

**PAVANATMA COLLEGE
MURICKASSERY**

Idukki (District), Kerala, PIN-685604.

www.pavanatmacollege.org

email: mail@pavanatmacollege.org

**ANNUAL QUALITY ASSURANCE
REPORT 2010-2011**

Submitted to

**National Assessment and
Accreditation Council, Bangalore**

Contents

1	Details of the Institution	1
2	IQAC Composition and Activities	4
1	Curricular Aspects	7
2	Teaching, Learning and Evaluation	12
3	Research, Consultancy and Extension	17
4	Infrastructure and Learning Resources	23
5	Student Support and Progression	26
6	Governance, Leadership and Management	31
7	Innovations and Best Practices	37
8	Plans of institution for next year	39
	Annexure I: Best Practices	40

Part - A

1 Details of the Institution

1.1	Name of the Institution	PAVANATMA COLLEGE
1.2	Address Line 1	MURICKASSERY
	Address Line 2	IDUKKI DIST
	District	IDUKKI
	State	KERALA
	Pin Code	685604
	Institution e-mail address	mail@pavanatmacollege.org
	Contact Nos.	0486 8263235
	Name of the Head of the Institution	Sr. Anice K P
	Tel. No. with STD Code:	0486 8263235
	Mobile:	09947022594
	Name of the IQAC Co-ordinator:	Saji Joseph
	Mobile:	09446801060
	IQAC e-mail address:	pavanatma.iqac@gmail.com
1.3	NAAC Track ID	KLC0GN10035
1.4	NAAC Executive Committee No. & Date:	EC/40/RA/17 dated 17 October 2006
1.5	Website address:	www.pavanatmacollege.org
	Web-link of the AQAR:	http://pavanatmacollege.org/wp-content/uploads/2015/03/KLC0GN10035_AQAR20102011.pdf
1.6	Accreditation Details	

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period

1 DETAILS OF THE INSTITUTION

1	1st Cycle	Three star		2000	5 years
2	2nd Cycle	B+		2006	5 years

1.7 Date of Establishment of IQAC : 01/06/2005

1.8 AQAR for the year 2010-11

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

Nil

1.10 Institutional Status

University	State	<input type="checkbox"/>
	Central	<input type="checkbox"/>
	Deemed	<input type="checkbox"/>
	Private	<input type="checkbox"/>

Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Constituent College	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Regulatory Agency approved Institution	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Type of Institution	Co-education	<input checked="" type="checkbox"/>
	Men	<input type="checkbox"/>
	Women	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>
	UGC 2(f)	<input checked="" type="checkbox"/>
	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>

1 DETAILS OF THE INSTITUTION

Totally Self- financing

1.11 Type of Faculty/Programme

Arts
Science
Commerce
Law
PEI (Phys Edu)
TEI (Edu)
Engineering
Health Science
Management
Others (Specify)

1.12 Name of the Affiliating University: Mahatma Gandhi University Kottayam

1.13 Special status conferred by Central/ State Government— UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University
University with Potential for Excellence
DST Star Scheme
UGC-Special Assistance Programme
UGC-Innovative PG programmes
UGC-COP Programmes
UGC-CPE
UGC-CE

DST-FIST

2 IQAC Composition and Activities

2.1	No. of Teachers	8
2.2	No. of Administrative/Technical staff	2
2.3	No. of students	0
2.4	No. of Management representatives	1
2.5	No. of Alumni	0
2.6	No. of any other stakeholder and community representatives	1
2.7	No. of Employers/ Industrialists	0
2.8	No. of other External Experts	0
2.9	Total No. of members	12
2.10	No. of IQAC meetings held	12
2.11	No. of meetings with various stakeholders:	

Faculty	<input type="text" value="1"/>
Non-Teaching Staff	<input type="text" value="1"/>
Students	<input type="text" value="1"/>
Alumni	<input type="text" value="1"/>
Others	<input type="text"/>

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

2 IQAC COMPOSITION AND ACTIVITIES

If yes, mention the amount the

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos	<input type="text" value="12"/>
International	<input type="text"/>
National	<input type="text"/>
State	<input type="text"/>
Institution Level	<input type="text" value="12"/>

(ii) Themes

1. Preparation of Teaching Plan
2. Student Centric Teaching
3. Restructured UG curriculum
4. CBCSS
5. Grading System
6. General Informatics
7. Formative and Summative Assessment in CBCSS
8. Use of Excel for internal mark list creation
9. Evaluation of Seminars and Assignments in CBCSS
10. Powerpoint Presentations
11. Internet & e-mail
12. Adolescence Crisis and Problems

2.14 Significant Activities and contributions made by IQAC

- 1 Constitution of CPIC
- 2 Constitution of Feedback committee
- 3 Framing of Pavanatma Quality manual
- 4 Development of Excel based application for the preparation of grade card for internal examination

2.15 Plan of Action by IQAC/Outcome

	Plan of Action	Achievements
1	Constitute Curriculum Planning & Implementation Committee (CPIC) to design, implement and review curriculum in accordance with the mission, vision and core values of Pavanatma	CPIC constituted
2	Constitute Feedback committee to design, implement and improve the feedback mechanism and automate it	Feedback committee constituted. Excel based application to summarize and analyze feedback data developed
3	CPIC must develop excel based application for the preparation of grade cards of Internal Assessments	Application developed
4	Document Pavanatma Quality Manual comprising all the quality policy statements of the college	Policies on admission and Human Resource Management developed. Other policies are under discussion.

2.16 Whether the AQAR was placed in statutory body

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>
Management	<input checked="" type="checkbox"/>
Syndicate	<input type="checkbox"/>
Any other body (Staff Council)	<input checked="" type="checkbox"/>

Provide the details of the action taken

- 1 Staff Council held discussion on the AQAR and approved for its submission before the Administrative Council.
- 2 Administrative Council met on 15 June 2014 approved the AQAR 2010-11 and granted permission for final submission.

Part - B

1 Criterion - I: Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added/ Career Oriented programmes
PhD	0	0	0	0
PG	2	0	1	0
UG	6	0	1	0

PG Diploma	0	0	0	0
Advanced Diploma	1	1	1	1
Diploma	1	1	1	1
Certificate	1	1	1	1
Others	1	0	1	0
Total	12	3	5	3
Interdisciplinary	6	0	1	0
Innovative	0	0	0	0

1.2

1.2.1 Flexibility of the Curriculum

Name of Programme	B. Com.
Nature of Programme	CBCS
Core Course	Commerce
Elective option	Financial Management VAT: Concepts and Practices Income tax: Assessment and procedure Income tax: Law and Practices
Complementary	
Open option	Environmental History in Indian Context Applicable Mathematics Energy and Environmental Studies Chemistry in Everyday Life Physical Health and Life skills Education
<hr/>	
Name of Programme	B.A. History
Nature of Programme	CBCS
Core Course	History
Elective option	Forest Management

Complementary	Economics Statistics
Open option	Fundamentals of Accounting Applicable Mathematics Energy and Environmental Studies Chemistry in Everyday Life Physical Health and Life skills Education

Name of Programme	B.A. Malayalam
Nature of Programme	CBCS
Core Course	Malayalam
Elective option	Magazine Journalism
Complementary	Journalism
Open option	Fundamentals of Accounting

Name of Programme	B.Sc. Chemistry
Nature of Programme	CBCS
Core Course	Chemistry
Elective option	Environmental Chemistry
Complementary	Mathematics Physics
Open option	Fundamentals of Accounting Applicable Mathematics Energy and Environmental Studies Environmental History in Indian Context Physical Health and Life skills Education

Name of Programme	B.Sc. Mathematics
Nature of Programme	CBCS
Core Course	Mathematics

Elective option	
Complementary	Computer applications Operations Research
Open option	Fundamentals of Accounting Chemistry in Everyday Life Energy and Environmental Studies Environmental History in Indian Context Physical Health and Life skills Education
Name of Programme	B.Sc. Physics
Nature of Programme	CBCS
Core Course	Physics
Elective option	Nanoscience & Nanotechnology
Complementary	Computer applications Mathematics
Open option	Fundamentals of Accounting Chemistry in Everyday Life Applicable Mathematics Environmental History in Indian Context Physical Health and Life skills Education
Name of Programme	M.Com.
Nature of Programme	CS
Elective option	International Finance Financial Markets and Derivatives Security Analysis and Portfolio Management
Name of Programme	M.Sc. Chemistry
Nature of Programme	CS
Elective option	Advanced Organic Chemistry

Advanced Inorganic Chemistry
Advanced Physical Chemistry

1.2.2 Pattern of programmes:

Pattern	Number of programmes
Semester	8
Trimester	0
Annual	4

1.3 Feedback from stakeholders

Alumni	<input checked="" type="checkbox"/>
Parents	<input checked="" type="checkbox"/>
Employers	<input checked="" type="checkbox"/>
Students	<input checked="" type="checkbox"/>

Mode of feedback

Online	<input type="checkbox"/>
Manual	<input checked="" type="checkbox"/>
Co-operating schools (for PEI)	<input type="checkbox"/>

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

2 Criterion - II: Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
23	23	0	0	0

2.2 No. of permanent faculty with Ph.D

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	21	0	0	0	0	0	0	0	21

2.4 No. of

Guest faculty

Visiting faculty

Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	0	2	0
Presented papers	0	0	0
Resource Persons	0	0	0

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- From traditional lecture method employed previously, the teaching learning process of the institution has shifted to a more student-centric approach with more emphasis on assignments, seminars and projects.
- Group assignments group projects and discussions are encouraged.
- Increased use of ICT and e-resources in teaching process to make it more appealing and informative.
- More emphasis is given to practical training in Science, Commerce and Computer courses.

2.7 Total No. of actual teaching days during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution

- Class mentors assess the performance of the students in the learning process to identify slow learners and advanced learners.
- Communication skill of the students are assessed by group discussions, debates etc.
- Question-answer session has been made mandatory at the beginning of the lectures to assess student performance.
- Answer scripts of class tests are returned to the students after evaluation for their self-analysis.
- A senior faculty member has been appointed as the controller of examinations to coordinate all activities related to IA and EA.
- An MS-Excel based application has been developed indigenously to automate the process of grade entry and result analysis.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

curriculum restructuring	<input type="text"/>
curriculum revision	<input type="text"/>
syllabus development	<input type="text"/>

2.10 Average percentage of attendance of students

92.91

2.11 Course/Programme-wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc. Physics	23	University Rank-1	61	39	0	100
B.Sc. Maths	21		67	33	0	100
B.Sc. Chemistry	28		82	18	0	100
B.A. History	27	University Rank-1 University 3rd Rank-1	63	37	0	100
B.Com	55		89	11	0	98.1
M.Com	18		89	11	0	100
B.A. Malayalam	38		92.1	7.9	0	94
M.Sc. Chemistry	9		78	22	0	59

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching - Learning processes

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

riculum.

- Make sure that the teaching/learning resources for the effective implementation of the curriculum are available to students and faculty.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefited
Refresher courses	1
UGC - Faculty Improvement Programme	0
HRD programmes	1
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	1
Staff training conducted by other institutions	11
Summer / Winter schools, Workshops, etc.	2
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	0	0	0

Technical Staff	4	0	0	0
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3 Criterion - III: Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Project work has been made an integral part of the curriculum to help develop inquisitiveness in the students and to acquaint them with research methodology.
- A faculty member of the department is assigned to supervise the research projects of students. Personal mentoring and guidance are extended to the student by the supervising guide throughout the research process.
- Science forum activities of such as quiz competitions, debates, observance of science day, international year of chemistry, world environment day etc. are intended to create scientific temper and aptitude.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	2	0	0

Outlay in Rs. Lakhs		1.543		
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3.4 Details on research publications

	International	National	Others
Peer Review Journals	5		
Non-Peer Review Journals			
e-Journals			
Conference proceedings		1	

3.5 Details on Impact factor of publications:

Range	0.48-1.984
Average	0.906
h-index	
Nos. in SCOPUS	4

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				

3 RESEARCH, CONSULTANCY AND EXTENSION

Minor Projects	2009-11	UGC	154300	154300
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			154300	154300

3.7 No. of books published

With ISBN No

Chapters in Edited Books

Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any other

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					6
Sponsoring agencies					Management

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency
 From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent	Number
National	
International	
Commercial	

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	Inter national	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships

JRF

SRF

Project Fellow

3.21 No. of students Participated in NSS events:

University level

State level

National level

International level

3.22 No. of students Participated in NCC events:

University level

State level

National level

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level

State level

National level

International level

3.25 No. of Extension activities organized

University forum

College forum

NCC

NSS

Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Career Guidance classes to students of nearby schools.
- Intensive course for +2 students.
- Coaching for PSC Examinations, bank test.

4 Criterion - IV: Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

4 INFRASTRUCTURE AND LEARNING RESOURCES

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	100,000 <i>m</i> ²			100,000 <i>m</i> ²
Class rooms	22			22
Laboratories	6			6
Seminar Halls	1			1
No. of important equipments purchased (≥ 1.0 lakhs) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		1.520675	UGC/Management	15.20675
Others				
1. Computers		5.07	UGC/Management	5.07
2. Furniture		0.59350	UGC/Management	0.59350

4.2 Computerization of administration and library

- Proprietary software Colsoft for automating the administrative process.
- Proprietary software Granthasoft for automating the Library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11639		547	164279	12186	

4 INFRASTRUCTURE AND LEARNING RESOURCES

Reference Books	1270		23	12356	1293	
e-Books						
Journals	58			42374	58	
e-Journals						
Digital Database						
CD & Video	50		10		60	
Others (specify)						

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	39	20	32	0	0	4	9	6
Added	14	12	12	0	0	2	0	0
Total	53	32	44	0	0	6	9	6

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- General Informatics (seminar for faculty and students)
- Use of Excel for internal mark list creation (seminar for faculty)

4.6 Amount spent on maintenance in lakhs :

i) ICT	5.11532
ii) Campus Infrastructure and facilities	6.16163

iii) Equipments	15.20675
iv) Others	4.26947
Total	30.75317

5 Criterion - V: Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Class mentors and student mentors are entrusted with the task of making awareness among students about different support services.
- One-day orientation programme has a section devoted to discussing different support services of the college.

5.2 Efforts made by the institution for tracking the progression

- Feedback from alumni
- E-mail database of all students is kept at the library and CGAP cell regularly sends e-mail to all alumni to track student progression.

5.3

(a) Total Number of students

UG	626
PG	70
PhD	0
Others	0

(b) No. of students outside the state

0

(c) No. of international students

0

(d) Men

No
284

%
40.8

(e) Women

No
412

%
59.2

(f) Student profile

Last Year						This Year					
General	SC	ST	OBC	PC*	Total	General	SC	ST	OBC	PC*	Total
179	39	35	157	2	412	438	40	30	188	0	696

* Physically Challenged

(g) Demand ratio

Data for this year is not available in the University Database. Average demand ratio for 2011-12 is 2.966
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(h) Dropout %

4.96

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Aptitude training for competitive examinations

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="9"/>
SET/SLET	<input type="text"/>
GATE	<input type="text"/>
CAT	<input type="text"/>
IAS/IPS	<input type="text"/>
PSC	<input type="text"/>
UPSC	<input type="text"/>
Others	<input type="text"/>

5.6 Details of student counselling and career guidance

- The class mentor gives timely guidance to the students in all academic matters.
- Special academic counseling by the class mentor is given to differently abled, SC/ST, OBC, and minority students
- Women's cell arranges counseling session to girl students.
- Counselling cell offers the service of external counsellor for the benefit of all students.

No. of students benefited

5.7 Details of campus placement

On campus	Off campus
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Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	210	6	55

5.8 Details of gender sensitization programmes

- Adolescence Crisis and Problems- Seminar
- Role of Women in Kerala Development- Essay competition

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level	<input type="text" value="32"/>
National level	<input type="text"/>
International level	<input type="text"/>

No. of students participated in cultural events

State/ University level	<input type="text"/>
National level	<input type="text"/>
International level	<input type="text"/>

5.9.2 No. of medals /awards won by students in Sports, Games and other events

State/ University level	<input type="text" value="2"/>
National level	<input type="text"/>
International level	<input type="text"/>

No. of medals /awards won by students in cultural events

State/ University level

National level

International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	87	301000
Financial support from government	530	
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organized / initiatives

Fairs : State/ University level

National level

International level

Exhibition: State/ University level

National level

International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

6 Criterion - VI : Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

6.1.1 Vision of Pavanatma

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

6.1.2 Mission of Pavanatma

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

6.2 Does the Institution have a management Information System

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Feedback on curriculum is taken from students and alumni to design enrichment programmes.

6.3.2 Teaching and Learning

- Choice based Credit and Semester System adopted for UG programmes.
- Remedial coaching for slow learners.

6.3.3 Examination and Evaluation

- Grade system adopted for evaluation.
- Internal assessment made an integral part of the evaluation.

6.3.4 Research and Development

- Student projects included in UG syllabus.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Infrastructure policy developed.
- Library automated with proprietary software.

6.3.6 Human Resource Management

- A committee of faculty members constituted to frame the HR Management policy of the institution.
- New welfare schemes for staff introduced.

6.3.7 Faculty and Staff recruitment

- Guest lecturers appointed to fill vacant faculty positions till government sanctions received to fill vacancies.

6.3.8 Industry Interaction / Collaboration

- CGAP cell was entrusted with the duty of linking with industry for better campus placements

6.3.9 Admission of Students

- Admission to UG and PG programmes made online through the Centralized Allotment Process of the affiliating University.
- Help desk at the office for the benefit of students seeking admission.

6.4 Welfare schemes for

Teaching staff	<input type="text" value="13"/>
Non-teaching staff	<input type="text" value="12"/>
Students	<input type="text" value="12"/>

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes	<input type="text"/>
No	<input checked="" type="checkbox"/>

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC academic audit team
Administrative			Yes	IQAC administrative audit team

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

- The institution has a two tier alumni association, department alumni associations and the college level alumni association PAA (Pavanatma Alumni Association), actively involved in the ISR activities of the institution.
- They give feedback on curriculum and information regarding placement.

6.12 Activities and support from the Parent - Teacher Association

- Give feedback on ISR activities, student support services, and enrichment programmes.
- Support the institution financially for organizing various orientation programmes for students.

6.13 Development programmes for support staff

- Training programme on computer, office packages by IQAC resource team.
- Annual spiritual animation programme.
- The technical staff in the Physics and Chemistry laboratories have been given adequate training by various suppliers for the proper maintenance and upkeep of the equipment.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- All buildings have been made well-ventilated to minimize the use of fans. ACs are non-existent in the campus.

- Instead of incandescent lamps and fluorescent tubes, CFLs are being used.
- Surface water flowing naturally under gravity is collected in the tanks using hoses to the maximum extend possible, without using motor pumps.
- A bio-gas plant has been installed in the women's hostel to meet the energy needs partially.
- Water sheds have been constructed across the campus to ensure the availability of surface water throughout the year.
- An eco-friendly check dam without using concrete has been constructed in the campus for harvesting and reserving the available surface water resource.
- A herbal garden consisting of different types of medicinal plants is being maintained in the campus.
- A garden is being maintained in the central courtyard.
- Clubs like Bhoomithra club and nature club plant and maintain tree saplings across the campus.
- Most part of the 25 acres wide campus does not have any building and contain thousands of trees like pepper, coffee, coconut, areca nut, rubber etc., which help keep the environment green and cool.
- Many practicals in the campus are done by simulations to minimize the creation of e-waste. For example, the microprocessor programming lab of the department of Physics uses only computer simulations without using the microprocessor toolkit in its effort to reduce e-waste.
- Waste bins are placed at different points across the campus for collecting degradable and non-degradable waste separately.

7 Criterion - VII : Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Constituted CPIC to design, implement and review curriculum in accordance with the mission, vision and core values of Pavanatma. The committee creates the academic plan and enrichment plan for the academic year.
- Constituted Feedback committee to design, implement and improve the feedback mechanism and automate it. The committee streamlined the feedback process of the college.
- CPIC developed excel application for the preparation of grade cards of IAs.
- Pavanatma Quality Manual, which contains the quality policies of the institution was developed.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

	Plan of action	Status
1	Constitute CPIC to design, implement and review curriculum in accordance with the mission, vision and core values of Pavanatma	Implemented
2	Constitute Feedback committee to design, implement and improve the feedback mechanism and automate it	Implemented

3	CPIC must develop excel application for the preparation of grade cards of IAs	Implemented
4	Frame policies on various aspects and document Pavanatma Quality Manual	Implemented
5	Improve computing facility by adding more computers	Implemented

7.3 Give two Best Practices of the institution

Details are given in annexure i.

7.4 Contribution to environmental awareness / protection

- College offers an open course ‘Energy and environmental studies’ which has many modules devoted to the use of renewable energy sources and the imminent depletion of non-renewable fossil energy sources.
- A garden is being maintained in the central courtyard.
- World Environment Day and other special days are being observed in the college by organizing different programs and competitions for creating awareness among stakeholders.
- Clubs like Bhoomithra club and nature club plant and maintain tree saplings across the campus.
- Most part of the 25 acres wide campus does not have any building and contain thousands of trees like pepper, coffee, coconut, areca nut, rubber etc., which help keep the environment green and cool.

7.5 Whether environmental audit was conducted?

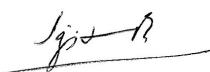
Yes

No

8 Plans of institution for next year

- CPIC must engage a controller of examinations for overseeing the conduct of all examinations.
- Avail NME-ICT facility for enhanced availability of e-resources.
- Constitute an IT committee to monitor the purchase of IT related equipment, software and computers.
- Define the graduate attributes of the institution and key performance indicators for them.
- Develop a framework to manage underperformance of faculty and students.
- Improve the infrastructure by constructing a new library building and adding more computers and laboratory equipment.

Name: Saji Joseph



*Signature of the Coordinator,
IQAC*

Name: Sr. Anice K.P.



*Signature of the Chairperson,
IQAC*

Best Practices

1 Best institutional practice–I

1.1 Title of the Practice: Development and preservation of herbal garden

1.2 Goals

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

1.3 The context

- Medicinal plants play a key role in the treatment of a number of diseases, and they are only the source of medicine for majority of people in the developing world. The Western Ghats is one of the major repositories of medicinal plants. The forests and hills of this region is a treasure house of about 700 medicinal plants, some of which are used for traditional, tribal and folk medicinal practices. Out of the large variety of species available in the Western Ghats, about 50 species hold a very high value in the folk and herbal health forms for the treatment of different forms of ailments. The most common plants like the *Mimosa pudica*, *Hibiscus angulosus*, *Leucas aspera*, *Phyllanthus neruri*, *Calotropis gigantea*, *Tridax procumbens*, *Parthenium hys-*

terophorus are all found to have cure for many major ailments like jaundice, asthma, piles, bronchial and blood disorders.

- Currently, the number of species added to the red list category (under great threat of extinction) in this region is increasing, and the valuable genetic resources are being lost at a rapid rate. Forest fires, timber extraction, tea plantations, private enclosures and reservoirs pose threat to the medicinal plants in the forests of the region. Another reason for the depletion of the medicinal resources is the lack of awareness of the local population about the medicinal value of the plants found abundantly in their farmland and destroy them mistaking them for weeds. Only a few aged people among the tribals and villagers know the real medicinal value of the plants and traditions prevent them from sharing the knowledge with outside world.
- By keeping and developing herbal garden and cataloging the medicinal value of each plant (known through the judicious interactions with tribal chieftains) Pavanatma hopes to perpetuate a tradition that has benefited mankind for thousands of years.

1.4 The practice

It is under the initiative and interest of the Department of History the herbal garden is being developed and preserved in the campus. Students do gardening during their leisure hours. Watering, removing weeds, manuring, pruning, etc. are done by them. New varieties are cultured at home and brought to the garden. Rare species are brought from the tribal settlements during the field visits conducted for the students under the supervision of teachers. The medicinal value of the common plants found around are investigated during interactions with the tribal chieftains and aged people of the local population and are cataloged.

Presently there are 250 medicinal plants in the garden and the number is increasing day by day. The students record the botanical name, medicinal value, ethnicity, etc. of each plant. Occasional training programmes are

conducted for the students on the medicinal applications of herbs of the Western Ghats. Villagers often come in search of medicinal plants to the campus and are given them on demand, considering the urgency of the need and the availability of the plant in the garden. Students get hands-on-training in nurturing these valuable gifts of nature and become aware of the medicinal applications of these plants. Staff and students also enjoy the soothing fresh and fragrant air of the garden at all times.

1.5 Evidence of success

The following facts stand as testimony of the achievement of the objectives of the practice:

- Many students and staff have started planting medicinal herbs in their homesteads, taking inspiration from the practice. The objective of spreading the uses of medicinal plants and the habit of preserving them among the local population is becoming a reality.
- Many rare species that are found only in deep forests and whose value is known only to tribals are now growing happily in Pavanatma herbal garden. The objective of protecting them from extinction has succeeded.
- The catalogue of different species and their usefulness is enthusiastically maintained by students, indicating their earnestness in keeping the garden.
- Villagers often come in search of medicinal plants to the campus and are given them on demand, considering the urgency of the need and the availability of the plant in the garden. They are advised to plant and preserve these herbs in their homesteads. During field visits, it has been observed that the number of homesteads with some collection of medicinal herbs is increasing in the neighborhood.

1.6 Problems encountered

- The usefulness of a herb as medicine to which disease is often known only to tribal chieftains. Quite often they are reluctant to reveal it as traditions of the tribe prohibits them from disclosing it. During field visits, only friendly tactical interrogation can make them disclose the medicinal usefulness of the herb.
- The college does not have a Botany department or a department related to Life sciences. Therefore, a research based on modern science and technology has not been conducted on the usefulness of the herbs. Presently, the college depends only on indigenous knowledge.
- The field trips to tribal settlements are often a daunting task with no transportation means available. Students and staff have to walk for many kilometers through deep forest for these visits.

1.7 Resources required

- Initial investment for establishing irrigation facility
- Expenses for preparing the land suitable for planting
- Manures (organic)
- Manual labor for preparing saplings, irrigation, planting saplings, pruning, weed cutting etc.
- Expenses for field trips
- Efforts of cataloging the details such as name (including botanical name) of the species, medicinal application etc.
- Efforts and expenses to put display board showing the above details on the plant.

1.8 Contact details

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2 Best institutional practice–II

2.1 Title of the Practice: Mentoring by Students

2.2 Goals

1. To provide a warm and friendly initiation for freshers to the Pavanatma campus
2. To inculcate a sense of kinship among the senior students and freshers and to prevent any chance of ragging incidents
3. To instill a sense of responsibility in senior students
4. To provide individual care and attention to the students during their early days in college
5. To acquaint the freshers with the rules regulations and amenities of Pavanatma
6. To understand the difficulties faced by the students in a very informal way and to take corrective measures.

2.3 The context

- The students getting admission at Pavanatma are mostly from village and tribal background who do not know the culture and rules of a

campus. They are usually first generation learners in the sense that they are the first ones in their families getting higher education, and therefore do not have the opportunity to get any information about a college campus. They usually come with much apprehension, and therefore need much attention and care when they enter the campus. They need someone with very friendly attitude to inquire about different amenities, student support systems, rules and regulations.

- The college employs faculty members as student mentors for rendering personal care for freshers, and organizes many initiation programmes and ice breaking programmes. However, it was felt that sometimes the freshers in the early days are not feeling very relaxed while being in the presence of teachers who are strangers for them and do not disclose to the class mentors their difficulties.
- To overcome this uneasy situation the mentoring cell of Pavanatma has devised a new method– employ some senior students for mentoring the freshers. ‘Student mentors’ are role models and resources for new students; their job is to enrich the college experience by engaging freshers in campus activities, sharing experiences, pointing to university/college services, and being available for those who need advice or encouragement. These mentors interact with the freshers in a very friendly manner and initiate them to the Pavanatma culture in a very natural and easy way.

2.4 The practice

Mentors are senior students selected on the basis of confidential report submitted by the class mentors to the mentoring cell. Eight senior students are selected from each programme–four girls and four boys– based on their better interpersonal skills. They are given orientation classes on mentoring students and training on the various provisions, amenities, rules, fee structure, library facility, travel fare concessions, curriculum, evaluation methods etc. These senior student mentors are introduced to the freshers during the orientation programme for them on the first day of the academic programme. The

freshers are asked to approach these mentors for anything they need however simple the need may be. The mentors wear a badge showing their names and the designation of mentor on their person for the entire period of the first semester. Each boy mentor is given the supervision of a fourth of the boys of the class (alloted by the class mentor) and each girl mentor is given the supervision of a fourth of the girls of the class. Right from the first day, the mentors walk with the students they are assigned to, establish a very cordial relationship with them, introduce them to various provisions of the college, and pass important information about college preparatory courses, financial aid and the college admissions process. The mentors help freshers to get admit card to the library, the procedures to be followed while being in the library, the class room code of conduct, and everything they need while being in the campus. The freshers are encouraged to discuss any difficulty they face, including any attempt of ragging. The information collected by the mentors are reported to the class mentor for further action. The slow learners are identified by the class mentor mainly with the help of student mentors. The student mentors help in the counseling process aiming the slow learners with their friendly demeanor and motivate the underperformers with anecdotes of some slow learners who became successful through hard work.

Serving as a student mentor offers upper-level students an opportunity to show leadership, share their college survival skills with beginning students, and grow personally as well as professionally. At the end of the academic year, on the thanksgiving day, the mentors are given a certificate acknowledging their meritorious service to the college by being a mentor. A mentoring position is expected to be a great addition on their resume.

2.5 Evidence of success

The following facts stand as testimony of the achievement of the objectives of the practice:

- The feedback taken from freshers show that the senior student mentors are very helpful to the freshers in their early campus days.
- No incident of ragging has been reported after the introduction of the

student mentoring practice.

- The feedback from the mentors show that they enjoy and prize the mentoring position greatly.

2.6 Problems encountered

- Additional time has to be found out for organizing the orientation programme for student mentors. During the busy academic schedule this is not very easy.

2.7 Resources required

- Efforts for organizing the orientation programme.

2.8 Contact details

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