



PAVANATMA COLLEGE

MURICKASSERY

Idukki (District), Kerala, PIN-685604.

www.pavanatmacollege.org

email: mail@pavanatmacollege.org



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**ANNUAL QUALITY ASSURANCE
REPORT 2013-2014**

Submitted to

**National Assessment and
Accreditation Council, Bangalore**

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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_AQAR20132014.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 2013-14

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

1 AQAR 2010-2011 submitted on 27-06-2014

2 AQAR 2011-2012 submitted on 26-12-2012

2 AQAR 2012-2013 submitted on 27-06-2014

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"/>

1 DETAILS OF THE INSTITUTION

Grant-in-aid +
Self Financing
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 Ex-
cellence
DST Star Scheme
UGC-Special Assistance Pro-
gramme
UGC-Innovative PG programmes
UGC-COP Programmes

UGC-CPE	<input type="text"/>
UGC-CE	<input type="text"/>
DST-FIST	<input type="text"/>

2 IQAC Composition and Activities

2.1	No. of Teachers	8
2.2	No. of Administrative/Technical staff	2
2.3	No. of students	1
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	2
2.9	Total No. of members	15
2.10	No. of IQAC meetings held	12
2.11	No. of meetings with various stakeholders:	

Faculty	<input type="text" value="2"/>
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?

2 IQAC COMPOSITION AND ACTIVITIES

Yes No
If yes, mention the amount

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="9"/>
International	<input type="text"/>
National	<input type="text"/>
State	<input type="text"/>
Institution Level	<input type="text" value="9"/>

(ii) Themes

- 1 Curriculum Development and Implementation Process
- 2 Curriculum Implementation plan of Pavanatma
- 3 Restructured CBCSS of UG Programmes
- 4 Knimbus open source database
- 5 Greenstone digital library
- 6 Google Scholar as search tool for e-resources
- 7 General Informatics
- 8 Selection of material for Book Review and Article Review Programmes
- 9 Graduate Attributes of Pavanatma and its Assessment

2.14 Significant Activities and contributions made by IQAC

2 IQAC COMPOSITION AND ACTIVITIES

- 1 Constituted a Research committee to oversee research, extension and collaborations of the college
- 2 Implemented the submission of self-appraisal in the new form (TPR)
- 3 Employ solar energy to power the Library building as a gesture of the commitment of the institution towards the use of renewable energy

2.15 Plan of Action by IQAC/Outcome

	Plan of Action	Achievements
1	Constitute a Research committee to oversee research, extension and collaborations of the college	Committee constituted
2	Implement the submission of self-appraisal in the new form (TPR)	TPR designed and implemented
3	Organize a two-day workshop for all faculty to deliberate on the action plan and curriculum implementation annually before the commencement of the academic year	Approved, implemented at departmental level.
4	Employ solar energy to power the Library building as a gesture of the commitment of the institution towards the use of renewable energy	Implemented.

2.16 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body (Staff Council)

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 2013-14 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	4	2	2	0
UG	6	0	1	0
PG Diploma	0	0	0	0
Advanced Diploma	1	0	1	1

Diploma	1	0	1	1
Certificate	1	0	1	1
Others	1	0	1	0
Total	14	2	7	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

Open option	Operations Research 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	
Name of Programme	M.A. Malayalam
Nature of Programme	CS
Elective option	
Name of Programme	M.Sc. Mathematics
Nature of Programme	CS
Elective option	Operations Research Combinatorics Analytic Number Theory Mathematical Economics

1.2.2 Pattern of programmes:

Pattern	Number of programmes
Semester	10
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)

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

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

2 Criterion - II: Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
32	26	6	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
9	13	0	0	0	0	0	0	9	13

2.4 No. of

Guest faculty	<input type="text"/>
Visiting faculty	<input type="text"/>
Temporary faculty	<input type="text" value="13"/>

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	0	0	40
Presented papers	0	0	0
Resource Persons	0	0	0

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

- Faculty to submit assignments online.
- Students are encouraged to conduct seminars as Powerpoint or \LaTeX presentations with the help of LCD projectors to familiarize them with ICT.
- 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

167

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.
- Use of MS-Excel based application to automate the process of grade entry and result analysis.
- The grade card of IAs are displayed on the notice board for the benefit of all the students before it is uploaded to the University website.

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
 curriculum revision
 syllabus development

2.10 Average percentage of attendance of students

92.9

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	22		42.9	57.1		95.5
B.Sc. Maths	25		77.3	22.7		88
B.Sc. Chemistry	33		58.1	41.9		94
B.A. History	24		41.7	54.2	4.1	100
B.Com	60		42.1	47.4	10.5	95
M.Com †						
B.A. Malayalam	44		37.2	62.8		97.7
M.Sc. Chemistry†						

* Grades A+, A, and B+

** Grades B, C+

*** Grades C, D

† Results not yet published

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

- Collects feedback from faculty and students on the effectiveness of the implemented curriculum.
- Makes sure that class mentors always follow student performance by collecting monthly report from them in this regard.
- Organizes suitable orientation/bridge courses to freshers so that they are sufficiently warmed up to meet the requirements of the curriculum.
- Conducts workshop for freshers on effective use of the institutional resources such as Library to improve the teaching learning process.
- Organizes various enrichment programmes envisaged in the curriculum.
- IQAC trains teachers in the use of ICT in the classroom and in the preparation of teaching materials to contribute to improving the curriculum.
- Makes sure that the teaching/learning resources for the effective implementation of the curriculum are available to students and faculty.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefited
--	-----------------------------

Refresher courses	0
UGC - Faculty Improvement Programme	0
HRD programmes	2
Orientation programmes	2
Faculty exchange programme	0
Staff training conducted by the university	7
Staff training conducted by other institutions	22
Summer / Winter schools, Workshops, etc.	7
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	11	0	0	0
Technical Staff	4	0	0	0

3 Criterion - III: Research, Consultancy and Extension

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

- Seminars and workshops: All departments of Pavanatma organize seminars and workshops regularly in topics of fore-front areas of their disciplines. Participation in them helps the students develop scientific temper and research aptitude.
- 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			7	
Outlay in Rs. Lakhs			7.55	

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range	<input type="text"/>
Average	<input type="text"/>
h-index	<input type="text"/>
Nos. in SCOPUS	<input type="text"/>

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				
Minor Projects	2013-15	UGC	755000	
Interdisciplinary Projects				

3 RESEARCH, CONSULTANCY AND EXTENSION

Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)		Management	10000	10000
Any other(Specify)				
Total	11		765000	10000

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		2			5
Sponsoring agencies		UGC			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

1

3.15 Total budget for research for current year in lakhs :

From Funding agency	<input type="text"/>
From Management of University/College	<input type="text" value="0.50"/>
Total	<input type="text" value="0.50"/>

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

3.25 No. of Extension activities organized

University forum	<input type="text"/>
College forum	<input type="text" value="11"/>
NCC	<input type="text" value="2"/>
NSS	<input type="text" value="9"/>
Any other	<input type="text"/>

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

- Home for homeless-initiative to construct house for homeless families in the neighboring villages.
- Save a meal feed an orphan.
- Visit Alphonsa Pain and Palliative unit Murickassery.
- Visit destitute homes
- HELP (Coaching classes for competitive examinations for school children of the region)
- Intensive course for +2 students
- Pavanatma-Farmer solidarity (Agricultural seminars)
- EDP training to Kudumbasree members.

- Computerized accounting training to Kudumbasree members
- Eco Seminar for Self Helping Groups

4 Criterion - IV: Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

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	4		26
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)				
Others				
1. Computers		0.875	UGC/Management	
2. Furniture		2.99152	UGC/Management	

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	12273		286	52725	12559	
Reference Books	1306		45	23916	1351	
e-Books	93809+				93809+	
Journals	54		20	12000	74	
e-Journals	4137				4137	
Digital Database						
CD & Video	72		6		78	
Others (specify)						

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	64	34	44	0	0	10	12	8
Added	3	0	3	0	0	0	3	0
Total	67	34	47	0	0	10	15	8

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

- Knimbus open source database (Seminar)

- Greenstone digital library (Seminar)
- Google Scholar as search tool for e-resources (Seminar)
- General Informatics (Seminar)

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.21289
ii) Campus Infrastructure and facilities	34.73452
iii) Equipments	4.75952
iv) Others	2.12896
Total	43.75196

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 the CGAP cell regularly sends e-mail to all alumni to track student progression.

5.3

(a) Total Number of students

UG	667
PG	110
PhD	
Others	

(b) No. of students outside the state

0

(c) No. of international students

0

(d) Men

No	%
264	33.9

(e) Women

No	%
513	66.1

(f) Student profile

Last Year						This Year					
General	SC	ST	OBC	PC*	Total	General	SC	ST	OBC	PC*	Total
451	40	22	163	3	679	533	49	24	162	9	777

* Physically Challenged

(g) Demand ratio

4.8

(g) Dropout %

2.18

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

- Aptitude training for competitive examinations
- Parinam(Program on Personality Development)
- Interview skills and personality development
- Edge(Program on Career Development)

No. of students beneficiaries

143

5.5 No. of students qualified in these examinations

NET

1

SET/SLET

GATE

CAT

IAS/IPS

PSC

UPSC

Others

48

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
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	210	55	14

5.8 Details of gender sensitization programmes

- Women: Safety Challenges and Remedies (seminar)

5.9 Students Activities

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

State/ University level
 National level
 International level

No. of students participated in cultural events

State/ University level
 National level
 International level

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

State/ University level

National level

International level

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	154	542000
Financial support from government	505	
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

No

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

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

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

- Monitor the College's performance through the attainment of Key Performance Indicators KPIs (no. of patents, no. of publications in peer reviewed journals, no. of awards, no. of books published, no. of seminars attended, no. of sessions chaired in national/international conferences, no. of PhD., no. of mRP and MRP undertaken etc.)

6.3.5 Library, ICT and physical infrastructure / instrumentation

- INFLIBNET subscription for more access to e-resources.
- NME-ICT for enhanced data availability.

6.3.6 Human Resource Management

- Capacity building of staff through training and retraining.
- Opportunity for career advancement.

6.3.7 Faculty and Staff recruitment

- Recruitment of the best available faculty from among the applicants.
- Guest lecturers appointed to fill vacant faculty positions till government sanctions received to fill vacancies.

6.3.8 Industry Interaction / Collaboration

- Increase the number of ethical collaborations with the industry without creating conflicts of interest.
- CGAP cell was entrusted with the duty of linking with industry for better campus placements.

6.3.9 Admission of Students

- The admission committee and the Equal Opportunity cell were entrusted with the duty of collecting information on the profile of students admitted and give summary reports to the Principal and the IQAC for framing future admission policy of the institution.

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="7"/>

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

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

- Freshers' day was initiated to create friendly and warm relation between freshers and seniors

- TPR- Self-appraisal of teachers- was modified to bring more objectivity in self-appraisal
- Best class award constituted to identify the top performing class for creating healthy competition among classes in curricular and extra-curricular activities

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 a Research committee to oversee research, extension and collaborations of the college	Implemented
2	Connect to National Knowledge Network for better interaction with academia	Approved, implementation pending
3	Implement the submission of self appraisal in the new form (TPR)	Implemented
4	Employ solar energy to power the Library building as a gesture of the commitment of the institution towards the use of renewable energy	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

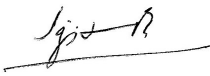
- More minor research projects for faculty
- More student projects
- Publication of a research journal
- FDP programmes
- Atleast one National seminar by each department

8 PLANS OF INSTITUTION FOR NEXT YEAR

- Develop feedback mechanism for ISR activities
- Bring more recruiting companies to the campus to facilitate more campus placements

Name: Saji Joseph

Name: Sr. Anice K.P.



Signature of the Coordinator, IQAC *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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