
AICTE Mandatory Disclosure

1. Mandatory Disclosure

AICTE File No.	: South-West/2024-25/1-44362115904
Date & Extension of Approval Granted	: 9 th May, 2024
Period of Last approval	: 1 Year (2024-25)

2. Name of the Institution

Name of the Institution	: Naipunnya Institute of Management and Information Technology -NIMIT
Address of the Institution	: Pongam, Koratty East, Thrissur
City & Pin code	: Thrissur, 680 308
State/UT	: Kerala State
Phone number with STD code	: 04802730340
Fax number with STD code	: 04802730341
Hours at the Institution	: 9.00 Am to 5.00 Pm
Academic hours at the Institution	: 9.15 Am to 4.30 Pm
Email	: mail@naipunnya.ac.in
Website	: www.naipunnya.ac.in

Nearest Railway Station (dist. in Km) : 2 Kms

Nearest Airport (dist. in Km) : 13 Kms

3. Type of Institution

Type of Institution	: Private Self-Financed
Category (1) of the Institution	: Minority
Category (2) of the Institution	: Co-Ed

4. Name of the organization running the Institution: Naipunnya Charitable Society

Type of the organization	: Society
Address of the organization	: Pongam, Koratty, Thrissur -
680 308Registered with	: Registrar of Societies
Ernakulam	
Registration No & Date	: ER 197 dated 03/02/1998
Website of the Organization	: http://www.ernakulamarchdiocese.org/
Name of the Affiliating University	: University of Calicut
Address	: University of Calicut, University of Calicut P.O,
Malappuram 673635	
Kerala, India	
Website	: https://uoc.ac.in/
Latest affiliation period	: 2024-25

5. Name of Principal / Director

Name of Principal/Director	: Fr. Dr. Paulachan K.J.
Exact Designation	: Principal & Executive Director
Phone number with STD code	04802730340
FAX number with STD code	0480 2733573
Email	: pricipal@naipunnya.ac.in
Highest Degree	: PhD
Field of specialization	: Management

6. Management Board

SL No:	Name	Category	Designation
1	Mar. Raphael Thattil	Management	Patron
2	Fr. Varghese Pottackal	Management	President of the Trust.
3	Fr. (Dr.) Paulachan K Joseph	Educationist	Executive Director
4	Fr. Jimmy Kunnathoor	Educationist	Asst. Exe. Director
5	Fr. Tony Manickathan	Educationist	Asst. Exe. Director

7. Governing Council Members

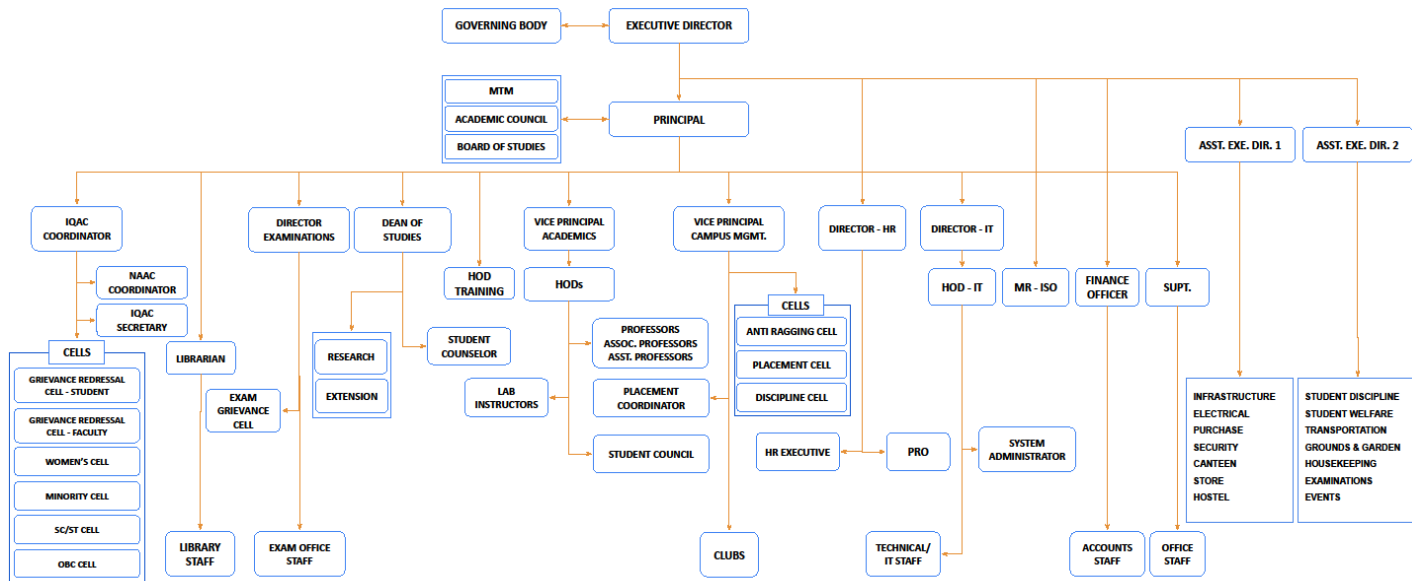
Very Rev. Fr. Dr. Varghese Pottackal (Protosyncellus, Archdiocese of Ernakulam-Angamaly)
Very Rev. Fr. Paul Madassery (Finance Officer, Archdiocese of Ernakulam-Angamaly)
Rev. Fr. Dr. Paulachan K. J. (Exe. Director and Principal, NIMIT)
Rev. Fr. Jimmy Kunnathoor (Asst. Exe. Director, NIMIT)
Rev. Fr. Joseph (Tony) Manickathan (Asst. Exe. Director, NIMIT)
Prof. Dr. Sam Thomas (Professor, School of Management Studies, CUSAT)
Ms. Aswathy Govind (Management/Business Consultant)
Mr. M. S. Sebastian (Senior Management Consultant, Sebanson Business Solutions, Ernakulam)
Mr. Jijo G John (CEO, Calpine Group, Info Park, Kochi)
Prof. Arun Kumar (Head of Management Studies, IIT, Chennai, India)
Mr. Nobin Thomas (Asst. Professor, IIM, Indore)
Mr. John Mathulla (Director of Operations, Crowne Plaza, Kochi)
Dr. Joseph I Injodey (Academic Advisor, Rajagiri College, Kalamassery)
Dr. Jacob P M (Director, Naipunnya Business School)
Ms. Teresa Parackal (Vice Principal - Academics, NIMIT)
Mr. Robert Fernandez (Vice Principal - Campus Management, NIMIT)
Ms. Emily Ittiachan (Director, Centre for Examinations, NIMIT)
Dr. Joy Joseph Puthussery (Dean of Studies/ IQAC Coordinator, NIMIT)
Dr. Sabu Varghese (Director, IT/ HRD Cell, NIMIT)
Ms. Sonia Thomas (NAAC Coordinator, NIMIT)

Frequency of meetings & date of last meeting : Once in a Year, 28th November, 2024

8. Academic Council

1. Rev. Fr. Dr. Paulachan K. J. (Exe. Director and Principal)
2. Rev. Fr. Jimmy Kunnathoor (Asst. Exe. Director)
3. Rev. Fr. Joseph (Tony) Manickathan (Asst. Exe. Director)
4. Ms. Teresa Parackal (Vice Principal - Academics)
5. Mr. Robert Fernandez (Vice-Principal - Campus Management / HoD, Hotel Management)
6. Dr. Joy Joseph Puthussery (IQAC Coordinator/Dean of Studies)
7. Ms. Sonia Thomas (NAAC Coordinator)
8. Dr. Mathew Jose K (HoD, PG Department of Commerce)
9. Mr. Jayakrishnan S (HoD, PG Department of Computer Science)
10. Dr. Purnima S Kumar (HoD, PG Department of English)
11. Dr. Jessey John (HoD, PG Department of Social Work)
12. Dr. Sajith.KS (HoD CIECE)
13. Mr. Shaju P.M. (HoD, Department of IT)
14. Ms. Niya Scaria (HoD, Department of Physical Education)
15. Ms. Rajani Stanley (HoD, Department of Training and Development)
16. Ms. Rejitha K. Ravi (Coordinator, Department of Additional Languages)
17. Ms. Gigy Johnson (Secretary, Academic Council)
18. Mr. Renjith Rajappan (Placement Officer – Common)
19. Mr. Santosh Peter (Placement Officer, HM)
20. Dr. Jose Poulose (Librarian)

9. Executive Component: Organization chart and Process



To reach the unreachable

Link to the organogram hosted on college website: <https://Organisation Chart Link>

10. Student Feedback on Institutional Governance/faculty performance

A student feedback mechanism is available in the institution. Once in a semester, the students provide the feedback of staff in the prescribed format.

[Student Feedback](#)

11. Grievance redressal mechanism for faculty, staff and students System for Redressal of grievances of faculty, staff and students

Grievance Redressal Cell for students

The Grievance Cell is responsible for placing a mechanism for the redressal of student grievances in regards to student council activities and other allied nonacademic matters at a primary level. The mechanism in place by the cell is responsible for all complaints and difficulties submitted by the student community. Students are free to handover grievances to any member of the committee or is given the choice of dropping their written grievances in the complaint box placed in front of the library.

Students can also register their complaints on the online Grievance Redressal link:

[Grievance Redressal](#)

Grievance Management Mechanism:

The mechanism operates in three tiers – Tier I, Tier II, and Tier III.

Tier I (Class Teacher and Stream Coordinators): Initial grievances are addressed at the departmental level. Students are encouraged to approach class teachers and stream coordinators. Resolutions and details are recorded at the department level. Unresolved issues proceed to Tier II if the student is dissatisfied.

Tier II (HoD Level): Department heads address grievances not resolved at Tier I. Complaints and resolutions are documented at the department level. If the student remains dissatisfied, the issue is forwarded to Tier III.

Tier III (Grievance Redressal Cell): Unresolved issues from Tier I and II are escalated to the Grievance Redressal Cell. Ms. Reni serves as the Convenor and maintains records of complaints.

Grievance Redressal Policy 2023-24: [Grievance Redressal Policy](#)

Grievance members 2024-2025

SL No.	Name	Designation
1	Fr. Dr. Paulachan K. J.	Principal, Chairperson
2	Dr. Joy Joseph Puthussery	Dean of Studies, Member
3	Ms. Teresa Parackal	Vice Principal / Associate. Professor, Member
4	Dr. Mathew Jose K.	HoD, Commerce Department, Member
5	Ms. Reni V. Kalayil	Counsellor/Asst. Professor, Member
6	Ms. Shajitha T. B.	Asst. Professor, Member
7	Ms. Ashna Maria Jose	III BCOM CO Special Invitee

Grievance Redressal Cell for faculty

The Grievance Cell is responsible for placing a mechanism for the redressal of faculty grievances in regards to any workplace queries or administrative functions. The mechanism in place by the cell is responsible for all complaints and difficulties submitted by the faculty community. In all cases of pending unresolved issues, the matter will be further looked into by a committee consisting of the Principal and the Manager. Faculty and staff are free to handover grievances to any member of the committee or can register their complaints on the online Grievance Redressal Portal.

[Link for Staff Grievance](#)

Cell Members

- Rev. Fr. Dr. Paulachan K. J (Principal),
- Dr. Sabu Varghese
- Ms. Bindu G

Internal Complaints Committee (ICC)

According to the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015, an Internal Complaints Committee (ICC) is established in the college to address issues related to sexual harassment.

Objective of ICC:

To uphold the commitment of the Institute to provide an environment free of gender-based discrimination. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms. It has exclusive power to receive and address complaints from any of the female members of students, teaching and non-teaching staffs of the college.

Purpose:

The purpose of the Internal Complaints Committee (ICC) is to address complaints of sexual harassment and discrimination in accordance with the guidelines provided by the University Grants Commission (UGC) and other relevant regulations.

Composition of ICC:

The ICC is constituted as per the UGC guidelines and included representatives from faculty, administrative staff, students, and external experts. The committee will have a balanced gender representation to ensure impartiality.

ICC Policy

ICC Members

Members :	
Presiding Officer	Ms. Teresa Parackal, Vice-Principal (Academics) (9446741676)
Teaching Staff	Mr. Jayakrishnan S (9995114386), Associate Professor, PG Dept of Computer Science
	Ms. Bindu G (996719374), Associate Professor, PG Dept of Commerce
Non-Teaching Staff	Mr. Poulouse C.V, Superintendent
	Ms. Reni V. Kalayil (9447306055), Student Counsellor
Student Representatives	Milka Emil Kooran, PG Department of Commerce
	Evina Paul, PG Department of Commerce
	Mithun George, Department of Hotel Management
External Member	Adv. Jennifer John
Member from Local Body	Ms. Paulcy T Paul, Member of Grama Panchayath, Koratty

- ICC Procedure: [Link](#)

12. Program: BCA, BBA, MBA

13. Department wise Teaching Faculty: Detailed - AICTE - Bio-data Form

14. Admission Details : BBA/BCA

<https://admission.uoc.ac.in/downloads/10062-2024-Admn.pdf>

Admission Details : MBA

Entrance Test/ Admission Criteria: As per University Norms.

The Eligibility for admission link is available in our website: -

<http://nbs.ac.in/admissions/>

Fees in rupees: - Rs.2,06,810/- (Total fee for BBA program 2024-25 for 8 Semesters to pay in 8 instalments)

Fees in rupees: -Rs.2,12,610/- (Total fee for BCA program 2024-25 for 8 Semesters to pay in 8 instalments)

Fees in rupees: - Rs.3,30,000/- (Total fee for MBA program 2024-25 for 4 Semesters to pay in 4 instalments)

15. Infrastructural Information

Green Campus: Naipunnya believes in learning from nature and sustaining it for posterity. The eco-friendly campus helps in inculcating a love for the color green. As schools go green, their students and employees will learn how to incorporate green ideas into their everyday lives. The trend of going green is becoming a way of life on college campuses and beyond. <https://naipunnya.ac.in/green-and-ecofriendly-campus/>



Classrooms: NIMIT is equipped with state-of-the-art infrastructural facilities, which combines the best of technology with modern facilities. The campus is WiFi enabled. The institute has airy, well-ventilated class rooms with spacious and comfortable seating facilities. All modern audio-visual teaching aids like Audio Visual Aids, LCD Projector, and TV, are employed while taking classes so as to make the classes more productive, informative and interesting. <https://naipunnnya.ac.in/smart-class-rooms/>



Library: NIMIT has a spacious reading room and a collection of the best books pertaining to the fields of Management, Law, Commerce, Accounting, Economics, and Encyclopedias. The Library has a wide repository of books, journals, CDs, newspapers, e-resources, previous years question papers etc. Special services such as Information Notification, photocopying facility, Reservation of books, DELNET, JGate, e-PG Pathshala, Digital Repositories etc. The library provides open access to students through their class hours.



<https://naipunnnya.ac.in/library-2/>

Language Lab: NIMIT has a well-equipped language lab to enhance the communication skills of students thereby helping them to boldly face the professional world. The Language Lab has internet facility and is used as an aid in language teaching as well as for training students on communication skills. This is very useful for students to learn English effortlessly and communicate eloquently.



<https://naipunnnya.ac.in/language-lab/>

Cafeteria: Students can catch up with their friends at the coffee shop or enjoy a wholesome meal at the cafeteria. Measures are undertaken to ensure that the food is nutritious, while being delicious and being prepared in the most hygienic conditions. The cafeteria offers exact replicas of restaurants in hotels creating a simulated effect with furniture and fixtures. The cafeteria provides respite from the day's hectic schedule. It is a zone of informal interactions.

<https://naipunnnya.ac.in/canteen/>



Computer Lab: The Computer Centre has 60 workstations. The Computer Centre is equipped with computing facility with Dual Core computers connected through the Local Area Network. The high-speed internet connectivity of 40 mbps (24*7) to access vast intellectual resources. These facilities are an integral part of the curriculum. Students are expected to use computers in their day-to-day study in order to meet the challenges of modern learning and to keep pace with global scenario. Students are provided training on MS Office- 2019 and Internet.

<https://naipunnnya.ac.in/computer-lab/>



Divyangjan facilities: NIMIT campus is Divyangjan friendly and caters to the needs of physically challenged students. Entrance ramps and bathrooms are available in the campus.

<https://naipunnnya.ac.in/resources/>



Seminar Hall: The College has a seminar hall's which is aesthetically designed where all the important workshops and seminars are held. The seminar hall is facilitated with the latest technology and is well-equipped with multimedia projectors. It can accommodate up to 350 students and interactive sessions are taken up by the management, faculty, staff & students. With such world class infrastructure, students can gain top notch education in a comforting environment.



AC conference halls: The AC conference room provides an excellent setting for business meetings, conferences, presentations and corporate retreats. The conference room is technologically equipped with data, video and networking capability, Wi-Fi, large conference table, and comfortable seating. It is well-furnished, and air conditioned designed for academic meetings as well as for presentations and interviews. A boardroom in the ground floor caters to group discussions and interviews.



Gymnasium: The NIMIT campus features a gymnasium and facilities for handball, basketball, volleyball, and netball matches. Everyone can practice the sport they love: over 20 sporting disciplines are on offer, including weekly training sessions led by qualified teachers. These facilities are open to the students and also to staff, who can therefore take part in their favorite sport as a leisure activity outside lecture hours.



Parking facilities: Parking facilities are provided for students and visitors on the campus as designated on the campus map. Motorcycle parking is permitted only in specially designated areas. Visitors on campus have to obtain temporary parking permits from security personnel.



Incubation center: Naipunnya as the name means proficiency or mastery in skills encourage and felicitate entrepreneurial skills and Ideas across all disciplines and establish collaborations with Industries and entrepreneurs. The core of the Incubation center lies with the Entrepreneurial club (ED). The club conducts regular programs to guide students and use Incubation Center services to develop and customized products for commercialization.



16. Academic Sessions

Academic Sessions

: BCA, BBA, MBA

Examination System, Year /Semester

: Semester Pattern @ Two semesters per year

Period of declaration of results

: within 4 months after completion of the examinations

- 17. Counselling / Mentoring** : Counselor in the college, mentoring done by faculty Members on a regular basis in every semester.
- 18. Career Counseling** : Done during faculty regularly also by Placement dept.
- 19. Medical facilities** : Medical Room, also tie up with LF hospital
Angamaly
- 20. Student Insurance** : All Students are covered under Insurance Scheme
- 21. Scheme Reliance Insurance**
Sum assured : Rs. 1, 00,000/- for student who dies in accident
: Lifelong disability for the student Rs.50, 000/-
: Rs. 1, 00,000/- for the death of the parent in accident
: Rs. 20,000/- for Hospitalization and Medical Expenses.

22. Clubs

1. **Bhoomitrasena Club**
2. **ELC - Electoral Literacy Club**
3. **Dance Club**
4. **Arts Club**
5. **Music Club**
6. **Sports Club**
7. **Quiz Club**
8. **Entrepreneurship Development Club**
9. **Spiritual Club**
10. **Tourism Club**
11. **Ananya club for Women**

Activities of the Clubs

1. Bhoomitrasena Club

- Haritham- Environmental Day Celebration on 5th June.
- Zelena-Sapling Planting in the college campus by the students
- Vegetable Development Project- Cultivation in Institutions - Funded Project from Agriculture Department, Kerala.
- Farm Fresh- Organic vegetable garden in the campus. The vegetables are harvested by the students and they sell it in the campus on every Mondays and Thursdays for students, teachers and non-teaching staff.
- Natureza- Commemorative day celebration especially for plastic free environment.
- Project Platano- Plantain Cultivation Project

2. ELC - Electoral Literacy Club

- Voter Awareness Drives: Organizing campaigns to educate students about the importance of voting and their role in democratic processes.
- Debates and Quizzes: Hosting discussions and quizzes on topics related to democracy, elections, and the electoral system to enhance political literacy.
- Registration Assistance: Helping eligible students register as voters and guiding them through the process of updating their voter IDs.
- Conducting of Campus Union Election

3. Dance Club:

- Flash mob as the part of Traffic Awareness Programme at Koratty
- Flash mob as the part of Lakshya, Management Fest.
- Welcome Dance- Nidarshana (First year Orientation Programme)
- Welcome Dance- Snehasangamam Programme
- Avani (Onam Celebration) - Megathiruvathirakali, Thiruvathira Competition.
- Dandiya Dance- Navaratri Celebration, Diwali Dance Programme
- Rosary Month Celebration
- Flash Mob- Avani Celebration (Curtain Raiser)
- Welcome Dance- Naipunnya Excellence Awards

4. Arts Club:

- **Origami Paper Crafting Sessions:** Hands-on workshops exploring the art of paper folding to create intricate designs, enhancing creativity and precision.
- **Bottle Art Competition:** A platform to transform ordinary bottles into stunning works of art, showcasing innovation and craftsmanship.
- **Christmas Decoration Unit Competition:** Encourages creativity in designing festive décor, fostering teamwork and holiday cheer.
- **Christmas Tree Competition:** A creative contest to design and decorate unique Christmas trees, spreading festive spirit.
- **Crib Making Competition:** Celebrates the nativity theme through artistic crib displays, highlighting cultural and traditional values.
- **Card Making Competition:** A fun activity to design handmade greeting cards, blending imagination with artistic expression.
- **Group Dance, Sports Choreography, and Music Band Competition:** Energetic contests that showcase talent in dance, innovative choreography, and musical performance.
- **Candle Making Session:** Interactive workshops teaching the craft of creating decorative candles, blending art with functionality.
- **Vismaya – Arts Day:** A vibrant celebration showcasing students’ talents in music, dance, and other art forms, fostering creativity and cultural expression.
- **D- zone – University Arts Competition:** A platform for students to represent the institution and exhibit their artistic excellence in inter-university competitions.
- **Onam Celebrations:** Festivities include Onappattu (traditional songs) and Mega
- **Thiruvathira** (a grand group dance) that capture the spirit of Kerala’s rich culture.
- **Nativity – Christmas Celebrations:** A joyful event featuring Christmas dances, carol singing, and festive cheer, bringing the campus together in the holiday spirit.
- **Best Dancer and Best Singer:** Talent contests to recognize and reward the most outstanding performers in dance and singing, encouraging artistic excellence.

5. Music Club

- **Best Singer:** A competition to discover and honour the most talented vocalists, fostering a love for music among students.
- **Vismaya Competitions:** A platform for showcasing musical talents during Arts Day, celebrating creativity and passion for music.

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- D-zone Group Song: Represents the institution in inter-university music contests, highlighting teamwork and vocal harmony.
 - Nativity Carol Song: Spreads the joy of Christmas with melodious carol performances that unite the campus in festive spirit.
 - Avani Onappattu: Features traditional Onam songs, blending cultural heritage with musical artistry.
 - Western Music Workshop (Upcoming Event): An engaging session to explore and enhance skills in Western music styles, aimed at expanding musical knowledge.

6. Sports Club

- All India inter university women netball championship
- National camp for senior korfball
- National camp for tug of war men and mixed
- Naipunnya football league every year (NFL)
- FIFA World Cup football shoot out competition (Aavesham)2022
- National sports day celebration
- Annual sports meet
- National level basketball tournament spark
- Tug of war competition
- Arm wrestling competition
- Non-teaching training program
- Yoga for all (students)
- Tug of war competition
- Arm wrestling competition
- Non-teaching training program

7. Quiz Club

- Inter department Quiz competitions
- Quiz competition on NEP 2020

8. Entrepreneurship Development Club

- Industry interaction
- Workshops
- Training on stock trading
- Industrial visit

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- Earn while learn
 - Friday Market
 - Campus and industry internship
 - Seminar series like YUVA
 - Commemorative day (June 26) programs

9. Spiritual Club

- Value education programme for first year
- Campus blessing/ St. Antony's day
- Values and society for second years
- Values for a successful life for third years
- Celebrating the native of Mary
- INSIGHT: Spiritual Orientation seminar
- Special Rosary for October
- Bible reading challenge
- IGNITE: Retreat (Main Event)
- Thanks giving mass
- Way of Cross
- Bible marathon
- Online rosary marathon
- Holy Mass

10. Tourism Club

- Celebrates World Tourism Day.
- Launched and promoted an offbeat destination: Thattupara Viewpoint.
- Organized a clean-up drive at Thattupara Viewpoint.
- Hosted an itinerary competition: Plan a 2 Days and 3 Nights Trip
- Conducted a photography contest on the theme Rethinking Tourism
- Held a seminar in honour of World Tourism Day.
- Participated in the Champions Boat League at Snehatheeram Beach, organized by the Government of Kerala.
- Conducted a workshop for students on the topic -Tourism and Peace.
- Took part in a mass clean-up drive at Snehatheeram Beach, organized by the Government of Kerala.

11. Ananya Club for Women:

- Breast Cancer- Awareness class on breast cancer
- Teacher's Day celebration: Celebrating the Pillars of Education
- Visiting successful women entrepreneurs as part of Women's Day celebration
- Awareness classes in self-defense; Empower Yourself
- Self-Defense for All; Safe and Strong: Self-Defense Awareness
- Awareness classes on menstrual health and hygiene; Break the Silence.
- Menstrual Health Matters.
- Doctor's Day celebration: Healing Hands: A Tribute to Doctors.

Summary: The college's clubs bring vibrancy and purpose to campus life, offering something for everyone. The Bhoomitrasena Club inspires students to connect with nature through projects like organic farming and sapling planting. The ELC builds awareness about voting and democracy, while the Dance, Arts, and Music Clubs create platforms for students to express their creativity and celebrate culture. The Sports Club promotes fitness, teamwork, and fun through events like football leagues and yoga sessions. The Quiz and Entrepreneurship Clubs spark curiosity and innovation, while the Spiritual Club nurtures values and faith. The Ananya Club empowers women with programs that inspire confidence and self-reliance.

23. Industrial Visits/Tours : Industrial Visits/Tours Arranged

24. Alumni activities : Every year Alumni day is conducted in August

25. Name of the Information Officer for RTI

Name of the Information Officer RTI : Fr. Dr. Paulachan K.J.

Designation : Principal

Phone Number with STD Code : 0480 2730340

Fax Number with STD Code : 0480 2733573

Mobile : 9961915050

Email : principal@naipunnya.ac.in