research, consultancy and industrial linkage
- Limited to the academic syllabus designed by the university to which it is affiliated
- All classrooms are not ICT enabled
- No government grants for college
- Lack of linkages and collaboration with national and international universities of repute.
- Fluctuating demand for admission
- Seats remains vacant in major programmes

#### **Opportunities:**

- Opportunities to add new programmes to the existing programmes based on location and environment
- Opportunity for academic linkage with eminent institutions and government departments
- To raise the fund form funding agencies, Industries and Government as they are serving in rural and remote area
- It has Ample possibilities to undertake innovation and incubation centre for entrepreneurship and development programme
- To establish a health club and swimming pool to create athletes
- To start training centres for civil service examinations

#### **Challenges:**

- Resource mobilisation for financial stability
- Implementation of NEP 2020
- To control the student's dropout rate
- Attracting students from various districts and states
- Motivate the faculty for research through proper incentives
- Attracting Senior and qualified faculty
- Participation in NIRF ranking
- Proactive role of IQAC for quality, maintenance, sustainability and enhancement
- Infrastructural development without hampering the environment
- Construction of a swimming pool of international-standard

#### Section IV:Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- Emphasize to introduce more PG and Research courses
- More number of proposals need to be submitted for funding agencies
- Transportation and hostel facilities should be strengthen looking to its location.
- To strengthen Industry Institution interaction to converse learners Industry ready professionals.
- E-governance in all levels to be strengthened
- More Expert/Guest lectures should be arranged
- More efforts needed to improve quality research publications by the teachers
- College to design pre CAP training programme so that all seats are filled.
- Career Advancement Scheme has to be introduced and evaluated properly as per UGC norms to attract highly qualified faculty.
- Students should be given more opportunities and guidance to participate in state and national level events including NSS, cultural and sports.
- Strengthen career counselling Centre, skill based add on courses and entrepreneurship cell to create incubators.

I have gone through the observations of the Peer Team as mentioned in this report

**Signature of the Head of the Institution** 

Page 12/14 14-11-2024 02:41:56

#### **Seal of the Institution**

Page 13/14 14-11-2024 02:41:56

Sl.No	Name		Signature with date
1	DR. ATUL PATEL	Chairperson	
2	DR. RAVENDRA SINGH	Member Co-ordinator	
3	DR. ARUL KANAGU	Member	
4	Dr. Jagannath Patil	NAAC Co - ordinator	

Place

Date