

PAVANATMA COLLEGE
MURICKASSERY

PAVANATMA QUALITY MANUAL (PQM)
APPENDIX 2




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Foreword

Pavanatma Quality Manual (PQM) – Appendix II is an extension document to Pavanatma Quality Manual created by the Internal Quality Assurance Cell(IQAC) after many deliberations on the quality standards and measures to be adopted at Pavanatma at the meetings/interactions of/with the stakeholders, staff council, and finally the Managing board and the Administrative Council. The PQM – Appendix II has been prepared following the guidelines and regulations of the UGC and NAAC, the notifications of the central and state governments and the recommendations of the NAAC peer team during the past three cycles of accreditation.

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

Murickassery

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ANTI-RAGGING POLICY

The anti-ragging policy of Pavanatma College was drafted by a committee consisting of the Vice Principal, Anti-ragging cell coordinator, IQAC coordinator, and the student member of the IQAC in 2016, which was later approved by the Administrative Council. The prime objectives of the anti-ragging policy are;

1. To promote a culture of respect, kindness, and tolerance among students to prevent instances of ragging
2. To implement strict guidelines and procedures for curbing any form of harassment within the campus premises
3. To provide support and assistance to victims of ragging, ensuring their safety and well-being.
4. To take necessary and appropriate disciplinary actions against those found guilty of ragging, in accordance with the institution's regulations and legal measures.

The policy aims to utilize various institutional resources for creating awareness among the stakeholders about the institutional practices to curb the menace of ragging and to frame appropriate procedures and guidelines for the efficient and prompt implementation of the institutional practices and state/university orders for making the campus ragging-free.

Anti-ragging Policy Statement

Any act of ragging is totally banned in Pavanatma College including its departments, constituent units, all its premises such as academic, residential, sports, canteen etc., and in all public and private means of transportation of students, and all students of the college should refrain from the act of ragging inside and outside the campus. The institution has zero tolerance to ragging incidents and it is committed to strictly follow the provisions of all the Acts of the Central and State Governments, already enacted or likely to be enacted in future and the provisions of the 'UGC regulations on curbing the menace of ragging in Higher Educational Institutions, 2010' or any other such regulations issued by the UGC. The college is committed to put all the possible efforts to make the student community aware of the provisions contained in the Acts of Central and State Governments, as well as those in the institutional and UGC regulations. The college is committed to ensure the efficient functioning of the institutional bodies responsible for the implementation of anti-ragging practices of the institution.

Definition of Ragging

Ragging means any of the following acts:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

Punishable ingredients of Ragging

1. Abetment to ragging
2. Criminal conspiracy to rag
3. Unlawful assembly and rioting while ragging
4. Public nuisance created during ragging
5. Violation of decency and morals through ragging
6. Injury to body, causing hurt or grievous hurt

7. Wrongful restraint
8. Wrongful confinement
9. Use of criminal force
10. Assault, sexual offences, unnatural offences
11. Extortion
12. Criminal trespass
13. Offences against property
14. Criminal intimidation
15. Attempt to commit any of the above mentioned offences against the victim(s)
16. Physical or psychological humiliation
17. Any other offence following from the "definition of ragging".

Measures for prohibition of ragging

The college shall strictly observe the provisions of the Act of Central and State Governments, the orders of the affiliating university and the Regulations issued by the UGC from time to time.

Measures for prohibition of ragging

The college should take the following measures to prevent ragging in the campus:

- The college website, the Prospectus, and the college Directory should incorporate the Kerala Ragging Prohibition Act 1995 (or any such Acts issued by the Central and State Governments in future), so that the students and their parents are sensitized in respect of the prohibition and the consequences of ragging.
- Obtain from the candidate and the parent at the time of admission a filled and signed affidavit as stipulated in the UGC regulations 2010.
- Obtain from the candidate seeking admission in a hostel, another filled and signed affidavit, as stipulated in the UGC regulations 2010.
- Display big posters in all notice boards of the college and hostels and other prominent places in the campus.
- During all orientation programmes, instructions should be given to the students regarding the rules preventing the act of ragging. The Principal should read out the

provisions of the UGC Regulations 2010 during the induction programme and the orientation programme at the commencement of the academic year.

- Mentoring Cell should instruct Class tutors and student mentors to orient the students against any ragging activity, and report any incidents of ragging that come to their notice.
- Students on admission should be made aware of when and to whom he/she has to turn for help (Class mentor, student mentor, Principal, warden, members of the anti-ragging committee etc.), in case of any attempt of ragging by others.
- Fresher's day should be organized as a sensitization programme to freshers and seniors, and the class mentors should introduce the "student mentors" to the freshers.
- At the PTA meetings, parents should be informed of the law regarding ragging and are requested to impress upon their wards to desist from indulging in ragging
- An anti-ragging squad should be created in accordance with the provisions of the UGC Regulations 2010, which has vigil, oversight and patrolling duties.
- Arrange Counseling and orientation sessions to the freshers and seniors to sensitize them against ragging.
- Conduct anonymous random surveys across first year classes to ascertain that the campus is indeed free of ragging
- On receiving a complaint on the occurrence of ragging hand over the complaint to the police, and initiate college's own action against those indulged in ragging.

Disciplinary Action

College shall take prompt disciplinary action against a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

1. The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established.
2. Depending on the nature and gravity of the guilt established, the Anti-Ragging Committee may recommend the principal to award, one or more of the following punishments, to those found guilty, namely;
 - Suspension from attending classes and academic privileges.
 - Withholding/ withdrawing scholarship/ fellowship and other benefits.

- Debarring from appearing in any test/ examination or other evaluation process.
 - Withholding results
 - Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - Suspension/ expulsion from the hostel.
 - Cancellation of admission.
 - Rustication from the institution for period ranging from one to four semesters.
 - Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
3. Provided that where the persons committing or abetting the act of ragging are not identified, the college shall resort to collective punishment.
 4. An appeal against the order of punishment by the principal of the college shall lie to the Vice-Chancellor of the University.

Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff. Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

Anti-ragging Committee

Pavanatma College has enacted the UGC regulations on curbing the menace of ragging in higher educational institutions 2016, as published in the gazette notification and has constituted an anti-ragging committee as envisaged in that regulation. The responsibilities of the Committee include

1. the monitoring of all anti-ragging activities of the institution
2. considering the recommendations of the Anti-ragging squad and the Anti-ragging cell
3. taking appropriate decisions and

4. Spelling out suitable punishments to those found guilty.

The anti-ragging committee has the following members:

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

Anti-ragging Squad

An Anti-ragging squad should be nominated by the Principal at the beginning of every academic year. The Anti-ragging squad shall consist of members belonging to various sections of the campus community, including teaching and non-teaching staff and students.

The Anti-ragging squad shall have the responsibility

1. to hold vigil, oversight and patrolling functions in the campus
2. inspect places in the campus with potential ragging possibilities
3. Make surprise raids in hostels and other hot spots.

Anti-Ragging Cell

To implement and monitor the institutional efforts of curbing the menace of ragging, every year the Principal should constitute an "Anti-Ragging Cell" consisting of one coordinator and

one member. The coordinator and the member of the cell should be selected from the staff representatives of the "Anti-Ragging Committee" of the college.

The Anti-Ragging Cell is an integral part of the institutional efforts to prevent any form of harassment, bullying, or humiliation of students. The cell should ensure a safe and welcoming environment for all students, free from any kind of physical or psychological abuse. The cell is in charge of planning and implementing all the institutional anti-ragging efforts as envisaged in this policy document, such as conducting anonymous random surveys across the first year classes to ascertain that the campus is indeed free of ragging. The cell members should brief the Anti-ragging committee during its meetings, on the institutional efforts to curb ragging in all its forms.

E-GOVERNANCE POLICY

The e-Governance Policy of Pavanatma College was drafted by a committee consisting of the IQAC coordinator and ICT cell coordinator, which was later approved by the Administrative Council. The prime objectives of the e-Governance Policy are

1. To ensure the implementation of standardized e-governance practices in all activities of the college, promoting maximum data sharing with central/state governments, affiliating university and the stakeholders of the college.
2. To promote transparency and accountability in all the functions of the college.

The policy aims to utilize various Government-to-College and University-to-College integrated environments for the seamless implementation of e-governance practices in the college. It also aims to the development and expansion of in-house integrated environment for the efficient implementation of stakeholder services.

E-governance Policy Statement

Pavanatma College understands that the availability of processed and updated information for prompt and accurate decision making is vital for providing the best and seamless services for its stakeholders in tune with the objectives of the college. The college identifies that utilization of ICT and computer aided automated systems are the basic components of efficient, transparent, equitable and accountable transaction of stakeholder services. Accordingly, the college is committed to establish integrated systems in all areas of its operations including student admission, finance, administration, evaluation, grievance Redressal, human resource management, stakeholder feedback and communication with various government bodies and university. The college shall develop and update appropriate procedures specifying the responsibilities, functions and privileges of various units of the college keeping in view its commitment to ensuring collective participation in the governance process.

E-governance Procedures

If available, the applications and software provided by the central and state governments, the affiliating university, the UGC and the NAAC shall be used for the automation of the functioning of the college. In areas of governance, where such automated systems are not

available, the college shall develop its own automated systems or purchase applications developed by third party vendors. The IQAC and the ICT cell coordinator should identify the areas where automated systems owned by government agencies and university bodies are available for college use, and should identify the features of the automated systems to be purchased or developed in other areas.

The practices to be adopted in various functions of the college by different units are given below:

1. Administration:

- All administrative activities of the college should be executed through the third party ERP software PAAMS, regularly supervised by the authorities. The Principal and the HA are in charge of ensuring the optimal and prudent use of the automated system. The modules presently available in PAAMS for administrative purpose include Staff enrollment, staff Appraisal, Staff Termination, Student Management, and Alumni Management. The HA in consultation with the Principal, IQAC coordinator and ICT cell coordinator shall initiate measures for the introduction of more modules required for the complete automation of the administrative process.
- Digital messaging services like WhatsApp and e-Mail should be used for real time information sharing with parents, students and staff. All class tutors should create batch-wise WhatsApp groups of parents and students, with the Principal and HoD as members in all such groups. The staff secretary should create a faculty-NTS group with the Principal as Admin for information sharing among staff. Maintenance of the Google Classroom 'Pavanatma Communication Channel' with all the faculty, NTS, cells and clubs as 'students' and the Manager, Principal, Vice Principal and IQAC as 'teachers' should be used for collecting reports, sharing documents and instructions etc. IQAC is in charge of the maintenance of the classroom.
- The ICT cell coordinator is in charge of maintaining the G-suit account of the college. The ICT cell should assign G-suit mail ID to all staff, students, cells, clubs and other units like departments and administrative office. The communication between these units should be through their institutional mail ID. All units should keep soft copies of their files and documents in their respective Google drive folders.

2. Finance and Accounts

- The accounting of the management contribution of the budget expenditure is managed by the third party software --. The Manager /Bursar is in charge of the maintenance and upgradation of the software.
- The scholarship and financial support from central/state government are managed by the E- grants application provided by the state government. The HA is in charge of providing adequate training to the administrative staff member in charge of the scholarship section.
- Payroll related services and activities of the staff in the aided section are managed by the SPARK application of the state government. The HA is in charge of providing adequate training to the administrative staff member in charge of the aided staff payroll section.
- PF related services of the staff are managed by the Gain PF application of the state government. The HA is in charge of providing adequate training to the administrative staff member in charge of the PF section.
- Utilization of central government/UGC/RUSA funds are managed by the PFMS system. The HA is in charge of providing adequate training to the administrative staff member in charge of the finance section.

3. Student Admission

- Student admission to various programmes has been made online by the affiliating university through the portals UGCAP and PGCAP. The Admission Committee of the college headed by the Principal is in charge of completing all the institutional requirements of the online admission portals of the university.
- Applications to the Management Quota seats have been made online through the college website. The Admission Committee and the Website Maintenance Committee are in charge of fulfilling and upgrading the online admission facility of the website.
- Remittance of various fees like application fee, examination fee, hostel fee, tuition fee etc. has been made online by the in-house mobile app and the online payment options like Google Pay. The HA is in responsible for providing adequate training to the administrative staff member in charge of the finance section.

4. Student Support

- College level WhatsApp group with all class representatives as members and Principal as Admin should be maintained by the Administrative Office for the speedy deployment of information among the students. Class level WhatsApp groups with HoD and Class Tutor as admins are to be used for class-level instructions and information deployment.
- PAAMS, the institutional software, has many modules dedicated for student support. They include tracking and recording of Mentoring activities, counseling, remedial coaching, cell activities, add-on programmes etc. The IQAC is in charge of providing adequate training to the faculty in the optimal use of the student support modules of PAAMS.
- The website should display all the student support practices of the institution, including announcements about scholarships, cell activities, career guidance etc. The Website Maintenance Committee is in charge of updating the Student Support services offered through the website.

5. Evaluation

- The portal of the affiliating university for uploading internal marks is used for communicating the CE results to the university. The Principal is in charge of monitoring the proper and timely use of the Uty Portal for CE mark upload. The IE Cell coordinator should arrange training to the staff in charge of CE results upload.
- The question papers for external examinations are compiled just before the commencement of the examination by the affiliating university. The Chief Superintendent of examinations is in charge of keeping the password for accessing the university portal secure and secret and its timely usage. The Principal is in charge of providing adequate high-speed uninterrupted net connectivity and printing facility for question paper printing.
- PAAMS has many modules dedicated for student evaluation, including Internal mark entry, External mark entry, Internal mark list generation, OBE mapping and OBE Grade generation, attendance reports. The IE Cell coordinator should arrange training of PAAMS evaluation modules to the faculty and staff in charge of the student evaluation process.

- The institutional website has facility for viewing the internal marks online. Students, when logged in to the website, are directed to the PAAMS window for viewing the internal marks. The Website Maintenance Committee is in charge of keeping the student evaluation related services of the website updated.
- Google Classroom is customized properly to be used as the LMS of the college. A new Google Classroom is created for each batch on its commencement. The HoD has the responsibility of the creation of the classroom, adding all students and teachers. All G Classrooms include the Principal and HoD as 'teacher'. All Assignments are to be submitted through the G Classroom. Internal test papers should also be conducted through the G Classroom to the maximum extent possible. The IQAC is in charge monitoring and maintaining all the G Classrooms of the college.

6. HR Management

- Student Management: PAAMS has many modules for managing and monitoring student activities and services. They include Student Enrollment, Student Profile, Class number generation, Register number generation, Student termination and TC, Cell activity, progression and achievements, and attendance management. The IQAC is in charge of adding more student management modules in PAAMS.
- Staff Management: PAAMS has many modules for managing and monitoring staff performance. They include Staff Enrollment, Staff Profile, Staff termination and Staff Appraisal. The IQAC is in charge of adding more staff management modules in PAAMS.
- Staff Performance: The Vidwan portal of the staff is used for monitoring the academic performance of teaching staff. The librarian is in charge of monitoring the status of Vidwan portal details of all the faculty members. All faculties are personally responsible for keeping their Vidwan portal entries updated. A link to the Vidwan portal is provided in the staff details section of the college website for public access.

7. Grievance Redressal

8. Stakeholder feedback

ENERGY CONSERVATION POLICY

Introduction

To tackle the depletion of available energy resources, it is our duty to make the future generation aware of the significance of energy conservation. With the objective of ensuring the maximum utilization of the limited resources and elimination of wastage, various methods are implemented by the institution.

Energy Conservation Policy Statement

Pavanatma College is committed to ensure the usage of energy in the college is to be efficient and effective. As a Higher Education Institution we are obliged to be a model to students and the society in terms of energy usage and conservation. The College sees it as a responsibility to refrain from conventional non- renewable energy sources to nonconventional renewable energy sources in a gradual basis.

Objectives

1. Promote the principles of reduce, reuse and recycle
2. To create awareness among the stakeholders regarding the greenhouse emissions due to unrestrained consumption of energy
3. Efficient use of the available resources without wastage
4. Harness and preserve renewable energy resources like water, sunlight and biomass to achieve energy independence
5. To develop strategies to counter the rising energy demands of our times

Methods

1. Providing awareness regarding the energy consumption by conducting various programmes like awareness classes, observation of days, activities etc.
2. Reduction if electricity, plastic and water usage inside the campus
3. Implementing effective management of waste water projects
4. Replacement of conventional lighting system with LED bulbs and tubes
5. Solar panels are installed to utilize solar energy
6. Water conservation through rain water harvesting and open well recharge system
7. Energy audit is being conducted periodically to identify the use and wastage of energy

8. Use of energy efficient equipment in the campus
9. To reduce energy consumption and wastage, maximum ventilation is provided in the buildings.

Energy Optimization Plan

1. Regular Monitoring and benchmarking resource use and waste generation.
2. To conduct Energy Audit of the College
3. Monitor and evaluate the energy performance levels
4. Setting short term and long term targets and conservation strategies, to achieve and surpass goals for zero-carbon Campus.
5. Use of energy efficient, star labeled equipment.
6. Periodic maintenance and replacement of other lights/lighting fixtures to LED.
7. Maintaining a sustainable approach by use of existing equipment efficiently till its life cycle ends, and replacing with more efficient equipment when necessary.

GRIEVANCE REDRESSAL CELL & POLICY

The Grievance Redressal Cell at Pavanatma College, Murickassery, is committed to addressing and resolving the academic and non-academic concerns of our students. The cell consists of the Principal, Vice Principal, and Heads of Departments, who work collaboratively to ensure a supportive and conducive learning environment for our students.

Objectives:

The primary objectives of the Grievance Redressal Cell are as follows:

- Provide a Platform for Student Concerns: To create a platform where students can express their academic and non-academic grievances and concerns freely.
- Seek Student Suggestions: Encourage students to provide constructive suggestions that can contribute to the overall improvement of our institution.
- Take Necessary Steps for Improvement: To take prompt and appropriate actions in response to the grievances and suggestions received from students.

Structure of the Cell:

The Grievance Redressal Cell at Pavanatma College comprises key members who play pivotal roles in addressing and resolving academic and non-academic concerns. The structure includes:

- **Principal**: Head of the institution, overseeing the overall functioning of the cell.
- **Vice Principal**: Assisting the Principal in managing and resolving grievances.
- **Heads of Departments (HODs)**: Departmental representatives responsible for handling specific academic concerns within their respective domains.
- **GRC Committee**: The committee includes a group of selected members who play a vital role in examining and addressing grievances.

Policy of the cell

The Grievance Redressal Policy at Pavanatma College, Murickassery is designed to create a fair, transparent, and efficient mechanism for addressing academic and non-academic concerns raised by students. The Grievance Redressal Cell, led by the Principal, Vice Principal, and selected members, is committed to treating grievances with impartiality, ensuring confidentiality, and fostering continuous improvement in the institutional

environment. Students can submit grievances through designated channels, and the committee will rigorously examine and assess each concern. The resolution process involves transparent communication with stakeholders, timely implementation of solutions, and continuous monitoring for effectiveness. The policy emphasizes record-keeping and annual reporting to maintain accountability and enhance the overall learning experience at Pavanatma College.

Procedures and functioning

Academic Grievances:

Students can report their academic grievances related to internal marks directly to their respective departments. The process involves:

- Submitting Academic Grievances: Students are encouraged to submit academic grievances related to internal marks through the application form available on the college website.
- Departmental Level Examination: The Departmental Grievance Redressal Cell, led by the Head of Department, reviews and addresses these grievances, taking necessary actions to resolve them.
- College Level Resolution: Any academic grievances that cannot be resolved at the departmental level are escalated to the college level for further resolution. A committee with the Principal as Chairman, College Coordinator, HOD of concerned Department and Department Coordinator as members.

Non-Academic Grievances:

- Complaint Boxes: We have placed complaint boxes at various strategic locations within our campus to facilitate the submission of grievances and suggestions by students.
- Online Portal: Students can also submit their grievances and suggestions through the online portal provided on our college website.
- Scrutiny and Action: All complaints received are diligently scrutinized by the Grievance Redressal Cell. The College Management is then informed, and necessary actions are taken to address the concerns and implement improvements in accordance with the received feedback.

Internal Complaints Committee Policy

Pavanatma College shall value the dignity of women & guarantee full respect for the "Fundamental Rights" under Article 14, 15, 19 & 21 of the Constitution of India. To achieve Gender Equality amongst the employees & students, all forms of sexual harassment in the employment, education, or training environment are declared as unlawful under the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 & UGC Regulations as well as under the Sexual Harassment of Women at Workplace Act, 2013.

Formation of the Internal Complaint Committee:

The Internal Complaint Committee of the Pavanatma College is formed under Section 4 of University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in higher educational institution) Regulation, 2015 & under Section 4 of Sexual Harassment of Women at Workplace (Prohibition, Prevention & Redressal) Act, 2013.

Objectives of ICC:

- To fulfill the requirements of the Sexual Harassment of Women at Workplace Act, 2013 (POSH Act).
- To ensure that the in-house Grievance Redressal Mechanism as mentioned under the Act is implemented to the full letter and spirit.
- To provide an environment free of gender discrimination.
- To assist the "Aggrieved Woman" in making the complaint relating to Sexual Harassment of Women in the Workplace.
- To create a secure physical and social environment that will deter acts of sexual harassment.

Composition:

The ICC must have a minimum of four members, and at least half of the members must be women. Additionally, one member must be from a non-governmental organization or an association committed to the cause of women, and one member must be a person familiar

with the issues related to sexual harassment. The IC must also have a Presiding Officer, who must be a woman, and who is responsible for conducting the inquiry into the complaint.

Procedure to be followed by the Committee:

- i) The Committee shall meet as and when any complaint is received by it. Complaints may be received by any member of the committee.
- ii) The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of five (5) days from such direction, the Committee members shall assist in writing the complaint.
- iii) The Committee shall direct the accused employee(s)/student(s) to prepare and submit a written response to the complaint/allegations within a period of five (5) days from such direction or such other time period as the Committee may decide.
- iv) Each party shall be provided with a copy of the written statement(s) submitted by the other.
- v) The Committee shall allow both parties to produce relevant documents and witnesses to support their case. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
- vi) The Committee shall make all endeavors to complete its proceedings within a period of Ninety (90) days from the date of receipt of the complaint.
- vii) On the completion of an inquiry under this Act, the Internal Committee shall provide a report of its findings to the employer within ten days (10) from the date of completion of the inquiry, and such report be made available to the concerned parties.
- viii) Where the Internal Committee concludes that the allegation against the respondent has been proved, it shall recommend to the Employer to act for sexual harassment as misconduct under the provisions of the Service Rules applicable to the respondent.

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.

Procedures

The college has constituted an ICT committee consisting of the Principal, the Vice Principal, the HoD of Computer Science, and the faculty in charge of the Website maintenance and the Librarian. The committee is entrusted with the task of improving the IT infrastructure from time to time and of taking measures to make stakeholders aware of the changes. The committee conducts IT audit every year and make recommendations to the management for upgradation of the facility. The requirements of individual departments can be submitted to the ICT committee through the HoD, which also will be submitted to the management after assessment of its relevance. Computers and their accessories are purchased/ maintained without any delay on the recommendation of the ICT committee. To ensure this, the following procedure is adopted by the ICT committee.

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

SCHOLARSHIP POLICY

Pavanatma College is striving to provide holistic education to the students. For this purpose, the college undertakes all possible measures to provide support to all deserving students. The Institution offers different scholarships and endowments to foster an inclusive learning environment that provides educational opportunities for all. The Institution anchors on the collaborative and generous gestures of Management, former faculty, alumni, PTA, and other philanthropists to realize this noble practice. Efforts are taken to ensure parity and transparency in the distribution of financial support to deserving students. The Institution is proactive towards mobilizing additional funds from well-wishers to cater to the needs of deserving students.

Pavanatma Scholarship Policy Procedure

Pavanatma College is committed to its mission of providing quality higher education to the rural areas in the Vathikudy Grama Panchayath located in Idukki District, Southern part of Indian State of Kerala.

Scholarships play a crucial role in strengthening and supporting young aspirants to progress in their academic pursuit. The Institution offers different scholarships and endowments to foster an inclusive learning environment that provides educational opportunities for all. Both Government-funded and private-funded schemes are made available to students. The Institution anchors on the collaborative and magnanimous gestures of Management, former faculty, alumni, PTA, and other philanthropists to realize this noble practice.

Students are encouraged to apply for government and other funded scholarships. Necessary information and guidance regarding National/State Government scholarships are updated with the students by the Nodal Officer for the same.

Merit scholarships and merit-cum-means scholarships are awarded to students from all the batches. Academically brilliant students are awarded merit scholarships. Students encountering financial constraints are supported with merit-cum-means scholarships. Management scholarship or free ship will be provided to all students (those who are not receiving any other scholarships) of the College based on their merit, performance and financial status.

College Management will provide hostel fee concession to all eligible and financially weaker students of the College in the Ladies Hostels.

The standard procedure for scholarship distribution is given below:

The process of distribution of institutional scholarships is managed by the Scholarship Committee. Information regarding scholarships is circulated among all the Departments. Students are carefully chosen on the basis of the eligibility criteria defined at the institution of the respective scholarships. The Departments select students on the basis of their academic performance, economic background and extracurricular involvements as per criteria for the respective scholarship. The recommendation is forwarded to the Scholarship Committee.

The management awards scholarships to meritorious students from each department on the basis of their performance in the examinations of the academic year. Students who are awarded Ph.D. and who excel in UGC NET as well as other competitive exams are honored by the College Management on the Commemoration Day

Efforts are taken to ensure parity and transparency in the distribution of financial support to deserving students.

The Institution is proactive towards mobilizing additional funds from well-wishers to cater to the needs of the deserving students.

CONSULTANCY POLICY

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

Statement of Policy

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

Procedure

The cell/department/club/faculty interested in offering consultancy must submit a detailed proposal indicating the nature of consultancy, name of the external agency receiving consultancy, benefits of the collaboration, duration of the service, financial benefits etc. to the 'outreach' cell of the college. The outreach cell is responsible for ascertaining that the proposal is not in conflict with the stated policy of the college before granting permission for the proposal. To encourage the faculty and departments to develop expertise in consultancy, the faculties are free to retain 100% of the revenues generated from consultancy services. Taking the socio-economic situation of the region into consideration, faculties are given permission to extend free consultancy to NGOs, SHGs, educational institutions, co-operative societies etc. Faculty is allowed to access all the institutional resources for extending consultancy.

Concessions in the work load (such as exempting from examination supervision duties) without sacrificing the routine functioning of the college is extended to the faculty engaged in consultancy.

STATEMENT OF PROFESSIONAL DEVELOPMENT POLICY & APPRAISAL POLICY

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