



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		PAVANATMA COLLEGE
• Name of the Head of the institution		Dr. Bennichen Scaria
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		04868263235
• Mobile no		9447916868
• Registered e-mail		mail@pavanatmacollege.org
• Alternate e-mail		iqac@pavanatmacollege.org
• Address		Murikkassery P.O. Idukki dt. Kerala
• City/Town		Idukki
• State/UT		Kerala
• Pin Code		685604
2.Institutional status		
• Affiliated /Constituent		Affiliated
• Type of Institution		Co-education
• Location		Rural

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Mahatma Gandhi University				
• Name of the IQAC Coordinator	Mr Santhosh George				
• Phone No.	9747592938				
• Alternate phone No.	9747592938				
• Mobile	9747592938				
• IQAC e-mail address	iqac@pavanatmacollege.org				
• Alternate Email address	pavantmacollegem@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=Annual%20Report#				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=Annual%20Report#				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	A	3.01	2016	17/03/2016	17/05/2023
6.Date of Establishment of IQAC			01/06/2005		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	RUSA	UGC	2021/2022	45394
Institutional 1	ED Club	State Govt.	2021/2022	16000
Institutional 1	ASAP	State Govt.	2021/2022	20680
Institutional 1	Salary Grant	State Govt.	2021/2022	37895587
NCC	Grant	State Govt.	2021/2022	4980
Institutional 1	ABLC&Tour Fund	State Govt.	2021/2022	457976
Institutional 1	Scholarship	State Govt.	2021/2022	1123849
Institutional 1	UBA	Central Govt.	2021/2022	50000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File	
9. No. of IQAC meetings held during the year	12	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	

• If yes, mention the amount	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
• AQAR 2019-20 and 2020-21 were uploaded.	
• Reports of Feedback from various stakeholders were analysed and prepared the list of corrective activities.	
• Conducted Staff Awareness and Interaction Sessions on the academic and administrative management software PAAMS. • Encouraged the use of ICT in various teaching learning activities.	
• Conducted the Merit Day 2021-22.	
• Induction programme for First Year Students was conducted.	
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
Uploading of AQAR 2019-20 and 2020-21	AQAR 2019-20 and 2020-21 were uploaded.
Review of Reports of Feedback from stakeholders.	Reports of Feedback from various stakeholders were analysed and prepared suggestions.
Staff Awareness and Interaction Sessions on PAAMS	Conducted Staff Awareness and Interaction Sessions on PAAMS.
Promotion of ICT in activities.	Encouraged the use of ICT in various teaching learning activities.
Conduct of Merit Day	Conducted the Merit Day 2021-22.
Induction programme for First Year Students	Induction programme for First Year Students was conducted.
13. Whether the AQAR was placed before statutory body?	Yes
• Name of the statutory body	
Name	Date of meeting(s)
Staff Council	29/03/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	03/03/2023

15. Multidisciplinary / interdisciplinary

As envisaged in the National Education Policy, providing high quality education to develop global citizens, is the mission of the institution. The college, being affiliated to MG University Kottayam, is committed to follow the guidelines prepared and provided by the university in all matters related to the implementation of multidisciplinary / interdisciplinary programmes.

Presently, the institution runs many diploma programmes of 30 hours duration. Each department offers at least one such programme, which is open to all students irrespective of their parent department. These certificate/diploma programmes add a multidisciplinary flavour to the curriculum.

In all UG programmes offered by the institution, there is an open course during the fifth semester. All students should complete an open course offered by any one of the departments other than his/her parent department. This also adds a multidisciplinary element to the curriculum.

The institution has a well-designed value education course offered to all students.

Many of the UG programmes are multidisciplinary in nature. For instance, the B.Sc. Physics programme has computer application as the vocational subject, the B.Sc. Mathematics programme has computer science and operation research as the vocational subjects, B. A. Malayalam programme has Journalism as the vocational subject, B. A. History programme has Environmental studies as the vocational subject to name a few.

All UG programmes have a compulsory course on Environmental Studies, which makes all those programmes interdisciplinary in nature.

The college regularly conducts seminars and workshops on topics like human rights, social responsibility, legal awareness, gender awareness, environmental consciousness etc.

For further preparing the college to make the programmes more

multidisciplinary/interdisciplinary, the following future activities are being scheduled

- Awareness class on NEP to faculty.
- Collaboration with institutions of national importance in organizing online diploma programmes.
- Encouraging students to participate in MOOC/SWAYAM courses

16.Academic bank of credits (ABC):

The institution follows the syllabus of the affiliating university for all the UG and PG programmes. In all UG programmes, there is an open course of three academic credits, during the fifth semester. All students should complete an open course offered by any one of the departments other than his/her parent department.

The college is committed and prepared for the introduction of the provisions of Academic bank of Credit proposed in the NEP to facilitate multiple entries and exit points in their academic programs, as and when the affiliating university restructures the curriculum. We acknowledge that this innovative idea to earn and deposit credit through schemes like SWAYAM, NPTEL, V-Lab etc, is a huge benefit for our students, the majority of whom come from very remote and backward areas, where the opportunity to attend value added programmes is very rare.

17.Skill development:

To equip the students with skills demanded by modern job market, the college, with the assistance from UGC, has introduced three B.Voc Programmes, the curriculum of which is framed realizing the importance of developing work ready manpower and in alignment with the Government of India's National Skills Qualification Framework (NSQF). The B Voc programmes offer multiple entry and exit options to students where each exit point is linked to a specific job role as specified in NSQF. Many add-on diploma programmes, like Python programming, Animation and Graphic Design, Yoga, etc. are offered to students along with their regular programme. The college offers many vocational degree programmes, in which a vocational topic is included with the main subject. B. Sc Mathematics has computer science as the vocational subject, B. Sc. Physics has computer applications, B A History has Forestry and B A Malayalam has Journalism as the vocational subject imparting skill education.

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

The college encourages the learning of the national language Hindi by offering it as one of the choices of second language in all programmes. The library has many books in Hindi. Hindi week is celebrated every year to popularize the usage of Hindi language. In B. A. History programme, many courses and modules are dedicated to the discussion of Indian culture and heritage. Many seminars and workshops are being conducted every year on topics dealing with the indian culture. A tribal study centre and tribal museum function in the campus to sensitize the stakeholders to the tribal culture of the country.

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

The affiliating university has not yet framed the course outcomes (COs) and programme outcomes (POs) for the UG as well as PG programmes offered in the college. However, the institution has defined course outcomes for all the courses and has mapped them suitably to programme outcomes. The OBE cell monitors the progress in the outcome based education system of the institution and organizes orientation programmes to faculty and students. The college has completed the first stage of implementation of OBE system, which is a student-centered instruction model that focuses on measuring student performance through outcomes. We have 10 well defined POs, which a person obtaining a degree from the college is expected to successfully demonstrate. Every department has defined Programme Specific Outcomes (PSO) of each programme and Course Outcomes of each course (COs). Each student should attain Programme Specific Outcomes and Programme Outcomes by the end of the Programme through achieving Course Outcomes of each course. To find the attainment level of PSOs and POs we use the CO-PSO mapping matrices and CO-PO mapping matrices. We have completed the work of framing these two matrices of each course. The mapping factor shows the level of contribution towards achievement of PO's and PSO's. (3-high/substantial mapping, 2- moderate/medium mapping, 1-slight/low mapping). For finding CO attainment we use 4 direct assessment tools--marks of first and second internal examinations, assignment and university examination. There are 3 attainment levels for COs. Using CO-PSO mapping matrix and final CO attainments, the PSO attainment is calculated. After calculating the attainment levels of PO's and PSO's from each course we combine these to calculate the final attainment levels. The administrative and academic management software of the college has modules to calculate the attainment levels from the internal marks and university grades.

20.Distance education/online education:

All the diploma courses of the college are conducted in online mode.

The Google Classroom is used for sharing study materials, assignment submission, internal tests and for online lectures through G Meet. Each class also has a Google Classroom, in which the Principal, HoD and faculty-in-charge are joined as teachers. Special classes and remedial classes are usually conducted through G Meet.

Extended Profile

1.Programme

1.1 17

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

File Description	Documents
Data Template	View File

2.Student

2.1 1175

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 324

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

File Description	Documents
Data Template	View File

2.3 481

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 60

Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2		35
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1		42
Total number of Classrooms and Seminar halls		
4.2		4.7
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		134
Total number of computers on campus for academic purposes		

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

To ensure that the curriculum offered by the affiliating University is implemented effectively and in accordance with the institution's mission and vision, the college has established the Curriculum Planning and Implementation Committee(CPIC). All scheduled academic activities for the year—curricular, extracurricular, extension programmes, etc.—are listed in an academic calendar created specifically for the academic year. For faculty and students, CPIC and IQAC separately offer workshops to familiarize them with every aspect of the curriculum framework. The implementation of the curriculum is monitored and assessed in monthly departmental meetings and the half-yearly reports gathered by the CPIC. The Student Academic Support Cell (SASC) designs the bridge courses offered to bridge the knowledge gap of freshers, along with various

enrichment programmes for advanced learners and remedial coaching for underachievers. In order to effectively enrich the curriculum, the college offers a variety of certificate programmes, value-added programmes, skill development programmes, and career-oriented add-on programmes. Seminars and workshops are organized on advanced topics. All students have to undergo a course on value education, which has been made a prerequisite for graduation. Through internal and external exams, and feedback from teachers, students, alumni, and parents, the efficiency of the curriculum implementation process is evaluated.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.pavanatmacollege.org/assets/images/uploads/Development and Deployment Action Plan for CI 1.1.1.pdf

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

An Academic Calendar is created by the Curriculum Planning and Implementation Committee (CPIC), adhering to all Continuous Internal Evaluation (CIE) rules and regulations set forth by the affiliating University. The Internal Examination Cell (IEC) of the college frames procedures for the conduct of internal assessments. During the Induction programme, the students are made aware of the procedures, schedule and significance of CIE. The CIE components of PG and UG courses include attendance, test results, and assignments/seminars. The internal exams are conducted centrally, and each faculty is responsible for evaluating the answer sheets (or responses) within two weeks of the internal exams. The Academic Calendar lists the probable dates for the First and Second Internal Examinations. The IEC prepares the timetable for the CIE, after assessing the progress of the curriculum in each semester. At the end of the semester, a model examination is held just prior to the University Examinations. The Internal Examination Cell frames schedule for the uploading the internal marks, publishing Forms A and B, and sending them to the Departments. Students can view their grades individually by following the link in the college website, thereby ensuring secrecy as well as transparency.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.pavanatmacollege.org/assets/images/uploads/1.1.2_Examination_Calander_2021-22.pdf

1.1.3 - Teachers of the Institution participate in A. All of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

15

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

769

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The institution has a well-designed and established system and policy for promoting value-based education and crosscutting issues such as women's empowerment, gender equity, environmental protection and awareness etc. into the curriculum. Concerted efforts are being made for communication skill development, gender sensitization, personality development, environmental preservation, etc. Numerous career guidance programmes are being organized under the direction of Career Guidance and Placement (CGP) cell. In UG programmes, the college offers 15 courses that include sessions on professional ethics and ethical concerns in relevant fields. The college also offers 15 courses that address gender-related topics such as emancipation and empowerment of women, eliminating gender disparity, stereotyping, oppression, and discrimination. Various programmes with focus on gender sensitization are being organized by EOC and

the Women's Cell. The college offers 21 courses in different UG programmes that cover topics on universal human values. Outreach initiatives including trips to palliative care units, social awareness campaigns, surveys, orphanage visits, and other charity endeavors are conducted to sensitize students about human values and social responsibility. Through a variety activities of various clubs and associations, including NSS, NCC, CSM, EOC, departmental associations, etc., students are given the opportunity to be aware of social issues. Since 2016, the environmental and human rights issues have been exhaustively covered in the "Environmental Studies and Human Rights" course, offered in all the UG programmes. Environmental issues are discussed and addressed in numerous open courses that are offered to all final year UG students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

36

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

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

804

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=IQAC-Feedback
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=IQAC-Feedback

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

345

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

172

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

To select advanced and slow learners, the Student Academic Support Cell (SASC) conducts a pretest for all first-year degree students. The pre-test for this academic year was conducted on 11th November 2021. The pre-test consists of questions from general English and current affairs in addition to subject-related questions for each department. Students who obtain high grades in the test are categorized as Advanced Learners and those who do not perform satisfactorily are categorized as Slow Learners. 35 slow learners and 48 advanced learners were selected this year. SASC provides the list of Advanced and Slow Learners to departments, bridge course coordinator, and remedial coaching coordinator.

For all first year-degree students SASC organized an orientation program on 25 October 2021 by the resource person Dr. Sooraj George, The editor-in-chief of the Travancore journal Homo Sapiens. SASC also organized a Department level orientation program for first-year students on 27 October 2021. SASC organised a career guidance seminar for Advanced Learners on 1st May 2022, the resource person being Mr. Christo Mathew, Assistant Professor, Pavanatma College Murickassery.

File Description	Documents
Paste link for additional information	https://igacpcm.blogspot.com/p/downloads.html
Upload any additional information	View File

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

Number of Students	Number of Teachers
1175	60

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Giving top priority to the holistic educational needs, we encourage experiential, participatory, and problem-solving learning strategies. IQAC and the Innovative Teaching Promotion Cell (ITPC) organize institutional faculty training sessions and orientation seminars in this regard.

Laboratory experiments and practical sessions provide hands-on training to the learners in Physics, Chemistry, Computer Science, and Vocational Studies and stipulated practical hours are strictly given for UG and PG students. Industry visit/ Field trip/ internship during which students visit companies and get insight into the internal working environment.

Teachers handle ICT enabled classes, shared video lessons, recorded classes, and PPTs which help the learners to understand the topics easily. Blended learning is the methodology which the majority of the faculty adopted.

The department organized quiz, seminars, question-answer sessions, book/article reviews, group discussions and debates which motivated students to equip them with e-resources. A good percentage of students completed MOOC/SWAYAM courses.

All the batches of both UG and PG students prepared question banks

and they evaluated this as the best strategy to enhance their knowledge acquisition.

All departments provide training sessions like career guidance, UGC-CSIR NET/PSC coaching.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://igacpcm.blogspot.com/p/downloads.html 1

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

The teaching-learning strategy adopted by the college is blended learning in which the traditional methodology of instruction is merged with online instruction.

Introduction of the Learning Management Systems (LMS) and e-learning resources have brought better educational outcomes. The college has developed the software Pavanatma Academic and Administrative Monitoring System (PAAMS) for automating all the academic and administrative activities.

All the faculty members make use of ICT, multimedia teaching aids like, LCD projectors, smart classrooms, and internet-enabled computer systems. Inflibnet (n-list), and NDL are available in the partially automated digital library. Koha is the software used in the library. Audiobooks are made available for students who are differently able. Question banks ('Our Repository-Dspace') are available in the library for ready reference.

E-contents of various erudite lecture series are available in the departments.

There is open access to Shodhganga, the reservoir of Indian theses @INFLIBNET in the library.

The college has identified Google Classroom as its LMS. IQAC conducts training sessions to faculty on maximizing all the advanced features of Google Classroom. College has published a policy for the creation and maintenance of various Google Classrooms and GMeet for special classes, remedial classes and online certificate programmes.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

68

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

60

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

15

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

372

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

- Internal assessment is done on the basis of writing abilities (assignment), presentation abilities (seminar), and knowledge levels (test paper), according to MG University regulations.
- The college has published its internal examination policy in "Pavanatma Quality Manual".
- The coordinator of the internal exam cell gives orientation to students about the CBCS system and internal evaluation procedures at the beginning of the programme.
- The academic calendar, which includes the examination schedule and evaluation criteria, is issued to students and posted on the college website.

- Every semester, IEC will conduct two centralized internal examinations.
- Evaluated answer scripts are returned to students before being collected and stored in the concerned departments.
- At the department level, parent meetings are held to discuss the student's progress.
- Internal grades and attendance information are entered into PAAMS, the college's software system. Internal marks are posted on the notice board and on the college's website.
- Signatures of the students are ensured in the mark sheets before it is uploaded into the University portal.
- In case of any grievances students can approach the Grievance cell for bettering their scores and to appear for supplementary examinations.
- Students are required to deliver seminars, assignments, and slide presentations in addition to internal tests.

File Description	Documents
Any additional information	View File
Link for additional information	https://pcmevents1.blogspot.com/p/internal-examination-timetable-2021-22.html

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

- The procedure for handling academic grievances is published in "Pavanatma Quality manual".
- The grievance redressal policy is published in the academic calendar and website, along with the grievance redressal cell's email address and phone number.
- The Coordinator of internal examinations cell ensures that orientation programmes on the academic grievance mechanism of

the institution is conducted during the induction programme of freshers, as well as periodically at department level.

- In case of grievance about the conduct of examinations or the valuation of answer scripts, students can contact the Grievance Cell or file a complaint in the Complaint Box.
- QMG2 seeks a report from Grievance's cell after each internal exam regarding the number of issues reported, regarding mark, attendance or calculation errors.
- Students can independently calculate their marks and cross verify it with the subject teacher's assessment as per University regulations. The students are given answer scripts for review. Similarly, internal grade sheets are given to the students for verification and signature is obtained before the upload into University web portal.
- Departments conduct Class PTA after Internal examinations, in which grievances, if any, can be raised.
- University examination related grievances are communicated through the Principal to the Controller of Examinations, MG University.

File Description	Documents
Any additional information	View File
Link for additional information	https://igacpcm.blogspot.com/p/directory.html 1

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college is associated with Mahatma Gandhi University and has been taking the University's programmes and courses. In collaboration with our institution's Outcome-Based Education Committee (OBE), Pavanatma has created an outcome-based education system that strongly emphasizes evaluating student performance through outcomes. Each programme has its own unique set of goals and

outcomes that have been developed by each department in line with the curriculum. The college has also created ten programme outcomes.

To monitor the implementation of OBE, an OBE cell with a faculty coordinator has been established. Students and faculty are given awareness workshops on the OBE procedures of the college.

The curriculum Framework/Curriculum Implementation Plan design was created by the Curriculum Planning and Implementation Committee and displayed on the college website (CPIC). Students are provided with information about the curriculum, programme objectives, and outcomes during the orientation/induction programme at the beginning of each academic year. The college has automated the outcome attainment calculation method and has connected it to PAAMS. Internal marks are entered in PAAMS during the semester and external results are updated in PAAMS after the declaration of university results. PAAMS will automatically generate OBE course-wise and semester-wise. The OBE sheets are communicated to students regularly.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.pavanatmacollege.org/public/Pavanatma-Learning-Outcome
Upload COs for all Programmes (exemplars from Glossary)	View File

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

CO Attainment Calculation

The results of the first and second internal exams, assignments, and university exams serve as our four direct assessment methods. For COs, there are three levels of attainment.

CO attainment for each CO is calculated using the formula $\text{CO attainment} = 50\% \text{ internal attainment} + 50\% \text{ university attainment}$. We find the internal CO attainment and attainment of COs from university examination marks independently.

PSO Attainment

We determine the PSO Actual and PSO Attainment of each PSO using the CO-PSO Mapping Matrix and Final CO Attainments. Then

PSO feedback % = (PSO Attained / PSO Actual) X 100.

There are 3 attainment levels for PSOs.

PO Attainment

Using the CO-PO mapping matrix and final CO attainments we calculate PO Actual and PO attainment of each PO. Then

PO feedback % = (PO Attained / PO Actual) X 100.

There are 3 attainment levels for POs.

Final Calculation and Analysis

The sum of the PO and PSO attainment levels for each course yields the final attainment levels. Next, we decide whether or not our goal—which we can fix as level 2 or level 3—has been achieved. If not, we must take corrective action to increase the degree of accomplishment.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://iqacpcm.blogspot.com/p/downloads.html 1

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

304

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=Annual%20Report

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=IQAC-Feedback>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

4

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

0

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

3.2 - Innovation Ecosystem

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

Pavanatma College has created foavorable atmosphere for the growth of innovative ideas among students. As part of the eco system, a demonstration and trade fare were conducted during the academic year. The ED club regularly conducts training programmes for developingentrepreneurial skills among students.

On September 18, 2021, posted an exhibition on bamboo handicrafts products, brass handicrafts products, brass handicrafts products, fashion, gifts fair, home textiles products, house ware decorative, Indian manufacturers of handicrafts, suppliers of handicrafts, kitchenware, lamp & lighting accessories, exhibited their products as a part of environment protection by ED Club. This was done as a part of Reduce Reuse Recycle Campaign.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

12

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	https://pavanatmacollege.org/public/Pavanatma-Research
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

10

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

73

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Blood Donation camp was organized by NSS Unit of the college on 24 march 2022. The programme conducted to promote the social responsibility among students. The camp was conducted in association with Blood Bank, Idukki District Medical College Painavu.

Seminar was conducted on Food Habits and Life Style Diseases by NSS unit of the college on 28 December 2021. Dr. Christy J Thundiparambil, Medical Officer Ayurvedic Medical College Paremavu delivered lecture on the aforesaid theme.

An interactive session was conducted with Abin Sebastian, Civil Police Officer Cyber Police Station Idukki on the theme Cyber Crimes among the Youth on 29 December 2021.

A demonstration cum interactive session on Home Radio and Disaster Management was conducted as part of science popularization on 30 December 2021. Legal awareness camp also conducted .

Go Electric Campaign was conducted by NSS to aware the public about the advantages of using electric vehicles and the reduction of fuel.

Energy conservation cell organized an Energy audit and workshop to promote capacity building among the Electricians on Electricians in Solar Energy.

5 students participated in the Youth Media Camp conducted by the kerala State Youth Welfare Board on 2021 December 20,21 and 22

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/assets/images/uploads/3.4.3.1c.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

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

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

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

7

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

587

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

3

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

6

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has nineteen smart class rooms ICT enabled with LCD projectors or digital displays to integrate technology in teaching with class room practices. Departments are equipped with desktops, laptops and internet facility. Important areas and examination halls are under CCTV camera surveillance. The college provides water filters and coolers on each floor for sufficient supply of safe drinking water. The office is computerised in order to ensure speedy processing of admission, payment of fees and similar services to students and teachers. The front office is organised for providing information. The college has one main auditorium and two seminar halls. The College provides reprographic facilities for the benefit of students and research scholars through the library. The College runs two hostels for women and provides residence for teachers. The campus provides ample space for leisure and recreation too. A store is functioning on the campus for the provision of stationery and study materials for students. A Chapel/Prayer Hall is also arranged on the campus for prayer and meditation. The collage has separate rooms for IQAC, NSS, NCC Counselling and Career Guidance, Women's Cell, Mini Cafeteria for students and staff members, Rest room for girls, and a Placement Unit.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://pavanatmacollege.org/public/Pavanatma-Campus_life-Main

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

Facilities for Sports

Athletics 200 meters track, Equipment for athletics field events like shot put, javelin throw, discus throw and hammer throw.

Facilities for indoor games -Table Tennis Board, Chess, Carom board, Wrestling mattress.

Facilities for outdoor games- Basketball court, Volleyball court, Multipurpose playground, Football ground, Gymnasium, Weight lifting set, Power lifting set, Weight training facility with weight plates and bars. Physical fitness centre for boys and girls. College has an auditorium which can house 600 persons. Sufficient numbers of fiber chairs are provided. The auditorium is equipped with Dolby woofer sound system, stage curtains, amplifiers, accessories etc.

The National Service Scheme Units of Pavanatma has an office room with sufficient facilities to house the computer and to keep the official documents, equipment and tools.

The National Cadet Corpse Unit of Pavanatma has an office room with sufficient facilities to keep the official documents, uniforms, and equipment

Public address systems

The college has a public address system with speakers fitted in all rooms and many other places across the campus. It is used for making announcements, morning prayer, national anthem, news unbeat programme etc.

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

22

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://pavanatmacollege.org/public/Pavanatma-Campus_life-Main?id=UklQN08xalEwblRpbUkrZFJwRHVlOT09
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

17.28524

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

4.2 - Library as a Learning Resource

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

Library is located at the ground floor which covers a total area 650 square meters stipulated for total seating capacity of students. Library provides a reading room which makes available Newspapers, Journals, and Magazines easily accessible for all. Free access to the Internet facility is also provided for all the users. Special reference sections are maintained for teachers publication Career Guidance, Kerala History, Gandhian Studies, and various competitive exams. The working hours of the library is from 8.30 AM to 5 PM on all working days. The library provides access to 18570 books, 8 journals and 24magazines. More than 9 periodicals, periodical bound volumes CD' ROM, etc. is made available in the library. Library is equipped with user friendly interface softwares like ILMS and KOHA. Library facilitates Web OPAC remote access to users and provides a platform to both students and teachers for N LIST subscription of Inflibnet. This Inflibnet facility provides access to more than 6000 journals and 1,99,500 e-books and NDL 600000 which is really beneficial for students and research scholars. In our college library provide DSpace software our repository we are uploading question papers, teachers article, chapters etc.

The library has been automated using KOHA 20.11.02.000 version. This enables automated sharing and discharging of books.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.pavanatmacollege.org/public/pavanatma-library

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals

during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

61086

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

79

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Pavanatma has 63 Desktop computers and 58 laptop computers and all these 121 computers have Internet facility. The computer -student ratio is 1: 9. The Configuration used in the above computers differ. The desktops have processors ranging from Celeron to Corei5 Pentium, RAM ranging from 512 MB to 8 GB, SSD capacity ranging from 256-512 GB, Hard disk capacity ranging from 80 GB to 500 GB, monitors ranging from 14.5 inches LCD to 20 inches LED with optical mouse and Key Boards. Windows XP / Window 7 / Windows 8 / Windows10/ Linux-Ubuntu/ lubandu are used as operating systems in these computers. In the Physics Department 12 computers are connected by LAN facility.1 Gbps VPNoBB connection installed in the College by BSNL is providing Internet connectivity in the campus. The campus is wire-free and the students and the staff can access Internet facility everywhere in the built-up areas of the campus. In case of a failure in Wi-Fi connectivity, the computers provided in the library, computer lab

and the departments have direct Internet connection which serves the purpose. Students staying in hostel are provided with Internet facility. Teachers and students can log-in to INFLIBNET on-campus and off-campus using the log-in password.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

121

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

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1728524

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The representative of the Manager-the Bursar- stays in the campus and personally monitors the maintenance and upkeep of infrastructure facilities. The inventory control procedures of Pavanatma makes the Principal 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. The technical staff in the Physics and Chemistry laboratories have been given adequate training by various suppliers for the proper maintenance and upkeep of the equipment. The college has service agreements with suppliers for the proper servicing of the laboratory equipment. A permanent staff has been appointed for the maintenance of IT infrastructure. UPS and generator backup for the availability of regulated and uninterrupted power. Water distillation facility in the Chemistry laboratory for the constant availability purified water. Service agreement with qualified electrician and plumber for the prompt repair of wiring and plumbing defects/faults. Regular technical staff in the Physics and Chemistry laboratories for the timely maintenance of equipment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=Policies-and-Procedures

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

452

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

82

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://www.pavanatmacollege.org/assets/images/uploads/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

488

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

488

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

33

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

101

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

6

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

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

25

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Students' union is the student government at Pavanatma. It is elected by the student community on parliamentary mode. The Principal appoints a Returning Officer every year from the faculty

after the election dates are announced. The Returning officer publishes the electoral roll (consisting of all students on roll) and issues the notices regarding the dates of nomination, Two representatives, one male and another female, are elected from each class by secret ballot and forms the electoral college from which the executive body of the students' council is elected through secret ballot. The students' union consists 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 and publishes Annual college magazine. The following activities were done during the year.

22/03/2022 Union Inauguration 24/03/2022 Voice of Pavanatma
25/04/2022 Dhvani 2022 05/04/2022 College Day

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

112

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

PAVANATMA COLLEGE ALUMNI ASSOCIATION 1. Objectives PAA functions for maintaining an everlasting cordial relationship between the Alumni and Alma mater. A staff coordinator is assigned for each batch to keep track of the batch. A WhatsApp group facilitates the communication between the Alumni and College. The institution has a two-tier alumni association. In addition to the individual department alumni associations, the college has an alumni association known as Pavanatma Alumni Association (PAA) meant for the ex-students of Pavanatma. The alumni meetings are conducted every year on 26th December. The alumni of the college continue to support the college in their own capacity. Institution of scholarships for meritorious students. Contribution to infrastructure development by providing computers, printers, furniture etc. Professionally successful alumni members are called for taking orientation and career guidance classes for students. Play an active role in campus recruitments by facilitating linkage with recruitment agencies. Give feedback on curriculum, teaching methodologies, and innovations based on their personal experience. With these efforts, Pavanatma Alumni Association strives to develop connections among alumni and students and strengthen their commitment to college.

File Description	Documents
Paste link for additional information	https://pavanatmacollege.org/public/Pavanatma-Alumni
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the

institution

Pavanatma College was established with the intention of working toward a significant and admirable objective from the very beginning of its existence. Agriculture is the primary means of subsistence for the overwhelming majority of the region's population. The majority of the region's student population is comprised of people who are the first in their families to pursue an education beyond high school. They, their family, and the others in the area are completely unaware of the benefits and opportunities that come with obtaining a higher degree. They are forced to look for work elsewhere because there are so few opportunities in the underdeveloped district that resembles a semi-forested area. As a result, the college is responsible for a wide variety of responsibilities. On the one hand, it should be able to entice the sons and daughters of the illiterate to the wondrous world of knowledge and wisdom, and on the other hand, it should be able to shape them to fit the requirements of the contemporary labour market. This obligation was taken into consideration when formulating the institution's mission and vision, which were both shaped by it.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-About
Upload any additional information	View File

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

The Quality Monitoring Groups (QMGs) are entrusted with the authority to monitor the quality assurance efforts of the College, as well as the responsibility for doing so. The institution has a total of seven Quality Management Groups, which are made up of teaching and support staff members who are devoting their time and energy to the accomplishment of the institution's goals. When it comes to issues concerning quality assurance, there is an informal communication channel present between QMGs and the IQAC. It is very helpful to converge on the path to achieve institutional quality by holding regular interface meetings between the IQAC and the QMGs. The organization has a staff council comprised of elected members of both teaching and non-teaching staff, as well as representatives from management. When it comes to issues pertaining to both academics and administration, the Principal and Management are

advised by the Staff Council, which serves as the institution's decision-making body. The PTA Executive Council, which is comprised of both teacher and parent representatives, is yet another body responsible for the development of the College's physical facilities. In order to effectively carry out academic and administrative tasks, many other cells having faculty members as coordinator.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-Administration?role=Task-Force
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college establishes several benchmarks to guarantee publicity and transparency and include the admissions criteria, process, and quotas. These benchmarks are established in consideration of the university's rules and any applicable government requirements. Each unit is strongly urged to develop linkages with external entities for the sake of research, extension operations, and other endeavours. The institution provides financial support to various activities. The Administrative council is in charge of managing the recruitment of qualified and qualified faculty members for all of the college's programmes. In order to give students the very finest and most up-to-date technology, the college performs routine infrastructure improvements in sync with the progression of technology. It enforces appropriate administrative procedures to safeguard and promote the welfare of the stakeholders by preventing cyberbullying and other abuses and minimizing the risk of harm to the assets and reputation of the College. The Quality Improvement processes for research at Pavanatma are designed to transform the institution from a centre of knowledge transfer into a centre of knowledge creation. The IQAC and EOC are responsible for gathering information of student in order to determine the percentage of pupils who are deficient in communication skills and other soft skills.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-About
Upload any additional information	View File

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

The Institution is controlled by the Governing Body comprising representatives of Mahatma Gandhi University, Higher Education Department, Management, Principal, teaching and non-teaching staff. Manager looks after the total functioning of the college. The decisions of the management are forwarded to the principal for implementation. The key components of the organizational structure of the college are Principal, Head of the Departments, Teaching staff, non-teaching staff and coordinators of various activities. Faculty members are entrusted with specific roles and responsibilities, such as Head of the Department, Class Tutors, Advisors and Coordinators of events, cells, clubs, activities, units, etc. There is an effective internal coordinating and monitoring mechanism in the college. Administrative Council, Staff Council, IQAC, Academic Committee, Research Committee are entrusted to coordinate and monitor the institutional activities. Statutory bodies jointly undertake the activities for improving quality and employability of students and to ensure the welfare of students. The non-teaching staff includes the administrative, technical and support staff and the librarian. Recruitment process is carried out according to the norms of the University and UGC. A board composed of representatives of management, Government and external subject expert decides the worthiness of candidates in the interview according to the parameters specified.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-Administration?role=Management-Body
Link to Organogram of the institution webpage	https://www.pavanatmacollege.org/public/Pavanatma-Administration?role=Governing-Body
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution effectively implements the welfare schemes for the teaching and Nonteaching faculties. The College makes arrangements for availing all the government schemes such as Gratuity, Pension, Commutation of Pension, Earned Leave encashment, Maternity Leave, Medical Facility, Leave on Overseas Project or Conference, Permission to attend FDP such as Orientation programmes and Refresher courses, short term courses, etc. for the career development and progression of the teaching as well as non-teaching staff. In addition to this following welfare measures are taken by the college.

- Our college authority implement all the promotion related the matter of Career Advancement Scheme for all the staffs
- Financial support is provided to the staff to attend workshops

and conferences both at the national and international level.

- Wi-Fi facility to the staff inside the college campus
- Staff Grievance Redressal Cell to address the issues and grievances of the staff
- Indoor games facility for the staff to relax and to refresh physically and mentally
- Financial assistance to the conduct of staff exposure programme and tour (Both teaching & Non-teaching)
- Canteen facility is arranged in the campus for both teaching and non-teaching staff.
- Identity cards are provided to all teaching and non teaching staff.

File Description	Documents
Paste link for additional information	https://pavanatmacollege.org/public/Pavanatma-Campus_life-Main
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

1

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

36

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

19

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

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

Teaching staff

The teacher, as a person and teacher as performer, is also one of the mandatory assessment for his/her performance is appraised through his/her implementation of innovative methodologies in classroom lectures, seminars, tutorials, course delivery, question

paper setting and evaluation, updating of materials etc. Besides, student feedback is also considered. The performance of the faculty is evaluated based on professional contribution to academics, contribution to short-term training courses, performing invigilation duties, etc.

The institution has PBAS for assessment of teaching staff. The appraisal report is based on the annual performance of the employee on the basis of their academic, research and other extracurricular activities. This format [PBAS] is filled by the employee in a given prescribed proforma, which includes all the above set related to points and sub-points. The format contains 2 parts. Part-A: General instruction, and Part-B: Academic performance. The main part, i.e., Part-B consists of 4 categories. Category-I includes "Teaching-learning and evaluation related activities of total 125 marks. Category-II includes "Co-curricular, extracurricular and professional development related activities of total 50 marks. Category-III includes "Research and academic contribution" having no boundation of marks.

Non-teaching staff

Non-teaching staff members are assessed based on their performance.

File Description	Documents
Paste link for additional information	https://www.ugc.ac.in/UGC_Regulations.aspx
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The system and regularity of various audits conducted at Pavanatma College, Murickassery is given below. There are financial and non-financial audits. Financial audits including DD/AG/DC Audit, Audit of Manager's Office (CA), and Internal Audit which are conducted regularly covering a time period. Non-financial audits include University Inspection, Internal Audit, Energy Audit, and Academic Audit. The target of various audits includes office, campus, administration, units, activities, campus, etc. In case any audit objection arises, the concerned section or unit will take immediate remedy action based on the suggestion to nullify the effect of such

transactions which caused the audit objection. This is as per the action suggested by the audit officer or audit staff concerned.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-downloads
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1.29177

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Pavanatma College has a transparent system of managing and mobilizing its financial resources with the aim to provide the best resources to the students and faculty to meet its requirements in the academic field. Programmes and extension activities planned by various departments should seek the advice from IQAC. The IQAC should analyze the needs of each programme and organization's comparative advantage from that programme. The college encourages each department to find sponsors while conducting seminars, fests and conferences. The involvement of Alumni Association and PTA are ensured while implementing various developmental programmes in the campus. The permanent staff of the College contributes two days' salary for development purposes. All the construction and maintenance works are undertaken by the management after conducting a feasibility study. The faculty are encouraged to avail different research incentives/ funds/ aids by various agencies. Sealed tender is called for amounts greater than Rs. 100,000/-and quotations for

smaller amounts in all purchases. Payments and receipts are made only through single point. Finance and Accounts Department handles the responsibility of implementing all tasks related to finance and accounting in accordance with the rules, regulations and financial policies framed by the respective authorities.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/assets/images/uploads/PQM.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC of Pavanatma College is constantly working on quality improvement in various areas. Under the aegis of IQAC the Curriculum Planning and Implementation Committee prepares a detailed academic plan for each academic year and ensures optimum utilization of the available infrastructure. Academic Calendar is prepared and uploaded on the institutional website. IQAC has adopted quality improvement strategies in areas like curriculum development, teaching-learning, examination and evaluation, research and development. IQAC has focused on the implementation of e-governance in the areas like Planning, Administration, Finance and Accounts, Admission Process, Examination and Evaluation. IQAC initiates Capacity Building Programmes for teaching and administrative staff throughout the year. For teaching faculty efforts are taken for enhancing knowledge from domain areas. Awareness about research-based pedagogies is generated through workshops and interactive discussions.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=Policies-and-Procedures
Upload any additional information	View File

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

The feedback committee seeks feedback regularly from all stakeholders. Based on the feedback actions are taken in the form of a communication to the concerned teachers and the teachers are suggested to conduct bridge courses, add-on courses and remedial courses and to use ICT based teaching methods to improve the teaching learning process. IQAC initiates Capacity Building Programmes for teaching and administrative staff throughout the year. For teaching faculty efforts are taken for enhancing knowledge from domain areas. IQAC organizes training sessions for defining learning outcomes and its attainment. Half yearly reports are collected from the faculty to assess the progress of the teaching-learning process. Internal end-semester review of the academic activities is conducted and the report 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 annual report to be submitted to the Administrative Council and to the stakeholders on the Annual Day.

File Description	Documents
Paste link for additional information	https://pavanatmacollege.org/public/Pavanatma-Feedback
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=Annual%20Report
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college has always seen the need to address gender equality. Concerns for women's issues and their empowerment are important to the organisation. As a result, several organisations and cells that operate gender-sensitization programmes start to instil gender sensitivity among students and faculty members. There are organisations that are gender-sensitive, such as the Women's Forum, the Anti-Ragging Cell, the Prevention of Sexual Harassment Cell, etc.

Programs for gender sensitization are periodically presented at the College. Regardless of gender, the College only uses a merit-based selection procedure that is open and transparent. The university single-window arrangement has the bulk of the seats open.

Specific facilities provided for women in terms of:

- a. Safety and security
- b. Counselling
- c. Common Rooms
- d. Gender Equity and Sensitisation in Curricular Activities

File Description	Documents
Annual gender sensitization action plan	https://pavanatmacollege.org/public/Pavanatma-Student-Support?role=Womens-Cell
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://pavanatmacollege.org/public/Pavanatma-Student-Support?role=Womens-Cell

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

We have the following waste management systems.

SOLID WASTE MANAGEMENT

- **Biogas Plant:** The biogas plant uses the majority of the food waste produced on the college dorm to create renewable biogas energy.
- The food waste is also used for poultry and piggery.
- Solid bio-waste is used for vermicomposting and the compost is used for herbal gardening.
- There are separate bins for degradable and non-degradable waste in each class room,
- The waste from the various rooms are collected in the waste segregation centre and scrutinized for segregation.
- The segregated waste is sold to an outside agency for recycling

LIQUID WASTE MANAGEMENT

- Liquid waste is generated in the wash areas (bath rooms, toilets), labs, canteen and snack area
- Waste water passes through drains and gets absorbed into the earth midway through the college ground.

E-WASTE MANAGEMENT

All electronic waste, including scrap from hard drives, CPUs, and lab equipment, is sold on the open market. Printer cartridges are filled once more. The college also promotes the usage of refilled laser toners and inkjet cartridges. The old CRT displays have been replaced with more energy-efficient LCD ones. Additionally, the college executes an MOU with Northamps ENV Solutions, Cochin, for the handling of e-waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles

3. Pedestrian-friendly pathways**4. Ban on use of plastic****5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Democratic values of intercultural, interregional, interlinguistic, and intercommunal harmony are ingrained in the college. It aspires to be a diverse community by fostering secularism, respect for moral principles, and religious belief. The college establishes these ideals as its guiding principles and instils them in its stakeholders. The college's instructors, staff, and students represent a cross section of many socioeconomic, linguistic, and regional backgrounds. According to university regulations, admission to UG and PG programmes is handled through a single window system. For SC, ST, and other underdeveloped communities, there are unique accommodations. Additionally, places are set aside for students under the cultural and athletic quotas. The college gives economically disadvantaged students additional attention and has started a variety of programmes to help them fit in.

Harmony among cultures, regions, languages, and communities By recognising the days of cultural and regional significance, the college honours the linguistic, social, and regional harmony and accepts these differences

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations:

values, rights, duties and responsibilities of citizens

Professional ethics, gender equality, human values, the environment, and sustainability have all been successfully incorporated by the institution. The numerous programmes offered by the college help students develop the principles embodied in the Indian Constitution. We uphold the equality and fraternity clauses of the constitution. Except for various reservation quotas, UG and PG admissions are handled through a single window system. For the institution's advancement, all the stakeholders work together as a unit. Regular PTA meetings guarantee efficient and democratic operation.

The mentor-mentee system and remedial tutoring ensure that teachers give each student their undivided attention. The EOC and Women Cell's programmes on gender sensitization help the college's students for learning legal awareness classes also are held to inform students of their legal rights, particularly female students.

The university offers value education courses, and these courses are crucial to the students' overall growth. Value education classes have a weekly allotment of one hour, and regular evaluation is ensured. In order to ensure that elections for the State and Central assembly are conducted smoothly, college lecturers serve as presiding and polling officers. As a result, the college's founding principles always uphold the values of the constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.pavanatmacollege.org/assets/images/uploads/7.1.9-2021-22.pdf
Any other relevant information	Nil

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

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The college makes every effort to uphold the democratic, secular, nationalist, and patriotic principles envisioned in the Indian constitution. The college recognises days of national significance with the appropriate regard and consideration in order to instil these values in the students. The institution pays close attention to the universal spirit of these observations, which cut beyond borders of religion, caste, class, and geography. Under the initiative of day observation cell, the following days are observed in the academic year 2021-22.

1. Reading day

2. World Yoga day

3. International day against drug abuse

4. World Population Day

5. Independence Day

6. National Sports Day

7. Onam

8. Gandhi Jayanthi

9. International Day for the Elimination of Violence against Women

10. Christmas

11. National Youth Day**12. National Science day****13. International Women's Day**

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

7.2 - Best Practices

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

BEST INSTITUTIONAL PRACTICES EXTENDING PALLIATIVE HOME CARE

Objectives: 1. Provide awareness to stakeholders on the crucial need of extending support to the needy and bedridden people 2. Give opportunity to youth for palliative home care services 3. To inculcate values such as human dignity, empathy, and concern for the less privileged with the curriculum 4. To promote a culture of social life acknowledging the praiseworthy services of the elder generation 5. To facilitate holistic education, being responsive to the needs of the economically backward society 6. To help students become socially responsible and emotionally mature 2. **DEVELOPMENT**

AND PRESERVATION OF HERBAL GARDEN Goals 1. Provide awareness to stakeholders on the need of protecting the environment and medicinal plants 2. Preserve the medicinal plants found only on the western-ghats and are on the verge of extinction 3. Showcase medicinal plants and saplings to local population and student community 4. Propagate the medicinal value of the plants of the region among the local population so that they protect it without any further persuasion 5. To maintain a healthy cool and serene atmosphere that is conducive for teaching learning activity in the campus

File Description	Documents
Best practices in the Institutional website	https://pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=Best-Practices
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

One of the objectives of the college is to encourage higher education among the economically weak and poor sections of the community, irrespective of caste and creed. In accordance with its vision and mission, the college has always given importance to the educational upliftment of the local population, especially women. The majority of the student community of the college comprises of women from the educationally and financially backward families of the region. Through the education they obtained, many of them were able to secure jobs within the country and abroad leading to substantial financial progress of their families and the region. The following measures are taken by the college for promoting the education of women in the region. 1. As the transportation facility of the region is very insufficient, the girl students find it difficult to join an academic programme. To target this, the college has built two women hostels in the campus. In addition to this, one more women hostel authorized by the institution is functioning near the campus. 2. The college gives preference to girl students in admission through management quota. As a result of the above initiatives, the new admissions of the college are predominantly women.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

To ensure that the curriculum offered by the affiliating University is implemented effectively and in accordance with the institution's mission and vision, the college has established the Curriculum Planning and Implementation Committee(CPIC). All scheduled academic activities for the year—curricular, extracurricular, extension programmes, etc.—are listed in an academic calendar created specifically for the academic year. For faculty and students, CPIC and IQAC separately offer workshops to familiarize them with every aspect of the curriculum framework. The implementation of the curriculum is monitored and assessed in monthly departmental meetings and the half-yearly reports gathered by the CPIC. The Student Academic Support Cell (SASC) designs the bridge courses offered to bridge the knowledge gap of freshers, along with various enrichment programmes for advanced learners and remedial coaching for underachievers. In order to effectively enrich the curriculum, the college offers a variety of certificate programmes, value-added programmes, skill development programmes, and career-oriented add-on programmes. Seminars and workshops are organized on advanced topics. All students have to undergo a course on value education, which has been made a prerequisite for graduation. Through internal and external exams, and feedback from teachers, students, alumni, and parents, the efficiency of the curriculum implementation process is evaluated.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.pavanatmacollege.org/assets/images/uploads/Development_and_Deployment_Action_Plan_for_CI_1.1.1.pdf

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

An Academic Calendar is created by the Curriculum Planning and

Implementation Committee (CPIC), adhering to all Continuous Internal Evaluation (CIE) rules and regulations set forth by the affiliating University. The Internal Examination Cell (IEC) of the college frames procedures for the conduct of internal assessments. During the Induction programme, the students are made aware of the procedures, schedule and significance of CIE. The CIE components of PG and UG courses include attendance, test results, and assignments/seminars. The internal exams are conducted centrally, and each faculty is responsible for evaluating the answer sheets (or responses) within two weeks of the internal exams. The Academic Calendar lists the probable dates for the First and Second Internal Examinations. The IEC prepares the timetable for the CIE, after assessing the progress of the curriculum in each semester. At the end of the semester, a model examination is held just prior to the University Examinations. The Internal Examination Cell frames schedule for the uploading the internal marks, publishing Forms A and B, and sending them to the Departments. Students can view their grades individually by following the link in the college website, thereby ensuring secrecy as well as transparency.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.pavanatmacollege.org/assets/images/uploads/1.1.2_Examination_Calendar_2021-22.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

15

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

769

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution has a well-designed and established system and policy for promoting value-based education and crosscutting issues such as women's empowerment, gender equity, environmental protection and awareness etc. into the curriculum. Concerted efforts are being made for communication skill development, gender sensitization, personality development, environmental preservation, etc. Numerous career guidance programmes are being organized under the direction of Career Guidance and Placement (CGP) cell. In UG programmes, the college offers 15 courses that include sessions on professional ethics and ethical concerns in relevant fields. The college also offers 15 courses that address gender-related topics such as emancipation and empowerment of women, eliminating gender disparity, stereotyping, oppression, and discrimination. Various programmes with focus on gender sensitization are being organized by EOC and the Women's Cell. The college offers 21 courses in different UG programmes that cover topics on universal human values. Outreach initiatives including trips to palliative care units, social awareness campaigns, surveys, orphanage visits, and other charity endeavors are conducted to sensitize students about human values and social responsibility. Through a variety activities of various clubs and associations, including NSS, NCC, CSM, EOC, departmental associations, etc., students are given the opportunity to be aware of social issues. Since 2016, the environmental and human rights issues have been exhaustively covered in the "Environmental Studies and Human Rights" course, offered in all the UG programmes. Environmental issues are discussed and addressed in numerous open courses that are offered to all final year UG students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

36

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

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

804

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	A. All of the above
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from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://www.pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=IQAC-Feedback
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=IQAC-Feedback

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

345

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

172

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

To select advanced and slow learners, the Student Academic Support Cell (SASC) conducts a pretest for all first-year degree students. The pre-test for this academic year was conducted on 11th November 2021. The pre-test consists of questions from general English and current affairs in addition to subject-related questions for each department. Students who obtain high grades in the test are categorized as Advanced Learners and those who do not perform satisfactorily are categorized as Slow Learners. 35 slow learners and 48 advanced learners were selected this year. SASC provides the list of Advanced and Slow Learners to departments, bridge course coordinator, and remedial coaching coordinator.

For all first year-degree students SASC organized an orientation program on 25 October 2021 by the resource person Dr. Sooraj George, The editor -in -chief of the Travancore journal Homo Sapiens. SASC also organized a Department level orientation program for first-year students on 27 October 2021. SASC organised a career guidance seminar for Advanced Learners on 1st May 2022, the resource person being Mr. Christo Mathew, Assistant Professor, Pavanatma College Murickassery.

File Description	Documents
Paste link for additional information	https://igacpcm.blogspot.com/p/downloads.html
Upload any additional information	View File

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

Number of Students	Number of Teachers
1175	60

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Giving top priority to the holistic educational needs, we encourage experiential, participatory, and problem-solving learning strategies. IQAC and the Innovative Teaching Promotion Cell (ITPC) organize institutional faculty training sessions and orientation seminars in this regard.

Laboratory experiments and practical sessions provide hands-on training to the learners in Physics, Chemistry, Computer Science, and Vocational Studies and stipulated practical hours are strictly given for UG and PG students. Industry visit/ Field trip/ internship during which students visit companies and get insight into the internal working environment.

Teachers handle ICT enabled classes, shared video lessons, recorded classes, and PPTs which help the learners to understand the topics easily. Blended learning is the methodology which the majority of the faculty adopted.

The department organized quiz, seminars, question-answer sessions, book/article reviews, group discussions and debates which motivated students to equip them with e-resources. A good percentage of students completed MOOC/SWAYAM courses.

All the batches of both UG and PG students prepared question banks and they evaluated this as the best strategy to enhance their knowledge acquisition.

All departments provide training sessions like career guidance, UGC-CSIR NET/PSC coaching.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://iqacpcm.blogspot.com/p/downloads.html

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

The teaching-learning strategy adopted by the college is blended learning in which the traditional methodology of instruction is merged with online instruction.

Introduction of the Learning Management Systems (LMS) and e-learning resources have brought better educational outcomes. The college has developed the software Pavanatma Academic and Administrative Monitoring System (PAAMS) for automating all the academic and administrative activities.

All the faculty members make use of ICT, multimedia teaching aids like, LCD projectors, smart classrooms, and internet-enabled computer systems. Inflibnet(n-list), and NDL are available in the partially automated digital library. Koha is the software used in the library. Audiobooks are made available for students who are differently able. Question banks ('Our Repository-Dspace') are available in the library for ready reference.

E-contents of various erudite lecture series are available in the departments.

There is open access to Shodhganga, the reservoir of Indian theses @INFLIBNET in the library.

The college has identified Google Classroom as its LMS. IQAC conducts training sessions to faculty on maximizing all the advanced features of Google Classroom. College has published a policy for the creation and maintenance of various Google Classrooms and GMeet for special classes, remedial classes and online certificate programmes.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

68

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

60

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

15

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

372

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

- Internal assessment is done on the basis of writing abilities (assignment), presentation abilities (seminar), and knowledge levels (test paper), according to MG University regulations.
- The college has published its internal examination policy in "Pavanatma Quality Manual".
- The coordinator of the internal exam cell gives orientation to students about the CBCS system and internal evaluation procedures at the beginning of the programme.
- The academic calendar, which includes the examination

schedule and evaluation criteria, is issued to students and posted on the college website.

- Every semester, IEC will conduct two centralized internal examinations.
- Evaluated answer scripts are returned to students before being collected and stored in the concerned departments.
- At the department level, parent meetings are held to discuss the student's progress.
- Internal grades and attendance information are entered into PAAMS, the college's software system. Internal marks are posted on the notice board and on the college's website.
- Signatures of the students are ensured in the mark sheets before it is uploaded into the University portal.
- In case of any grievances students can approach the Grievance cell for bettering their scores and to appear for supplementary examinations.
- Students are required to deliver seminars, assignments, and slide presentations in addition to internal tests.

File Description	Documents
Any additional information	View File
Link for additional information	https://pcmevents1.blogspot.com/p/internal-examination-timetable-2021-22.html

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

- The procedure for handling academic grievances is published in "Pavanatma Quality manual".
- The grievance redressal policy is published in the academic calendar and website, along with the grievance redressal cell's email address and phone number.

- The Coordinator of internal examinations cell ensures that orientation programmes on the academic grievance mechanism of the institution is conducted during the induction programme of freshers, as well as periodically at department level.
- In case of grievance about the conduct of examinations or the valuation of answer scripts, students can contact the Grievance Cell or file a complaint in the Complaint Box.
- QMG2 seeks a report from Grievance's cell after each internal exam regarding the number of issues reported, regarding mark, attendance or calculation errors.
- Students can independently calculate their marks and cross verify it with the subject teacher's assessment as per University regulations. The students are given answer scripts for review. Similarly, internal grade sheets are given to the students for verification and signature is obtained before the upload into University web portal.
- Departments conduct Class PTA after Internal examinations, in which grievances, if any, can be raised.
- University examination related grievances are communicated through the Principal to the Controller of Examinations, MG University.

File Description	Documents
Any additional information	View File
Link for additional information	https://iqacpcm.blogspot.com/p/directory.html

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college is associated with Mahatma Gandhi University and has been taking the University's programmes and courses. In collaboration with our institution's Outcome-Based Education

Committee (OBE), Pavanatma has created an outcome-based education system that strongly emphasizes evaluating student performance through outcomes. Each programme has its own unique set of goals and outcomes that have been developed by each department in line with the curriculum. The college has also created ten programme outcomes.

To monitor the implementation of OBE, an OBE cell with a faculty coordinator has been established. Students and faculty are given awareness workshops on the OBE procedures of the college.

The curriculum Framework/Curriculum Implementation Plan design was created by the Curriculum Planning and Implementation Committee and displayed on the college website (CPIC). Students are provided with information about the curriculum, programme objectives, and outcomes during the orientation/induction programme at the beginning of each academic year. The college has automated the outcome attainment calculation method and has connected it to PAAMS. Internal marks are entered in PAAMS during the semester and external results are updated in PAAMS after the declaration of university results. PAAMS will automatically generate OBE course-wise and semester-wise. The OBE sheets are communicated to students regularly.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.pavanatmacollege.org/public/Pavanthma-Learning-Outcome
Upload COs for all Programmes (exemplars from Glossary)	View File

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

CO Attainment Calculation

The results of the first and second internal exams, assignments, and university exams serve as our four direct assessment methods. For COs, there are three levels of attainment.

CO attainment for each CO is calculated using the formula $\text{CO attainment} = 50\% \text{ internal attainment} + 50\% \text{ university attainment}$.

We find the internal CO attainment and attainment of COs from university examination marks independently.

PSO Attainment

We determine the PSO Actual and PSO Attainment of each PSO using the CO-PSO Mapping Matrix and Final CO Attainments. Then

$\text{PSO feedback \%} = (\text{PSO Attained} / \text{PSO Actual}) \times 100.$

There are 3 attainment levels for PSOs.

PO Attainment

Using the CO-PO mapping matrix and final CO attainments we calculate PO Actual and PO attainment of each PO. Then

$\text{PO feedback \%} = (\text{PO Attained} / \text{PO Actual}) \times 100.$

There are 3 attainment levels for POs.

Final Calculation and Analysis

The sum of the PO and PSO attainment levels for each course yields the final attainment levels. Next, we decide whether or not our goal—which we can fix as level 2 or level 3—has been achieved. If not, we must take corrective action to increase the degree of accomplishment.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://iqacpcm.blogspot.com/p/downloads.html

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

304

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=Annual%20Report

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=IQAC-Feedback>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

4

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

0

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

3.2 - Innovation Ecosystem

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

Pavanatma College has created foavorable atmosphere for the growth of innovative ideas among students. As part of the eco system, a demonstration and trade fare were conducted during the academic year. The ED club regularly conducts training programmes for developingentrepreneurial skills among students.

On September 18, 2021, posted an exhibition on bamboo handicrafts products, brass handicrafts products, brass handicrafts products, fashion, gifts fair, home textiles products, house ware decorative, Indian manufacturers of handicrafts, suppliers of handicrafts, kitchenware, lamp & lighting accessories, exhibited their products as a part of environment protection by ED Club. This was done as a part of Reduce Reuse Recycle Campaign.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

12

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	https://pavanatmacollege.org/public/Pavanatma-Research
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

10

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

73

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Blood Donation camp was organized by NSS Unit of the college on 24 march 2022. The programme conducted to promote the social responsibility among students. The camp was conducted in association with Blood Bank, Idukki District Medical College Painavu.

Seminar was conducted on Food Habits and Life Style Diseases by NSS unit of the college on 28 December 2021. Dr. Christy J Thundiparambil, Medical Officer Ayurvedic Medical College Paremavu delivered lecture on the aforesaid theme.

An interactive session was conducted with Abin Sebastian, Civil Police Officer Cyber Police Station Idukki on the theme Cyber Crimes among the Youth on 29 December 2021.

A demonstration cum interactive session on Home Radio and Disaster Management was conducted as part of science

popularization on 30 December 2021. Legal awareness camp also conducted .

Go Electric Campaign was conducted by NSS to aware the public about the advantages of using electric vehicles and the reduction of fuel.

Energy conservation cell organized an Energy audit and workshop to promote capacity building among the Electricians on Electricians in Solar Energy.

5 students participated in the Youth Media Camp conducted by the kerala State Youth Welfare Board on 2021 December 20,21 and 22

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/assets/images/uploads/3.4.3.1c.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

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

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

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

7

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

587

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

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

3

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

6

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has nineteen smart class rooms ICT enabled with LCD projectors or digital displays to integrate technology in teaching with class room practices. Departments are equipped with desktops, laptops and internet facility. Important areas and examination halls are under CCTV camera surveillance. The college provides water filters and coolers on each floor for sufficient supply of safe drinking water. The office is computerised in order to ensure speedy processing of admission, payment of fees and similar services to students and teachers. The front office is organised for providing information. The college has one main auditorium and two seminar halls. The College provides reprographic facilities for the benefit of students and research scholars through the library. The College runs two hostels for women and provides residence for teachers. The campus provides ample space for leisure and recreation too. A store is functioning on the campus for the provision of stationery and study materials for students. A Chapel/Prayer Hall is also arranged on the campus for prayer and meditation. The collage has separate rooms for IQAC, NSS, NCC Counselling and Career Guidance, Women's Cell, Mini Cafeteria for students and staff members, Rest room for girls, and a Placement Unit.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://pavanatmacollege.org/public/Pavanatma-Campus_life-Main

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

Facilities for Sports

Athletics 200 meters track, Equipment for athletics field events like shot put, javelin throw, discus throw and hammer throw.

Facilities for indoor games -Table Tennis Board, Chess, Carom board, Wrestling mattress.

Facilities for outdoor games- Basketball court, Volleyball court, Multipurpose playground, Football ground, Gymnasium, Weight lifting set, Power lifting set, Weight training facility with weight plates and bars. Physical fitness centre for boys and girls. College has an auditorium which can house 600 persons. Sufficient numbers of fiber chairs are provided. The auditorium is equipped with Dolby woofer sound system, stage curtains, amplifiers, accessories etc.

The National Service Scheme Units of Pavanatma has an office room with sufficient facilities to house the computer and to keep the official documents, equipment and tools.

The National Cadet Corpse Unit of Pavanatma has an office room with sufficient facilities to keep the official documents, uniforms, and equipment

Public address systems

The college has a public address system with speakers fitted in all rooms and many other places across the campus. It is used for making announcements, morning prayer, national anthem, news unbeat programme etc.

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

22

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://pavanatmacollege.org/public/Pavanatma-Campus_life-Main?id=Uk1ON08xalEwb1RpbUkrZFJwRHVlQT09
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

17.28524

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

4.2 - Library as a Learning Resource

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

Library is located at the ground floor which covers a total area 650 square meters stipulated for total seating capacity of students. Library provides a reading room which makes available Newspapers, Journals, and Magazines easily accessible for all. Free access to the Internet facility is also provided for all the users. Special reference sections are maintained for teachers publication Career Guidance, Kerala History, Gandhian Studies, and various competitive exams. The working hours of the library is from 8.30 AM to 5 PM on all working days. The library provides access to 18570 books, 8 journals and 24magazines. More than 9 periodicals, periodical bound volumes CD' ROM, etc. is made available in the library. Library is equipped with user friendly interface softwares like ILMS and KOHA. Library facilitates Web OPAC remote access to users and provides a platform to both students and teachers for N LIST subscription of Inflibnet. This Inflibnet facility provides access to more than 6000 journals and 1,99,500 e-books and NDL 600000 which is really beneficial for students and research scholars. In our college library provide DSpace software our repository we are uploading question papers, teachers article, chapters etc.

The library has been automated using KOHA 20.11.02.000 version. This enables automated sharing and discharging of books.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.pavanatmacollege.org/public/pavanatma-library

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

61086

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

79

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Pavanatma has 63 Desktop computers and 58 laptop computers and all these 121 computers have Internet facility. The computer-student ratio is 1: 9. The Configuration used in the above computers differ. The desktops have processors ranging from Celeron to Corei5 Pentium, RAM ranging from 512 MB to 8 GB, SSD capacity ranging from 256-512 GB, Hard disk capacity ranging from 80 GB to 500 GB, monitors ranging from 14.5 inches LCD to 20 inches LED with optical mouse and Key Boards. Windows XP / Window 7 / Windows 8 / Windows10/ Linux-Ubuntu/ lubandu are used as operating systems in these computers. In the Physics Department 12 computers are connected by LAN facility.1 Gbps VPNBB connection installed in the College by BSNL is providing Internet connectivity in the campus. The campus is wire-free and the students and the staff can access Internet facility everywhere in

the built-up areas of the campus. In case of a failure in Wi-Fi connectivity, the computers provided in the library, computer lab and the departments have direct Internet connection which serves the purpose. Students staying in hostel are provided with Internet facility. Teachers and students can log-in to INFLIBNET on-campus and off-campus using the log-in password.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

121

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1728524

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The representative of the Manager-the Bursar- stays in the campus and personally monitors the maintenance and upkeep of infrastructure facilities. The inventory control procedures of Pavanatma makes the Principal 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. The technical staff in the Physics and Chemistry laboratories have been given adequate training by various suppliers for the proper maintenance and upkeep of the equipment. The college has service agreements with suppliers for the proper servicing of the laboratory equipment. A permanent staff has been appointed for the maintenance of IT infrastructure. UPS and generator backup for the availability of regulated and uninterrupted power. Water distillation facility in the Chemistry laboratory for the constant availability purified water. Service agreement with qualified electrician and plumber for the prompt repair of wiring and plumbing defects/faults. Regular technical staff in the Physics and Chemistry laboratories for the timely maintenance of equipment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=Policies-and-Procedures

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

452

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

82

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://www.pavanatmacollege.org/assets/images/uploads/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

488

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

488

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

33

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

101

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

6

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

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

25

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Students' union is the student government at Pavanatma. It is elected by the student community on parliamentary mode. The Principal appoints a Returning Officer every year from the

faculty after the election dates are announced. The Returning officer publishes the electoral roll (consisting of all students on roll) and issues the notices regarding the dates of nomination, Two representatives, one male and another female, are elected from each class by secret ballot and forms the electoral college from which the executive body of the students' council is elected through secret ballot. The students' union consists 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 and publishes Annual college magazine. The following activities were done during the year.

22/03/2022 Union Inauguration 24/03/2022 Voice of Pavanatma
25/04/2022 Dhvani 2022 05/04/2022 College Day

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

112

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

PAVANATMA COLLEGE ALUMNI ASSOCIATION 1. Objectives PAA functions for maintaining an everlasting cordial relationship between the Alumni and Alma mater. A staff coordinator is assigned for each batch to keep track of the batch. A WhatsApp group facilitates the communication between the Alumni and College. The institution has a two-tier alumni association. In addition to the individual department alumni associations, the college has an alumni association known as Pavanatma Alumni Association (PAA) meant for the ex-students of Pavanatma. The alumni meetings are conducted every year on 26th December. The alumni of the college continue to support the college in their own capacity. Institution of scholarships for meritorious students. Contribution to infrastructure development by providing computers, printers, furniture etc. Professionally successful alumni members are called for taking orientation and career guidance classes for students. Play an active role in campus recruitments by facilitating linkage with recruitment agencies. Give feedback on curriculum, teaching methodologies, and innovations based on their personal experience. With these efforts, Pavanatma Alumni Association strives to develop connections among alumni and students and strengthen their commitment to college.

File Description	Documents
Paste link for additional information	https://pavanatmacollege.org/public/Pavanatma-Alumni
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Pavanatma College was established with the intention of working toward a significant and admirable objective from the very beginning of its existence. Agriculture is the primary means of subsistence for the overwhelming majority of the region's population. The majority of the region's student population is comprised of people who are the first in their families to pursue an education beyond high school. They, their family, and the others in the area are completely unaware of the benefits and opportunities that come with obtaining a higher degree. They are forced to look for work elsewhere because there are so few opportunities in the underdeveloped district that resembles a semi-forested area. As a result, the college is responsible for a wide variety of responsibilities. On the one hand, it should be able to entice the sons and daughters of the illiterate to the wondrous world of knowledge and wisdom, and on the other hand, it should be able to shape them to fit the requirements of the contemporary labour market. This obligation was taken into consideration when formulating the institution's mission and vision, which were both shaped by it.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-About
Upload any additional information	View File

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

The Quality Monitoring Groups (QMGs) are entrusted with the authority to monitor the quality assurance efforts of the College, as well as the responsibility for doing so. The institution has a total of seven Quality Management Groups, which are made up of teaching and support staff members who are devoting their time and energy to the accomplishment of the institution's goals. When it comes to issues concerning quality assurance, there is an informal communication channel present between QMGs and the IQAC. It is very helpful to converge on the path to achieve institutional quality by holding regular interface meetings between the IQAC and the QMGs. The organization has a staff council comprised of elected members of both teaching and non-teaching staff, as well as representatives from management. When it comes to issues pertaining to both academics and administration, the Principal and Management are advised by the Staff Council, which serves as the institution's decision-making body. The PTA Executive Council, which is comprised of both teacher and parent representatives, is yet another body responsible for the development of the College's physical facilities. In order to effectively carry out academic and administrative tasks, many other cells having faculty members as coordinator.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-Administration?role=Task-Force
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college establishes several benchmarks to guarantee publicity

and transparency and include the admissions criteria, process, and quotas. These benchmarks are established in consideration of the university's rules and any applicable government requirements. Each unit is strongly urged to develop linkages with external entities for the sake of research, extension operations, and other endeavours. The institution provides financial support to various activities. The Administrative council is in charge of managing the recruitment of qualified and qualified faculty members for all of the college's programmes. In order to give students the very finest and most up-to-date technology, the college performs routine infrastructure improvements in sync with the progression of technology. It enforces appropriate administrative procedures to safeguard and promote the welfare of the stakeholders by preventing cyberbullying and other abuses and minimizing the risk of harm to the assets and reputation of the College. The Quality Improvement processes for research at Pavanatma are designed to transform the institution from a centre of knowledge transfer into a centre of knowledge creation. The IQAC and EOC are responsible for gathering information of student in order to determine the percentage of pupils who are deficient in communication skills and other soft skills.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-About
Upload any additional information	View File

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

The Institution is controlled by the Governing Body comprising representatives of Mahatma Gandhi University, Higher Education Department, Management, Principal, teaching and non-teaching staff. Manager looks after the total functioning of the college. The decisions of the management are forwarded to the principal for implementation. The key components of the organizational structure of the college are Principal, Head of the Departments, Teaching staff, non-teaching staff and coordinators of various activities. Faculty members are entrusted with specific roles and responsibilities, such as Head of the Department, Class

Tutors, Advisors and Coordinators of events, cells, clubs, activities, units, etc. There is an effective internal coordinating and monitoring mechanism in the college. Administrative Council, Staff Council, IQAC, Academic Committee, Research Committee are entrusted to coordinate and monitor the institutional activities. Statutory bodies jointly undertake the activities for improving quality and employability of students and to ensure the welfare of students. The non-teaching staff includes the administrative, technical and support staff and the librarian. Recruitment process is carried out according to the norms of the University and UGC. A board composed of representatives of management, Government and external subject expert decides the worthiness of candidates in the interview according to the parameters specified.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-Administration?role=Management-Body
Link to Organogram of the institution webpage	https://www.pavanatmacollege.org/public/Pavanatma-Administration?role=Governing-Body
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution effectively implements the welfare schemes for the teaching and Nonteaching faculties. The College makes arrangements for availing all the government schemes such as Gratuity, Pension, Commutation of Pension, Earned Leave encashment, Maternity Leave, Medical Facility, Leave on Overseas Project or Conference, Permission to attend FDP such as Orientation programmes and Refresher courses, short term courses, etc. for the career development and progression of the teaching as well as non-teaching staff. In addition to this following welfare measures are taken by the college.

- Our college authority implement all the promotion related the matter of Career Advancement Scheme for all the staffs
- Financial support is provided to the staff to attend workshops and conferences both at the national and international level.
- Wi-Fi facility to the staff inside the college campus
- Staff Grievance Redressal Cell to address the issues and grievances of the staff
- Indoor games facility for the staff to relax and to refresh physically and mentally
- Financial assistance to the conduct of staff exposure programme and tour (Both teaching & Non-teaching)
- Canteen facility is arranged in the campus for both teaching and non-teaching staff.
- Identity cards are provided to all teaching and non teaching staff.

File Description	Documents
Paste link for additional information	https://pavanatmacollege.org/public/Pavanatma-Campus_life-Main
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

1

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

36

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

19

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

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

Teaching staff

The teacher, as a person and teacher as performer, is also one of the mandatory assessment for his/her performance is appraised through his/her implementation of innovative methodologies in classroom lectures, seminars, tutorials, course delivery, question paper setting and evaluation, updating of materials etc. Besides, student feedback is also considered. The performance of the faculty is evaluated based on professional contribution to academics, contribution to short-term training courses, performing invigilation duties, etc.

The institution has PBAS for assessment of teaching staff. The appraisal report is based on the annual performance of the employee on the basis of their academic, research and other extracurricular activities. This format [PBAS] is filled by the employee in a given prescribed proforma, which includes all the above set related to points and sub-points. The format contains 2 parts. Part-A: General instruction, and Part-B: Academic performance. The main part, i.e., Part-B consists of 4 categories. Category-I includes "Teaching-learning and evaluation related activities of total 125 marks. Category-II includes "Co-curricular, extracurricular and professional development related activities of total 50 marks. Category-III includes "Research and academic contribution" having no boundation of marks.

Non-teaching staff

Non-teaching staff members are assessed based on their

performance.

File Description	Documents
Paste link for additional information	https://www.ugc.ac.in/UGC_Regulations.aspx
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The system and regularity of various audits conducted at Pavanatma College, Murickassery is given below. There are financial and non-financial audits. Financial audits including DD/AG/DC Audit, Audit of Manager's Office (CA), and Internal Audit which are conducted regularly covering a time period. Non-financial audits include University Inspection, Internal Audit, Energy Audit, and Academic Audit. The target of various audits includes office, campus, administration, units, activities, campus, etc. In case any audit objection arises, the concerned section or unit will take immediate remedy action based on the suggestion to nullify the effect of such transactions which caused the audit objection. This is as per the action suggested by the audit officer or audit staff concerned.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-downloads
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1.29177

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Pavanatma College has a transparent system of managing and mobilizing its financial resources with the aim to provide the best resources to the students and faculty to meet its requirements in the academic field. Programmes and extension activities planned by various departments should seek the advice from IQAC. The IQAC should analyze the needs of each programme and organization's comparative advantage from that programme. The college encourages each department to find sponsors while conducting seminars, fests and conferences. The involvement of Alumni Association and PTA are ensured while implementing various developmental programmes in the campus. The permanent staff of the College contributes two days' salary for development purposes. All the construction and maintenance works are undertaken by the management after conducting a feasibility study. The faculty are encouraged to avail different research incentives/ funds/ aids by various agencies. Sealed tender is called for amounts greater than Rs. 100,000/-and quotations for smaller amounts in all purchases. Payments and receipts are made only through single point. Finance and Accounts Department handles the responsibility of implementing all tasks related to finance and accounting in accordance with the rules, regulations and financial policies framed by the respective authorities.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/assets/images/uploads/PQM.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing

the quality assurance strategies and processes

IQAC of Pavanatma College is constantly working on quality improvement in various areas. Under the aegis of IQAC the Curriculum Planning and Implementation Committee prepares a detailed academic plan for each academic year and ensures optimum utilization of the available infrastructure. Academic Calendar is prepared and uploaded on the institutional website. IQAC has adopted quality improvement strategies in areas like curriculum development, teaching-learning, examination and evaluation, research and development. IQAC has focused on the implementation of e-governance in the areas like Planning, Administration, Finance and Accounts, Admission Process, Examination and Evaluation. IQAC initiates Capacity Building Programmes for teaching and administrative staff throughout the year. For teaching faculty efforts are taken for enhancing knowledge from domain areas. Awareness about research-based pedagogies is generated through workshops and interactive discussions.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=Policies-and-Procedures
Upload any additional information	View File

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

The feedback committee seeks feedback regularly from all stakeholders. Based on the feedback actions are taken in the form of a communication to the concerned teachers and the teachers are suggested to conduct bridge courses, add-on courses and remedial courses and to use ICT based teaching methods to improve the teaching learning process. IQAC initiates Capacity Building Programmes for teaching and administrative staff throughout the year. For teaching faculty efforts are taken for enhancing knowledge from domain areas. IQAC organizes training sessions for defining learning outcomes and its attainment. Half yearly reports are collected from the faculty to assess the progress of the teaching-learning process. Internal end-semester review of the academic activities is conducted and the report 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 annual report to be submitted to the Administrative Council and to the stakeholders on the Annual Day.

File Description	Documents
Paste link for additional information	https://pavanatmacollege.org/public/Pavana-tma-Feedback
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://pavanatmacollege.org/public/Pavana-tma-IQAC-NAAC?role=Annual%20Report
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college has always seen the need to address gender equality.

Concerns for women's issues and their empowerment are important to the organisation. As a result, several organisations and cells that operate gender-sensitization programmes start to instil gender sensitivity among students and faculty members. There are organisations that are gender-sensitive, such as the Women's Forum, the Anti-Ragging Cell, the Prevention of Sexual Harassment Cell, etc.

Programs for gender sensitization are periodically presented at the College. Regardless of gender, the College only uses a merit-based selection procedure that is open and transparent. The university single-window arrangement has the bulk of the seats open.

Specific facilities provided for women in terms of:

a. Safety and security

b. Counselling

c. Common Rooms

d. Gender Equity and Sensitisation in Curricular Activities

File Description	Documents
Annual gender sensitization action plan	https://pavanatmacollege.org/public/Pavana-tma-Student-Support?role=Womens-Cell
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://pavanatmacollege.org/public/Pavana-tma-Student-Support?role=Womens-Cell

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

We have the following waste management systems.

SOLID WASTE MANAGEMENT

- **Biogas Plant:** The biogas plant uses the majority of the food waste produced on the college dorm to create renewable biogas energy.
- The food waste is also used for poultry and piggery.
- Solid bio-waste is used for vermicomposting and the compost is used for herbal gardening.
- There are separate bins for degradable and non-degradable waste in each class room,
- The waste from the various rooms are collected in the waste segregation centre and scrutinized for segregation.
- The segregated waste is sold to an outside agency for recycling

LIQUID WASTE MANAGEMENT

- Liquid waste is generated in the wash areas (bath rooms, toilets), labs, canteen and snack area
- Waste water passes through drains and gets absorbed into the earth midway through the college ground.

E-WASTE MANAGEMENT

All electronic waste, including scrap from hard drives, CPUs, and lab equipment, is sold on the open market. Printer cartridges are filled once more. The college also promotes the usage of refilled laser toners and inkjet cartridges. The old CRT displays have been replaced with more energy-efficient LCD ones. Additionally, the college executes an MOU with Northamps ENV Solutions, Cochin, for the handling of e-waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping 	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the	A. Any 4 or all of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Democratic values of intercultural, interregional, interlinguistic, and intercommunal harmony are ingrained in the college. It aspires to be a diverse community by fostering secularism, respect for moral principles, and religious belief. The college establishes these ideals as its guiding principles and instils them in its stakeholders. The college's instructors, staff, and students represent a cross section of many socioeconomic, linguistic, and regional backgrounds. According to university regulations, admission to UG and PG programmes is handled through a single window system. For SC, ST, and other underdeveloped communities, there are unique accommodations. Additionally, places are set aside for students under the cultural and athletic quotas. The college gives economically disadvantaged students additional attention and has started a variety of programmes to help them fit in.

Harmony among cultures, regions, languages, and communities By recognising the days of cultural and regional significance, the college honours the linguistic, social, and regional harmony and accepts these differences

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Professional ethics, gender equality, human values, the environment, and sustainability have all been successfully incorporated by the institution. The numerous programmes offered by the college help students develop the principles embodied in the Indian Constitution. We upholds the equality and fraternity clauses of the constitution. Except for various reservation quotas, UG and PG admissions are handled through a single window system. For the institution's advancement, all the stakeholders work together as a unit. Regular PTA meetings guarantee efficient and democratic operation.

The mentor-mentee system and remedial tutoring ensure that teachers give each student their undivided attention. The EOC and

Women Cell's programmes on gender sensitization help the college's students for learning legal awareness classes also are held to inform students of their legal rights, particularly female students.

The university offers value education courses, and these courses are crucial to the students' overall growth. Value education classes have a weekly allotment of one hour, and regular evaluation is ensured. In order to ensure that elections for the State and Central assembly are conducted smoothly, college lecturers serve as presiding and polling officers. As a result, the college's founding principles always uphold the values of the constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.pavanatmacollege.org/assets/images/uploads/7.1.9-2021-22.pdf
Any other relevant information	Nil

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The college makes every effort to uphold the democratic, secular, nationalist, and patriotic principles envisioned in the Indian constitution. The college recognises days of national significance with the appropriate regard and consideration in order to instil these values in the students. The institution pays close attention to the universal spirit of these observations, which cut beyond borders of religion, caste, class, and geography. Under the initiative of day observation cell, the following days are observed in the academic year 2021-22.

1. Reading day
2. World Yoga day
3. International day against drug abuse
4. World Population Day
5. Independence Day
6. National Sports Day
7. Onam
8. Gandhi Jayanthi
9. International Day for the Elimination of Violence against Women
10. Christmas

11. National Youth Day

12. National Science day

13. International Women's Day

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

7.2 - Best Practices

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

BEST INSTITUTIONAL PRACTICES EXTENDING PALLIATIVE HOME CARE
Objectives: 1. Provide awareness to stakeholders on the crucial need of extending support to the needy and bedridden people 2. Give opportunity to youth for palliative home care services 3. To inculcate values such as human dignity, empathy, and concern for the less privileged with the curriculum 4. To promote a culture of social life acknowledging the praiseworthy services of the elder generation 5. To facilitate holistic education, being responsive to the needs of the economically backward society 6. To help students become socially responsible and emotionally mature

2. DEVELOPMENT AND PRESERVATION OF HERBAL GARDEN
Goals 1. Provide awareness to stakeholders on the need of protecting the environment and medicinal plants 2. Preserve the medicinal plants found only on the western-ghats and are on the verge of extinction 3. Showcase medicinal plants and saplings to local population and student community 4. Propagate the medicinal value of the plants of the region among the local population so that they protect it without any further persuasion 5. To maintain a healthy cool and serene atmosphere that is conducive for teaching learning activity in the campus

File Description	Documents
Best practices in the Institutional website	https://pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=Best-Practices
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

One of the objectives of the college is to encourage higher education among the economically weak and poor sections of the community, irrespective of caste and creed. In accordance with its vision and mission, the college has always given importance to the educational upliftment of the local population, especially women. The majority of the student community of the college comprises of women from the educationally and financially backward families of the region. Through the education they obtained, many of them were able to secure jobs within the country and abroad leading to substantial financial progress of their families and the region. The following measures are taken by the college for promoting the education of women in the region. 1. As the transportation facility of the region is very insufficient, the girl students find it difficult to join an academic programme. To target this, the college has built two women hostels in the campus. In addition to this, one more women hostel authorized by the institution is functioning near the campus. 2. The college gives preference to girl students in admission through management quota. As a result of the above initiatives, the new admissions of the college are predominantly women.

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

7.3.2 - Plan of action for the next academic year

1. Modernisation of ladies toilets, Physics and Chemistry laboratories
2. Purchase of new equipment to Physics and Chemistry laboratories

3. Renovation and beautification of campus with financial assistance from RUSA
4. More number of diploma programs including MOOC, SWAYAM courses will be introduced during the next academic year.
5. PAAMS will be upgraded with the addition of more modules. ICT training programs will be organised for the faculty and NTS.
6. Training on Innovative Teaching programs will be organised for the faculty.
7. Training and orientation programs on NEP will be organised for the faculty
8. Construction of an Open Stage in the campus.