

# **PAVANATMA COLLEGE**

## **MURICKASSERY**

Idukki (District), Kerala, PIN-685604.

[www.pavanatmacollege.org](http://www.pavanatmacollege.org)

email: [mail@pavanatmacollege.org](mailto:mail@pavanatmacollege.org)





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## PAVANATMA QUALITY MANUAL (PQM)

*Prepared by*

IQAC



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# Abbreviations

BPL	Below Poverty Line
BSNL	Bharat Sanchar Nigam Limited
CIP	Curriculum Implementation Plan
CPIC	Curriculum Planning & Implementation Committee
EOC	Equal Opportunity Cell
FA	Formative Assessment
IQAC	Internal Quality Assurance Cell
KPI	Key Performance Indicator
MRP	Major Research Project
mRP	Minor Research Project
OBC	Other Backward Community
OEC	Other Eligible Community
PG	Post Graduate
PTA	Parents' and Teachers' Association
SA	Summative Assessment
SEBC	Socially and Educationally Backward Classes
UG	Under Graduate



Pavanatma Quality Manual (PQM) is a document created by the Internal Quality Assurance Cell(IQAC) after many deliberations on the quality standards and measures to be adopted at Pavanatma at the meetings/interactions of/with the stakeholders, staff council, and finally the Managing board and the Administrative Council. The PQM has been prepared following the guidelines and regulations of the UGC and NAAC, the notifications of the central and state governments and the recommendations of the NAAC peer team during the past two cycles of accreditation. The PQM sets out the Institutes Quality Policies under the seven areas as follows:

1. Policy and Procedures for Quality Assurance
2. Approval, Monitoring and Periodic Review of Programmes
3. Assessment of Students
4. Learning Resources and Student Support
5. Quality Assurance of Teaching Staff
6. Information Systems
7. Stakeholder Information

For each area, the Manual sets out how the quality policy is communicated, implemented, managed, measured and evaluated. It describes how continual improvement is supported and establishes key performance indicators and goals and objectives.

Murickassery

Saji Joseph  
Coordinator, IQAC

Sr. Anice K.P.  
PRINCIPAL

V. Rev. Msgr. James Mangalasseril  
MANAGER





# 1

## Profile of the College

### 1.1 Introduction

Pavanatma College Murickassery is a first grade Arts/Science/Commerce Government Aided College affiliated to Mahatma Gandhi University, Kottayam. The College, a religious minority institution, is being managed by the Corporate Educational Agency of the Catholic Diocese of Idukki. The college was established as a Junior College in 1982 by the Corporate Educational Agency of the Diocese of Kothamangalam with only two pre-degree batches. The college is located at the village Murickassery in the high-ranges of Idukki district. It was upgraded to a senior college in 1991 with the commencement of an undergraduate programme in Commerce. The college became a first grade college in 1995 with the introduction of the post graduate programme in Commerce. The University Grants Commission (UGC) recognized the college under section 2(f), 12(B) in the year 1997. In 2000, the National Assessment and Accreditation Council (NAAC) accredited the college at Three Star level. A mechanism for quality improvement, the Internal Quality Assurance Cell (IQAC) was established in the college in 2005. In the same year, the college came under the management of the Corporate Educational Agency, Diocese of Idukki. In the year 2006 NAAC reaccredited the college with B+ grade. Pavanatma started a community college in 2014 which conducts diploma programmes intended for the skill development of local population.

#### 1.1.1 Name and address of the college:

Name: Pavanatma College Murickassery		
Address: Murickassery, Vathikkudy		
City: Idukki(District)	PIN: 685604	State:Kerala
Website: <a href="http://www.pavanatmacollege.org">www.pavanatmacollege.org</a>		

#### 1.1.2 For communication:

Designation	Name	Tel.Ph.	Mobile	Fax	email
Principal	Sr. Anice K P	O: 04868 263235 R: 04868 263343	09947022594	04868 263881	sranniek7@gmail.com
Vice Principal	Fr. Ben-nichen Scaria	O: 04868 263235	09447916868	04868 263881	frbennop@gmail.com
Bursar	Fr. James Punnaplackal	O: 04868 263235 R: 04868 260201	8281754204	04868 263881	bursar@pavanatmacollege.org

### 1.1.3 Status of the Institution :

Affiliated College	✓
--------------------	---

### 1.1.4 Type of Institution:

#### i a. By Gender

Co-education	✓
--------------	---

### 1.1.5 Source of funding:

Grant-in-aid	✓
Self-financing	✓
UGC	✓

### 1.1.6

a. Date of establishment of the college: 10/10/1982

b. University to which the college is affiliated /or which governs the college (If it is a constituent college) **Mahatma Gandhi University, Kottayam.**

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	24/10/1997	
ii. 12 (B)	24/10/1997	

### 1.1.7 Location of the campus and area in sq.mts:

Location	Rural, Tribal, Hilly
Campus area in sq. mts.	100,000 $m^2$
Built up area in sq. mts.	4970 $m^2$

### 1.1.8 Date of accreditation by NAAC

Cycle 1:	07-02-2000	Outcome:	THREE STAR
Cycle 2:	17-10-2006	Outcome:	B+

## 1.2 College Vision and Mission

### Vision of Pavanatma

A vibrant, enlightened, and responsible community founded on a relentless pursuit of excellence.

### Mission statement

1. Assist the individual in fostering spiritual and humane values to become a blessing to the society and to the nation at large.
2. Enable individuals to become intellectually powerful, socially responsible, emotionally mature and self-reliant.
3. Infuse a genuine love for Nature and interest in protecting the Environment.
4. Inculcate sound moral values in the individual.
5. Be a pioneer in providing quality cum holistic education, responsive to the needs of the society.

## Objectives of Pavanatma

1. To encourage higher education among the economically weak and poor sections of the community, irrespective of caste and creed.
2. To instill commitment to academic mastery to seek new pastures of life by being a center of excellence in arts and science.
3. To foster in the individual a sense of concern for the less privileged fellow beings.

## Motto of the College

The motto of Pavanatma 'In Truth in Love' encapsulates the institution's ideal of enlightening the hearts and minds of young men and women with love and truth.

## College Coat of arms



- ❖ The coat of arms highlights the intellectual, spiritual and moral task the college assigns to itself.
- ❖ The lighted lamp represents the Holy Spirit (Pavanatma), the God of love and wisdom.
- ❖ The upward movement of the flame denotes the wisdom and path to divinity.
- ❖ The book symbolizes wisdom which enables an individual to discern or judge what is true, right or lasting.
- ❖ The motto on the crest **IN TRUTH IN LOVE** shows how truth and love stands for knowledge and fellow-feeling respectively.

### 1.3 College Programmes

All the UG and PG programmes at Pavanatma are validated and recognized by the Mahatma Gandhi University, Kottayam, Kerala and lead to qualifications for the degree of the University. The Add-on career oriented programmes are recognized by the UGC and the Mahatma Gandhi University and lead to certificate, diploma and advanced diploma with NFQ level 4, 5 and 6 respectively. The programme of the Community college is sponsored by the UGC and leads to diploma with NFQ level 5. The current range of programmes is set out below in Table 1.

S.No.	Code	Programme Title
UG Programmes		
1	B.Com.	Bachelor of Commerce
2	B.Sc. Chem.	Bachelor of Science (Chemistry)
3	B.A. Eco.	Bachelor of Arts (Economics)
4	B.A. Eng.	Bachelor of Arts (English Language)
5	B.A. Hist.	Bachelor of Arts (History)
6	B.A. Mal.	Bachelor of Arts (Malayalam Language)
7	B.Sc. Maths.	Bachelor of Science(Mathematics)
8	B.Sc. Phy.	Bachelor of Science (Physics)
9	B.Sc. Petro.	Bachelor of Science (Petro Chemicals)
PG Programmes		
8	M.Com.	Master of Commerce
9	M.Sc. Chem.	Master of Science (Chemistry)
10	M.A. Hist.	Master of Arts (History)
11	M.A. Mal.	Master of Arts (Malayalam Language)
12	M.Sc. Maths.	Master of Science(Mathematics)
Add-on Programmes (offered as Certificate, Diploma & Advanced Diploma)		
13	MATLAB programming	MATLAB programming and Applications
14	Forest Management	Participatory Forest Management
15	Accounting	Computerized Accounting and Taxation
Community College Programmes		
16	Printing	Printing Technology

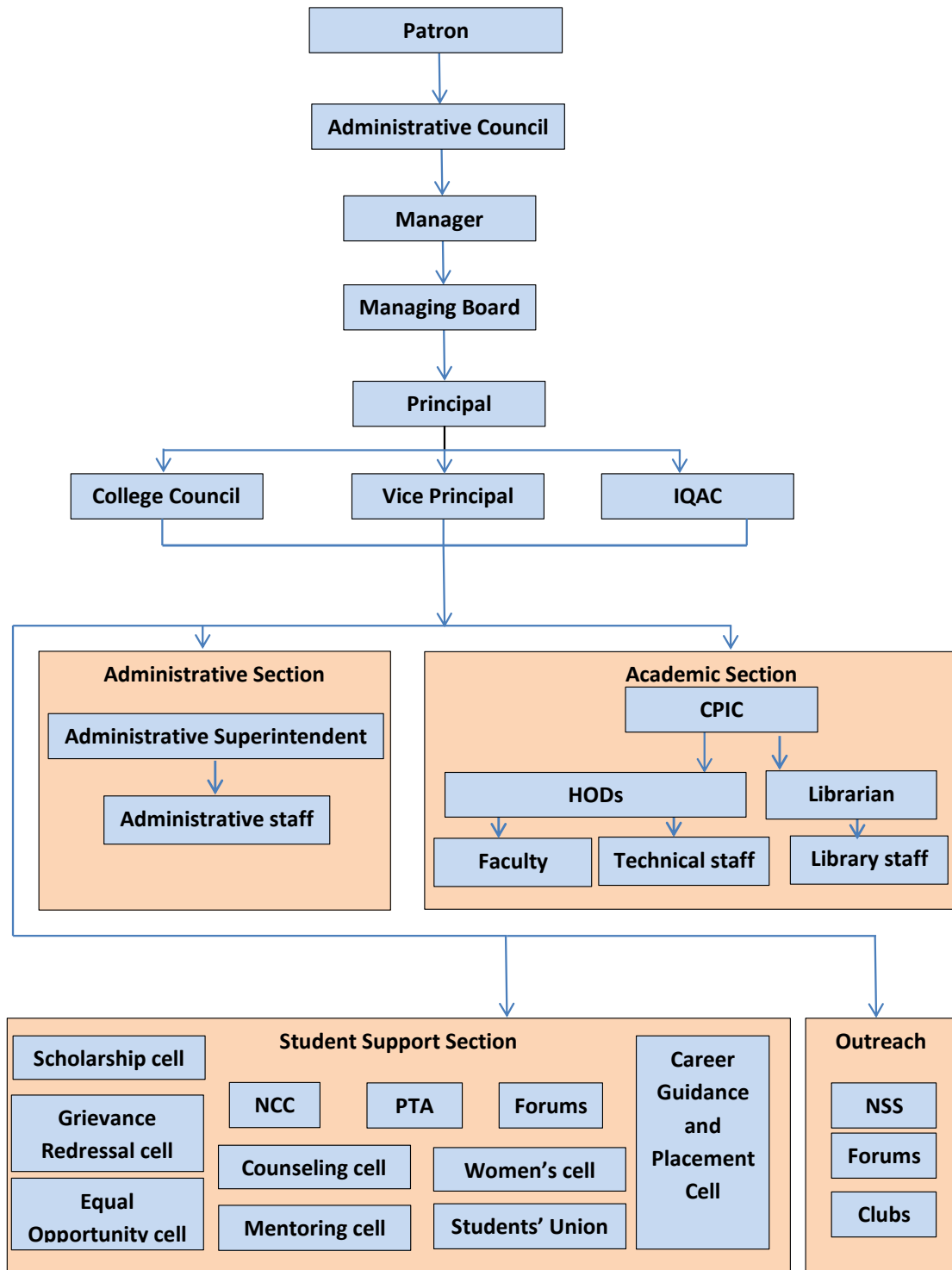


Figure 1.1: The organizational structure of Pavanatma College

# 2

## Policies and Procedures for Quality Assurance

### 2.1 Quality Assurance Policy

**Pavanatma will strive to pursue national standards of excellence in teaching, learning, research, and consultancy, and to remain accountable in our core and support functions, through processes of self-evaluation and continuous improvement.**

### 2.2 Internal Quality Assurance System

All activities within the College are subject to the procedures mentioned in the College Quality Assurance Manual- 'Pavanatma Quality Manual (PQM)'. All staff undertake a key role in the management and implementation of quality assurance procedures and a collective responsibility for same is distributed across a range of boards and committees. Ultimate responsibility for the approval of all quality assurance procedures rests with the Academic Council. The responsibility of framing, implementing and monitoring the quality assurance procedures lies with the Internal Quality Assurance Cell (IQAC) of the college. The procedures are reviewed periodically at the department level by the respective departments and at the institutional level by the IQAC. Departmental evaluative reports and the institutional annual Quality Assurance Report are submitted to Academic Council annually by the coordinator of IQAC.

Quality Assurance within the College is managed by the IQAC, headed by the Principal. All quality assurance procedures are reviewed on a regular basis by the IQAC and the findings of such reviews are presented to Academic Council for review and approval. The Academic Council assesses the findings of the review and recommends proposed changes if any to the Administrative Council for ratification, after ensuring that such changes are in accordance with the institutional vision and mission. Any future amendments to the Quality policies and procedures will be documented in the manual PQM. The PQM is published on the College Website and the revised version is made available at the college library. Individual faculty

members receive specific induction on the areas of the manual that specifically relate to their area of responsibility.

## 2.3 Management & Governance

At Pavanatma, there are many academic units that comprise the overall management and governance structures endowed with the responsibility and accountability for ongoing quality assurance. The quality assurance system as developed by the IQAC ensures the delivery of the quality policy at a number of levels:

- ❖ Through the Administrative Council and the Managing board, which will ensure that the overall mission of the college is being achieved.
- ❖ Through IQAC, CPIC, and the Staff Council which hold the ultimate responsibility for academic quality in the college and advise the various academic departments in matters of quality assurance.
- ❖ At a Departmental level through the HoD and faculty, who are responsible for quality in their specific departments.
- ❖ At a student level through student services, student mentors, and class representatives.

The governance structure of the college is diagrammatically represented in Figure 2.1 while the membership and function of the different boards and committees within the College are detailed in Table 2.1.

BODY	MEMBERSHIP	FUNCTION	MEETING FREQUENCY
Administrative Council	Manager(Chair)  Secretary, Corporate Educational Agency, Idukki Bursar  Principal  Vice Principal	Oversee strategic development  Ratify various recommendations of the administrative council Amends and guides the planning process Evaluates and revises short term and long term plans and initiatives Ensures the availability of required institutional provisions	Three times per year



		Consideration of HRM requirements	
Managing Board	Patron(Chair) Manager Principal Vice Principal Bursar Academic Advisors (External) Community Interest Representatives Administrative Advisors (External)	Advise the Administrative Council on the strategies for quality improvement	Once every year
Academic Council	Principal(Chair) Heads of Department Faculty Representative	Assess the effectiveness of all the academic enrichment, extra-curricular and administrative activities Oversee compliance with quality assurance procedures Oversee programme development and review	As required
Internal Quality Assurance Cell	Principal(Chair) Heads of Department Nominated representative of the faculty(Coordinator) Nominated student Representative	Review, evaluation and revision of QA procedures Monitoring of all systems and polices across the college Informal staff training	As required

Curriculum Planning & Implementation Committee	Principal(Chair)  Faculty representatives	Curriculum Development & Review  Examinations & Assessment Monitoring of the realization of Graduate Attributes Informal staff training	As required
Faculty Development Committee	Principal(Chair)  Staff Secretary(Elected) Faculty Representative(Nominated)	To organize Staff enrichment programmes  Intimate about Refresher courses Intimate about Orientation Courses Organize Staff Tours etc.	As required
Research Committee	Principal(Chair)  Faculty Representatives(Nominated)	Make recommendations on the initiatives for the promotion of research	As required
ICT Committee	Principal(Chair)  Faculty Representatives(Nominated)	Improve the IT infrastructure from time to time Conduct IT audit	As required
Infrastructure Committee	Principal(Chair)  Faculty Representatives(Nominated)	Conduct Infrastructure audit Improve the infrastructure from time to time	As required
Library Committee	Principal(Chair)  Faculty Representatives(Nominated)	Purchase of books and Journals Improvement and monitoring of library services	As required

Equal Opportunity Cell	Principal(Chair) Faculty Representatives(Nominated)	Monitor the adherence to EO policy	As required
Women's cell	Principal(Chair) Faculty Representatives(Nominated)	Sensitization on gender issues, inclusion	As required
Anti-Sexual Harassment Cell	Principal(Chair) Faculty Representatives(Nominated)	Address and root out issues related to sexual harassment in the campus	As required
Academic Grievances Redressal Forum	Principal(Chair) Faculty Representatives(Nominated)	Monitor the adherence to the complaint policy	As required
Non-Academic Grievances Redressal Forum	Principal(Chair) Faculty Representatives(Nominated)	Monitor the adherence to the complaint policy	As required
Anti-Ragging Cell	Principal(Chair) Faculty Representatives(Nominated)	Root out ragging in all its forms from the campus	As required
Mentoring Cell	Principal(Chair) Faculty Representatives(Nominated)	Coordinate all mentoring activities	As required
Feedback Cell	Principal(Chair) Faculty Representatives(Nominated)	Monitor and guide the feedback procedures	As required

Student's Union	Chairperson(Elected)	Coordinate and encourage the cultural activities of student community	As required
Counseling Cell	Principal(Chair)  Faculty Representatives(Nominated)	Monitor and coordinate academic and psycho-social counseling	As required

## 2.4 Procedures for Measuring the Effectiveness of Quality Assurance Procedures

### 1 Quality Audit

The IQAC is in charge of review, evaluation and revision of quality assurance procedures. It is responsible for monitoring all systems and policies across the College and their impact on the student experience and academic standards. The IQAC collects half yearly reports from the faculty-in-charge, the class mentor, and members of various committees and cells to assess the progress of the quality maintenance in various aspects. An internal end-semester review of the academic activities is conducted by the IQAC, and the report on the progress of various processes is submitted to the staff council.

At the end of the academic year, the Principal visits each department and interacts with the faculty and staff, verifies the records and documents personally and receives the report from the HoD and coordinators of various cells and committees regarding all activities undertaken that year. From the findings of this audit, the Principal prepares his/her annual report to be submitted to the Administrative Council and to the stakeholders on the Annual Day. The internal audit helps the college rectify any shortcomings in the implementation of QMIS.

### 2 Annual Quality Assurance Report (AQAR)

IQAC finalizes an Annual Quality Assurance Report AQAR each year. It takes the format of a self-study, identifying existing strengths and areas for improvement. The desired outcome of this report is an annual action plan aimed at ensuring the achievement of ongoing quality enhancement. The Report and a proposed Quality Enhancement Plan is submitted to Academic Council for review, discussion and ratification.

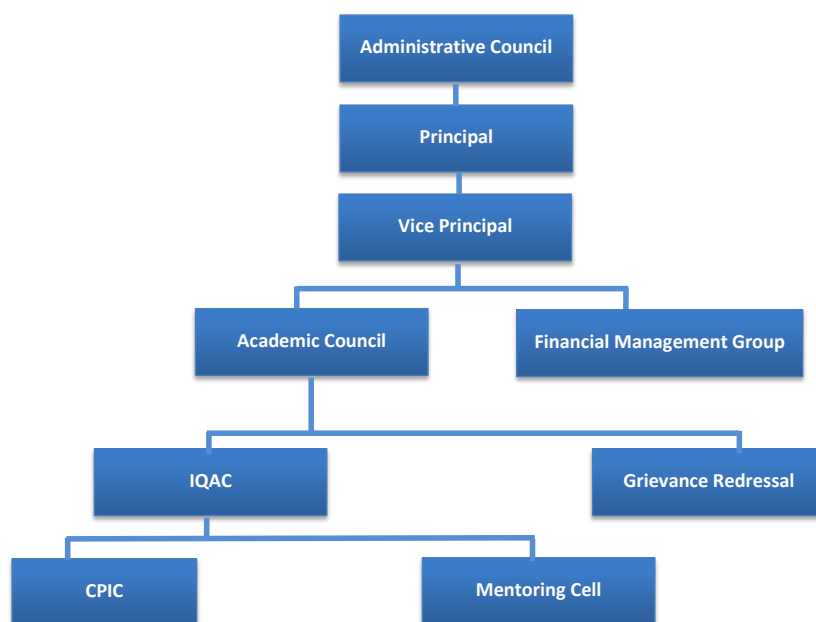


Figure 2.1: The Governance structure of Pavanatma College

### 3 Evaluative Report of the Departments

All departments submit to the IQAC an evaluative report on the activities undertaken that year. The report includes academic result, student activities, faculty improvement programmes, best practices and innovative methods of the department. IQAC reviews the report and submits its conclusion on the activities of all departments to the academic council.

All clubs, forums and cells of the college also submit annual reports to the IQAC. These reports are used to review the activities of the clubs, forums and cells by the IQAC, which submits its conclusion along with recommendations for improvement of the quality procedures to the academic council.



# 3

## Admission Policy

### 3.1 Statement of Policy

Pavanatma is committed to conduct its admissions processes efficiently, effectively and courteously according to fully documented operational procedures that are readily accessible to all those involved in the admissions process, applicants and their parents; the college will enforce suitable monitoring mechanisms to ensure that the admission process is in accordance with the mission, vision and core values of the institution.

### 3.2 Transparency and Publicity of the Admission Process

#### 1 Measures to ensure publicity

Pavanatma takes the following measures to ensure adequate publicity among student community in the admission process.

- ❖ College publishes the notification for admission in the college website [www.pavanatmacollege.org](http://www.pavanatmacollege.org) well in advance.
- ❖ The notifications for admission are also being displayed on the notice boards in the campus.
- ❖ Notifications inviting online application are published in all major regional Newspapers and in the University website. [www.mgu.ac.in](http://www.mgu.ac.in).
- ❖ Announcement of the admission process is also made in all parish churches (more than 150 in number) under the Catholic diocese of Idukki.

#### 2 Measures to ensure transparency

The following steps are taken to ensure transparency in the process.

- ❖ The prospectus of the College gives all the details about the programmes including fee structure and other aspects related to the admission process. The updated prospectus is available in the institutional website [www.pavanatmacollege.org](http://www.pavanatmacollege.org).
- ❖ For maximum transparency, the institution has entrusted the affiliating university with the task of preparing the merit list to all UG and PG programmes through an automated Centralized Allotment Process (CAP). The applications are received by the university itself through online registration. Selection of applicants to the merit seats and SC/ST quotas are done fully by the University.
- ❖ Lists of candidates selected for the UG courses of the college through the CAP are published in the university website.
- ❖ The date of admission and interview is published in the college website, university website, and in all major national and regional dailies.
- ❖ A trial allotment is conducted to give the applicants an idea about the chances of getting allotment to a programme based on the options, merit and the reservation norms.
- ❖ Credentials of candidates selected by the CAP are rigorously scrutinized by the admission committee of the college in an interview held at the time of admission to ensure that facts given in the online application are correct.
- ❖ After the first allotment, selection for the vacant seats if any is also done through CAP and the selection list is published in the university website. The dates of admission and interview based on all such subsequent selection lists are published in the college website, university website, and in all major national and regional dailies.

### 3.3 Criteria and Process of Admission

- ❖ Admission to UG and PG programmes offered by the Institution is based on merit cum reservation and is through a centralized Allotment process of the university.
- ❖ CAP is an Internet based single window system to give allotments to the various academic programmes based on the options submitted by the candidates.
- ❖ In CAP, the applicants need submit only a single application form for applying online for admission to all the UG Degree Programmes for considering them in the Open/Reservation Quota except sports quota/cultural quota/Lakshadweep quota and Persons with Disabilities (PD) quota.



- ❖ The candidates seeking admission through community merit/management quota/ sports quota/cultural quota/Lakshadweep quota, and PD quota should submit separate applications directly to the college.

## **1 Steps for On-line Registration under CAP(for Open quota and SC/ST quota)**

- ❖ For online registration of personal and academic data, the candidates must visit the university website [www.mgu.ac.in](http://www.mgu.ac.in) and click on the link “Admission to UG Degree Programmes yyyy-yyyy”. They can also visit the college website [www.pavanatmacollege.org](http://www.pavanatmacollege.org) and click on the link “ADMISSION TO UG COURSES UNDER CAP, MG UNIVERSITY”, which will lead to the CAP page of the university website.
- ❖ Follow the online instructions and fill in the personal and academic details in the relevant fields provided.

## **2 Processing of Options, Publication of Rank List and Allotment**

- ❖ Rank list are prepared on the basis of the ranking marks arrived at as per the rules in this regard.
- ❖ A trial allotment is conducted to give the applicants an idea about the chances of getting allotment to a programme based on the options, merit and the reservation norms.
- ❖ After the Trial Allotment, the first allotment list is published. For the selected candidates a provisional Allotment Memo is displayed in the website.
- ❖ If a candidate is satisfied with an allotment and does not want to be considered again for further allotment(s), he/she must cancel all the remaining higher options.
- ❖ The Second/Further Allotment list will be published depending on the availability of seats for different programmes.
- ❖ The students admitted to a programme have the option to join the newly allotted programme during subsequent allotments.
- ❖ All students who get allotment should report for admission at the college.
- ❖ The Principal/Admission Committee of the college after verifying the credentials, admits the candidate to the allotted programme.

### 3 Special Reservation of Seats

Out of the total Merit Seats available in the college for various UG Programmes, seats will be reserved for different categories under the following items:

1. **Reservation for Nominees:** An additional seat for each programme has been created exclusively for accommodating students sponsored by the Union Territory of Lakshadweep.
2. **Reservation for Persons with Disabilities (PD):** 3% of the seats are reserved for candidates with disabilities for all programmes.
3. **Sports quota:** Two seats in each programme are reserved for candidates with outstanding records in sports & games.
4. **Cultural Quota :** One seat for each degree programme is reserved for students who excel in Youth festival recognized by Director of Public Instruction (DPI).

### 4 Mandatory Reservation of Seats

The seats for aided programmes are distributed as per the existing pattern given below.

Table 3.1: Distribution of seats for aided programmes

Sl.No.	Category	Seat Reservation(%)
1	Open Quota	50
2	Scheduled Caste	15
3	Scheduled Tribe	5
4	Community Quota	10
5	Management Quota	20

The seats for self-financed programmes are distributed as per the existing pattern given below.

Table 3.2: Distribution of seats for self-financed programmes

Sl.No.	Category	Seat Reservation(%)
1	Open Quota	32.5
2	Scheduled Caste	4

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3	Scheduled Tribe	1
4	Ezhava, Thiyya & Billava	4.5
5	Muslims	4
6	Latin Catholics other than Anglo Indians	1
7	Other Backward Christians	0.5
8	Other Backward Hindus	2.5
9	Management Quota	50

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## 5 Community Quota

- ❖ The seats under community quota (10% of the total seats<sup>1</sup>) are reserved for students of the Roman Catholic Syrian Christian community to which the college belongs and such seats are filled on the basis of merit.
- ❖ The eligible students who seek admission under community quota should apply directly to the College in the prescribed form. The College Admission Committee prepares the rank list on the basis of merit for each programme separately and is published on the college website and in various notice/display boards across the campus.
- ❖ All students who get allotment in community quota should report for admission at the college.
- ❖ After verifying the credentials, the Principal admits the candidate to the allotted programme.

## 6 Management Quota

- ❖ 20% of the total seats in aided programmes and 50% in self-financed programmes are reserved as Management quota.
- ❖ The students who seek admission under management quota should apply directly to the College in the prescribed form. The College Admission Committee prepares the rank list on the basis of the admission policy of the college, that gives due weightage to the marginalized financially backward and underprivileged students of the locality, who are not able to secure admission elsewhere.
- ❖ Rank list for each programme is published on the college website and in various notice/display boards across the campus after obtaining ratification from the Administrative Council.
- ❖ All students who get allotment in Management quota should report for admission at the college.

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<sup>1</sup>for aided programmes

- ❖ After verifying the credentials, the Principal admits the candidate to the allotted programme.

### 3.4 Review of the Admission Process and Student Profiles

The admission process and profile of the students admitted at Pavanatma are reviewed annually by three different committees, the admission committee, the EOC, and the IQAC.

#### 1 Review of the Admission Process by the Admission Committee

- ❖ After the admission is over, the Admission Committee of the College reviews the whole process of admission each year to ensure that
  - \* the seats have been filled in all categories without leaving any vacancy
  - \* the marginal increase (if any) of a programme has been adequately filled up
  - \* Students admitted got the choice they opted as second language to the maximum extend possible, and the allotment of the second language is based on merit.
  - \* the details of admission in all categories have been uploaded to the College and University database
  - \* the documents/certificates collected from students at the time of admission have been thoroughly verified and sent to the University in time for cross-verification.
- ❖ The committee after the review process, submits its report to the Principal.

#### 2 Review of the Student Profile by the Equal Opportunity Cell (EOC)

- ❖ The EOC collects the summary data from the student profile stored in the college database. The data include
  - \* Number of females, SC, ST, minority students etc.
  - \* Average annual family income of each category
  - \* Medium of instruction the students had in their schooling
  - \* The number of students eligible to apply for Grants/Scholarships under different schemes of the College/Government.

- ❖ The result of the analysis is given to the Principal, IQAC, Scholarship cell, the Admission committee and various welfare bodies of the College for further action.

### 3 Review of the Student Profile by the IQAC

The IQAC reviews the student profile each year and collects information such as

- ❖ The maximum and minimum marks in the qualifying examination in each programme
- ❖ Number of students who did not have English as the Medium of instruction in their schooling
- ❖ Number of students in B.Com., B.Sc. Chemistry, and B.Sc. Physics who did not study Mathematics in Higher Secondary
- ❖ Number of students who do not have basic computer knowledge

### 3.5 Strategies Adopted for Diversity and Inclusion

The Admissions to all academic programmes of the college are strictly in accordance with university/government rules in this regard and taking into consideration the recommendations of the admission committee and EOC formulated through the assessment of student profile of the previous year. The provisions to include various marginalized/weaker sections of the society are given below.

#### 1 SC/ST

- ❖ By strictly following the reservation policy of the Government (15% of the total seats for SC and 5% for ST students<sup>2</sup>), access is ensured to SC/ST students at UG and PG levels.
- ❖ The analysis of the student profile by the Equal Opportunity Cell (EOC) has revealed that despite the nearness of many tribal settlements near the college, the number of students from the SC/ST category seeking admission is pitifully low. This has been attributed to the lack of awareness of SC/ST community regarding the avenues of higher education and to the inability of the low-income illiterate tribal families to keep their children in the light of education up to the UG level. The EOC has taken the following steps to address these issues:

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<sup>2</sup>For aided programmes. For self-financed programmes 4% of the total seats for SC and 1% for ST students

- \* Organize awareness camps in the tribal settlements to inform them about the opportunities of different programmes run by the college.
  - \* In those camps, information regarding the various scholarships, grants and concessions given by the government is elaborated and convince them that the cost of education will not be a hindrance for the SC/ST category to pursue the avenues of higher education.
  - \* Provide rent-free accommodation in the hostel
- ❖ The vacant seats reserved for SC/ST is re-notified twice through print media and a special allotment is conducted exclusively for filling up vacant seats of SC/ST candidates.

## 2 OBC, Other Eligible Communities (OEC) and Socially and Educationally Backward Classes (SEBC)

Seats are reserved for different backward communities for admission to self-financed programmes as per the following table:

Table 3.3: Reservation of seats for backward communities in self-financed programmes

Sl.No.	Category	Seat Reservation(%)
1	Ezhava, Thiyya & Billava	4.5
2	Latin Catholics other than Anglo Indians	1
3	Other Backward Christians	0.5
4	Other Backward Hindus	2.5

- ❖ There is no provision of reservation for OEC and SEBC students as per the existing rules for admission to aided programmes. However, if the seats reserved for SC/ST students are remaining vacant even after re-notification, the unfilled seats are filled up from candidates belonging to OEC and in their absence, candidates belonging to Socially and Educationally Backward Classes (SEBC).
- ❖ After admission, the EOC ensures that these students get the grants and concessions of the government by the active involvement of the Scholarship cell of the College in submitting the proposal for the same to the government.
- ❖ The help desk and the help line number of the college give all necessary information to the students of this category regarding the procedure for admission.

### 3 Women

- ❖ There is no provision of special reservation for girls.
- ❖ The admission committee of the college ensures that roughly 50% of the students admitted in the management quota are girls.

### 4 Economically Weaker Sections

- ❖ No reservation is provided to the economically weaker sections in open merit as per the existing rules in Merit seats.
- ❖ Therefore, preference should be given to the students belonging to the economically backward sections of the society in admissions in Management Quota.
- ❖ The EOC reviews the number of students of this category getting admission every year. If the number falls in a particular year, that information is co

### 5 Minority Community

- ❖ 4% of the total seats in self-financed programmes are reserved for students belonging to the Muslim community.
- ❖ The college being a religious minority institution, has reserved 10% of the total seats in all aided programmes to the students belonging to the Syrian Christian community, a minority community.
- ❖ The admission committee and the EOC of the college ensures that adequate representation is given to the minority community in the management quota also.

## 3.6 Catering to Diverse Needs of Students

### 1 Catering to the needs of differently-abled students

Pavanatma adopts the following measures to cater to the needs of its differently abled students.

- ❖ 1% of seats are reserved for each of the three sections of Persons with Disabilities category
  - \* Blind
  - \* Deaf
  - \* Orthopaedically Challenged
- ❖ Provision is made for interchange of seats if candidates are not available in a particular category in a year.

- ❖ A relaxation of 5% of marks in the qualifying examination from the prescribed minimum is allowed for students of this category.



# 4

## Approval, Monitoring and Periodic Review of Programmes

### 4.1 Policy Statement

Pavanatma will develop and deliver programmes that are well-structured, relevant to the needs of students, industry and the society; the College will maintain and implement formal, documented mechanisms for the ongoing monitoring and review of all programmes.

### 4.2 Introduction of New Programmes

#### 1 Procedures for applying for new programmes

A preliminary proposal for the introduction of new programmes may be made by any member of staff who identifies a student need and related programme introduction opportunity. The preliminary proposal is discussed during departmental staff meeting which makes a resolution to approach the Academic Council for the introduction of the new programme. The HoD makes a formal proposal to the academic council which establishes the consistency of the programme with the Colleges vision and mission, and the likely resource implications. If satisfied that the proposal represents a genuine opportunity that is worthy of further development, preliminary agreement to proceed is granted and with the consent of the Administrative Council, the Principal approaches the affiliating University for the approval of the new programme. The new programme is introduced in the college once the approval of the University and the sanction of the state government are obtained.

#### 2 Procedures for introduction of new Add-on programmes

For the introduction of add-on programme, a proposal from any department, cell or forum of the college is submitted to the CPIC. The CPIC itself may also consider the possibility of introducing such programmes based on stakeholder feedback during the CPIC meetings. When UGC or any such agency which provides financial assistance for the conduct of add-on programmes invites proposals for such programmes,

the CPIC makes a formal proposal along with the probable curriculum structure of the programme to the academic council which establishes the consistency of the programme with the Colleges vision and mission, and the likely resource implications. If satisfied that the proposal represents a genuine opportunity that is worthy of further development, preliminary agreement to proceed is granted and with the consent of the Administrative Council, proposal is sent to the UGC or the sponsoring agency for the approval of the new add-on programme. The new programme commences once the approval of the sponsoring agency is obtained.

### **3 Procedures for introduction of new Bridge and Enrichment programmes**

For the introduction of bridge and enrichment programme, a proposal from any department, cell or forum of the college is submitted to the CPIC. The CPIC itself may also consider the possibility of introducing such programmes based on stakeholder feedback during the CPIC meetings. Once the CPIC arrived at the conclusion that the bridge programmes and enrichment are necessary to attain the graduate attributes of the college, it makes a formal proposal along with the probable curriculum structure of the programme to the academic council which establishes the consistency of the programme with the Colleges vision and mission, and the likely resource implications. If satisfied that the proposal represents a genuine opportunity that is worthy of further development, preliminary agreement to proceed is granted and with the consent of the Administrative Council the new bridge/enrichment programme is introduced.

## **4.3 Curriculum Development of Programmes**

The Curriculum Planning & Implementation Committee (CPIC) is in charge of designing, implementing and reviewing the curriculum of different programmes of the college in accordance with its mission and vision. CPIC adheres to the syllabus and scheme of evaluation prescribed by the affiliating university for those programmes approved by the University framing the curriculum framework in accordance with the mission and vision of the institution. The curriculum of various enrichment and bridge programmes are framed with the objective of ascertaining the achievement of the graduate attributes of the college. The curriculum framework framed by CPIC presents the syllabus, learning and teaching strategies and learning outcomes of different courses and other aspects of human development associated with institutional life for transforming a student into a productive citizen, taking into account all existing material and human resources of the institution.

The CPIC of the college comprises of

1. The Principal (Chairperson)
2. Coordinator (Deputed by the College Council)

3. The Vice Principal
4. The IQAC Coordinator
5. The EOC coordinator
6. Heads of all departments
7. One senior faculty from each department
8. The Physical Education Director
9. Representatives of Alumni
10. Student representative

## 1 Curriculum Development Process

CPIC uses a six-step approach to curriculum development:

1. **General needs assessment** –Defining the deficits in knowledge, attitude, or skills that currently exist in students of different programmes and the ideal approach to teaching and learning these objectives.
2. **Needs assessment of targeted learners**–Assessment of expectations of society from graduate students.
3. **Goals and objectives**– Define overall goals and aims for the curriculum and determine the choice of teaching processes through which the particular course/module is presented.
4. **Educational strategies**–A plan to maximize the impact of the curriculum, pointing how content should be organized and with which educational methods.
5. **Implementation**–A plan for implementation, including time lines. This step clearly identifies the organization of different courses within a programme and Teaching Methodologies. This is done in tune with the academic calendar supplied by the University.
6. **Evaluation and feedback**–Evaluation is accomplished by assessing the student placement rate and passing rate. Feedback on curriculum is collected at the end of the programme from every student.

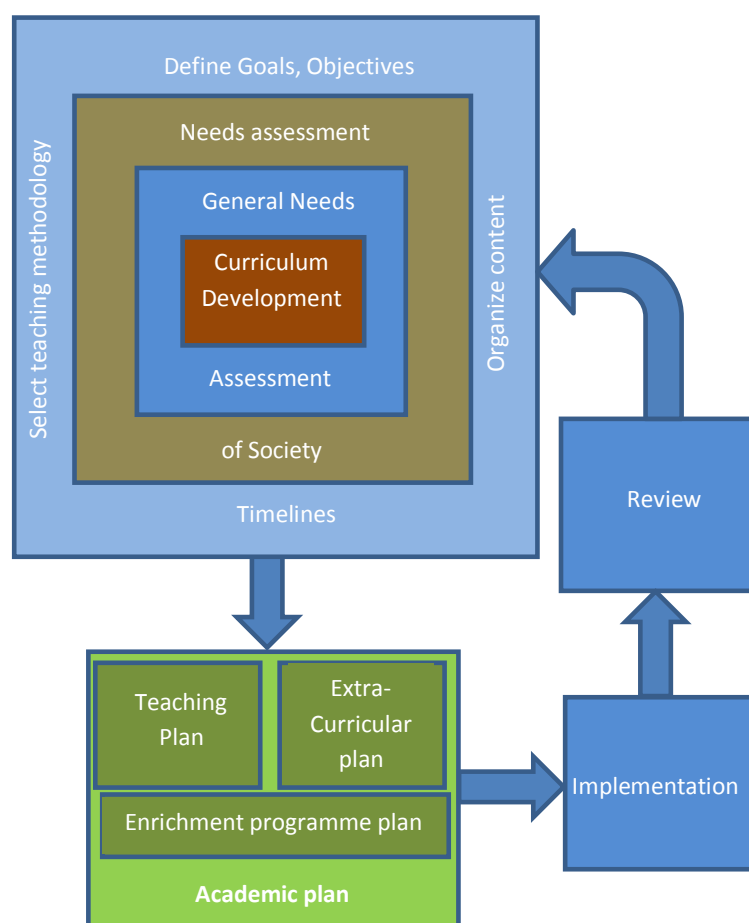


Figure 4.1: Curriculum development and implementation process

## 2 Curriculum Implementation Process

CPIC oversees the effective implementation of the curriculum based on the curriculum implementation plan. For this purpose, an academic calendar is prepared for the college, which includes schedules of all activities - curricular, extracurricular, extension programmes, etc. that are planned for the year. It also provides details of the working days for each semester, holidays, etc. Workshops are organized for the faculty and students of each department to make them familiar with all aspects of the curriculum framework, including learning objectives and expected outcomes. Two months before the commencement of the academic year, department-wise discussions are held regarding the courses to be taught by each teacher, the teaching plans (in accordance with the curriculum implementation plan) etc., and the work is divided among the faculty to give them sufficient time to get prepared for the effective implementation of the curriculum.

### 4.4 Procedures for the Monitoring of Programmes

To provide regular academic quality assurance and enhancement of each programme, IQAC seeks feedback and evaluation of all aspects of the programmes from the stakeholders. The monitoring of programmes are done at two levels in the college.

#### 1 By respective departments

Department-level monthly faculty meetings assess the effectiveness of the implemented curriculum and finalizes the report to be submitted to the CPIC. The department also finalizes a evaluation report annually, which focuses on some Key Performance Indicators (KPI) of the effectiveness of the programmes such as student placement rate and student pass rate and also includes a SWOC analysis.

#### 2 By CPIC

IQAC has developed a formal mechanism to obtain feedback from students and stakeholders on curriculum, to be used for curriculum enrichment and introducing changes in the curriculum. After the completion of the semester, students are required to rate the courses of that semester on attributes such as the depth of the course content, extent of coverage of course, applicability/relevance to real life situations, learning value, etc. After the completion of the programme, students are required to rate the programme content and teaching methodology. The information is used by CPIC for the improvement of the courses and teaching in the future. Informal feedback on the curriculum is obtained from parents during the PTA meetings, both at the college as well as department level.

CPIC collects half-yearly reports from the faculty regarding the implementation of the curriculum. The report includes details such as

- ❖ The Description of the teaching methodology.

- ❖ Time lines followed.
- ❖ The evaluation techniques employed.
- ❖ Whether the goals and objectives are achieved.
- ❖ Suggestions on the implementation plan

Based on these feedback, CPIC identifies areas for continuous improvement and for making proposals to the Academic Council for programme modification, where necessary.

### **3 Monitoring and evaluating the quality of enrichment programmes**

- ❖ The continuous internal evaluation method applied to all courses are adopted for the enrichment programmes also. This includes:
  - \* Evaluation of assignments
  - \* Evaluation of classroom performance
  - \* Test papers
- ❖ IQAC collects feedback on all the enrichment programmes from students, class mentors, and parents.
- ❖ The performance of the students in various competitive examinations is analyzed to assess the effectiveness of the programmes.

# 5

## Teaching & Learning Strategy

### 5.1 Policy Statement

Pavanatma is committed to provide high quality education leading to recognized qualifications to all its students; The College will provide a framework for continuous improvement by setting high standards and targets for students and faculty, and measuring performance against these standards and targets, including the use of internal and external benchmarks wherever possible; The college will implement formal documented mechanisms for the ongoing monitoring of the teaching and learning process to ensure that the college delivers a consistent, efficient and professional service, which meets the needs of students and the self-assessment and quality improvement are simple and central to the work of teachers and students.

### 5.2 Teaching-Learning Process

#### 1 Teaching and learning schedules of Pavanatma

CPIC is in charge of designing, implementing and reviewing the curriculum of different programmes of the college in accordance with its mission and vision. The CPIC finalizes the Curriculum Implementation Plan (CIP), based on which the Academic plan of Pavanatma for the academic year is created by the following process.

- ❖ Workshops are organized by the CPIC separately for the faculty of each department to make them familiar with all aspects of the curriculum framework and CIP, including learning objectives and expected outcomes.
- ❖ After deliberations in the department-level faculty meeting in the presence of at least one CPIC/IQAC member, members of the faculty are entrusted with the duty of delivering different components of the course/module.
- ❖ The faculty responsible for the implementation of the curriculum has to prepare a teaching plan indicating the number of hours needed for different units of the course, teaching methodology to be employed, number of units to be

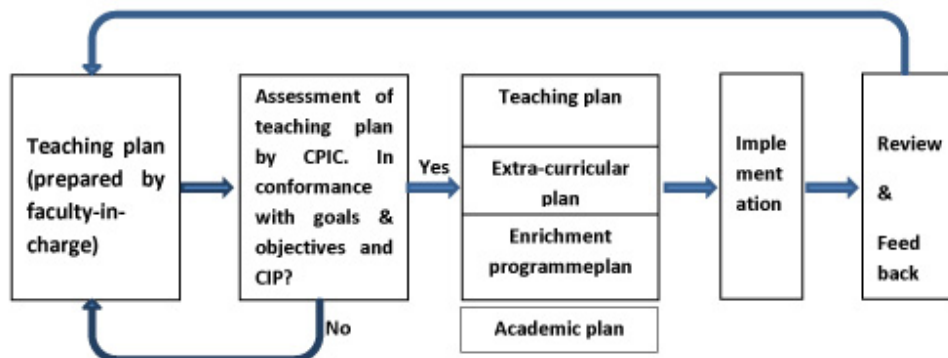


Figure 5.1: The curriculum implementation process

taken with ICT enabled methods, number and topics of seminars and assignments to be given to each student, number and schedule of test papers to be conducted, number of field trips/study tours needed etc in accordance with the CIP.

- ❖ The teaching plan, after the approval of the CPIC is implemented by that faculty member.
- ❖ The academic plan of the college is created by taking the curriculum implementation plan of all programmes (academic, enrichment, outreach, remedial etc.) and all extra-curricular activities of the institution into consideration.
- ❖ A handbook containing the academic plan is distributed to students at the beginning of the odd semesters.
- ❖ Department-level monthly faculty meetings assess the effectiveness of the implemented curriculum and finalizes the report to be submitted to the CPIC.

IQAC monitors all the academic activities of Pavanatma and ensures that the curriculum implementation yields the expected outcomes. It organizes the following programmes or enforces the following procedures in this regard.

- ❖ Organizes suitable orientation/bridge courses to freshers so that they are sufficiently warmed up to meet the requirements of the curriculum.
- ❖ Workshop for freshers on effective use of the institutional resources such as Library to improve the teaching learning process.
- ❖ Organizes various enrichment programmes envisaged in the curriculum.
- ❖ Trains teachers in the use of ICT in the classroom and in the preparation of teaching materials to contribute to improving the curriculum.



- ❖ Makes sure that the teaching/learning resources for the effective implementation of the curriculum are available to students and faculty.
- ❖ Makes sure that the department-level faculty meetings and CPIC meetings are conducted as per the schedule.
- ❖ Collects feed-back from faculty and students on the effectiveness of the implemented curriculum.
- ❖ The summary data is fed back to the CPIC for further action.
- ❖ Makes sure that class mentors always follow student performance by collecting half yearly report from them in this regard.

## 2 Procedure to bridge the knowledge gap of students

CPIC organizes bridge programmes targeting the students who lack the basic skills in their respective areas. Some bridge programmes organized annually are

Table 5.1: Bridge programmes for students lacking basic skills

Sl.No.	Nature of the Programme	Duration	Co-operating dept/cell/ agency	students targeted	tar- geted
1	English Comprehension & Speaking	10 hours	English	Lacking basic knowledge in English	basic knowledge in English
2	Basic Mathematics	10 hours	Mathematics	Lacking basic knowledge in Mathematics	basic knowledge in Mathematics
3	Computer Awareness	10 hours	Computer Science	Lacking basic Computer awareness	basic Computer awareness
4	College amenities & Regulations	2 hours	Mentoring cell	All freshers	All freshers
5	Programme structure, Evaluation methods of Credit & Semester system	3 hours	IQAC	All freshers	All freshers
6	Using Library effectively	3 hours	Library	All freshers	All freshers

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7	Spoken English	3 Months	CPIC, jooran's tute	Man- Insti-	All freshers
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### 3 Identifying and responding to special learning needs of advanced learners

CPIC identifies the advanced learners of all programmes from the reports of the class mentors. In the report, class mentors identify students in their class with special gifts such as:

- ❖ Learn basic skills quickly with less practice
- ❖ Ask many questions and raise many doubts in the class
- ❖ Spend more time in the library than the rest
- ❖ Express opinions and ideas and often exhibits spirited disagreement
- ❖ Has a large storehouse of information regarding a variety of topics
- ❖ Perform exceptionally well in question-answer sessions and written tests

The students who are identified as advanced learners are given more challenging topics as assignments. They are made quiz masters in the department-level quiz competitions and student mentors.

### 4 Monitoring the academic performance of the students at the risk of drop out

Students

- ❖ from Women headed families
- ❖ from BPL (Below Poverty Line) families
- ❖ from SC/ST community
- ❖ who are the first persons in their families getting higher education
- ❖ who are differently abled
- ❖ who are physically challenged
- ❖ who perform poorly in the examinations
- ❖ who are underperformers

are considered to be at the risk of drop out. EOC identifies the students at the risk of dropout of all programmes from the list submitted by the class mentors.

Class mentors motivate them by giving timely advice about the benefits of securing higher education and devote comparatively more time to listen to and solve the problems of these students. EOC recommends them to the management for special scholarships if needed, based on the report of the class mentor, organizes special counseling sessions, organizes special counseling sessions for the parents, involve them more in the day-to-day functions of the department/college, such as data entry of various questionnaires, SWOC analysis etc., and bright students of this category are entrusted with the duty as instructors in SSP programme (a state government aided programme to arrange special coaching classes for underperforming students of the college), and pay them accordingly.

## 5 Measures to ensure effective teaching

ICT committee of the college introduces innovative teaching methods to ensure effective teaching. It gives proper training to faculty in the innovative methods. The innovative methods include but not limited to

- ❖ Educational resources of various IITs, universities, IIMs, NANO HUB and other educational sites
- ❖ Google earth
- ❖ NME-ICT

### 5.3 Quality Improvement Strategies in Teaching and Learning

The key processes which support quality improvement in teaching-learning are:

Monitoring the College's performance through the attainment of Key Performance Indicators (KPIs)	no. of applications received, graduate employment within 1 year
Managing underperformance process	remedial coaching, bridge courses, counseling
Observations of student activities	mentoring, FAs, SAs, reports of faculty-in-charge

Assessing stakeholder feedback	student feedback, community feedback, industry feedback, faculty feedback
Providing Continuous Professional Development, staff training and support	Faculty Enrichment Programme, Orientation Programme, Seminars, Field Visits

The CPIC is in charge of implementing all the processes involved in the quality improvement strategy for teaching-learning.

## 5.4 Monitoring the Quality of Teaching

IQAC collects monthly reports from the faculty regarding the teaching methodology, innovative practices, continuous student evaluation methods, whether keeping the time lines provided in the curriculum framework, etc. These reports are analyzed promptly for suggesting corrective measures if any.

Class Mentors regularly collect feedback from students regarding the quality of teaching, and submit it to the IQAC. The IQAC summarizes these and take corrective measures if needed.

The IQAC collects student feedback on the quality of teaching at the end of the academic year by means of a questionnaire. The questionnaire collects the opinion of the students about all the faculty and resources (such as Library) engaged in the curriculum implementation process. The aspects related to faculty include

1. Mastery of the subject
2. Punctuality
3. Communication skills
4. Innovative teaching methods
5. Interactive methods
6. Helpfulness
7. Imparting values

The IQAC summarizes this data by giving proper weightage to each response and aspect to get the final score for each teacher. The performance of a teacher is evaluated to be either 'Satisfactory' or 'Requires Improvement', based on this score. The IQAC submits the feedback score card of all the faculty and resources to the Principal. The final score and the assessment is communicated to the teacher confidentially by the Principal.

## 5.5 Monitoring the Quality of Learning

The class mentor closely monitors the performance of each learner regularly. This is accomplished by collecting reports from the faculty involved in the curriculum implementation process regarding the ability of the student in answering questions, problem-solving capability, ability to work in group, attentiveness, performance in class tests etc. The class mentor collects the attendance of the learner monthly and the reason for absence in a class, if any, is investigated. The results of continuous evaluation and external evaluation is analyzed by the Class mentor and the list of underperformers is submitted to the IQAC for corrective steps such as remedial coaching, counseling etc.

## 5.6 Student Performance and Learning Outcomes

All programmes conducted by the college clearly articulate learning outcomes that are appropriate to the discipline and are consistent with the institution's mission, degree level expectations and academic plans. The IQAC has taken initiative to formulate the learning outcomes of the college by defining its graduate attributes.

## 5.7 Pavanatma Graduate Attributes

Knowledge and Skills	In-depth and extensive knowledge and understanding of their disciplines. Equipped with theoretical, practical and technical skills to meet career needs. Ability to apply discipline/professional skills and knowledge in the workplace. Equipped with an inter disciplinary perspective.
Application of knowledge	Able to create new knowledge and opportunities for learning through the process of research and inquiry. The ability to use a basic range of established techniques to analyze information and propose solutions. Search for, evaluate and use information to develop their knowledge and understanding Have a lifelong thirst for knowledge and learning

Communication skills	The ability to communicate accurately and reliably to a range of audiences.
Autonomy and professional capacity	Qualities and transferable skills necessary for further study, employment, and community involvement requiring a) the exercise of personal responsibility and decision-making b) the ability to work in a group c) the ability to identify their own learning needs and to select an appropriate program of further study
Social Responsibility	behavior consistent with academic integrity and social responsibility awareness and appreciation of social and cultural diversity law abiding and morally upright individuals empathetic to the less privileged and needy responsive to social issues
Entrepreneurial Traits	Confident and skillful to take up responsibilities and challenges Shows high endurance and optimism in setbacks Meets targets and deadlines
Proficiency to Apply Modern Technologies	Capacity to use appropriate technologies recognizing their advantages and limitations Awareness of technological innovations and advancements

## 5.8 Strategies to Achieve the Intended Learning Outcomes

All the academic and extra curricular activities of Pavanatma are intended to achieve the graduate attributes. Apart from the syllabus supplied by the university, these activities include

- ❖ Activities of various clubs and forums
- ❖ Sports and games
- ❖ Cultural events

- ❖ Activities of students' union and department associations
- ❖ Activities of 'outreach' and NSS
- ❖ Value education programme
- ❖ initiatives of finishing school
- ❖ Activities of NCC

## 5.9 Procedures for Student-centric Learning

CPIC is in charge of devising support systems for making the learning process student-centric. It continuously monitors and modifies these systems based on stakeholder feedback. The following table shows the the procedures for student-centric learning at the college.

Interactive learning	Debates, GDs, study tours, Q&A sessions, online assignments
Collaborative learning	Group Assignments, Projects
Independent learning	Assignments, Seminar, Slide presentations
Nurturing critical thinking, creativity and scientific temper	Debates, poster presentation, science quiz, observing international years and days, elocutions, essay competitions, cultural exhibitions Publication of News bulletins, Students' Magazine

## 5.10 Procedures for Including Issues such as Gender, Inclusion, Environment etc. in Curriculum

The value education programme of the college has many modules discussing environmental issues. CPIC instructs clubs, cells and forums to organize various enrichment programmes for sensitizing the students on issues such as gender, inclusion, environment etc. The end-semester report from the departments and cells collected by the coordinator of the CPIC contains details of such programmes. A list of such enrichment programmes is given in the following table.

Issue	Coordinating cell	Activity	Report to
Gender issues, women empowerment	EOC, Women's cell	Workshops, invited talks	IQAC
Legal provisions against harassment	EOC, Women's cell, SC/ST cell	Workshops, invited talks	IQAC
Positive discrimination	Departmental associations, Women's cell, Students' Union, NSS	Collage/Poster/Powerpoint presentation competitions	IQAC
Gender issues, women empowerment	Departmental associations, Women's cell, Students' Union, NSS	Debates/symposia/essay writing competitions	IQAC
Environmental issues	NSS, Nature Club, Bhoomithra club	Social-forestry campaign	IQAC
Protection of wildlife	annual trekking programme	Nature club	IQAC
Environmental issues	NSS, Nature Club, Bhoomithra club	Observing World heritage day, environmental day, etc.	IQAC



# 6

## Assessment of Students

### 6.1 Statement of policy

Pavanatma will develop and adhere to procedures for the fair and consistent assessment of students, and will publish all related criteria and regulations; Pavanatma will ensure validity and reliability of assessment tools and methodologies; students will receive timely and constructive feedback on assessment.

### 6.2 Assessment of Knowledge and Skills of Students before the Commencement of the Programme

IQAC and EOC collect the details of all the students in the prescribed format at the time of admission. Along with some other details this includes questions on the skills and knowledge of the freshers, such as,

- ❖ Medium of instruction in school (Mal/Eng/Tamil)
- ❖ Whether had Mathematics as a subject in the qualifying examination
- ❖ Have basic computer knowledge

From the details collected through the questionnaire IQAC assesses details including

1. The number of students who lack sufficient communication skills in English, which is the medium of instruction of the college
2. The number of students in B.Com, B.A. History, B.Sc. Physics and B.Sc. Chemistry who lack the required knowledge in Mathematics
3. The number of students who don't have the basic computer knowledge

The Mentoring Cell of the college utilizes the help of ‘Student Mentors’ (senior students trained specifically for helping freshers on their first days in the campus) to collect the specific needs of each fresher in terms of their knowledge and skills. A class mentor is assigned to each class at the commencement of the programme. The class mentor interacts with each student personally to know his specific needs that has not been revealed earlier. Based on the assessment and feedback from the class mentors and student mentors, IQAC and EOC then chart out the plan to organize various orientation/bridge programmes to cater to student needs.

## 6.3 Types of Assessment

Student evaluation at Pavanatma consists of Formative Assessment (FA) and Summative Assessment (SA).

### 1 Formative Assessment

The formative assessment is used for evaluating learning quality of the student during the implementation of the curriculum. The following table shows the components assessed and the assessor in FA.

Component Assessed	Assessor
Practical skill	Faculty-in-charge
Attendance in the class	Class Mentor
Assignments	Faculty-in-charge
Performance in Seminar	Faculty-in-charge

A part of the grades obtained in the formative assessment (that is, assignments, laboratory involvement and seminars) is taken into consideration in preparing the final grade by the university. The formative assessment of various enrichment programmes are not taken into consideration while preparing final grade.

### 2 Summative Assessment

The summative assessment is the main tool in preparing the final grade of the student, and is a clear indication of the learning quality. The summative assessment consists of two parts:

1. Internal assessment IA
2. External assessment EA

#### i Internal Assessment

Component Assessed	Assessor
Test papers	Faculty-in-charge
Lab examinations (for courses involving lab work)	Faculty-in-charge
Record of lab work	Faculty-in-charge
Project	Faculty-in-charge

IA of the Project work comprises of the evaluation of components like Punctuality, Experimentation/Data collection, Compilation, Group involvement etc. The marks obtained in IA are communicated to the university to be included in the final grade.

## ii External Assessment

EA is done by the university through an examination for each course. For courses involving practicals, one practical examination for each course is conducted by the university engaging an external examiner. EA of the Project work comprises of the evaluation of components like Innovation of topic, Objective, Review, Materials & Methods, Result, Discussion, Conclusion/ application, Presentation etc. The grades for IA and EA are weighted in the ratio 1:3 to obtain the final grade of the student for each course.

## 6.4 Assessment of Graduate Attributes

The components of graduate attributes and their assessment methods are detailed below:

Component	Assessment Method	Assessor	Weight
Knowledge and understanding of their disciplines	Class Tests	Faculty-in-charge	1
	Internal and external examinations	Faculty-in-charge	1
Theoretical, practical and technical skills	Laboratory performance	Faculty-in-charge	1
	Practical examinations (IA, EA)	Faculty-in-charge	1
Apply skills and knowledge in the workplace	Assignments	Faculty-in-charge	1
	Projects	Faculty-in-charge	1
Inter disciplinary perspective	Tests for complementary courses and open courses	Faculty-in-charge	1

	Debates, GDs	Class mentor	1
Research and inquiry	Assignment evaluation	Faculty-in-charge	1
	Project evaluation	Faculty-in-charge	1
	Article review evaluation	Class mentor	1
The ability propose solutions	Question-answer session	Faculty-in-charge	1
	Assignment evaluation	Faculty-in-charge	1
	Performance in the laboratory	Faculty-in-charge	1
	Problem-solving sessions	Faculty-in-charge	1
Search for information to develop knowledge and understanding	Assignment evaluation	Faculty-in-charge	1
	Project evaluation	Faculty-in-charge	1
Thirst for knowledge and learning	Question-answer session	Faculty-in-charge	1
	Assignment evaluation	Faculty-in-charge	1
Communication skills	Assessment of class mentor	Class mentor	1
	Question-answer session	Faculty-in-charge	1
	Seminar	Faculty-in-charge	1
	Debates	Class mentor	1
	GDs	Class mentor	1
Personal responsibility and decision-making	Group project	Class mentor	1
	Activities in clubs and forums	Class mentor	1
	Seminar evaluation	Faculty-in-charge	1

The ability to work in a group	Group project evaluation	Class mentor	1
	Group assignment evaluation	Class mentor	1
	Involvement in clubs and forums	Class mentor	1
	Involvement in association activities	Class mentor	1
The ability to identify learning needs	Assessment of library and e-resource usage	Class mentor	1
Behavior and social responsibility	Assessment of class mentor	Class mentor	1
	Assessment of value education course	Faculty-in-charge	1
Appreciation of social and cultural diversity	Assessment of class mentor	Class mentor	1
	Assessment of value education course	Faculty-in-charge	1
Morally upright individuals	Assessment of class mentor	Class mentor	1
	Assessment of value education course	Faculty-in-charge	1
Empathetic to the less privileged and needy	Assessment of the value education course	Faculty-in-charge	1
	Assessment of the involvement in 'outreach'	Class mentor	1
Responsive to social issues	Assessment of the involvement in Nature club, NSS, Students' union	Class mentor	1
Confident take up responsibilities	Assessment of the involvement in clubs, association	Class mentor	1
	Assessment of the skill in organizing cultural events, fests	Class mentor	1
Meets targets and deadlines	Assessment of punctuality in submitting assignments	Class mentor	1
	Assessment of attendance	Class mentor	1

Proficiency to Apply Modern Technologies	Assessment of the use of ICT during seminar	Class mentor	1
	Performance in the laboratory	Faculty-in-charge	1
	Use of e-resources	Class mentor	1

The performance of students on various aspects mentioned in the above table are assessed and grades are assigned as given below:

Performance	Grade letter	Grade point
Excellent	A	4
Very Good	B	3
Good	C	2
Average	D	1
Not satisfactory	E	0

The grade point corresponding to each aspect is multiplied by its weight. The grade points so obtained for all the aspects are summed together and then divided by the total weights of all the aspects to obtain the final grade point of the course. The Grade letter indicating the level of attainment of Graduate attributes of a student is obtained in the following manner:

Grade point	Grade letter	Attainment level
$\leq 4$ and $\geq 3.5$	A	Excellent
$\leq 3.49$ and $\geq 2.5$	B	Very good
$\leq 2.49$ and $\geq 1.5$	C	Good
$\leq 1.49$ and $\geq 0.5$	D	Average
$\leq 0.49$	E	Not satisfactory

A minimum of grade 'C' is needed to assess that a student has attained the graduate attributes of the college. If the grade letter is 'D' or 'E', the student is directed by the class mentor to the counseling cell or remedial coaching for improving the grades in the components of graduate attributes before he/she appears for the end-semester external examinations.

## 6.5 Responsibility of the Faculty-in-Charge

1. Organizing and planning assessment activities as per the teaching plan and academic calendar
2. Observing and recording candidates against assessment criteria
3. Questioning and recording candidates against assessment criteria
4. Providing feedback to candidates
5. Providing assessment records to the CPIC

## 6.6 Responsibility of CPIC

1. Ensuring consistent and reliable assessment
2. Obtaining timely assessment reports from the Faculty-in-charge through HoDs
3. Directing under-performers for remedial coaching or counseling as applicable
4. Uploading the assessment details on college notice board and website
5. Providing feedback to parents
6. Obtaining recommendations from the grievances redressal cell and making corrections to the assessment records if needed.
7. Uploading the assessment records to the affiliating university to be included in the final grade

## 6.7 Responsibilities of Students in Respect of Assessment

It is the responsibility of the individual student

- ❖ To ensure all examination and programme fees are paid (for external examinations only) as per the University schedule.
- ❖ To obtain the Hall Ticket the day before the first examination from the Administrative Office.
- ❖ To be familiar with all information relevant to assessments and examinations.
- ❖ To be aware of the date, time and location of examinations relevant to him/her.
- ❖ To be present in the examination hall 15 minutes prior to examination commencement.
- ❖ To obey examination and assessment regulations.
- ❖ To submit all examinable material by the appointed deadline.
- ❖ To submit any request for extension of assignment submission dates in writing at least five days before the assignment deadline; this request must be accompanied by supporting documentation and/or a description of the extenuating circumstances which led to the request for extension
- ❖ To submit leave letter countersigned by the parent for the absence from any internal examination; leave from internal examinations will be sanctioned only on medical grounds and compassionate grounds (recent death or serious injury of a close family relative); the leave letter must be accompanied by medical certificate from a registered medical practitioner if the leave is on medical grounds; the student must present himself for the internal examination at the date fixed by the examiner. In the case of external examination, the student should apply and obtain sanction from the university for appearing for the missed examination next time.

## 6.8 Late Submission

The grade for any assignment work not submitted by the assessment deadline will be given a maximum mark of 40%.



## 6.9 Examination Regulations

### 1 Internal Examinations

- ❖ Students must comply with all directions from the invigilators on the day of exams.
- ❖ Students shall display their student cards on the desk during each exam.
- ❖ Only authorized stationery and material will be allowed on the desk i.e. questions sheets, answer booklets, spare paper, pens, calculators and reading glasses.
- ❖ No food is allowed on the desk bottles of water can be left on the floor under the examination table.
- ❖ Students are required to arrive 15 minutes early for their exam.
- ❖ No student will be allowed enter the exam hall once the first 30 minutes has elapsed.
- ❖ Students are asked to refrain from causing unnecessary noise and distractions for other students.
- ❖ Students may leave the exam hall once the first 30 minutes have elapsed.
- ❖ It is the responsibility of the student to return all exam booklets and rough work to the invigilator.
- ❖ Students must not confer with each other when leaving the exam hall and are requested to remain quiet at all times and not to linger outside the exam hall door.

### 2 External Examinations

The students should comply with all the regulations of the university existing at the time of examination.

## 6.10 Breaches of Examination Regulations

### 1 Internal Examinations

It is a disciplinary offense and a breach of examination regulations for a candidate to:

1. Have unauthorized items or texts at his/her desk during the examination
2. Make use of unauthorized items or texts during the examination

3. Copy from the script of another candidate during the examination
4. Dishonestly receive help from another person during the examination
5. Dishonestly give help to another person during the examination
6. Act dishonestly in any way (whether before, during or after an examination) so as to obtain or confer an unfair advantage to themselves or another candidate

Should a candidate be suspected of breaching examination regulations, the invigilator will confiscate any unauthorized material, indicate on the candidates script what has occurred, and remove the script. The candidate will then be given further examination books and permitted to complete the examination. The invigilator will seek an explanation from the candidate at the end of the examination and submit a report to the Class Mentor, CPIC and IQAC. The Class Mentor after having a formal hearing from the candidate decides on the disciplinary penalty points to be added to the candidate's personal record (see section 9.4 for details).

## 2 External Examinations

Should a candidate be suspected of breaching the examination regulations of the university, the invigilator will confiscate any unauthorized material and report the matter immediately to the Chief Examiner. The Chief Examiner conducts a quick verification regarding the breach of regulations from the part of the student and submits a report to the Controller of Examinations of the university. The student has to face the disciplinary procedures of the university and is not permitted to write the examinations till he is acquitted by the university inquiry team.

## 6.11 Results & Feedback

### 1 Internal Examinations and Graduate Attributes

Marks that contribute to examination results and overall grades of graduate attributes will be disclosed to students once they have been prepared. At this stage, they are treated as being provisional and subject to ratification by CPIC and Grievances Redressal Cell. Results and feedback are uploaded by lecturers to the college website and are displayed on departmental notice boards. The result sheet will not be bearing the names or class number of the students and the only identification key should the university register number. In this way the anonymity of the student is protected. Once the ratifications by CPIC and Grievances Redressal Cell are obtained, the grade card is given to each student and the same is communicated to the parent on Parents' Day. The marks/grades of components that form part of the final university score card are then uploaded to the university portal.

## **2 External Examinations**

The final score card of each semester is prepared by the university and is uploaded on the university portal. Once the scorecard reaches the college from the university, it is given to the student and a copy of the same is given to the parent on Parents' Day.

## **6.12 Mechanisms for Redressal of Grievances with Reference to Evaluation**

### **1 College Level Grievances Redressal**

- ❖ Complaints regarding the evaluation are to be brought to the notice of the faculty-in-charge of the course in the first instance.
- ❖ If the student is not satisfied with the decision of the teacher concerned, he/she may appeal to the Departmental Redressal Cell which has, as members, the Head of the Department, the class mentor and the faculty-in-charge of the course.
- ❖ The student has the freedom to make further appeal to the College Level Grievance Redressal Cell, which has the Principal, the Coordinator of the CPIC, and the concerned Head of the Department as members.

### **2 University Level Grievances Redressal**

- ❖ If the student is not satisfied with the decisions of college grievances redressal cell, he/she may appeal to the University Level Grievance Redressal Cell which consists of the Pro-Vice Chancellor, the Affiliation Committee Convener and the Controller of Examinations. The verdict of the University Level Redressal Cell shall be final.



# 7

## Learning Resources and Student Support

### 7.1 Statement of Policy

Pavanatma will provide a coherent and integrated range of learning resources and student supports, which will be actively promoted and communicated within the College, and which will be responsive to student feedback and to the evolving needs of students.

### 7.2 The Administrative Office

The Administrative Office is responsible for co-ordinating student support services of the college. The team in the Administrative Office deals with all student support areas, including admissions, registration, student induction, internal and external examinations, scholarships, fee concessions and student records. Students are encouraged to direct all queries regarding college/university rules and regulations to the staff in charge of the Help Desk in Administrative Office, who will either deal with the query personally or forward the query to the staff concerned. The staff in charge of the Help Desk is responsible for ensuring that the query is dealt with and that the student receives a reply and any supporting that may be necessary.

### 7.3 Support Services Offered by the Administrative Office

1. Issue of application forms for admission(Community quota and Management Quota)
2. Publication of Ranklist
3. Sending the invitation letter for admission
4. Collection and verification of certificates of the students admitted
5. Submitting qualifying certificates to the University for student registration

6. Collecting applications from students for registration of university examinations
7. Issue of admit cards for external examinations
8. Keeping accounts of examination related materials and stationery
9. Packing and sending answer scripts for external evaluation
10. Issue of Transfer Certificates, Course Certificate and Conduct certificate
11. Issue of Identity Cards
12. Issue of Travel Concession certificates
13. Collecting Income certificates from students for fee concession of financially backward students offered by the state government
14. Collecting relevant certificates from SC/ST students for welfare schemes offered by the state government
15. Collection of course fee and university fee
16. Help desk for dealing student queries

## 7.4 Academic Support

### 1 Supports offered by Mentoring Cell

#### i Class Mentors

Academic Guidance and Advice is primarily provided to students by the class mentor. A single mentor is dedicated to each class of incoming students. The mentor attends most of the classes in the first 2 semesters and significant hours everyday in later years, following the class all 3 years through graduation. The mentors appointed have been experienced teachers. The student is free to approach his/her class mentor at any time on personal issues. Each student is counseled, and parents are consulted by the mentor to ensure effective parental support to students. Given the relatively small class sizes at the College, direct mentor-student interaction is generally possible and encouraged. The mentoring cell in the academic counseling for students and deals with queries relating to study skills, time management, preparation for assessment and examinations.

## ii Student Mentors

Mentors are senior students selected on the basis of confidential report submitted by the class mentors to the mentoring cell. Eight senior students are selected from each programme—four girls and four boys—based on their better interpersonal skills. They are given orientation classes on mentoring students and training on the various provisions, amenities, rules, fee structure, library facility, travel fare concessions, curriculum, evaluation methods etc. These senior student mentors are introduced to the freshers during the orientation programme for them on the first day of the academic programme. The freshers are asked to approach these mentors for anything they need however simple the need may be. The mentors wear a badge showing their names and the designation of mentor on their person for the entire period of the first semester. Each boy mentor is given the supervision of a fourth of the boys of the class (alloted by the class mentor) and each girl mentor is given the supervision of a fourth of the girls of the class. Right from the first day, the mentors walk with the students they are assigned to, establish a very cordial relationship with them, introduce them to various provisions of the college, and pass important information about college preparatory courses, financial aid and the college admissions process. The mentors help freshers to get admit card to the library, the procedures to be followed while being in the library, the class room code of conduct, and everything they need while being in the campus. The freshers are encouraged to discuss any difficulty they face, including any attempt of ragging. The information collected by the mentors are reported to the class mentor for further action. The slow learners are identified by the class mentor mainly with the help of student mentors. The student mentors help in the counseling process aiming the slow learners with their friendly demeanor and motivate the underperformers with anecdotes of some slow learners who became successful through hard work.

## 7.5 Library

The library committee of the college monitors and directs the support services offered by the library in the teaching-learning process. The main functions of the library committee are

- ❖ Obtain feedback on library software and make appropriate changes
- ❖ Monitoring the development of digital institutional repository
- ❖ Monitoring and ensuring the availability of broad band connectivity for the efficient access of e-resources
- ❖ Obtaining feedback on library services and facilities in collaboration with feedback committee and making necessary changes
- ❖ Monitoring and ensuring the availability of INFLIBNET service for accessing e-resources

- ❖ Extending the timings of the library from time to time if necessary
- ❖ Obtain suggestions from stakeholders for the purchase of books and subscription to journals
- ❖ Finalize the list of books to be purchased
- ❖ Monitoring and ensuring the conduct of training programmes for all freshers to use library facilities as part of the induction programme
- ❖ Monitoring and ensuring the conduct of training programmes for all users when a new facility/system is introduced in the library

## 7.6 Other Student Support Services

Service	Description	Responsibility	Report to	Reporting frequency
Support for slow learners	Remedial coaching	Department	EOC, IQAC	Twice in a year
	Personal Counseling	Class mentor	EOC, IQAC	Twice in a year
	Scholar Support Programme	SSP Coordinator	EOC, IQAC	Twice in a year
Support for students at the risk of drop-out	Personal counseling	Class mentor	EOC, IQAC	Twice in a year
Preparing for the competitive exams	Seminars and lectures	CGAP cell	IQAC	Twice in a year
	Campus placement events	CGAP cell	IQAC	Twice in a year
	Coaching for Entry into Services	CGAP cell	IQAC	Twice in a year
	Special classes on Mathematics, Logic and Reasoning, GK	CGAP cell	IQAC	Twice in a year
	PSC coaching (Histo-Race)	History Dept	IQAC	Twice in a year
	Weekly department level quiz competitions	Associations	IQAC	Twice in a year



	Debates	Debate club	IQAC	Twice in a year
	Knowledge exchange programme	Class mentor	IQAC	Twice in a year
Counseling services	Academic Counseling	Academic counselor	IQAC	Twice in a year
	Academic Counseling to differently abled, SC/ST, OBC, and minority students	Class mentor	IQAC	Twice in a year
	Psycho-social Counseling	Counseling cell	IQAC	Twice in a year
	Gender sensitization sessions	Women's cell	IQAC	Twice in a year
Spiritual Animation Programmes	Spiritual animation and retreat programmes	IQAC	Principal	Yearly
	Value education	CPIC	IQAC	Twice in a year
Services of Pavanatma Sports Organization PSO	Health card	Phy Edn Director	IQAC	Yearly
	Basic physical training	Phy Edn Director	IQAC	Yearly
Cultural and Extracurricular activities	Com-Fest(A talent display)	Department of Commerce	IQAC	Yearly
	Histo-Dance (Inter departmental dance competition)	Department of History	IQAC	Yearly
	Sargotsav(Cultural show)	Department of Malayalam	IQAC	Yearly
	Swaraj (inter departmental patriotic song competition)	Department of Mathematics	IQAC	Yearly

	Physi-Carnival(Cultural show)	Department of Physics	IQAC	Yearly
	Pavanatma Star Singer(Music competition)	Students' Union	IQAC	Yearly
	Arts fest	Students' Union	IQAC	Yearly
	College Day(Cultural show)	Students' Union	IQAC	Yearly
	Onam celebrations	NSS	IQAC	Yearly
	'Keralapiravi' (State Formation day)	NSS	IQAC	Yearly
	'Vaayanavaaram' (Readers' Week)	NSS	IQAC	Yearly
	Carol competition	NSS	IQAC	Yearly
	Pavanatma Beauty Contest	Department of Malayalam	IQAC	Yearly
	Her Day(Cultural show)	Women's cell	IQAC	Yearly
Services of Scholarship Cell	Details of various scholarships  Help for registration & application  Intimation on the status of application	Scholarship Cell	IQAC	Yearly

## 7.7 Services of Career Guidance and Placement (CGAP) cell

To enhance the employment potential of the students the CGAP Cell is functioning in Pavanatma. A faculty is in charge of the activities of the CGAP Cell. He/she coordinates all the programmes of the cell and submits the report of the activities to the IQAC. The cell conducts various career guidance programmes to enlighten the students about the job market and the necessary skills required for employability. The functions of CGAP are listed below.

- ❖ Personality development programmes, skill development programmes

- ❖ Organize classes to familiarize the students with interview and group discussion techniques.
- ❖ Conduct mock interviews and group discussions to build the confidence of the students.
- ❖ Organize classes to acquaint the students with resume and covering letter preparation.
- ❖ Organize campus interviews
- ❖ Inform the students about employment opportunities and vacancies through e-mail alerts.
- ❖ Direct students to the respective institutions and firms if the recruitment is conducted outside the campus.
- ❖ Candidates selected for GD and interviews are given special training and tips by the coordinator/teachers.
- ❖ Record and monitor student progression to higher studies and employment

## 7.8 Support Mechanisms for Student Publication Initiatives

The college encourages and facilitates publications initiated by the departments, organizations, students' union etc. Guidance and financial support from the College is provided to encourage student initiatives to publish magazines, newsletters, short-films etc. The IQAC is in charge of monitoring and designing these support mechanisms.

The following are the publications brought out by the students:

- ❖ College magazine is published every year under the leadership of the College Union.
- ❖ Annual news letter of the college titled 'Pavanatma news letter' highlighting the achievements of the college.
- ❖ Class bulletin boards.
- ❖ A manuscript magazine christened 'Charithrasmrithikal' is published by the students of Dept. of History.
- ❖ 'Pavanatma Times', a news letter from Dept. of Malayalam containing different articles of the students and college events is published every month.
- ❖ 'Histo-News', a news letter from Dept. of History containing different articles on History, Environment and Economics is published every month.

- ❖ Charts, Cartoons, Posters, Collages etc. on current issues are designed and published by the students.

## 7.9 Pavanatma Students' Union

The Students' union is the student government at Pavanatma. It is the most important student representative body to represent all student interests and bring about positive change to the student community. It helps create a vibrant community and improve the campus for everyone.

The students' union is elected by the student community on parliamentary basis. The Principal appoints a Returning Officer every year from the faculty after the election dates are announced. The Returning officer publishes the electoral roll (comprising of all students on roll) and issues the notices regarding the dates of nomination, withdrawal and election. The whole college machinery is involved in the election processes of filing of nominations, voting, sorting, counting of votes and the declaration of the results.

Two representatives, one male and another female, are elected from each class by secret ballot. These elected class representatives form the electoral college from which the executive body of the students' council is elected through secret ballot. The students' union comprises of the Chairman, the Vice-Chairman, the General Secretary, representatives to the university students' union, the Arts Club Secretary, the Magazine Editor, the Sports Secretary and two lady representatives (who are elected by and from among the lady representatives of all classes). The tenure of the office of the students' union is one academic year.

The students' union is the body in charge of organizing general programmes like the College Sports Day, Arts festival, cultural activities etc. The students' union publishes an annual college magazine. A separate fund is kept aside by the college to aid the students' union activities and the fund is raised from the subscriptions made by the students, contribution from the management, allocation from PTA fund etc.

## 7.10 Department Associations

The executive body of the department association is chosen from the students of each department consisting of an Association secretary and treasurer. All students of the department are active members of the association. The department association conducts various interdepartmental competitions. They also assist the students union in their activities.

## 7.11 National Service Scheme (NSS)

The college has two units of National Service Scheme. The office of the NSS consists of two student secretaries, student volunteers and two faculties acting as the program

officers. The NSS is committed to social work and community development.

## 7.12 National Cadet Corps (NCC)

The college NCC consists of a company (Company 5, 18 Kerala Battalion, Muvat-tupuzha).

## 7.13 Clubs

The college has also a group of clubs with student representatives and a faculty coordinator coordinating different extra-curricular activities. The following are the active clubs in the college:

- ❖ Quiz Club
- ❖ Music Club
- ❖ Dance Club
- ❖ BITS (Between IT and Students)
- ❖ Bhoomithra Club
- ❖ Nature cum Tourism Club
- ❖ Entrepreneurship Development (ED) Club
- ❖ Blood Donation Club
- ❖ Science Forum

## 7.14 Alumni Association

Pavanatma Alumni Association- PAA functions for maintaining an everlasting cordial relationship between the alumni and their Alma Mater. The student coordinator from each department keeps a track of their senior batches.

Every year the alumni meeting of PAA is conducted on 26th December. PAA institutes scholarships for meritorious students, contributes to infrastructure development by providing computers, printers, furniture etc. and plays an active role in campus recruitments. The coordinating faculty member keeps track of the activities of PAA and submits annual report to the IQAC.



# 8

## Initiatives for Environmental Protection, Equal Opportunities, Health and Safety

### 8.1 Disability Policy

**Pavanatma will make every effort to accept students with disabilities and make special arrangements where viable and appropriate. Details of a student's disability will be kept confidential by the College and circulated only to relevant staff.**

The aim of this policy is to embed a culture of inclusion for students with disabilities and to provide fair and equal treatment of all students regardless of any physical or mental disability.

#### 1 Procedure

A disabled student must disclose their disability at the application stage and provide specific details, including certified medical evidence of the disability. Pavanatma adopts the following measures to cater to the needs of its differently abled students.

1. 1% of seats are reserved for each of the three sections of Persons with Disabilities category
  - (a) Blind
  - (b) Deaf
  - (c) Orthopaedically Challenged
2. Provision is made for interchange of seats if candidates are not available in a particular category in a year.
3. A relaxation of 5% of marks in the qualifying examination from the prescribed minimum is allowed for students of this category.
4. EOC organizes special counseling and lectures for the students of this category.
5. Remedial coaching organized for slow learners is extended to this category of students also.

6. Ramps have been built in the campus for the use of students of this category.
7. During examinations, help of scribes is being provided to those having vision problem.
8. Library books are issued at their seats on demand.

## **8.2 Equal Opportunities Policy**

**Pavanatma recognizes and accepts that it has a legal and moral obligation for the prevention and elimination of discrimination in any form; the College are committed to developing a community, which ensures equality of opportunity for all.**

### **1 Equal Opportunity Cell**

The EOC functions with the aim to promote good relations among the staff and students and to create a learning environment within which all members of the community can realize their individual potential to the highest degree possible. Through its efforts, EOC ensures that all employees and students are treated equally irrespective of disability, religion, age or sex.

EOC conducts many workshops and orientation programmes on issues such as

- ❖ Gender equality
- ❖ Human Rights
- ❖ Positive discrimination of SC/ST, Physically challenged

## **8.3 Health & Safety Policy**

**Pavanatma is committed to improving the health and safety culture throughout the institution; The College will strive to improve the health and safety performance of the institution.**

### **1 Procedure**

The Principal is responsible for the planning, development and implementation of the Health and Safety policy and procedures. Based on the policy, he ensures that the following measures are taken:

- ❖ Issue health card to students to assess the overall physical fitness conditions of the students based on Body Mass Index and physical test (by Phy Edn Dept)
- ❖ Physical Health and Life skills Education to be made part of the curriculum as Open Course (course offered by the Phy Edn Dept)



- ❖ A first aid centre with cot and necessary first aid items maintained in the campus
- ❖ Services of a lady staff with necessary training in the application of first aid are available at all times for the staff and students
- ❖ Waiting room provided for girls has cubicles for dressing and makeup and cot for taking rest
- ❖ First Aid Boxes are kept in each department, hostel, and in the NSS and NCC offices
- ❖ MOU with Alphonsa Hospital Murickassery, which is only half a kilometer away from the campus for providing ambulance assistance on demand and to facilitate immediate treatment for sick
- ❖ Awareness programmes on health and hygiene are conducted annually (by Phy Edn Dept)
- ❖ Observation of days like Anti-drug Addiction Day etc.(by various clubs, NSS)
- ❖ Maintenance of Gymnasium for the use of students and faculty
- ❖ Conducting general training on the usage of fitness equipment in the gymnasium for all freshers annually
- ❖ Maintenance of sufficient number of water purifiers with hot and cold water facility

Smoking is not permitted in any part of the College buildings or on any part of the campus. All visitors and temporary members of staff are required to comply with the policy. Heads of Departments are responsible for the implementation and monitoring of this policy within their department.

All electrical equipment on the campus is checked at regular intervals by an external contracted electrician for repairing any possible electrical short circuits and leakages.

## **8.4 Environmental policy**

**The college is committed to protect and sustain ecological resources and their equilibrium within and outside the campus; the college will take all possible measures to infuse a genuine love for Nature and interest in protecting the Environment, as stated in the mission of the institution.**

### **1 Procedure**

Category	Activity	Responsibility	Report to	Reporting Frequency
Awareness programmes	Workshops, Seminars, Competitions	Nature club, Bhoomithra club, NSS, NCC, Students' Union	IQAC	Annually
	Observation of Days	Nature club, Bhoomithra club, NSS, NCC, Students' Union	IQAC	Annually
	Field trips, camps	Nature club, Tourism club	IQAC	Annually
	debates, symposia	Nature club, Union	IQAC	Annually
	Articles in Students' Magazine	Union	IQAC	Annually
	Nature camp	Nature club	IQAC	Annually
Academic Programmes	'Participatory Forest Management' (add-on programme)	Dept of History	CPIC	Annually
	'Environmental Chemistry' (open course)	Dept of Chemistry	CPIC	Annually
	'Energy and Environmental Studies' (open course)	Dept of Physics	CPIC	Annually
	Modules in Value education	CPIC		

# 9

## Student Disciplinary Policy, Complaints Policy & Procedures

### 9.1 Classroom Code of Conduct

Students at Pavanatma are required to adhere to the Classroom Code of Conduct and to refrain from all forms of unacceptable behavior during lectures.

The activities which are prohibited in class include and are not limited to:

1. Engaging in private conversation whilst the lecturer is addressing the class.
2. Using mobile phones and other electronic devices during class.
3. Using laptops for purposes that are not lecture-related.
4. Arriving late or leaving early without the prior permission of the lecturer.
5. Reading material, e.g., magazines, newspapers, novels etc., that are not lecture-related.
6. Working on personal activities or assignments that are not lecture-related.
7. Disrupting the class by interrupting the lecturer or other students.
8. Making a mess of the classroom. (Eating and drinking are allowed during lunch break as long as impact on others is minimized and students clean up their rubbish after themselves.)
9. Writing on blackboards without the permission of the faculty
10. Engaging in physical assault with classmates
11. Shouting slogans during lecture hours and intervals
12. Making disturbances in the classroom during the morning prayer/ national anthem by not standing still or by making noises.

Lecturers are likely to report a student to the class mentor/HOD/Principal for failing to comply with the Code of Conduct. Infringement of the Code may result in disciplinary action and the details added to the student's record.

## 9.2 Campus Code of Conduct

Students at Pavanatma are required to adhere to the Campus Code of Conduct and to refrain from all forms of unacceptable behavior in the campus.

The activities which are prohibited in campus include and are not limited to:

1. Engaging in smoking or consuming alcohol or narcotic materials
2. Arriving at the campus after consuming alcohol or narcotic materials
3. Using laptops for purposes that are not course-related.
4. Bringing automobiles to places not allotted for student parking.
5. Bringing automobiles after the commencement of the class
6. Taking automobiles before the classes are over.
7. Bringing to the campus any item/material not permitted by the institution.
8. Making disturbances in any way by interrupting the faculty, visitors or other students.
9. Dumping waste materials in places not allotted for the purpose
10. Writing on walls and roads in the campus
11. Engaging in physical assault within the campus
12. Shouting slogans and organizing marches without prior permission
13. Making disturbances in the campus during the morning prayer/ national anthem by not standing still or by making noises.

Staff/Students are likely to report a student to the class mentor/HOD/Principal for failing to comply with the Code of Conduct. Infringement of the Code may result in disciplinary action and the details added to the student's record.

## 9.3 Disciplinary Committee

The Academic Council has the responsibility of enforcing the disciplinary policies and procedures of the institution. On incidents of grave breaches of disciplinary policies from the part of a student it may appoint an inquiry committee from among the faculty members to submit a report on the incident with recommendations on the action to be taken. After deliberations in the academic council, the disciplinary action is taken.

## 9.4 Student Disciplinary Policy

The College operates a penalty points system. Most disciplinary offenses will result in a student being awarded 3 points (although very serious offenses carry more points) on his/her student record. Points will normally remain 'live' for a period of 1 year before becoming 'spent'. In the event that a student accrues 12 'live' points under the totting-up system, s/he will be at the risk of being suspended or expelled from the College after a preliminary hearing by the Disciplinary Committee appointed by the Academic Council.

Disciplinary offenses include but not limited to:

- ❖ Failure to comply with the 'Classroom Code of Conduct'
- ❖ Failure to comply with the 'Campus Code of Conduct'
- ❖ Failure to attend a minimum of 75% of lectures, without good reason.
- ❖ Persistent lateness and partial attendance of lectures.
- ❖ Failure to do assignments, coursework or to sit class tests/internal exams and University exams.
- ❖ Failure to return (on time) after the holidays, without good reason.
- ❖ Engage in strikes without giving proper notices and gaining permission
- ❖ Breaches of examination regulations

Penalty points up to a total of 3 are normally decided at a Disciplinary Meeting between the student and the Class Mentor. As a result of a disciplinary offense, either picked up or reported to the Academic Council or Class Mentor, a student may be asked to attend a Disciplinary Meeting with the Class Mentor to discuss the problem. Failure to attend the meeting without good reason would result in the automatic addition of 3 penalty points to the students record. Another meeting will be arranged and so on.

As a result of a disciplinary offense amounting likely to more than 3 penalty points, either picked up or reported to the Academic Council or Class Mentor, a student may be asked to attend a Disciplinary Meeting with an inquiry committee appointed by the Academic Council to discuss the problem. Failure to attend the meeting without good reason would result in the automatic addition of 3 penalty points to the students record. Another meeting will be arranged and so on.

The Disciplinary Meeting is a good opportunity to raise any problems that a student may be facing, and to ask for help and guidance from the Class Mentor or Counseling Cell. This may even result in the offense being set aside, or downgraded to a warning (a Caution) without the need for penalty points.

The repeated award of penalty points puts a student at risk of serious disciplinary action. Under the totting-up system, a student with 6 penalty points who goes on to

commit another offense that is likely to take them up to 9 points, would be required to attend a Disciplinary Meeting with the Principal. This is because, having reached 9 points, the student would only have to commit one more offense in order to reach 12 points, and face the prospect of expulsion from the College. In view of this, it is likely that the College will inform the students parents/guardian of the situation, which might call for the disclosure of details of the students disciplinary record to the parents/guardian.

12 points will mean a meeting of the student with the Academic Council with the Principal at the Chair. In the event that a decision is taken to suspend or expel a student this will be with immediate effect and the same is intimated to the parents/guardian.

Table outlining the likely award and accumulation of penalty points:

Offense	First Time	Second Time	Third Time	Fourth Time	Interrogation by
Non-compliance of Classroom code of conduct	3	6	9	12	Class Mentor
Engaging in smoking or consuming alcohol or narcotic materials	12				Disciplinary Committee
Arriving at the campus after consuming alcohol or narcotic materials	12				Disciplinary Committee
Engaging in physical assault within the campus	12				Disciplinary Committee
Shouting slogans and organizing marches without prior permission	12				Disciplinary Committee
Engaging in strikes without giving proper notices and gaining permission	12				Disciplinary Committee
Non-compliance of other stipulations in Campus code of conduct	3	6	9	12	Class Mentor
Failure to attend a minimum of 75% of lectures, without good reason	3	6	9	12	Class Mentor

Persistent lateness and partial attendance of lectures	3	6	9	12	Class Mentor
Failure to do assignments, coursework or to sit exams	3	6	9	12	Class Mentor
Failure to return (on time) after the holidays	3	6	9	12	Class Mentor
Breaches of exam regulations	3	6	9	12	Class Mentor

## 9.5 Appeal Against Suspension or Expulsion

An appeal must be made in writing, will be considered by the Principal. A decision will normally be communicated to the student within 14 days of the submission of the appeal.

## 9.6 Complaints Policy and Procedures

This section describes the policies of Pavanatma related to non-academic grievances and complaints. Academic related grievances and their redressal mechanisms are outlined in section 6.12.

### 1 Statement of the Policy

Pavanatma is committed to allow students and other stakeholders to raise issues that concern them with the College authorities, and for their satisfactory resolution. All complaints will be dealt with promptly and efficiently in a positive and constructive manner. If a complaint is upheld the College shall provide a reasonable and appropriate response; if a complaint is not upheld, the reasons for this will be given. The College will respect the need for a high degree of confidentiality, whilst at the same time ensuring anyone who has a complaint against them is informed of this. The time limits set out in the procedures will normally be followed, but if there any delays the complainant will be kept informed of the progress.

### 2 Procedure

1. The College considers any written communication that expresses dissatisfaction with the College as a complaint.

2. If a group of students wish to complain they should identify an individual who will act as spokesperson for the group. This may or may not be the Class Representative.
3. The College will not necessarily act upon anonymous complaints.
4. Records of all complaints made to the college level grievance redressal cell and all formal hearings on them shall be kept by the Vice Principal for at least five years after the student has left the College.

### **3 (Non-Academic) Grievances Redressal Cell**

The complaints of the students regarding the general functioning of the departments and other facilities such as library, the complaints regarding the misbehavior of any person connected with or not connected with the college etc. are to be brought to the notice of the class mentor. If the mentor is not able to solve or stop the cause of the complaint, the mentor must bring it to the notice of the HOD. Similarly, if the student is not satisfied with the decision of the mentor, he/she is free to raise the matter before the HOD. The HOD refers the complaint to the department level grievance redressal cell(non-academic matters), which consists of the HOD, the class mentor and one senior faculty of the department.

If the student is not satisfied with the decision, or if the department level grievance redressal cell is not in a position to find a solution, it is brought before the college level grievance redressal cell consisting of the Principal, the Vice Principal, the HOD (in the case of grievances of students only) and three members of the faculty with at least one female faculty member. The decision of the college level redressal cell shall be final.

Complaints can also be put in the boxes kept at several locations in the campus. Such complaints will be directly considered by the college level grievances redressal cell.

### **4 Issues Pertaining to Sexual Harassment**

The college has created a committee against sexual harassment consisting of members of the faculty, non-teaching staff and students' representatives to address issues related to gender discrimination, eve-teasing, molestation, indecent behavior, ogling etc in the campus. The committee ensures that the campus is free of sexual harassment. The coordinator of the Women's cell is the Convener of the committee. The objectives of the committee are

1. Prevent sexual harassment against women, by promoting the sense of gender equality among students and staff.
2. Deal with cases of sexual harassment against women ensuring support services to the victim and measures for the immediate termination of the act of harassment.



3. Recommend appropriate punitive action against the accused to the Staff council.

## 5 Anti-Ragging Committee

Pavanatma has enacted the UGC regulations on curbing the menace of ragging in higher educational institutions, 2009 and has constituted an anti-ragging committee as envisaged in that regulation with the following members.

1. Principal- Chairperson
2. Vice Principal- Nodal Officer
3. Member of the Managing Board
4. Member of the faculty
5. Member of the administrative staff
6. Vice President of PTA
7. Station House Officer
8. Village Officer
9. Youth Representative
10. Media Representative
11. Representative of senior students
12. Representative of freshers
13. Hostel warden

The objective of the committee is to root out ragging in all its forms from the campus by preventing its occurrence by following the provisions of the regulations and punish those who indulge in ragging as provided for in the regulations and the appropriate law in force. With this intention, ragging has been totally banned in the entire institution and all its premises. The committee takes the following measure to prevent ragging;

1. The college website, the Prospectus, and the college Directory incorporate the Kerala Ragging Prohibition Act 1998, so that the students, and their parents are sensitized in respect of the prohibition and the consequences of ragging.
2. Obtain from the candidate and the parent at the time of admission a filled and signed affidavit as stipulated in the regulations.
3. Obtain from the candidate seeking admission in a hostel another filled and signed affidavit as stipulated in the regulations.

4. Display big posters in all notice boards of the college and hostels and other prominent places in the campus.
5. During all orientation programmes instructions are given to the students regarding the rules preventing the act of ragging.
6. Instructions are given to student mentors to report any incidents of ragging that come to their notice.
7. Students on admission are given a list detailing when and to whom he/she has to turn for help (Class mentor, student mentor, Principal, warden, members of the anti-ragging committee etc.).
8. Freshers day is organized as a sensitization programme to freshers and seniors.
9. At the PTA meetings towards the end of the academic year, parents are informed of the law regarding ragging and are requested to impress upon their wards to desist from indulging in ragging.
10. An anti-ragging squad is created, which has vigil, oversight and patrolling duties.
11. Arrange Counseling and orientation sessions to the freshers and seniors to sensitize them against ragging.
12. Conduct anonymous random surveys across first year classes to ascertain that the campus is indeed free of ragging.
13. On receiving a complaint on the occurrence of ragging, hand over the complaint to the police, and initiate college's own action against those indulged in ragging.

# 10

## Human Resources Management

### 10.1 Statement of Human Resources Management Policy

Pavanatma will ensure that its procedures for recruitment and selection of staff lead to the employment of suitably qualified and skilled individuals.

### 10.2 Statement of Professional Development Policy & Appraisal Policy

Pavanatma believes that the strength of the college depends on an intellectually vigorous faculty constantly updating its skills and expertise to maintain excellence in teaching-learning, research, and service to the community. The college will support faculty development initiatives in order to assist faculty members to meet those goals. The college recognizes that faculty development is the joint responsibility of the faculty member and the college.

### 10.3 Recruitment and Selection

The effective recruitment and selection of staff is critical to the Colleges ability to achieve its stated mission. The recruitment and selection procedures of Pavanatma is to ensure that the college identifies and appoints staff who have the necessary level of competence to effectively teach on or provide support to its programmes of study.

#### 1 Teaching Staff

The Administrative council holds the responsibility to recruit competent and suitable faculty for all programmes of study of the college. The administrative council adheres to the statutes of the university and the orders issued by the government from time to time in forming selection committees for faculty recruitment.

The following steps are followed in the appointment of the permanent faculty to government-aided programmes:

1. The vacancies are announced in the college website and in national and regional newspapers.
2. The received applications are scrutinized and those who satisfy the norms are called for a personal interview
3. The interview board for recruitment comprises of
  - (a) the government nominee
  - (b) university representative
  - (c) management representative
  - (d) subject expert
  - (e) the Principal
4. A rank list is prepared as per the University/Government guidelines taking the marks in the interview, the marks in the qualifying examination, and weightages like additional qualifications and teaching experience into consideration.
5. The rank list is published on the college website and the selected candidates are informed personally.

The following steps are followed in the appointment of the temporary faculty to government-aided programmes and self-financed programmes:

1. The vacancies are announced in the college website and in national and regional newspapers.
2. The received applications are scrutinized and those who satisfy the norms are called for a personal interview
3. The interview board for recruitment comprises of
  - (a) management representative
  - (b) subject expert
  - (c) the Principal
4. A rank list is prepared as per the University/Government guidelines taking the marks in the interview, the marks in the qualifying examination, and weightages like additional qualifications and teaching experience into consideration.
5. The rank list is published on the college website and the selected candidates are informed personally.

The college takes the following steps to attract qualified faculty for changing requirements of the curriculum:

1. Weightage is given for teaching experience while preparing rank lists.
2. NET/Ph.D. is the basic qualification for appointment.
3. For NET qualified applicants, additional weightage is given if they have Ph.D./M.Phil.
4. Weightage is given for publications in peer reviewed journals.
5. Weightage for excellent academic achievements/records and ranks.

Pavanatma adopts several measures to retain its competent faculty to meet the challenges of changing academic scenario across the world. A few are listed below.

1. Salary as per UGC scheme is provided to faculty in aided streams and in tune with the HR policy of the management in self-financed streams.
2. Limited boarding and lodging facility for residential faculty.
3. Welfare schemes such as PF, group insurance etc. as per government norms are provided to the faculty.
4. Institutional support to attend/organize international/national conferences and workshops is extended to the faculty.

## 2 Administrative/ Technical Staff

The Administrative council holds the responsibility to recruit competent and suitable Administrative/Technical Staff for the college. The administrative council adheres to the statutes of the university and the orders issued by the government from time to time in forming selection committees for the recruitment.

The following steps are followed in the appointment of Administrative/Technical Staff:

1. The vacancies are announced in the college website and in national and regional newspapers.
2. The received applications are scrutinized and those who satisfy the norms are called for a personal interview
3. The interview board for recruitment comprises of
  - (a) management representative
  - (b) Government representative
  - (c) the Principal
4. A rank list is prepared as per the University/Government guidelines.
5. The rank list is published on the college website and the selected candidates are informed personally.

## 10.4 Strategies to Enhance the Teacher Quality

1. Nominating faculty to staff development programmes such as
  - ❖ Refresher courses
  - ❖ HRD programmes
  - ❖ Orientation programmes
  - ❖ Staff training conducted by the university
  - ❖ Staff training conducted by other institutions
  - ❖ Summer / winter schools, workshops, etc.
2. Organizing Regular Faculty training programmes in the college such as
  - ❖ Teaching learning methods/approaches
  - ❖ Handling new curriculum
  - ❖ Content/knowledge management
  - ❖ Selection, development and use of enrichment materials
  - ❖ Assessment
  - ❖ Audio Visual Aids/multimedia
  - ❖ Teaching learning material development, selection and use

## 10.5 Faculty Development Committee (FDC)

A college-level Faculty Development Committee (FDC) functions from the year 2013-14. The purpose of the FDC is to make recommendations to the IQAC concerning the development and implementation of policies and procedures for ongoing faculty development. The FDC is concerned with ongoing attention to providing activities and opportunities for enhancing the faculty's abilities in teaching, research, and service to the community.

The specific duties of the committee are:

1. to coordinate with the IQAC for the solicitation of external funding for faculty development, research, and scholarly activities
2. to assist the IQAC in planning and implementing faculty development activities including workshops and seminars
3. to submit an annual report on the number of internal and external faculty development programmes attended by each faculty and recommendations to the IQAC.

The IQAC and FDC jointly conduct the following faculty development programmes in the campus in addition to the mandatory orientation programmes and refresher courses stipulated by the UGC/government norms.

1. Teaching skill development programmes ICT Training, accessing e-resources, communication skills, Designing teaching plans based on clear goals and learning objectives, Assessment process to capture the results
2. Academic Leadership workshop Participants create plans for their careers at Pavanatma
3. Training on student Mentoring Participants are given basic training in student mentoring
4. The administrative staff are given training on basic computer knowledge, office packages, and the office automation software 'Colsoft'.

## 10.6 Performance Appraisal System

### 1 Teacher Performance Record TPR

The submission of Teacher Performance Record TPR by each teacher is a system of self-appraisal devised by IQAC. The format of TPR was developed in accordance with the UGC guidelines for maintenance of standards in higher education 2010. The teachers are required to fill up the columns in the TPR each day showing the details of the work done on that day and get the entries verified by the HoD. The TPR has provisions to show

1. Teaching-learning, evaluation related entries
  - (a) Classroom teaching, practical, assignment, project work
  - (b) Field work and guidance of students, FA related works, SA related works
  - (c) Invigilation, question paper setting, evaluation/ assessment of answer scripts
2. Extension, co-curricular related entries
  - (a) co-curricular, extension and field based activities
  - (b) participation in academic and administrative committees and responsibilities
  - (c) participation in seminars, conferences, short term training courses
  - (d) talks, lectures, membership of association, dissemination and general articles
3. Research & academic contributions

- (a) Research Papers published in Refereed/non-Refereed Journals
  - (b) Work on ongoing sponsored major/minor projects, Consultancy offered
4. Training programmes, refresher courses
- (a) Workshops, Training, Teaching-Learning Evaluation Technology Programmes
  - (b) Soft skills development Programmes, Faculty Development Programmes

The faculty submit the filled up TPR before the HoD, who after verification submits it to the IQAC each month. Objectivity is brought to the self-appraisal system by assigning appropriate weightages/scores to different aspects assessed in the appraisal. At the end of the semester, the grades and weightages are added to obtain a final grade, which is a clear indication of the effectiveness of the performance of the faculty. The score given to each activity is identical to that suggested by the UGC regulations 2010, but without the ceiling of maximum score suggested in the regulations.

The IQAC collects the filled up TPR, calculates the score of each teacher and finds out the average score of the institution. The faculty with scores less than the average score of the institution is intimated that their performances fall below the average performance of the institution.

## 2 Feedback from Students on Teacher Quality

The following additional methods are also adopted to closely monitor the performance of staff.

1. IQAC collects half yearly reports from the faculty regarding the teaching methodology, innovative practices, and continuous student evaluation methods.
2. Class Mentors regularly collect feedback from students regarding the quality of teaching, and submit it to the IQAC.
3. The IQAC collects student feedback on the quality of teaching at the end of the academic year by means of a questionnaire. The questionnaire collects the opinion of the students about all the faculty and resources (such as Library) engaged in the curriculum implementation process.

## 10.7 Welfare Schemes for Staff

The faculty in aided programmes are paid at the rates fixed by the UGC pay scale. Their other service conditions and privileges are at par with the state government employees. The faculty in un-aided programmes are paid at the rates fixed by the management. The administrative staff are paid at the rates fixed by State Government Scales and their service conditions are also at par with other state government



employees of equal ranks. For the self-financing staff, the management has made provisions for subsidized accommodation, fitness facilities, festival allowance, and staff tours.

The following table shows various welfare schemes of the institution:

- ❖ Provident Fund
- ❖ Festival Allowance
- ❖ Group Insurance
- ❖ State Life Insurance
- ❖ Commuted Leave
- ❖ Leave surrender facility
- ❖ Maternity leave
- ❖ Paternity leave
- ❖ Accommodation at concessional rates
- ❖ FIP leave
- ❖ Allowances for attending workshops and seminars
- ❖ Membership in Aided Teachers' Co-operative Society



# 11

## Research, Collaboration, and Publishing

### 11.1 Research Policy

Quality Improvement processes for research at Pavanatma are designed to:

- ❖ Transform the institution from merely being a center of knowledge transfer to a center of knowledge creation.
- ❖ Provide a framework for continuous improvement by setting high standards and targets for students and faculty, and measuring performance against these standards and targets, including the use of internal and external benchmarks wherever possible.
- ❖ Continuously update institutional strategies for upgrading and creating infrastructural facilities in the new and emerging areas of research.

#### 1 Statement of Research Policy

**In fulfilling its core commitment and obligation of service to society, Pavanatma will seek continuous quality improvement in the practice and culture of research in the college and develop procedures to monitor it.**

#### 2 Procedure

The key processes which support Quality Improvement are:

Monitoring the College's performance through the attainment of Key Performance Indicators KPIs	no. of patents, no. of publications in peer reviewed journals, no. of awards, no. of books published, no. of seminars attended, no. of sessions chaired in national/international conferences, no. of PhD., no. of mRP and MRP undertaken etc.
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Managing underperformance process	Refresher courses, research methodology seminars
Providing Continuous Professional Development, and support	Faculty Development Programme, Orientation Programme, Seminars, awards and grants

### 3 Research Committee

The Research committee of Pavanatma is in charge of implementing all the processes involved in the quality improvement strategy for research. It monitors and gives direction to the research activities of the institution. It looks into the research projects undertaken by the faculty in various disciplines and the projects done by the students as per the requirements of their programme. The research committee is chaired by the Principal, with the IQAC coordinator and the heads of the departments as members. One senior faculty member possessing Ph.D. degree nominated by the Staff Council acts as the Coordinator of the committee.

The Research Committee has taken the following steps for the smooth implementation of the research projects.

1. Investigators have complete freedom in utilizing the grant obtained for the project to buy books, equipment, meeting travel expenses, contingencies etc.
2. When the grants are delayed, the college advances any amount required by the investigator for the continuation of the project.
3. Additional financial burden in excess of the grant, if any, is met by the college.
4. The administrative office extends support to the investigator in preparing duly audited utilization certificates, statements, and reports and submission of the same to the funding agency
5. The college ensures that all the necessary infrastructure requirements such as the availability of e-journals, library resources, high-speed web connectivity, seminar halls , laboratory, unrestricted use of computational facilities, occasional release of support staff for the help of researchers etc. are available to the investigators.
6. Special consideration and relaxation is given to researchers from undertaking duties of co-curricular, extra-curricular and administrative activities of the college.
7. Duty leaves, travel grant allowance etc. are given to the faculty for attending seminars and workshops and for field visits as part of the research.
8. Library & Laboratory hours have been extended from its mandatory schedule to facilitate the research activity of students and faculty.

#### 4 Developing scientific temper, research culture and aptitude among students

- ❖ Project work has been made an integral part of the curriculum to help develop inquisitiveness in the students and to acquaint them with research methodology.
- ❖ Project Guide: A faculty member of the department is assigned to supervise the research projects of students. Personal mentoring and guidance are extended to the student by the supervising guide throughout the research process.
- ❖ The dissertation of the project work is evaluated by an expert group and make remarks on the quality of work. The preparation of dissertation makes them able to compile and analyze the result systematically and relish the art of article publication.
- ❖ Science forum activities such as quiz competitions, debates, observance of Science Day, International year of Chemistry, World Environment Day etc. are intended to create scientific temper and aptitude.
- ❖ Seminars and workshops: All departments of Pavanatma organize seminars and workshops regularly on topics of fore-front areas of their disciplines.
- ❖ Research methodology has been made a compulsory course in all UG and PG programmes of the institution with an intention to instill research aptitude in students

### 11.2 Collaboration Policy

The purpose of this policy is to establish guidelines for interactions with research institutes, educational institutions, industry, NGOs, and external funding agencies for the staff and students of the college. Interactions with these agencies occur in a variety of contexts; seeking or extending supervisory guidance for student projects, seeking collaboration in executing the ISR activities of the institution, seeking placement for students in industry, seeking financial support for research projects and scholarly publications, extending consultancy services etc. Many aspects of these interactions are positive and important for promoting the educational, research and social missions of the College. However, these interactions must be ethical and cannot create conflicts with the stated mission and objectives of the college or endanger the reputation of either the College or its personnel.

#### 1 Statement of Policy

**Pavanatma will strive to establish linkages and collaborations with research institutes, educational institutions, industry, NGOs, and other**

external agencies without creating conflicts with its vision, mission, objectives and core values. The college will enforce proper monitoring mechanism to ensure that such conflicts do not arise in all such collaborations.

## 2 Procedure

The cell/department/club/faculty interested in collaborating with external agencies must submit a detailed proposal indicating the nature and need of collaboration, name of the external agency, benefits of the collaboration, duration of the collaboration, financial benefits or expenses, persons responsible to represent the college and the agency etc. to the research committee of the college. The Research committee, after assessing the need and viability of the collaboration, is responsible for ascertaining that the collaboration is not in conflict with the stated policy of the college before granting permission for the proposal and recommending to the staff council for signing MOU/agreement with the research institute/agency.

### 11.3 Consultancy Policy

As Pavanatma is situated in a tribal region where industries are non-existent, the college mainly links with NGOs working for the development of the region, self-help groups and civic bodies for extending its expertise in different areas. The expertise of the faculty are extended to different mercantile organizations and Government departments like Krishibhavan etc. 'Outreach' is a cell working in the college with the intention to help different departments and forums identify various agencies and the possible areas of collaboration with them.

#### 1 Statement of Policy

**Pavanatama is committed to facilitate knowledge and technology transfer to the community through which the college can contribute to social transformation envisaged in the mission statement of the institution. The college will enforce proper monitoring mechanism to ensure that conflicts of interest do not arise in the consultancy services of the college.**

#### 2 Procedure

The cell/department/club/faculty interested in offering consultancy must submit a detailed proposal indicating the nature of consultancy, name of the external agency receiving consultancy, benefits of the collaboration, duration of the service, financial benefits etc. to the 'outreach' cell of the college. The outreach cell is responsible for ascertaining that the proposal is not in conflict with the stated policy of the college before granting permission for the proposal. To encourage the faculty and departments to develop expertise in consultancy, the faculty are free to retain 100% of the revenues generated from consultancy services. Taking the socio-economic

situation of the region into consideration, faculty are given permission to extend free consultancy to NGOs, SHGs, educational institutions, co-operative societies etc. Faculty is allowed to access all the institutional resources for extending consultancy. Concessions in the work load (such as exempting from examination supervision duties) without sacrificing the routine functioning of the college is extended to the faculty engaged in consultancy.

## 11.4 Publishing Policy

**Pavanatma is committed to establish and maintain effective communication within the College and between all stakeholder groups; it will provide students with timely, relevant and accurate information relating to all aspects of its programmes; the College will publish objective and impartial information (relating to student profile, programmes, qualifications, assessment and quality assurance procedures) for the general public on its website.**

### 1 Communication with Teaching Staff

- ❖ Attending the General Faculty Meeting (conducted atleast once in two months) is mandatory for all lecturers. These meetings are designed to maximize peer interaction, relationship-building and idea-sharing. They also ensure that information is presented simultaneously and in a uniform fashion to all teaching staff.
- ❖ All programme-specific information are available in print and soft copy in advance of the academic year, which includes timetables, academic calendar, assessment schedule, marking guidelines, TPR, college directory and student handbook. This ensures consistency and clarity of information across all departments and lecturers.
- ❖ A high level of personal contact (in person, by telephone or through email) is maintained by the Principal, Vice Principal, Bursar, HoDs, the IQAC Coordinator, FDC Coordinator and CPIC Coordinator with all teaching staff.
- ❖ Information on the refresher/orientation courses organized by ASCs and universities are communicated to the faculty by FDC through e-mail alerts.

### 2 Communication with Students

Pavanatma recognizes the importance of facilitating efficient and effective communications with students in all programmes to ensure that they have an inclusive and responsive learning experience within the College. Ensuring a Class Representative, who fully appreciates the role and its responsibilities, is elected early in the academic year is an important element of good communications. Lecturers, especially Class

Mentors, play an important role in liaising between the College and student body. Students are encouraged to contact the relevant Class Mentor and Student Mentor to raise any queries or concerns, and are assured of a prompt response at all times.

The following elements form part of the communication procedures for students:

- ❖ A general student induction takes place at the start of each academic year; the Patron and Manager of the college address the freshers at the beginning of the induction programme
- ❖ All regulations, support services, programme details and amenities are detailed to the freshers during the induction programme.
- ❖ All programme-specific information are available in print and in the college portal in advance of the academic year, which includes timetables, academic calendar, assessment schedule, marking guidelines, college directory and student handbook. This ensures consistency and clarity of information across the student community.
- ❖ On an ongoing basis, the Class Mentors are primarily responsible for day-to-day communication with the general student body and are tasked to ensure that all communications are issued to all students, selecting appropriate methods.
- ❖ All students are alerted about new arrivals, journals, new facilities introduced etc. through e-mails.
- ❖ The Students' Union Representatives in each class personally intimate the students about the activities of the Union.
- ❖ Departmental Associations form an effective forum for communicating with the students of all departments.

### 3 Communication with other Stakeholders

The College employs a number of different media for communicating information related to College to the stakeholders such as alumni, parents, general public, civic bodies and government.

- ❖ College website
- ❖ College Prospectus
- ❖ College Newsletter
- ❖ PTA meetings
- ❖ Alumni meetings



- ❖ Personal Interaction of the Principal and Manager with representatives of the civic bodies, government.
- ❖ Pavanatma Quality Manual
- ❖ Annual Quality Assurance Reports

#### **4 Sharing Student Information to External Agencies for Job Recruitment**

The College shares student data (Name, Address, Phone number, e-mail ID, Marks, Year of Passing, Grade, and Subject) with external recruiting agencies and companies only after getting written consent from each student. An affidavit to the extent that such data will not be revealed to any third party is also obtained from the agency before sharing the data.



# 12

## Outreach Activities

Located in a remote place engulfed from all sides by forests of Idukki, Pavanatma college has vowed to be always responsive to the needs of the society and will foster in the students and faculty a sense of concern for the less privileged fellow beings. Pavanatma realizes that the growth of the institution entirely depends on the well-being of the community around, and undertakes various community-oriented programmes. As the students of Pavanatma are an integral part of all these extension programmes, this contributes to good citizenship, service orientation and holistic development of students. The college has created a cell 'Outreach' for coordinating and guiding all the extension activities of different clubs, forums and departments. The coordinator plans, organizes and monitors the effectiveness of the extension programmes of Pavanatma.

Outreach activities of the college include the voluntary outreach to communities by faculty, administrative staff, alumni or students in response to the social, economic and political needs of the society. This is a one-way initiative from the college, its students and alumni to the society. Community engagement and outreach operates within the stated mission of Pavanatma, namely: "Assist the individual in fostering spiritual and humane values to become a blessing to the society and to the nation at large". This mission encapsulates the colleges desire as a higher education institution to connect with society.

### **12.1 Objectives and Expected Outcomes of the Extension Activities**

The objectives of and the expected outcomes of the extension activities of Pavanatma are listed below.

#### **1 Objectives**

1. Disseminate the core values upheld by Pavanatma to the student community, faculty, and to the broader community.
2. Relate knowledge to people's aspirations and to local needs.

3. Promote quality of rural life
4. Promote stronger collaborations and partnerships between the college and stakeholders that can make use to attain the mission and vision of Pavanatma.
5. Sensitize the students to be genuine and empathetic regarding the social issues and be committed to the society.

## 2 Expected Outcomes

- ❖ Improved community and stakeholder awareness of the core values of Pavanatma.
- ❖ Application of Pavanatma's expertise resulting in improved local economic situation.
- ❖ Overall improvement in the life quality of local people.
- ❖ Increased linkage between local organizations to work together for the development of the region
- ❖ A student community that is sensitive to the social issues and pioneers in social transformation.

Framing an assessment system of these learning outcomes is in the initial stages. Outreach has taken up the task to formulate evaluation system for assessing the learning outcomes of its extension activities.

## 12.2 Outreach Policy

**Pavanatma recognizes that community engagement is a core function of the college, together with teaching and learning and that community engagement must promote the social, environmental, economic and cultural development of the society. The college will enforce proper monitoring mechanism to ensure that the outreach activities of the institution are in accordance with its mission and objectives.**

## 12.3 Students Involvement in Outreach Activities

- ❖ Class mentors monitor record the involvement of the student ISR activities. It is also taken into consideration while assessing the achievement of graduate attributes.
- ❖ Each club/forum conducting a program has to submit a report to the 'Outreach', including the details of the activity undertaken, beneficiaries, and the number of students attended the programme.

- ❖ The NSS units of the college keep the registers and documents of all the activities undertaken, student attendance, accounts etc. It is mandatory that all volunteers complete a stipulated number of hours for community service.

## 12.4 Planning and Implementation of Extension Programmes

### 1 Planning

The figure shows the steps involved in the planning of extension activities of Pavanatma.

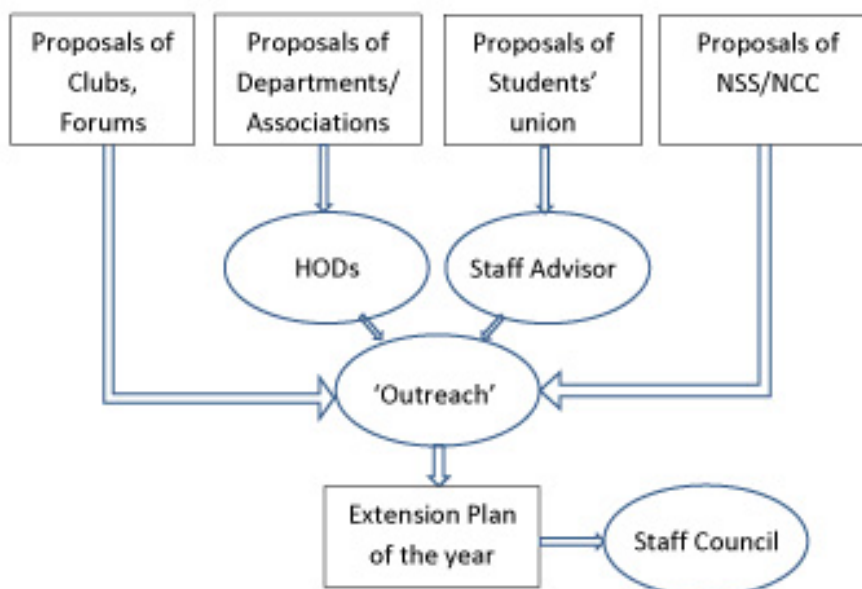


Figure 12.1: Planning and implementation of extension programmes

1. The 'Outreach' prepares its plan of action at the beginning of the academic year.
2. Individual plans or ideas of faculty members, students, departments, department associations, clubs, forums, cells, classes and other stakeholders are collected and assessed by the Outreach to make the draft extension plan of the college, along with the estimated expenditure.
3. The draft extension plan of the college and the estimate is submitted before the staff council for its approval.
4. On getting the approval of the staff council, it becomes the extension plan of the college for that academic year.

## 2 Implementation

- ❖ After the extension plan of the college for the academic year is finalized, general staff meeting is held to give awareness on the plan.
- ❖ The implementation of the plan is coordinated by the outreach with the collaboration of the unit which originally proposed it.
- ❖ Initiatives such as ‘Home for homeless’, ‘Help’, etc. are handed over to NSS units
- ❖ Other activities designed by outreach alone are handed over to appropriate cells/forum/faculty capable and interested of of undertaking it.

### 12.5 Review

- ❖ The units implementing the activity have to submit monthly reports on the progress of the activity.
- ❖ The report includes details such as the action taken, number of students, faculty and staff participated, expenses incurred, number of beneficiaries etc.
- ❖ On completion of the activity (or at the end of the academic year, for activities extending to more than one academic year) the unit has to submit the report showing all details of the project.
- ❖ Outreach compiles all the reports and submit it to the staff council at the end of the academic year for their assessment.

### 12.6 Impact of Extension Activities on Student Development

- ❖ The programmes of the outreach are intended not only for the upliftment of the community around, but also to sensitize the students to be genuine and empathetic regarding the social issues and be committed to the society and to the nation at large, as envisaged in the mission statement of the Pavanatma. Pavanatma thinks that its graduate attributes are achieved only by the successful implementation of its ISR activities.
- ❖ Outreach presently have no formal feedback mechanism to assess the impact of the extension activities on student development, apart from the personal judgment of the class mentors, the coordinators of various cells and forums, and the informal feedback obtained from PTA, local population, people’s representatives in local bodies, and the recruitment team of companies that conduct job recruitment in the campus. The class mentor report at the end of the

semester contains comments on student's performance in achieving the graduate attributes, and serves as an indicator of the success of ISR activities. Another indicator is the calm, friendly, and serene atmosphere prevailing in the campus for quite a long time with no student strikes, protests, uprisings, reports of sexual harassment, incidents of ragging, reported grievances apart from that of internal marks etc. The occasional collections taken in the campus for charity produce overwhelming results, indicating the empathetic outlook of the students to less privileged fellow beings.

- ❖ IQAC of Pavanatma is in the process of developing the system of feedback on the graduate attributes, which is expected to reflect directly the success of the ISR activities.

## 12.7 Promotion of Participation of Students and Faculty in Extension Activities

### 1 Participation of Students

- ❖ All students are encouraged to participate in the activities of at least one club, forum, association, NSS, NCC etc., during the orientation programme held at the beginning of the academic programme. The modus operandi of all the clubs, NSS, NCC, and students' union are elaborated to give a clear idea to the freshers regarding their functioning. The class mentors later clarify the doubts in the classroom and personally ensure that all the students of the class do join at least one organization or club.
- ❖ The students participating in the activities of NCC and NSS are given grace marks in the university examinations.
- ❖ Student achievements in the ISR activities are recognized by giving certificates of merit such as the best camper (NSS), best cadet (NCC), best campaigner (clubs/forums) etc. They are felicitated in public meetings and their names are put on the college website and display boards.
- ❖ Special leave and financial support are granted to students participating in state and national level camps.

### 2 Participation of Faculty

- ❖ The responsibility to undertake various extension activities are given to the faculty during the general faculty meeting of Pavanatma. The faculty take up these responsibilities based on their interest and ability. This ensures participation of faculty in the extension initiatives.
- ❖ Allowances are given to NSS and NCC programme officers.

- ❖ Exemption from undertaking other duties such as examination invigilation is extended to the faculty.
- ❖ Undertaking extension activities are given weightages in career advancements/promotions of the faculty.

## 12.8 Measures to Ensure the Involvement of the Community in Outreach Activities

Outreach has a formal mechanism to link with local community in its extension activities. They are given below.

- ❖ Member of the district panchayath and a representative from the local community are included in the advisory board of 'Outreach'. Their suggestions are taken into account while identifying local issues and framing activities to address them.
- ❖ The president and the local member of the Vathikkudy Village Panchayath and the Village Officer have been included in the advisory board of the NSS. They help identify the needs of the local community requiring intervention of the college.
- ❖ The steering committee of the NSS 10-day camps organized at different locations of the region includes representatives of the local bodies there, members of the local community. Most often, the villagers work along with the students in building roads, cleaning market places etc., that are undertaken as part of the 10-day camp.
- ❖ Association with the local panchayath in undertaking initiatives such as anti-plastic campaigns, health awareness programmes etc.
- ❖ Association with SHGs, Kudumbasree units etc. in successfully undertaking initiatives of public interest.
- ❖ Association with NGOs such as HDS, OISCAA International, etc. for jointly organizing programmes.
- ❖ Collaboration with Lion's club, Merchants' association etc. in organizing medical camps, blood donation campaigns etc.



# 13

## Maintenance of Infrastructure

### 13.1 Infrastructure Policy

Pavanatma will ensure priority based allocation of the available financial resources of the college for improving infrastructure of the college to meet the learning needs of the students and proper maintenance of campus facilities; Budgetary provisions will be made annually for the maintenance of campus facilities and the upgradation of the infrastructure.

### 13.2 Inventory control procedures

All employees and students have the responsibility for the prudent use, care and safeguarding of College property. the Principal is accountable for the supervision, control, and inventory of all property of the College and requires such property, except for expendables, be inventoried annually.

The college has service agreements with qualified technicians for the timely maintenance of electrical equipment, wiring, plumbing etc. Annual performance audit of all the equipment is conducted in the month of May by an internal committee comprising of the technical staff and faculty.

#### 1 Infrastructure Committee

The college has constituted an Infrastructure committee consisting of the Principal, the Vice Principal, the HoDs of all departments, and the IQAC Coordinator. The committee is entrusted with the task of improving the infrastructure from time to time and of taking measures to make stakeholders aware of the changes. The committee conducts infrastructure audit every year and make recommendations to the management for upgradation of the facility.

1. Individual departments, administrative office library etc. can place their proposal before the Infrastructure committee at any time.
2. The committee, based on the Infrastructure audit assess the need of the proposed item

3. Upon its satisfaction of the need, Infrastructure committee recommends to the management the purchase of the item.

### 13.3 Purchase of Books, Journals and other Reading Materials

- ❖ HoDs of all departments (including Languages and Physical education) submit the list of suggested books to the Library committee for decision.
- ❖ Faculty and students (through class representatives) can also submit their personal suggestions to the library committee.
- ❖ A register is kept in the library for the students and staff to write down the suggestions on books to be purchased.
- ❖ The library committee discusses the suggestions and finalizes the titles of books, journals and other reading material to be purchased.

### 13.4 ICT Policy

**Pavanatma will strive to encourage students and faculty to make appropriate use of the educational opportunities presented by access to the Internet and other electronic communication options; The college will regularly upgrade the infrastructure in tune with the technological development so as to provide the best and latest technology; It will enforce appropriate administrative procedures to safeguard and promote the welfare of the stakeholders by preventing cyber bullying and other forms of abuse and to minimize the risk of harm to the assets and reputation of the College.**

#### 1 Procedure

The college has constituted an ICT committee consisting of the Principal, the Vice Principal, the HoD of Computer Science, and the faculty in charge of the Website maintenance and the Librarian. The committee is entrusted with the task of improving the IT infrastructure from time to time and of taking measures to make stakeholders aware of the changes. The committee conducts IT audit every year and make recommendations to the management for upgradation of the facility. The requirements of individual departments can be submitted to the ICT committee through the HoD, which also will be submitted to the management after assessment of its relevance.

Computers and their accessories are purchased/ maintained without any delay on the recommendation of the ICT committee. To ensure this, the following procedure is adopted by the ICT committee.

1. For the maintenance of the computers a full time computer technician has been appointed in the campus by the management.
2. The technician reports requirement of any accessory, repairment, software etc. to the ICT committee.
3. Individual departments, administrative office library etc. also place their proposal before the ICT committee at any time.
4. The committee, based on the IT audit assess the need of computers and accessories in the campus.
5. All these requirements are assessed by the ICT committee immediately, and upon its satisfaction of the need, recommends to the management the purchase of computers and accessories of the desired configuration.

## 13.5 Dissemination of Pavanatma vision and mission to stakeholders

The vision and mission of the institution are communicated to the students, teachers, staff and other stakeholders through the following methods:

- ❖ by publishing in the Pavanatma Directory
- ❖ by publishing in the Pavanatma Academic Calender
- ❖ by publication in the College Magazine and Students' Magazine
- ❖ by publication on the display boards in the institution
- ❖ by uploading on the college website [www.pavanatmacollege.org](http://www.pavanatmacollege.org)
- ❖ by orientation programmes organized for the freshers at the commencement of all academic programmes

### i Measures to ensure publicity

Pavanatma takes the following measures to ensure adequate publicity among student community in the admission process.

- ❖ College publishes the notification for admission in the college website [www.pavanatmacollege.org](http://www.pavanatmacollege.org) well in advance.
- ❖ The notifications for admission are also being displayed on the notice boards in the campus.
- ❖ Notifications inviting online application are published in all major regional Newspapers and in the University website. [www.mgu.ac.in](http://www.mgu.ac.in).
- ❖ Announcement of the admission process is also made in all parish churches (more than 150 in number) under the Catholic diocese of Idukki.

### ii Measures to ensure transparency

The following steps are taken to ensure transparency in the process.

- ❖ The prospectus of the College gives all the details about the programmes including fee structure and other aspects related to the admission process. The updated prospectus is available in the institutional website [www.pavanatmacollege.org](http://www.pavanatmacollege.org).
- ❖ For maximum transparency, the institution has entrusted the affiliating university with the task of preparing the merit list to all UG and PG programmes through an automated Centralized Allotment Process (CAP). The applications

are received by the university itself through online registration. Selection of applicants to the merit seats and SC/ST quotas are done fully by the University.

- ❖ Lists of candidates selected for the UG courses of the college through the CAP are published in the university website.
- ❖ The date of admission and interview is published in the college website, university website, and in all major national and regional dailies.
- ❖ A trial allotment is conducted to give the applicants an idea about the chances of getting allotment to a programme based on the options, merit and the reservation norms.
- ❖ Credentials of candidates selected by the CAP are rigorously scrutinized by the admission committee of the college in an interview held at the time of admission to ensure that facts given in the online application are correct.
- ❖ After the first allotment, selection for the vacant seats if any is also done through CAP and the selection list is published in the university website. The dates of admission and interview based on all such subsequent selection lists are published in the college website, university website, and in all major national and regional dailies.

## 1 Propagation of the evaluation processes among students

- ❖ At the beginning of the academic year, workshops for freshers on the evaluation process is organized by the IQAC and CPIC.
- ❖ Model examinations in the same pattern as external university examinations are conducted for theory and practicals for all students.
- ❖ Workshops are conducted for faculty on evaluation process by IQAC and CPIC.
- ❖ During PTA meetings, parents are given a detailed description of the evaluation process.
- ❖ The college directory and website contain all the details of the evaluation process.
- ❖ Class mentors give guidance to students on the evaluation process.

**i Improvements made in ensuring transparency in the IA**

- ❖ The grade card of all courses prepared by the class mentor towards the end of the semester is displayed on the department notice board for the notice of all students.
- ❖ Grievances, if any, on the grades awarded are placed before the academic grievance redressal cell where it is immediately settled.
- ❖ The grade card is given to the parents during department-level parents' meet and the class mentor briefs about the performance of the ward to each parent.
- ❖ The class mentor submits the grade card to the CPIC and IQAC, and is uploaded on the university portal.

**ii Propagation of Pavanatma graduate attributes among students and faculty**

- ❖ The graduate attributes are published on the official website of the college.
- ❖ The curriculum framework of the college clearly states the programme expectations, learning objectives and outcomes of each course in a programme to attain the graduate attributes of Pavanatma.
- ❖ Workshops are organized by the CPIC separately for the faculty and students of each department to make them familiar with all aspects of the curriculum framework, including learning objectives and expected outcomes.
- ❖ A handbook containing the curriculum framework is distributed to students at the beginning of the odd semesters.
- ❖ The graduate attributes of Pavanatma are communicated to freshers at the orientation programme organized jointly by the Mentoring cell and IQAC.
- ❖ Class mentors discuss the graduate attributes with students during their interaction with them.
- ❖ Value education courses have units dedicated to the discussion of graduate attributes.

**iii User Orientation and awareness (Library)**

- ❖ All freshers are given training to use library facilities as part of the induction programme. Student mentors and class mentors take the freshers to the library to introduce them to various facilities.
- ❖ Training and orientation programmes are arranged to all users when a new facility/system is introduced in the library.

**iv Information deployment and notification(Library)**

- ❖ All students who have registered their e-mail addresses with the library and all faculty are alerted about new arrivals, journals, new facilities introduced etc. through e-mails. Schedule of orientation/training programmes are also intimated through group e-mails.
- ❖ A list of newly arrived books is also given in the library page of the college website.
- ❖ A notice board is kept in the library for announcing schedule of training programmes, new arrivals etc.

**13.6 Student Mentoring and Support****1 Prospectus and directory of Pavanatma****i Directory**

The institution publishes its updated directory every year. All the necessary information about the college is included in the directory, thereby helping disseminate the vision, mission and core values of Pavanatma, and to encourage application from deserving students for scholarships, and to acquaint all stakeholders with the provisions of the institution. The contents of the directory are the following:

1. Profile of the college
  - ❖ Mission, Vision, Objectives, Core Values, Quality policy
  - ❖ Basic details, Milestones, Management
2. Courses, Faculty and Staff
  - ❖ Programmes offered, Faculty, curriculum
  - ❖ Administrative staff, Technical staff
3. College Bodies
  - ❖ College council, IQAC, Equal Opportunity Cell (EOC)
  - ❖ Curriculum Planning & Implementation Committee CPIC, ICT committee
  - ❖ Library committee, Purchase committee, Research committee
  - ❖ Anti-ragging committee, Anti-ragging squad, Ethics committee
  - ❖ SC/ST monitoring cell, Grievance redressal cell, Class mentors, Student mentors
  - ❖ Coordinators of co-curricular & extra-curricular activities

- ❖ Mentoring cell, Women's cell

#### 4. Rules and Regulations

- ❖ General discipline, Admission rules, Code of conduct
- ❖ Kerala ragging prohibition act, Fee rules, Attendance and absence
- ❖ Residence, Identity cards and certificates, Library and reading room facilities
- ❖ Camps and excursions, Examinations, Internal assessments and test papers
- ❖ CBCSS general features, Students' union, Department Associations
- ❖ PTA, Alumni association

#### 5. Co-Curricular Activities/Enrichment programmes

- ❖ Value education, Outreach, NSS, NCC, Sports and Games
- ❖ Science forum, Spiritual animation programmes
- ❖ Bridge courses, Orientation courses, Skill development programmes, Value added programmes
- ❖ Clubs-Quiz, Nature, Blood-donation, Tourism, ED club, Bhoomithra
- ❖ Career Guidance & Placement, Counseling, Anti-narcotic cell, Student services

#### 6. Support Services And Student Amenities

- ❖ Reprographic facility, Hostel & Lodging

#### 7. Endowment Programs

#### 8. Scholarship And Endowments

#### 9. Academic Calendar

#### 10. Important Telephone Numbers

### ii Prospectus

From 2010-11 onwards the admission to aided programmes is done through the Centralized Allotment Process (CAP) of MG University. Therefore the college does not publish the prospectus for the aided programmes since 2011. However, an updated prospectus regarding the admissions is published every year for the self financing courses.



### iii News letter

Pavanatma publishes an annual news letter in which all academic, co-curricular, outreach and extension activities carried out in the academic year are included. The college also publishes an annual college magazine under the leadership of the students' union.

## 2 Pavanatma's method of ensuring the availability of adequate information for the management to review the activities of the institution

- ❖ All the cells/forums/clubs submit their reports periodically based on the data either collected from the feedback or from the assessment/evaluation to the IQAC.
- ❖ The associations/class mentors/faculty-in-charge submit the report periodically to the HoD who, in turn, submits it to the IQAC.
- ❖ There are interface meetings arranged by the IQAC, EOC and CPIC with the class mentors where the reports on student performance are assessed.
- ❖ The proposals of the faculty for collaborations and linkages with the external agencies are submitted to the HoD, who submits it to the IQAC.
- ❖ The feedback committee which is in charge of collecting the assessment of performance through feedback from stakeholders submits the summary report to the IQAC.
- ❖ The reports collected by the IQAC are summarized and submitted to the Principal. The statutory bodies such as the SC/ST cell, the anti-ragging cell etc. also submits their reports to the Principal.
- ❖ Principal submits his/her report periodically to the Administrative Council based on the data and information available through the reports of various cells.
- ❖ The Bursar, a member of the Administrative Council and stays in the campus, submits his report personally to the Administrative Council.
- ❖ The Principal presents the report on the teaching learning process to the meeting of the PTA and to the student community on the Annual Day. The figure 13.1 shows the information flow at various levels in Pavanatma.

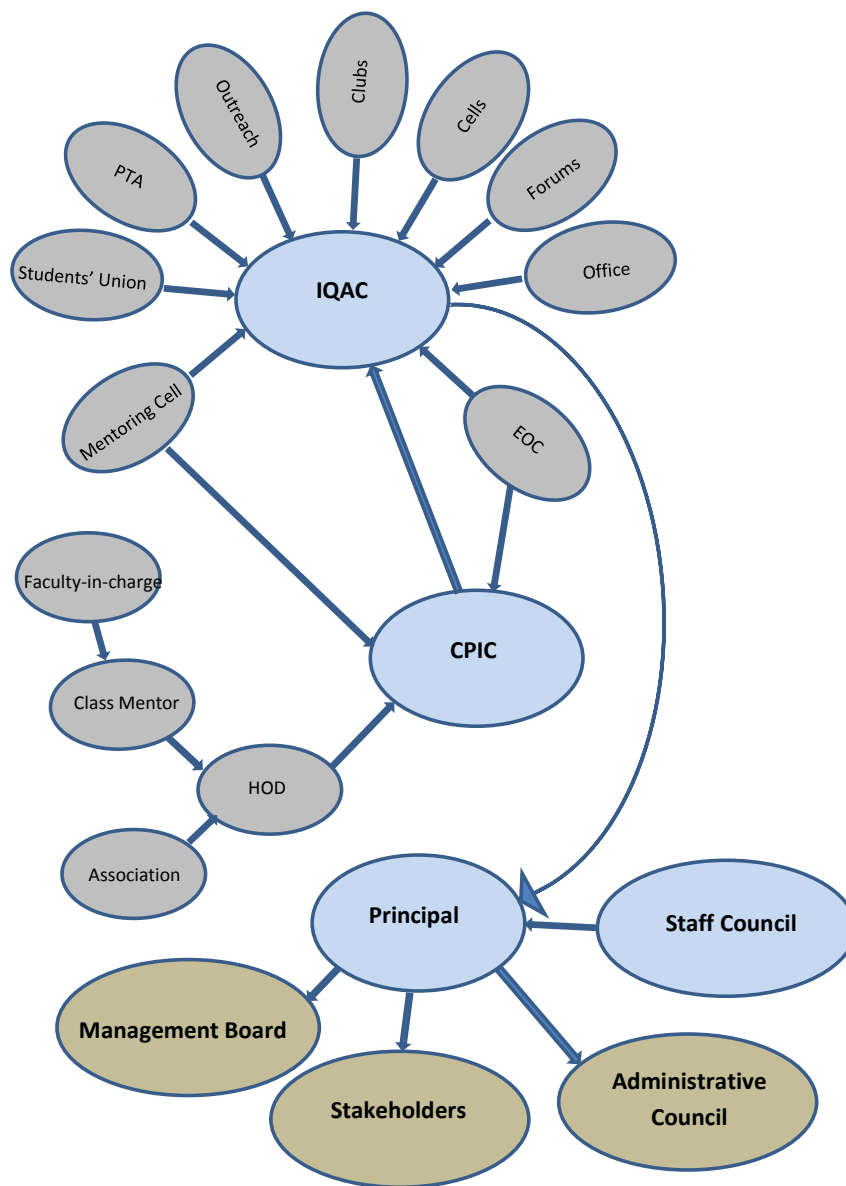


Figure 13.1: Flow of information through the organizational hierarchy

### **3 Communication of quality assurance policies, mechanisms and outcomes to stakeholders**

- ❖ Training programmes at the commencement of the academic year are conducted separately for students, faculty and administrative staff to introduce PQM before them.
- ❖ Electronic communications of the IQAC with the staff and faculty are used for conveying the policies, implementation and outcome.
- ❖ Copies of PQM are made available at the library for the benefit of all stakeholders.
- ❖ Interface meetings of the IQAC with faculty and staff are occasions to discuss the policies, implementation and outcome.
- ❖ Principal's report presented on the Annual Day before all stakeholders contains details about the policies, their implementation and outcome.
- ❖ The process of incorporating the QMIS and its outcome on the official website is presently underway.



# **PAVANATMA COLLEGE**

## **MURICKASSERY**

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