



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	PAVANATMA COLLEGE
Name of the head of the Institution	Dr. Johnson V.
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	08468263235
Mobile no.	8281724204
Registered Email	mail@pavanatmacollege.org
Alternate Email	pavanatma.iqac@gmail.com
Address	Murikkassery P.O. Idukki dt. Kerala
City/Town	Idukki
State/UT	Kerala
Pincode	685604
2. Institutional Status	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Saji Joseph
Phone no/Alternate Phone no.	09446801060
Mobile no.	8921237880
Registered Email	pavanatma.iqac@gmail.com
Alternate Email	saji.joseph.pcm@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.pavanatmacollege.org/assets/images/uploads/PCM_AQAR2017_18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.pavanatmacollege.org/assets/images/uploads/Academic_Calendar_2018-19.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
3	A	3.01	2016	17-Mar-2016	16-Mar-2021

6. Date of Establishment of IQAC	01-Jun-2005
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		

[View File](#)

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

15

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

No Data Entered/Not Applicable!!!

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Staff Council	03-Jun-2020

<p>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</p>	<p>No</p>
<p>16. Whether institutional data submitted to AISHE:</p>	<p>Yes</p>
<p>Year of Submission</p>	<p>2019</p>
<p>Date of Submission</p>	<p>28-Feb-2019</p>
<p>17. Does the Institution have Management Information System ?</p>	<p>Yes</p>
<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>Pavanatma Academic and Administrative Management System (PAAMS) is an application developed by IQAC in collaboration with Digital Eye Solution, Ernakulam PAAMS maintains the data of student lifecycle in Pavanatma for their entire academic curriculum. This system is used for complete student record keeping right from their admission till placement and even their career progression. Each activity of the student during the entire programme is recorded in PAAMS Database. The framework of PAAMS provides a wide range of modules. These modules are designed to provide specific functionalities for the efficient management of campus life of a student at Pavanatma. Following is a list of modules which are available in PAAMS.</p> <p>I. Basic Administrative Management This module provides features for the basic administrative management of the college. The Submodules available are:</p> <ol style="list-style-type: none"> 1. Academic Year Setting 2. Manage New Department 3. Manage New Programme 4. Manage New Cell/Forum 5. Manage Principal, /HoD Appointment <p>II. Basic Student/Staff Data Management This module provides features for keeping track of student and staff details. The submodules available are:</p> <ol style="list-style-type: none"> 1. Manage Student Enrollment 2. Manage Staff Appointment 3. Class Number Generation of Students 4. Examination Register Number Generation of Students 5. Manage Student Termination/Progression 6. Manage Staff Termination <p>III. Curriculum Framework Management This module provides features for specifying and managing the Semester promotion and</p>

internal markstructure. The submodules available are: 1. Manage Internal Tests 2. Create Academic Calendar 3. Manage Semester Promotion IV. Programme Management This module provides submodules for managing the basic academic activities of a programme. The submodules available are: 1. Manage Student Registration to various courses in a programme 2. Manage Faculty allotment to various courses in a programme. 3. Manage Timetable 4. Manage Work Arrangement and Extra class 5. Manage Student Attendance V. Evaluation Management 1. Internal/External Mark entry of programmes 2. Programme Learning Outcome Assessment VI. Enrichment Programme Management 1. Manage Addon/Open Programme Admissions 2. Manage Cell/Club Enrollment VII. Staff Daily Appraisal Management This module provides features for enabling staff to record their daily academic activity. The submodules are: 1. Manage Daily Activity 2. Manage Academic Programmes attended 3. Manage Publications VIII. Student Support Management This module provides features for recording and managing various student support activities such as mentoring and counseling. The submodules are: 1. Manage Student mentoring 2. Manage Cell /Club/Association Activities 3. Manage Student progression

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The College has formed a Curriculum Planning and Implementation Committee (CPIC) to monitor the effective implementation of the curriculum provided by the affiliating University in accordance with the mission and vision of the institution. The CPIC creates a detailed curriculum framework which presents the syllabus, learning and teaching strategies and learning outcomes of different courses. The CPIC formulates a detailed curriculum implementation plan (CIP) which details the teaching methodology for each module, the learning objectives and expected outcome. The CPIC oversees the effective implementation of the curriculum based on the CIP. Based on CIP, the faculty designs a teaching plan. An Academic Calendar is prepared for the College, which includes all activities- curricular, extracurricular, extension programmes etc. that are planned for the year. The College Directory which contains the Academic Calendar is given to all students and members of the faculty. Workshops are organised by the CPIC separately for the faculty and students to make them

familiar with all aspects of the Curriculum framework including learning objectives and expected outcomes. Monthly departmental meetings and the half yearly reports collected by the CPIC ascertain that the curriculum implementation is going on as per schedule. Remedial coaching is arranged for under performers to improve their performance. Enrichment programmes are provided for advanced learners. Bridge classes are arranged at the commencement of a programme to bridge the lack of knowledge of the students. The College conducts many Career oriented Add-on Programmes, certificate programmes, value added programmes and skill development programmes for effective enrichment of the curriculum offered by the affiliating university. To supplement the syllabus supplied by the University, Pavanatma conducts many enrichment programmes and courses to attain the quality standards and graduate attributes of the institution. The enrichment programmes include finishing schools for final under graduate and post- graduate students, soft skill development programme etc. Interactions with experts through invited lectures, seminars and classes are facilitated. Faculty are encouraged to adopt innovative teaching methods. Visits to research stations and industries by Science students and environmentally and historically significant locations by Arts students. Students are deputed and encouraged to participate in camps, seminars and workshops in other institutions. National or state level seminars on issues of contemporary relevance relating to specific aspects of the curricula are organised. Discipline- based quiz competitions are organised by various Departments. Value education course designed by CPIC is offered to all students of Pavanatma as an integral part of the curriculum. Assessment of the effectiveness of the Curriculum Implementation process is done through internal and external examinations, participatory learning activities and feedback from teachers, students, alumni and parents. The College has developed a formal mechanism to obtain feedback from students and stakeholders on curriculum to be used for curriculum enrichment and introducing changes in the curriculum. After the completion of the semester, students are required to rate the courses of that semester, the programme content and the teaching methodology.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Communicative English and Career Skills- Dept. of English		06/08/2018	35	Equipping a good performance for higher education as well as job	Proficiency in English Communication
Capital Market - Dept. of Economics		06/08/2018	35	Over view of what a capital market is.	Understand the basics of savings and investments.
Prekrithi Padanam- Dept. of Malayalam		06/08/2018	35	Bio-gardening and cultivation	Familiarize with bio-gardening and cultivation
LSR Skill Development- Dept. of B.Voc		06/08/2018	35	Career advancement	LSR Skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	DTP and Printing Technology	22/01/2018
BVoc	Accounting and Taxation	22/01/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BVoc	DTP and Printing Technology	22/01/2018
BVoc	Accounting and Taxation	22/01/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	134	181

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Yoga for Physical Fitness and Health	24/09/2018	12
Additional Skill Acquisition Programme	04/06/2018	24
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The College has developed a formal mechanism to obtain feedback from students

and stakeholders on curriculum to be used for curriculum enrichment and for introducing changes in the curriculum. After the completion of the semester, students are required to rate the courses of that semester, the programme content and the teaching methodology. The feedback questionnaire is given to students in online mode using Google form. For each question in the questionnaire, the stakeholders are required to indicate satisfaction ratings on a five- point scale such as, Course objectives and outcomes, depth of the course content and delivery, applicability or relevance to real life situations, clarity and relevance of textual reading materials and facilities. For analysing the data, tools like percentage analysis, charts, graphs etc. are used. The outcomes that fall into the category of low satisfaction are taken care of while CPIC and IQAC discuss amendments or additions in the curriculum. The feedback analysis is published on the college website for the reference of all stake-holders of the institution, and is discussed during the faculty meetings for future modification in the course content and teaching strategy. Similar questionnaires are distributed among teachers, parents, employers and alumni of the college to rate the programme through online feedback. As before, for each question in the questionnaire, the stakeholders are required to indicate satisfaction ratings on a five- point. After analyzing the data, it is published on the college website for the reference of all stake-holders of the institution, and is discussed during the faculty meetings for future modification in the course content and teaching strategy.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	924	164	34	16	10

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
66	66	9	18	2	15
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring is a strategy to provide students with emotional and instrumental support they need to achieve learning goals. The Mentoring cell functions very actively in the college striving to improve the performance of all mentees particularly the slow learners. Under the mentoring programme these aspects are dealt with: ? Identification of needy students-this is done on the basis of interactions made by the mentor to mentees on a pilot study basis. ? Appointment of mentor faculty for a manageable group of students(1:20) ? Tracking students' performance and attendance by conducting tests on a regular basis. ? Formation of Peer learning group of 10 to 12 students each both of academically strong and weak, who learn together. ? Evaluation of student performance through continuous evaluation techniques suggested in the curriculum. ? Counselling- academic/ psychosocial- is provided to those students who require it. The mechanism followed in the college is given below: ? Mentoring programme is organized every semester of each academic year. ? Coordinator in consultation with the class teacher identifies needy students by 30 th June every year. The interaction record of all students is kept by the class teacher /mentor confidentially. ? Needy students are grouped with manageable number and student mentors are appointed for each group to bridge the gap between learning skills as well as to improve students' performance. (Peer Learning) ? Mentor prepares a schedule of inter personal meetings to keep a track of performance of students, mentor conducts monthly tests. ? Outcome of the mentoring programme is evaluated by comparing the End Semester Exam Marks with the previous marks. ? Mentor faculty informs parents about the mentoring needs, the mentoring procedure and the desired outcome of mentoring. ? Certificate of appreciation is awarded to the faculty and student mentors in order to motivate them. According to the specified policy, two levels of mentoring take place-1) Mentor to Mentee 2) Mentee to Mentee. The mentoring cell identifies students belong to the categories of advanced learners, slow learners and students at the risk of drop out and supports faculty members to adopt measures to provide better care for these distinct groups. Academic needs of slow learners are taken care of through extensive remedial teaching, personal care and attention, regular value education classes and career orientation and counselling. The focus of mentoring is to develop the whole person and so the techniques are broad and require wisdom in order to be used appropriately. The most commonly used techniques among mentors are: accompanying, sowing, catalysing, demonstrating and harvesting. All meetings held between the mentor and the mentee and all interaction records will be kept as confidential by the class mentor. Mentoring supports the teaching-learning process effectively and in the current era of student-centric learning methodology, it plays a crucial role in empowering the learners. Since mentors direct their mentees towards career goals, it ensures personality development and career advancement. No. of students enrolled in the institution: 1088 No. of full time teachers: 60 Mentor-mentee ratio: 1:18

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1088	60	1 : 18

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
60	60	0	30	12

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end
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No Data Entered/Not Applicable !!!

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• Our college strictly adheres to the system mandated by the Mahatma Gandhi University - CBCS (2017) system for UG and PGCSS (2019) system for PG programmes exist in the college. • In addition to the communication through website and College calendar, the pattern and importance of CIE are explained in the orientation programme to freshers and in the classrooms by the teachers. • Two internal exams are conducted during each semester, the dates for which are marked in the Academic Calendar published at the beginning of each year. The exam time table is prepared by the internal examination cell in consultation with IQAC and College Council. The time table is displayed the notice boards and college website. To increase the seriousness of students, test papers are conducted in a centralised manner. • Internal Examination vigilance squad comprising of faculty ensured that use of unfair means was checked. • After the conduct of examinations, faculty have to evaluate the answer scripts to the students in one week time along with the comments. The common errors are discussed in the classroom. • In addition, the students make seminar presentations and submit assignments, the marks scored in which are also reckoned as Internal Assessment marks. • Online assignment submissions and quizzes using Google forms are encouraged. • A 3-tier grievance redressal mechanism exists in the college for grievances related to the marks obtained in the internal assessment. Re-test examinations are conducted for students who have not attended the internal examination on genuine grounds.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Based on the Action plan inputs from the departments, the Curriculum Planning Implementation Committee (CPIC) of the college prepares the Academic Calendar for each year, marking the dates for internal exams, seminars, workshops, cultural activities, study tours, educational visits, field trips, industrial visits and the observation of each special day in the calendar. The preparation of academic calendar ensures that the students get adequate instructional hours and teachers get maximum hours to deliver their courses effectively. • The Principal convenes at monthly meetings of the Academic Council comprising the Heads of each department, to review the monthly progress. • In order to adhere with the schedule of CIE, faculty have to take special classes to finish the topics suggested for test papers. The faculty also take special classes on holidays in order to compensate the loss of working days on account of flood and unforeseen strikes. • Assignments and Seminars are given to the students continuously and well in advance so that they can prepare for the same. Once the assignments or seminars are evaluated the marks are entered in the digital format, PAAMS. • Those students who did not perform well in the assignment were counselled individually and when required, weaker students were given more chances to improve their scores. This led to an improved outcome as there was no/lesser performance anxiety.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.pavanatmacollege.org/public/Pavanthma-Learning-Outcome>

2.6.2 – Pass percentage of students

Programme	Programme	Programme	Number of	Number of	Pass Percentage
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Code	Name	Specialization	students appeared in the final year examination	students passed in final year examination	
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property Rights in India	Vocational Studies	19/03/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Best Photo Award	Harrison Santhosh	Idukki Press Club	24/01/2018	New Photo exhibition
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
28	0	17

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce	12	0
International	Chemistry	3	0
International	Physics	2	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	5
History	5
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students
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			Benefited
No Data Entered/Not Applicable !!!			
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Faculty/Student Exchange	Department of Chemistry	Management	15
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Faculty/Student Exchange	Faculty/Student Exchange	St. Josephs college , Moolamattam	28/06/2018	28/06/2019	32
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Take Off Sports Pala	28/06/2019	Online Marketing	142
Highbange Development Society	28/06/2018	Skill Development, Outcome based Education	142
Idukki Vision Kattappana	28/06/2018	Skill Development, Outcome based Education	142
Bodhi Tree India Tailor Made Holidays Cochin	28/06/2019	Skill Development, Outcome based Education	142
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
65	56.9

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Libsoft	Partially	4.1	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	21332	733050	233	184000	21565	917050
Reference Books	2674	149300	0	0	2674	149300
e-Books	97000	0	0	0	97000	0
Journals	97	35390	0	0	97	35390
e-Journals	6000	5000	1200	47890	7200	52890
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	86	41	75	5	0	9	23	20	3
Added	60	57	61	0	0	1	1	0	1
Total	146	98	136	5	0	10	24	20	4

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
zoom, G Meet	https://pavanatmacollege.org/public/Pavanatma-Virtual-Classroom

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
14.25	14.6	20	20.52

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

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

Inventory control procedures All employees and students have the responsibility for the prudent use, care and safeguarding of College property. the Principal is accountable for the supervision, control, and inventory of all property of the College and requires such property, except for expendables, be inventoried annually. The college has service agreements with qualified technicians for the timely maintenance of electrical equipment, wiring, plumbing etc. Annual performance audit of all the equipment is conducted in the month of May by an internal committee comprising of the technical staff and faculty. 1

Infrastructure Committee The college has constituted an Infrastructure committee consisting of the Principal, the Vice Principal, the HoDs of all departments, and the IQAC Coordinator. The committee is entrusted with the task of improving the infrastructure from time to time and of taking measures to make stakeholders aware of the changes. The committee conducts infrastructure audit every year and make recommendations to the management for upgradation of the facility.1. Individual departments, administrative office library etc. can place their proposal before the Infrastructure committee at any time. 2. The committee, based on the Infrastructure audit assess the need of the proposed item 97 Maintenance of Infrastructure . Upon its satisfaction of the need, Infrastructure committee recommends to the management the purchase of the item.

Purchase of Books, Journals and other Reading Materials ? HoDs of all departments (including Languages and Physical education)submit the list of suggested books to the Library committee for decision. ? Faculty and students (through class representatives) can also submit their personal suggestions to the library committee. ? A register is kept in the library for the students and staff to write down the suggestions on books to be purchased. ? The library committee discusses the suggestions and finalizes the titles of books, journals and other reading material to be purchased. 13.4 ICT Policy Pavanatma will strive to encourage students and faculty to make appropriate use of the educational opportunities presented by access to the Internet and other electronic communication options The college will regularly upgrade the infrastructure in tune with the technological development so as to provide the best and latest technology It will enforce appropriate administrative procedures to safeguard and promote the welfare of the stakeholders by preventing cyber bullying and other forms of abuse and to minimize the risk of

harm to the assets and reputation of the College. 1 Procedure The college has constituted an ICT committee consisting of the Principal, the Vice Principal, the HoD of Computer Science, and the faculty in charge of the Website maintenance and the Librarian. The committee is entrusted with the task of improving the IT infrastructure from time to time.

<https://www.pavanatmacollege.org/assets/images/uploads/PQM.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Management Level Scholarips	15	277609
Financial Support from Other Sources			
a) National	Central Sector Post Matric Scholarsip	216	1238223
b)International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft skill development(Walk with a Scholar Programme by Government of Kerala)	06/06/2018	90	Department of Collegiate Education, Govt of Kerala Mr.Santhosh George, Department of History, Coordinator, Ph:9747592938
Yoga Meditation	04/06/2018	10	Gijo George, Dept of Physical Education, 9495685366
Soft skill development	04/01/2019	60	Infiniz IT solutions Eranakulam www.infinizindia.com Tijo Antony , Coordinator ,Career Guidance cell Ph:9562097545
Remedial coaching	11/06/2018	150	Mr. Bobin George, Department of Mathematics Coordinator, Ph: 9747905115
Bridge courses	06/06/2018	260	Santhosg george, Dept of History
Personal	13/06/2018	67	Sr.Nithya CMC,CMC

Counselling			Convent, Nedumkandam Ms. Josmi Varghese Department of Commerce, Coordinator Ph:9526516283
Mentoring	04/06/2018	1088	Mr. Anoop Joseph, Department of Commerce, Coordinator, Mentoring cell, Ph: 9744763434
Remedial coaching (Scholar Support Programme by Government of Kerala)	06/06/2018	40	Department of Collegiate Education, Govt of Kerala Ms. Josmi Varghese Department of Commerce, Coordi nator, Ph:9526516283

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	NET coaching	63	250	4	6
2018	PSC/Competitive Exam Coaching	54	54	2	2
2018	Training on Overseas job opportunity	260	260	4	1

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Wipro, Hyundai	14	2	WIPRO, INFOSYS, KOTAK BANK,	26	10

KSFE , ICICI
BANK , EXL
Ltd. , EMB
Ltd. ,
CARBORANDUM
Ltd.

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	4
TOFEL	2
Any Other	2
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Sr. National YOGA Championship	National	1	0	10508	Arun Anandan
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

PAVANATMA STUDENTS' UNION The Students' union is the student government at Pavanatma. It is the most important student representative body to represent all student interests and bring about positive change to the student community. It helps create a vibrant community and improve the campus for everyone. The students' union is elected by the student community on a 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 (comprising of all students on roll) and issues the notices regarding the dates of nomination, withdrawal and election. The whole college machinery is

involved in the election processes of filing of nominations, voting, sorting, counting of votes and the declaration of the results. Two representatives, one male and another female, are elected from each class by secret ballot. These elected class representatives form the electoral college from which the executive body of the students' council is elected through secret ballot. The students' union comprises of the Chairman, the Vice-Chairman, the General Secretary, representatives to the university students' union, the Arts Club Secretary, the Magazine Editor, the Sports Secretary and two lady representatives (who are elected by and from among the lady representatives of all classes. The tenure of the office of the students' union is one academic year. The students' union is the body in charge of organizing general programmes like the College Sports Day, Arts festival, cultural activities etc. The students' union publishes an annual college magazine. A separate fund is kept aside by the college to aid the students' union activities and the fund is raised from the subscriptions made by the students, contribution from the management, allocation from PTA fund etc. STUDENTS' UNION The students' union comprises of Chairman, Vice-Chairman, General Secretary, University Union Councillors, Arts Club Secretary, Magazine Editor, Sports Secretary and two lady representatives. A faculty is appointed by the Principal as the students' union adviser. The students' union organizes general programmes like the College Sports Day, Arts festival, cultural activities etc. The students' union also publishes an annual college magazine. Department Associations The executive body of the department association is chosen from the students of each department consisting of an Association secretary and treasurer. All students of the department are active members of the association. The department association conducts various interdepartmental competitions. They also assist the students union in their activities. The activities include: ESSAY WRITING COMPETITION ELOCUTION COMPETITION BUS SERVICE AND ROAD RENOVATION WRITING COMPETITIONS RHYTHM 2K19 COLLEGE YOUTH FESTIVAL SPORTS AND GAMES COLLEGE DAY The student representative is included in important bodies of the college like IQAC and make important contributions by creative suggestions.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

12597

5.4.3 – Alumni contribution during the year (in Rupees) :

45000

5.4.4 – Meetings/activities organized by Alumni Association :

The alumni association builds a bridge between the students and the college after their college life so that the students reunite in the nest from where they flew off. The 2014-17 BA Malayalam batch students of Pavanatma College organized their alumni meeting on 06/06/2019 in the college auditorium. Teachers from English and Malayalam departments along with 31 students participated in the meeting. The HOD, Dr Bennichen Scaria addressed the students. The students shared their life experiences. The meeting ended at 1.00 p.m An alumni meeting of 2002-2005 B.Sc Chemistry batch was held at hotel Crown Palace Thodupuzha on 02 . 01.2020 which was inaugurated by Mr. Sajeew Cherian C. I of police, Thodupuzha. Students honoured their former teachers and seek their blessings. Various performances lead by the students had given a color to the program. 13 students and 4 teachers participated in this event. After the

lunch the function concluded at 3 pm.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Case Study 1: The College performs the participative management and decentralisation in the conduct of Arts Festival. Initial discussion with College Union and Arts Club representatives with the College Management. Appointment of Staff Advisor to the College Union and FIC of Arts Club as Chief Officers of the Arts festival. The list of participants to the events will be taken and published on the notice board by College Union and Arts Club. Chief officers in turn arrange a joint meeting of all teaching and non-teaching staff to discuss the matters relating to the festival. Based on the decisions of the joint meeting the duties of staff as judges, stage managers, etc. are allocated with freedom to decide the ways of discharging these duties. On the pre-event day, all arrangements related to venues are reviewed by stage managers and modification if any will be performed with immediate effect with the help of College Union and Arts Club representatives. On the event day, events will be conducted as per the time schedule. In case of any delay, the stage manager will reschedule the event and thus, facilitates time management. After the events, a review meeting by all staff and students concerned is convened. During the meeting the pros and cons of the event will be identified and corrected, if possible. Facilitated the management of time effectively. Collective decision making. Decisions will be taken at every single phase by the person in charge independently. The College management and the Principal will be relieved from the conduct of the arts festival. Students will feel that they are part of the festival as their involvement in collective decision making.

Case Study 2: Constitution of Pavanatma Sports Academy To enable the conduct of sports items during 2018-19. Initial discussion with College Management and authorities. Appointment of Physical Education Director as the Chief of all events. The list of participants to the events will be taken and published on the notice board. Appointment of judges for the events specifying the finishing and starting judges as well as chief of track and throws. Necessary field arrangements. Inviting guests to the events. On the pre-event day, all arrangements related to events are reviewed and modified. On the event day, events will be conducted as per the time schedule. Medals and certificates are issued to the winners with immediate effect in the ground itself. After the events, a review meeting by all staff and students concerned is convened. During the meeting the pros and cons of the event will be identified and corrected, if possible. Facilitated the management of time effectively. Collective decision making. Decisions will be taken at every single phase by the person in charge independently. The College management and the Principal will be relieved off from the conduct of sports events. Staff and volunteer students will get felt that they are part of the events because of their involvement in collective decision making.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Pavanatma is committed to conduct its admissions processes efficiently,

effectively and courteously according to fully documented operational procedures that are readily accessible to all those involved in the admissions process, applicants and their parents the college will enforce suitable monitoring mechanisms to ensure that the admission process is in accordance with the mission, vision and core values of the institution. The college lays down various yardsticks to ensure publicity and transparency, by specifying criteria and process of admission and quotas, keeping in view of the university guidelines and relevant government orders.

Industry Interaction / Collaboration

Pavanatma will strive to establish linkages and collaborations with various agencies. The unit/club/faculty interested in collaborating with external agencies must submit a detailed proposal indicating the nature and need of collaboration, name of the external agency, benefits of the collaboration, duration of the collaboration, financial benefits or expenses, persons responsible to represent the college and the agency etc. to the research committee of the college. The Research committee, after assessing the need and viability of the collaboration, is granting permission for the proposal and recommending to the staff council for signing MOU/agreement with the research institute/agency.

Human Resource Management

Pavanatma will ensure that its procedures for recruitment and selection of staff lead to the employment of suitably qualified and skilled individuals. Pavanatma believes that the strength of the college depends on an intellectually rigorous faculty constantly updating its skills and expertise to maintain excellence in teaching-learning, research, and service to the community. The college will support faculty development initiatives in order to assist faculty members. The college recognizes that faculty development is the joint responsibility of the faculty and the college. The Administrative council holds the responsibility to recruit competent and suitable faculty for all programmes of the college.

Library, ICT and Physical

The library committee of the college

Infrastructure / Instrumentation

monitors and directs the support services offered by the library in the teaching-learning process. Pavanatma will strive to encourage students and faculty to make appropriate use of the educational opportunities presented by access to the Internet and other electronic communication options The college will regularly upgrade the infrastructure in tune with the technological development so as to provide the best and latest technology It will enforce appropriate administrative procedures to safeguard and promote the welfare of the stakeholders by preventing cyberbullying and other forms of abuse and to minimize the risk of harm to the assets and reputation of the College.

Research and Development

Quality Improvement processes for research at Pavanatma are designed to: Transform the institution from a center of knowledge transfer to a center of knowledge creation. Provide a framework for continuous improvement by setting high standards and targets for students and faculty, and measuring performance against these standards and targets. Continuously update institutional strategies for upgrading and creating infrastructural facilities in the new and emerging areas of research. In fulfilling its core commitment and obligation of service to society, Pavanatma will seek continuous quality improvement in the practice and culture of research in the college and develop procedures to monitor it.

Examination and Evaluation

Pavanatma will develop and adhere to procedures for the fair and consistent assessment of students, and will publish all related criteria and regulations Pavanatma will ensure validity and reliability of assessment tools and methodologies students will receive timely and constructive feedback on assessment. IQAC and EOC collect the details of all the students to assess: 1. The number of students who lack sufficient communication skills in English, which is the medium of instruction of the college. 2. The number of students who lack the required knowledge in Mathematics 3. The number of students who dont have the basic computer knowledge.

Teaching and Learning

CPIC oversees the effective

implementation of the curriculum based on the curriculum implementation plan. For this purpose, an academic calendar is prepared for the college. Workshops are organized for the faculty and students to make them familiar with all aspects of the curriculum framework, including learning objectives and expected outcomes. The key processes which support quality improvement in teaching-learning are: Monitoring the Colleges performance through the attainment of Key Performance Indicators (KPIs) (no. of applications received, graduate employment within 1 year) Managing under-performance process, (remedial coaching, bridge courses, counseling) Observations of student activities mentoring, (FAs, SAs, reports of faculty-in-charge).

Curriculum Development

The Curriculum Planning Implementation Committee (CPIC) is in charge of designing, implementing and reviewing the curriculum of different programmes of the college in accordance with its mission and vision. Within the time frame provided faculty in charge of concerned subjects prepared the curriculum and curriculum implementation schedule. CPIC uses a six-step approach to curriculum development: 1. General needs assessment 2. Assessment of expectations of society from graduate students. 3. Design overall goals and aims for the curriculum. 4. Educational strategies to maximize the impact of the curriculum. 5. A plan for implementation, including timelines. 6. Evaluation and feedback.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Pavanatma Academic and Administrative System (PAAMS)
Administration	Colsoft
Finance and Accounts	Colsoft
Student Admission and Support	Pavanatma Academic and Administrative System (PAAMS)
Examination	Pavanatma Academic and Administrative System (PAAMS)

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	36	5	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
18	13	6

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The system and regularity of various audits conducted at Pavanatma College, Murickassery is given below. There are financial and non-financial audits. Financial audits include 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 include office, campus, administration, units, activities, campus, etc. In case any audit objection arises, the concerned section or unit will take immediate remedy action 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.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Staff Contribution for College Development	169204	College Development
View File		

6.4.3 – Total corpus fund generated

173200

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC (Evaluative report, File verification by IQAC team)
Administrative	Yes	AG's office	Yes	File verification by IQAC team

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

<p>Construction of indoor stadium Participation and management of flood relief camp Financial support for Infrastructure development, scholarship Annual gathering to choke out the plan of infrastructure development Review of disciplinary policy of the institution</p>

6.5.3 – Development programmes for support staff (at least three)

<p>Annual Spiritual Animation programme Training programme for technical Staff Training on ICT, Awareness Programme on prevention of sexual harassment at workplace Staff tour</p>
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>1. IQAC encouraged the teaching community of the college to undertake research projects as well as to pursue research as per the available norms. As a result, 10 teaching faculty joined research. 2. 1. IQAC encouraged the departments to start new need based short term courses such as diploma, certificate, etc. 25 courses started by different departments. 3. 2. IQAC emphasized the need for commencing a coaching center for competitive examinations. The Career Guidance Cell started a PSC /Civil service coaching center in the campus.</p>
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants

No Data Entered/Not Applicable !!!

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Short Film Fest	13/09/2018	13/09/2018	45	33
Gender Equity for National Development -National Seminar	18/12/2018	19/12/2018	300	0
Training on Stress Management	28/09/2018	28/09/2018	300	0
Seminar on Personal Hygiene	10/10/2018	10/10/2018	200	0
Documentary Screening	17/01/2019	17/01/2019	600	0
"Her Day" Celebration	17/01/2019	17/01/2019	400	0
Workshop on Beauty Tips	15/03/2019	15/03/2019	400	0
Trans gender Sensitization Programme	29/11/2018	29/11/2018	80	50

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
6.83

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	No	0
Ramp/Rails	Yes	3
Braille Software/facilities	Yes	1
Rest Rooms	Yes	3
Scribes for examination	Yes	3
Special skill development for differently abled students	Yes	3

Any other similar facility	Yes	3
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7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	0	1	12/12/2018	20	Tailoring Course for Women in the locality	Lack of self-sufficiency in backward community women	32
2018	0	1	17/12/2018	13	Driving License for Local women	Lack of self-sufficiency in backward community women	18
2018	0	1	15/08/2018	15	Flood relief Camp-2018	Disaster management	96
2018	0	1	03/07/2019	1	Agricultural Seminar for farmers	Lack of knowledge in Farming Managing Price Farming Managing Price	35
2018	1	0	17/07/2018	185	Soil Testing Lab	Lack of Testing facility in the locality	5
2018	1	0	08/11/2018	1	Fish Farming	Lack of technical knowledge of local farmers	23
2018	1	0	18/10/2018	1	Vegitable Seed Distribution	Farming	28
2018	0	1	22/12/2018	1	Town Cleaning	Waste management	52
2019	0	1	13/03/2019	1	Training for SHG	Training	46

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
HAND BOOK OF DC	01/01/2018	The link is provided for the reference of all stakeholders in the college website. The hand book contains the rules and code of conduct to be followed by all employees of the college including principal, teaching and non-teaching staff. It also contains the rules and regulations to be followed by the management.(LINK IN WEBSITE) http://www.collegiateedu.kerala.gov.in/docs/pdf/handbookfinalversion.pdf
KSR	01/01/2018	The link is provided for the reference of all stakeholders in the college website. The hand book contains the rules and code of conduct to be followed by all employees of the college including principal, teaching and non-teaching staff. It also contains the rules and regulations to be followed by the management.
M.G UNIVERSITY STATUTE	01/01/2018	The link is provided for the reference of all stakeholders in the college website. The hand book contains the rules and code of conduct to be followed by students and all employees of the college including principal, teaching and non-teaching staff. It also contains the rules and regulations to be followed by the management.
G.O – SEXUAL HARRASMENT CELL	01/01/2018	The GO is displayed for the reference of all stakeholders in the college directory. The GO

		contains the rules and code of conduct to be followed by students and all employees of the college including principal, teaching and non-teaching staff. It also contains the rules and regulations to be followed by the management.
G.O ANTI RAGGING CELL	01/01/2018	The GO is displayed for the reference of all stakeholders in the college directory. The GO contains the rules and code of conduct to be followed by students and all employees of the college including principal, teaching and non-teaching staff. It also contains the rules and regulations to be followed by the management.
CODE OF CONDUCT FOR STUDENTS	01/01/2018	The CC is displayed for the reference of all stakeholders in the college website and college directory. The CC contains the rules to be followed by the students while being in the campus. The ethics committee formulates, modifies and monitors the enforcement of CC. The CC is included as an appendix to PQM in the website.
CODE OF CONDUCT FOR FACULTY	01/01/2018	The CC is displayed for the reference of all stakeholders in the college website and college directory. The CC contains the rules to be followed by the faculty members while being in the campus. The ethics committee formulates, modifies and monitors the enforcement of CC. The CC is included as an appendix to PQM in the website.

CODE OF CONDUCT FOR GOVERNING BODY	01/01/2018	The CC is displayed for the reference of all stakeholders in the college website and college directory. The CC contains the rules to be followed by the members of the governing body. The ethics committee formulates, modifies and monitors the enforcement of CC. The CC is included as an appendix to PQM in the website.
CODE OF CONDUCT FOR NON TEACHING STAFF	01/01/2018	The CC is displayed for the reference of all stakeholders in the college website and college directory. The CC contains the rules to be followed by the non-teaching staff while being in the campus. The ethics committee formulates, modifies and monitors the enforcement of CC. The CC is included as an appendix to PQM in the website.
CODE OF CONDUCT FOR PRINCIPAL	01/01/2018	The CC is displayed for the reference of all stakeholders in the college website and college directory. The CC contains the rules to be followed by the principal while being in the campus. The ethics committee formulates, modifies and monitors the enforcement of CC. The CC is included as an appendix to PQM in the website.
Pavanatma Quality Manual (PQM)	01/01/2018	All quality policies including the classroom code of conduct of the students is included in the PQM. It is included in the college website.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Day observation	04/06/2018	29/03/2019	1150
Value Education	04/06/2018	29/03/2019	1088

Awareness Seminar and Kitty Show	22/03/2019	22/03/2019	1088
Endowment lecture	23/01/2019	23/01/2019	1150
Grooming and Personality Development Workshop	14/03/2019	14/03/2019	140
National Anthem chanting	04/06/2018	29/03/2019	1150
Spiritual Animation programme	12/12/2018	14/12/2018	1150
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Declaration of Plastic-free campus
2. Tree Protection
3. Planting Tree saplings
4. Garden in the central courtyard
5. Green Audit- NSS and Nature club
6. All buildings have been made well-ventilated to minimize the use of fans. ACs are non-existent in the campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Herbal Garden
2. Palliative home care

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Pavanatma College is located in the village Murickassery, which is pitifully backward even by the standards of the educationally and financially backward district of Idukki. During the inception time of the college in 1982, every human being in the region participated in the construction of the building with utmost enthusiasm. People labored without taking any wages, those who had timber contributed that for making furnitures and the women even saved some rice everyday from the meals of the family and contributed that too. The college opened the doors of higher education for the first time to the poor settlement farmers and the tribes of the region. Ever since its inception, Pavanatma College has been committed to fulfill the aspirations of the founders and the local population. Of late, a few colleges have been established in the high- ranges, some of them residential targeting the students of other parts of the country, but the local population still look at Pavanatma College as the only answer to the educational needs of their children because it offers high-quality education for tribals and low-income farmers. The campus is free from politics and the College offers a serene, cool, calm and pollution-free environment for academic pursuit. 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 to its vision and mission, the college has always given utmost importance to the educational upliftment of the local population, especially women. Except for the first three years, the majority of the student community of the college comprised of women. They all were from the educationally and financially backward families of the region. Through the education they obtained from the college, many of

them were able to secure jobs within the country and abroad leading to substantial financial progress of their families and the region as such. 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 for an academic programme. To target this, the college has built two women's hostels in the campus. In addition to this, one more women's hostel authorized by the institution is functioning near the campus. This is a relief to many girl students in their effort of pursuing higher studies. 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. For instance, in 2017 out of 400 new admissions, 276 were women which accounts for 69 of the total admissions. In 2018, out of 408 new admissions, 276 were women which accounts for 68 of the total admissions. In 2019, out of 423 new admissions, 293 were women which accounts for 69.5 of the total admissions. The proportion of the women employees in the institution is also significant. Out of the 60 full time faculty, 35 are women which comprises of 58 of the total faculty. As the college is committed to women empowerment of the region, we give free training to self- help groups of local women on areas like computer accounting, paper carry bag preparation etc. Through its efforts like these, the college acknowledges the importance of the role of women in the effort of the nation for an Aatma Nirbhar Bharat.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

Pavanatma college recognizes the importance of achieving excellence in all its academic endeavors as stated in the quality assurance policy: Pavanatma will strive to pursue national standards of excellence in teaching, learning, research, and consultancy, and to remain accountable in our core and support functions, through processes of self-evaluation and continuous improvement. Pavanatma college is committed to adopt the following measures in its journey to academic excellence in the coming years. 1. Include external experts to the maximum extent possible while formulating the curriculum of enrichment and value added programmes. 2. At least two workshops annually on curriculum framework for the faculty and students of each department. 3. Increase the average number of annual actual lecture hours per faculty from its present value of about 350 to 400. CPIC should encourage the faculty members to take more special classes in online mode. 5. CPIC will analyze various innovative teaching strategies adopted by the faculty members and publicize it properly so that others can adopt them. 6. The best innovative practice in teaching learning will be identified every year. 7. One new diploma programme per department will be launched in online mode with the intention of skill development among the students of the college and the educated youth of the locality. 9. The value education programme should be developed as a full-edged regular academic programme with 90 of the lecture hours in online mode. 10. Atleast one enrichment programmes dealing with Gender equality, Climate Change, Environmental education, Human Rights and Moral values should be arranged by each department. Learning outcomes All the academic and extracurricular activities of Pavanatma are intended to achieve the graduate attributes. Apart from the syllabus supplied by the university, these activities include activities of various clubs and forums, sports and games, cultural events, activities of students union and department associations etc. In the coming year, this assessment will be made more objective with modules included in PAAMS to assess them. Research will ensure that a teacher should undertake at least one minor project in their respective discipline or in a topic of regional importance in the next two years. The research committee will track Key Performance Indicators of research activity, such as number of patents, awards,

faculty acted as resource persons, no of publications, minor and major projects, number of seminars organized etc. Teaching Learning Management of underperformance (Bridge courses, Remedial coaching etc.) will be strengthened and extended to 10 of the students in each programme. Institutional Social Responsibility (ISR) The college will strengthen institutional mechanism to track students involvement in social movements through PAAMS and will encourage social surveys on issues pertaining to local population as part of the student projects. The college will ensure the involvement of local population in the ISR activities of the institution. Infrastructural development This year all class rooms should be made ICT-enabled smart class rooms. Herbal Garden in the campus must be expanded and more access must be given to the local population. The college will approach the Sports Council for the establishment of a Sports Hostel for women. The practice of Infrastructure audit will be streamlined by adding modules in PAAMS. The construction of the new academic building will commence in the year 2020 to facilitate more classrooms.