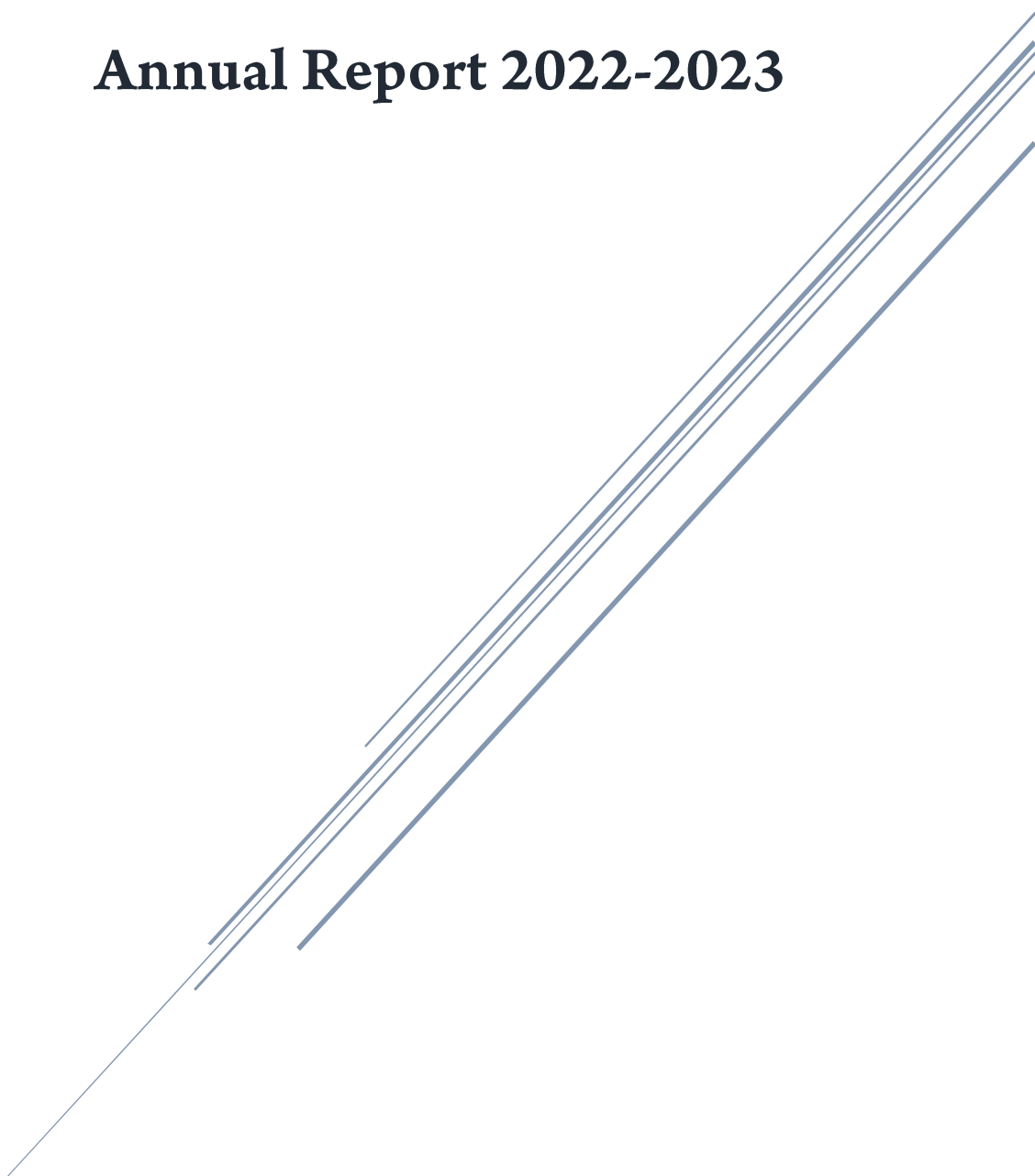




# INTERNAL QUALITY ASSURANCE CELL

## Annual Report 2022-2023



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## ACADEMIC REPORT IQAC 2022-23

The academic year 2022-23 has been very fruitful one for the college. Navajyothi College has been accredited by UGC's NAAC with B++ grade, CGPA 2.97. IQAC has a vital role in the academic and administrative development of Navajyothi College. IQAC comprises

### 1. IQAC committee

SINO	Designation	Name of the members
1.	Chairperson: Head of the institution	Dr. Aravindan. M
2.	Three members among teachers to represent all levels	1. Mr. Mathew M J PG Department of commerce 2. Fr. Sijoy Paul P G Department of English 3. Mr. Shijo Jose Department of Management studies
3.	Members from the management	1) Fr. John Kochupurackal, [Manager] 2) Fr. Bobby Pullolickal [Education councillor of the Trust]
4.	The Senior Administrative officer	Mrs. Anit Annie Jacob
5.	Academician	Dr. Santhosh P ( Asst. Professor, PG Department of Commerce, Payyanoor College
6.	Local Society member	Mr. K F Alexander , President, Cherupuzha Grama Panchayath
7.	Student	Mr. Albert Saji Chairman Student Union
8.	Alumni	Mr. Salbin Antony
9.	Employer	Fr. Tino Pampackal (GM, WAM Tea Factory, Wayanad)
10.	Industrialist	Mr. Jeffin Joseph (CEO, Vivid Group of Companies Cherupuzha
11.	Stakeholders	Mr. Shijo Luckose PTA vice President
12.	Coordinator IQAC	Mrs. Simna Simon Department of Computer Studies

## **1.1 IQAC Advisory committee**

1. Dr Aravindan M Principal (Chairman)
2. Mrs Simna Simon (Coordinator)
3. Prf.A J Hareendran, Member
4. Mr Mathew M J ,Member
5. Mr Shijo Jose,Member
6. Mrs Aney Subhalamma N Mathew ,Member
7. Dr. Sreeja Puthiyapurayil ,Member
8. Ms Maeesha Gopi ,Member
9. Ms Nithaya K K Member
10. Mrs Jaimol M T ,Member
11. Mr Syam Santhosh,Member
12. Mrs Honey Johnson ,Member

## 2. IQAC ACTIVITIES 2022-2023

### 2.1. GENERAL ORIENTATION FOR STAFF

#### 2.1.1 FIVE-DAY FACULTY DEVELOPMENT PROGRAMME

(8<sup>th</sup> June to 14<sup>th</sup> June 2022)

IQAC of Navajyothi College, Cherupuzha organized a Five-Day Faculty Development Programme for the new teaching staff from 8<sup>th</sup> June 2022 to 14<sup>th</sup> June 2022. The programme was venues at the Seminar Hall of the College from 1.30 to 4 pm.

On 8<sup>th</sup> June, the first day of the FDP, Dr Fr John Kochupurakkal CST, Manager, NJC delivered an introduction to 'Policies and Strategies in Education Mission'. Dr Aravindan M, Principal, NJC elaborated on 'Teaching Profession: Duties and responsibilities on 9<sup>th</sup> June. Mr Shijo Jose, Head of the Department of Management Studies and Mr Eby Jose, Convener of internal examination handled the session on 'Responsibilities of Teachers in Curricular and Co-curricular activities and duties on 10<sup>th</sup> June. On 13<sup>th</sup> June the session was about 'NAAC Accreditation: An Introduction to Policies and Practices of NJC' handled by the recourse persons Mrs Simna Simon, IQAC Coordinator and Mr Mathew M J, Head, PG Department of Commerce. The Five-day FDP came to an end on 14<sup>th</sup> June with the topics: 'Value oriented Teaching: Roles and Responsibilities of Teachers' and 'Digital Literacy and Classroom Teaching' by the recourse persons Prof. A J Hareendran, Head, PG Department of English and Mrs Anney Suphalamma Mathew, Head, Department of Computer Studies respectively. The resource people were introduced by Fr Sijoy Paul, Director, Navajyothi College.

The Five-day FDP was concluded by Mrs Simna Simon, IQAC Coordinator with a note of gratitude. After collecting the feedback from the participants, the programme came to a successful conclusion.



## 2.2 NAAC ACCREDITATION OF NAVAJOYOTHI COLLEGE

NJC has been accredited with a B++ and a grade point of 2.97, as per the Strategic plan's perspective. This was the most prestigious achievement of IQAC. The peer team visit was conducted on September 12 and 13.

## 2.3 IQAC INITIATIVE FOR RESEARCH AND INNOVATION

The main strategic plan of IQAC for the academic year 2022-23 is to provide an environment for research and innovation.

Constitution of GAVESHNA --the research wing of NJC

For promoting research IQAC constitutes a cell GAVESHNA to promote research activities and paper presentations. To clarify the path towards research GAVASHNA conducted a workshop by

## 2.4. FACULTY EMPOWERMENT PROGRAM

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

IQAC is regularly conducting FDPs for teaching and non teaching staff. The Internal Quality Assurance Cell of Navajyothi College is always dedicated to ensure that the faculties receive the proper notifications regarding Faculty Development Programme from various reputed institutions and organizations. The IQAC wing provides proper information and guidance to ensure the registration of each faculty to various FDPs. Each faculty could up-skill their technical and modern teaching techniques and become competent in their field.

### 2.4.1. Faculty development programme on quality maintenance of documentation

Navajyothi College's IQAC organised a faculty development programme *on quality maintenance of documentation*. 36 academic staff members from different departments of the institution took part in the programme.



#### 2.4.2. Participation of FDPs organized by other institutions

The following faculty members are participated either online or Face-to Face FDPs conducted by various institutions

SINO	Year	Name of teacher	Title of the programme	Duration/Date
1.	2022-23	Sijoy Paul	Research Methodology	02/05/2022-07/05/2022
2.	2022	Mrs Akhila A H	Faculty Development programme	08-06-2022 to14-06-2022
3.	2023	Mrs Pooja T	Faculty Development programme	08-06-2022 to14-06-2022
4.	2023	Mrs. Sillu John	Inculcating Universal Human Value in education	09/05/2022-13/05/2022
5.	2022	Ms.ROSMIN GEORGE	Professional progression in Commerce and Management	14/12/2022-20/12/2022
6.	2022	Mr.MATHEW MJ	Professional progression in Commerce and Management	14/12/2022-20/12/2022
7.	2022	Mrs.MAHIMA BOBAN	Professional progression in Commerce and Management	14/12/2022-20/12/2022
8.	2022	MS Aswathi P K	Faculty Development programme	08-06-2022 to14-06-2022
9.	2022	Mrs.SHRUTHI US	Research Methodology	02/05/2022-07/05/2022
10.		Ms Jeena K John	Faculty Development programme	08-06-2022 to14-06-2022
11.		Mrs . Smrithi T V	Inculcating Universal Human Value in technical education	05/12/2022-09/12/2022
12.		Mrs Simna Simon	Research Methodology	02/05/2022-07/05/2022
13.		Mrs Honey Johnson	Research Methodology	02/05/2022-07/05/2022
14.		Ms Sowmiya S	Faculty Development programme	08-06-2022 to14-06-2022
15.		Mr. Eby Jose P	Professional progression in Commerce and Management	14/12/2022-20/12/2022
16.		Mr Shijo Jose	Research Methodology	02/05/2022-07/05/2022
17.		Mrs.Therese V Roy	Faculty Development programme	08-06-2022 to14-06-2022
18.		Licin Elizabeth Mathew	Faculty Development programme	08-06-2022 to14-06-2022
19.		Mrs Princy P A	Professional progression in Commerce and Management	14/12/2022-20/12/2022



### 2.4.3. PARTICIPATION OF FDPS BY FACULTIES WITH FINANCIAL SUPPORT

NJC IQAC encourages the faculty members to attend offline FDPs with financial support provided by the institution.

The details are given below

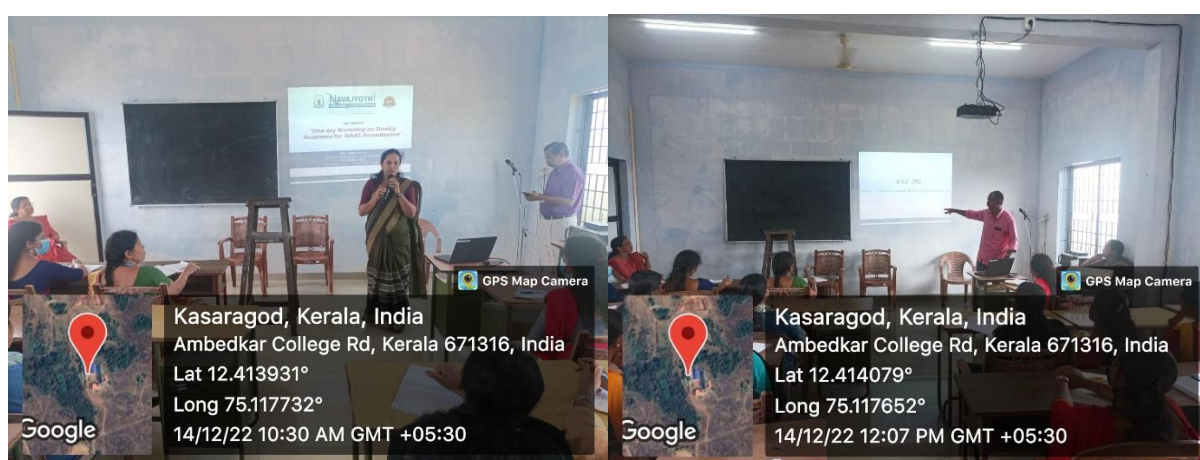
SINO	Name of the teacher	Name of the conference	Name of the professional body for which membership fee is provided	Date
1.	Ms Aswathi P K	FDP on Research writing and Publishing	Vimal Jyothi Institute of Management and Research	18/07/2022 to 22/07/2022
2.	Ms Jeena K John	FDP on Research writing and Publishing	Vimal Jyothi Institute of Management and Research	18/07/2022 to 22/07/2022
3.	Sijoy Paul	Strategic Leadership for Enhancement of Education	Naipunnya institute of management and information technology	25/11/2022 to 26/11/2022
4.	Simna Simon	Strategic Leadership for Enhancement of Education	Naipunnya institute of management and information technology	25/11/2022 to 26/11/2022
5.	Mathew M J	Strategic Leadership for Enhancement of Education	Naipunnya institute of management and information technology	25/11/2022 to 26/11/2022
6.	Shijo Jose	Strategic Leadership for Enhancement of Education	Naipunnya institute of management and information technology	25/11/2022 to 26/11/2022
7.	Aney Suphalamma	Decoding the Learners code for a successful teacher	Holy Cross institute of management and technology	9/12/2022 to 10/12/2022
8.	Jaimol M T	Decoding the Learners code for a successful teacher	Holy Cross institute of management and technology	9/12/2022 to 10/12/2022
9.	Eby Jose P	Decoding the Learners code for a successful teacher	Holy Cross institute of management and technology	9/12/2022 to 10/12/2022



10.	Sijoy Paul	Implementation of NEP in Higher Education Institutions	St Teresa's College Ernakulam	17/01/2023 to 18/01/2023
11.	Simna Simon	Implementation of NEP in Higher Education Institutions	St Teresa's College Ernakulam	17/01/2023 to 18/01/2023

#### 2.4.4. KNOWLEDGE SHARING.

The faculties of NJC extended their knowledge to the society by being resource persons for other institutions. IQAC Navajyothi conducted a workshop on Quality Assurance for NAAC accreditation at Dr Ambedkar Arts & Science College, Periya.



Our PG students and faculties presented papers during international seminar organized by Nehru Arts and Science College .

#### 2.5. SKILL DEVELOPMENT ACTIVITIES FOR STUDENTS

NJC IQAC always focuses on imparting skills to the students through various activities. Student's IQAC and SAIN et al play a major role in it. During the academic year 2022-23 the following activities were conducted to empower our students

##### 2.5.1. Theatre Workshop

The IQAC of the college organised a theatre workshop for the students from 17 th October to 20 th October 2022, to develop their inborn capacities of acting. The workshop was led by Mr Vijesh Kari, a renowned playwright and director from Cheruvathoor. He has trained the students in the basics of theatre acting and various modes of street play. By the end of the three days programme, the students were able to perform a street play. The street play was based on the theme of the drug abuse o in society The students performed the play at various places as a part of the state government's campaign against drug abuse.



Our students covered almost 50 stages to provide awareness about drug abuse

### 2.5.2. CHAMPIONS DAY

A workshop on soft skills was organised by IQAC from 07/10/2022 to 08/10/2022. The sessions were handled by Miss. Nimisha Balakrishnan a research scholar in Bharathanatyam and Mr. Adarsh Vadakara. They have arranged a lots of spontaneous programmes to overcome the stage fear of the students. Training sessions for classical dance, songs, and other dance styles were held. The



resource people gave tips for improving the confidence level. Almost 30 students participated in the workshop.



### **2.5.3. WIZARDRY : Workshop in skill development**

Navajyothi College IQAC, in collaboration with BCASA (club of Department of Computer Studies), conducted a workshop on MS Word WIZARDRY as part of SAIN et al skill development initiatives. At the workshop, 40 students from various department took part. The BCA department's faculties and students trained the enrolled students. Based on the syllabus, this workshop covered practically every aspect of Microsoft Word. Upon finishing the session, participants were given an assignment as part of the training.. The certificates were distributed after the successful completion of the workshop. The programme was highly influential and informative to all the participants. The information gathered from the feedback was evaluated and it showed that the workshop provided a favourable setting for the candidates to study more about Microsoft Word applications.



## 2.6 LANGUAGE LAB

Navajyothi College is offering a Language Lab for the students to help them to achieve basic language skills. The main objectives of the Language Lab is to help students to acquire a fundamental understanding of English grammar and to become confident in using the English language. During the academic year 2022-23, the college provided language lab classes based on the basics of English grammar. Students and teachers can access the language lab during class hours in the teachers presence





## **2.7 STAFF ASSESSMENT AND SELF APPRAISAL OF FACULTIES**

Staff assessment by students and self appraisal of staff, assessment by HoDs, Principal and Manager was completed by March 16<sup>th</sup> and the reviews were intimated to the corresponding faculties by Manager Fr. John Kochupurackal

## **2.8 INTERNAL AAA**

The internal AAA was conducted by a team appointed by IQAC and the report was submitted to IQAC on March 28<sup>th</sup> 2023

## **2.9 STAKEHOLDERS FEEDBACK ABOUT THE COLLEGE AND ACADEMIC ENVIRONMENT**

Stakeholders feedback was collected through Google Form and the analysis report was submitted

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## **2.10. IQAC INITIALIZATION FOR E GOVERNANCE**

IQAC initiated implementation of LMS and assigned a third party to implement it