



PAVANATMA COLLEGE

MURICKASSERY

IDUKKI (District), KERALA, Pin 685604

PH: 04868- 263235,263382

Fax: 048468 - 263235

(A NAAC Re-Accredited B+ College, affiliated to M.G. University, Kottayam, kerala)

Website: pavanatmacollege.org

Email: mail@pavanatmacollege.org

pavanatma@yahoo.com, pavanatmacollegem@gmail.com

ANNUAL QUALITY ASSURANCE REPORT **2014 - 2015**

Submitted to

**National Assessment and Accreditation Council
Bangalore**



PAVANATMA COLLEGE MURICKASSERY

Idukki (District), Kerala, PIN-685604.

www.pavanatmacollege.org

email: mail@pavanatmacollege.org

ANNUAL QUALITY ASSURANCE REPORT 2014-2015

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	18
4	Infrastructure and Learning Resources	25
5	Student Support and Progression	27
6	Governance, Leadership and Management	32
7	Innovations and Best Practices	39
8	Plans of institution for next year	40
	Annexure I: Best Practices	42

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/2016/02/KLC0GN10035_AQAR20142015.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 2014-15

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

1 AQAR 2009-2010 submitted on 06-03-2015

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

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

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

5 AQAR 2013-2014 submitted on 27-06-2014

1.10 Institutional Status

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

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

Constituent College	Yes	<input type="text"/>	No	<input type="text"/>
---------------------	-----	----------------------	----	----------------------

Autonomous college of UGC	Yes	<input type="text"/>	No	<input type="text"/>
---------------------------	-----	----------------------	----	----------------------

Regulatory Agency approved Institution	Yes	<input type="text"/>	No	<input type="text"/>
--	-----	----------------------	----	----------------------

Type of Institution	Co-education	<input checked="" type="checkbox"/>	
---------------------	--------------	-------------------------------------	--

Men	<input type="text"/>
-----	----------------------

Women	<input type="text"/>
-------	----------------------

Financial Status	Grant-in-aid	<input type="text"/>
------------------	--------------	----------------------

UGC 2(f)	<input checked="" type="checkbox"/>
----------	-------------------------------------

1 DETAILS OF THE INSTITUTION

UGC 12B	+	<input checked="" type="checkbox"/>
Grant-in-aid	+	<input checked="" type="checkbox"/>
Self Financing		
Totally Self-financing		<input type="checkbox"/>

1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>
Science	<input checked="" type="checkbox"/>
Commerce	<input checked="" type="checkbox"/>
Law	<input type="checkbox"/>
PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>
Engineering	<input type="checkbox"/>
Health Science	<input type="checkbox"/>
Management	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>

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	<input type="checkbox"/>
University with Potential for Excellence	<input type="checkbox"/>
DST Star Scheme	<input type="checkbox"/>
UGC-Special Assistance Programme	<input type="checkbox"/>
UGC-Innovative PG programmes	<input type="checkbox"/>

UGC-COP Programmes	<input type="text"/>
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	9
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	16
2.10	No. of IQAC meetings held	12
2.11	No. of meetings with various stakeholders:	8

Faculty	<input type="text" value="6"/>
Non-Teaching Staff	<input type="text" value="1"/>
Students	<input type="text" value="1"/>
Alumni	<input type="text" value="0"/>
Others	<input type="text" value="0"/>

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="5"/>
International	<input type="text"/>
National	<input type="text"/>
State	<input type="text"/>
Institution Level	<input type="text" value="5"/>

(ii) Themes

- 1 Graduate Attributes
- 2 Preparation of Grade Cards
- 3 Feedback System
- 4 Mentoring System and Procedures
- 5 Systems and Procedures of Pavanatma for Quality Assurance

2.14 Significant Activities and contributions made by IQAC

- 1 Enforced the policies contained in Pavanatma Quality Manual (PQM)
- 2 Introduced grade card for the achievement of Graduate Attributes

2 IQAC COMPOSITION AND ACTIVITIES

3 Defined Disciplinary policy and classroom code of conduct

2.15 Plan of Action by IQAC/Outcome

	Plan of Action	Achievements
1	Establish separate rooms for Scholarship cell, Counseling Cell, Women's Cell	Implemented
2	Enforce the provisions in PQM	Implemented
3	Give adequate awareness to teachers, students and other stakeholders on the policies of PQM	Seminars organized for faculty; Wide publicity of the policies through the website, notice board, posters etc., among students.
4	Modernize IQAC room	Implemented
5	Beautification of the campus	Implemented
6	Renovation of toilets	Implemented

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 11 December 2015 approved the AQAR 2014-15 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	0	2	0
UG	7	1	1	0
PG Diploma	0	0	0	0
Advanced Diploma	1	0	1	1
Diploma	1	0	1	1
Certificate	3	2	3	3
Others	2	1	2	2
Total	18	4	10	7
Interdisciplinary	7	1	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

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	B.A. English Literature and Communication Studies
Nature of Programme	CBCS
Core Course	English Literature, Communication Studies
Elective option	
Complementary	Sociology
Open option	Fundamentals of Accounting Chemistry in Everyday Life Applicable Mathematics Environmental History in Indian Context Physical Health and Life skills Education Energy and Environmental Studies
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	11
Trimester	0
Annual	5

1.3 Feedback from stakeholders

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

Employers ☒

Students ☒

Mode of feedback

Online ☐

Manual ☒

Co-operating schools (for PEI) ☐

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.

1	English	New UG programme English Language & Literature
2	Community College	DTP & Printing Technology

2 Criterion - II: Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
31	25	6	0	0

2.2 No. of permanent faculty with Ph.D

5

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

Asst. Pro-fessors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	1	0	0	0	0	0	0	1	1

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 Sem-inars/ Work-shops	0	13	5
Presented pa-pers	0	13	0
Resource Per-sons	0	0	0

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

- Question & Answer session made mandatory at the beginning of the class to improve the communication skill of students
- Students are encouraged to conduct seminars as Powerpoint or L^AT_EX 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

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

193

2.8 Examination/ Evaluation Reforms initiated by the Institution

- Results of Internal Examinations are published on the website without bearing names of the students. Only identification key is the Registration/Class number
- Class mentors assess the performance of the students in the learning process.
- 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 evalua-

tion 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.

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" value="1"/>
curriculum revision	<input type="text"/>
syllabus development	<input type="text"/>

2.10 Average percentage of attendance of students

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		41	50		91
B.Sc. Maths	25		68	16	4	88
B.Sc. Chemistry	33		55	39		94
B.A. History	24		75	25		100

B.A. English						
B.Com	60		40	45	15	100
M.Com	25		28	36		64
B.A. Malayalam	44		93	7		100
M.Sc. Chem- istry	18		11	61		72

* Grades A+, A, and B+

** Grades B, C+

*** Grades C, D

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

- Collects and analyses annual reports from CPIC and Departments.
- 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	1
UGC - Faculty Improvement Programme	0
HRD programmes	2
Orientation programmes	4
Faculty exchange programme	0
Staff training conducted by the university	1
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	12
Others	4

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	15	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

- The Research committee informs the faculty about minor and major research projects from funding agencies like UGC, through e-mail.
- The committee recommended to award prize to best student projects from each department
- The committee recommended the extension of library working hours and provide information about various resources available in the library including e-resources.

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	6.025
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			7.55	6.025

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	1	7			8
Sponsoring agencies		UGC	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

3.15 Total budget for research for current year in lakhs :

From Funding agency	<input type="text" value="6.025"/>
From Management of University/College	<input type="text" value="0.10"/>
Total	<input type="text" value="6.125"/>

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	<input type="text"/>
SRF	<input type="text"/>
Project Fellow	<input type="text"/>

3.21 No. of students Participated in NSS events:

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

3.22 No. of students Participated in NCC events:

University level	<input type="text"/>
State level	<input type="text"/>
National level	<input type="text" value="5"/>
International level	<input type="text"/>

3.23 No. of Awards won in NSS:

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

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="7"/>
NCC	<input type="text" value="1"/>
NSS	<input type="text" value="2"/>
Any other	<input type="text"/>

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

- Miss a meal, feed an orphan (CSM, Depts)
- Visit Alphonsa Pain and Palliative unit Murickassery (CSM,NSS, Depts)
- Visit destitute homes (CSM,NSS)
- HELP (Coaching classes for competitive examinations/Orientation classes for school children of the region)
- Intensive course for +2 students (Dept of Maths)
- Pavanatma-Farmer solidarity (Agricultural seminars, NSS)
- Udhhdhaan (Campaign for better inclusion of Tribal students, EOC)
- Blood Donation (NSS, NCC)
- Tribal Settlement Visit (Dept of History)
- Green Sena (NSS)

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 m^2	123 m^2	Mgmt	100,123 m^2
Class rooms	26	2	Mgmt	28
Laboratories	6	0		6
Seminar Halls	1	1	Mgmt	2
No. of important equipments purchased ($\geq 1.0laks$) during the current year.				
Photocopier		1	UGC	155,000
Generator		1	UGC	486,475
Water Pump		1	Mgmt	165,000
Lab Eqp			Mgmt	264,284
Electrical Eqp			Mgmt	216,286
Value of the equipment purchased during the year (Rs. in Lakhs)			429,000	UGC
			1676210	Mgmt
Others				
1. Water well		1	Mgmt	485,000

4.2 Computerization of administration and library

- Proprietary software Colsoft for automating the administrative process.
- Proprietary software Libsoft introduced for automating the Library.
- Digital Library initiated.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12597		1099	333904	13696	
Reference Books	1306		45	46985	1351	
e-Books	97000+				97000+	
Journals	74		7	35390	81	35390
e-Journals	6000	5000			6000	5000
Digital Database			300		300	
CD & Video	78		7		85	
Others (specify)						

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	67	34	47	0	0	10	15	8
Added	26	7	25	0	0	-1	19	1
Total	93	41	72	0	0	9	34	9

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

- Libsoft software (Training to students)
- Libsoft software (Training to staff)
- Digital Library (Training to students)
- Digital Library (Training to staff)

4.6 Amount spent on maintenance in lakhs :

i) ICT	4.09275
ii) Campus Infrastructure and facilities	3.48
iii) Equipments	31.33852
iv) Others	1.29041
Total	40.20168

5 Criterion - V: Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Induction programme at the commencement of the academic programme to give awareness
- Information on support service included in the college Website
- 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	715
PG	131
PhD	
Others	

(b) No. of students outside the state

0

(c) No. of international students

0

(d) Men

No	%
282	33.3

(e) Women

No	%
564	66.7

(f) Student profile

5 STUDENT SUPPORT AND PROGRESSION

Last Year						This Year					
General	SC	ST	OBC	PC*	Total	General	SC	ST	OBC	PC*	Total
533	49	24	162	9	777	655	49	24	116	2	846

* Physically Challenged

(g) Demand ratio

Total

First
option

(g) Dropout %

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

- “Career Orientation” by Mr. Justin Thomas, International Trainer on 9th July 2014
- “CAMPUS TO CAREER” (Two day Program of the Pavanatma Finishing School)
- “HIGHER EDUCATION OPPORTUNITIES” Counseling by Dr. Mathew K Varghese

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET

SET/SLET

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	<input type="text" value="220"/>
---------------------------	----------------------------------

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
1	60	5	20

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	<input type="text" value="58"/>
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="31"/>
National level	<input type="text"/>
International level	<input type="text"/>

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

State/ University level	<input type="text" value="1"/>
National level	<input type="text"/>
International level	<input type="text"/>

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	103	250000

Financial support from government	684	2393115
Financial support from other sources		
Number of students who received International/ National recognitions	1(INSPIRE schlp)	180,000

5.11 Student organized / initiatives

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

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	13
Non-teaching staff	12
Students	7

6.5 Total corpus fund generated

52065445

6.6 Whether annual financial audit has been done

Yes	<input checked="" type="checkbox"/>
-----	-------------------------------------

No

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.

- Udhaan- A programme for better inclusion of tribal students- initiated by EOC
- Grade Cards devised for ascertaining the achievement of Graduate Attributes

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	Initiate a programme Udhaan for the better inclusion of tribal students	Implemented
2	Introduce Grade Cards for assessing Graduate Attributes	Implemented
3	Apply for New UG programmes in Economics and Petrochemicals	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

☒

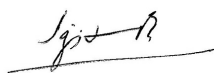
8 Plans of institution for next year

- Initiate a programme 'Performance Appraisal' (Personal Interview of the Faculty/Staff with the Principal and IQAC Coordinator for briefing the activities at the end of the academic year and future plans)
- Initiate a programme 'Annual Day' to present the annual reports of all

clubs, cells and forums before the stakeholders.

- Construction of new Ladies' Hostel
- Construction of new Auditorium
- Modification of Conference Hall
- Construction of Indoor stadium
- Commencement of new UG programmes B.Sc. (Petrochemicals) and B.A. Economics

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: Teacher Performance Record (TPR)

1.2 Goals

1. Optimize teaching and learning process
2. Improve the quality of instruction by ensuring accountability for class-room performance and teacher effectiveness
3. Contribute to successful achievement of the goals and objectives of the College
4. Provide a basis for instructional improvement through productive teacher performance appraisal and professional growth

1.3 The context

- Assessment of the effectiveness of teaching quantitatively is a difficult task.
- Even when the Key Performance Indicators(KPIs) are well defined and measurable, it will only give the assessment of overall institutional performance.
- To assess the performance of individual teachers, it is necessary to quantify his/her contributions in various aspects of teaching and learning process.

1.4 The practice

The submission of Teacher Performance Record TPR by each teacher is a system of self-appraisal devised by IQAC. The format of TPR was developed in accordance with the UGC guidelines for maintenance of standards in higher education 2010. The teachers are required to fill up the columns in the TPR

each day showing the details of the work done on that day and get the entries verified by the HoD. The TPR has provisions to show

- Teaching-learning, evaluation related entries
 - Classroom teaching, practical, assignment, project work
 - Field work and guidance of students, FA related works, SA related works
 - Invigilation, question paper setting, evaluation/ assessment of answer scripts
- Extension, co-curricular related entries
 - co-curricular, extension and field based activities
 - participation in academic and administrative committees and responsibilities
 - participation in seminars, conferences, short term training courses
 - talks, lectures, membership of association, dissemination and general articles
- Research & academic contributions
 - Research Papers published in Refereed/non-Refereed Journals
 - Work on ongoing sponsored major/minor projects, Consultancy offered
- Training programmes, refresher courses
 - Workshops, Training, Teaching-Learning Evaluation Technology Programmes
 - Soft skills development Programmes, Faculty Development Programmes

The faculty submit the filled up TPR before the HoD, who after verification submits it to the IQAC each month. Objectivity is brought to the self-appraisal system by assigning appropriate weightages/scores to different aspects assessed in the appraisal. At the end of the semester, the grades and weightages are added to obtain a final grade, which is a clear indication of the effectiveness of the performance of the faculty. The score given to each activity is identical to that suggested by the UGC regulations 2010, but without the ceiling of maximum score suggested in the regulations.

The IQAC collects the filled up TPR, calculates the score of each teacher and finds out the average score of the institution. The faculty with scores less than the average score of the institution is intimated that their performance fall below the average performance of the institution.

1.5 Evidence of success

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

- Clarity in the teacher performance requirements
- Teachers try to perform above the institutional average, thereby improving the overall institutional performance
- TPR can be used as an indicator for career advancement

1.6 Problems encountered

- A spreadsheet application has to be created for grade calculation
- Performance data of all faculty members have to be entered to get the individual and institutional grades.

1.7 Resources required

- Printing costs
- Services of a coordinating faculty for grade calculation

- Minimal Computational facility with spreadsheet application for grade calculation

1.8 Contact details

Name of the Principal:	Sr. Anice K.P.
Name of the Institution:	Pavanatma College, Murickassery.
City:	Idukki (District)
Pin Code:	685604
Accredited Status:	B+
Work Phone :	04868 263235
Fax:	04868 263235
Website:	www.pavanatmacollege.org
E-mail :	mail@pavanatmacollege.org
Mobile:	09947022594

2 Best institutional practice–II

2.1 Title of the Practice: Grade Card for Graduate Attributes

2.2 Goals

1. To assess quantitatively, the attainment of desired graduate attributes in students

2.3 The context

- The expectation that graduates are able to demonstrate the attributes needed for learning, work, and life is shared by employers, the community and graduates alike.
- Pavanatma has accepted and responded to this expectation by defining a list of desired graduate attributes, requiring that these are embedded in all college programs.

- However, assessing graduate attributes has proven to be a major challenge for the college, since the examination system of the University does not incorporate parameters needed for the assessment of these parameters.
- Pavanatma has devised a system that can quantitatively measure the attainment of desired attributes by a graduate.

2.4 The practice

The graduate attributes of Pavanatma are listed below.

Knowledge and Skills	In-depth and extensive knowledge and understanding of their disciplines. Equipped with theoretical, practical and technical skills to meet career needs. Ability to apply discipline/professional skills and knowledge in the workplace. Equipped with an inter disciplinary perspective
Application of knowledge	Able to create new knowledge and opportunities for learning through the process of research and inquiry The ability to use a basic range of established techniques to analyze information and propose solutions Search for, evaluate and use information to develop their knowledge and understanding Have a lifelong thirst for knowledge and learning
Communication skills	The ability to communicate accurately and reliably to a range of audiences.

Autonomy and professional capacity	Qualities and transferable skills necessary for further study, employment, and community involvement requiring a) the exercise of personal responsibility and decision-making b) the ability to work in a group c) the ability to identify their own learning needs and to select an appropriate program of further study
Social Responsibility	behavior consistent with academic integrity and social responsibility awareness and appreciation of social and cultural diversity law abiding and morally upright individuals empathetic to the less privileged and needy responsive to social issues
Entrepreneurial Traits	Confident and skillful to take up responsibilities and challenges Shows high endurance and optimism in setbacks Meets targets and deadlines
Proficiency to Apply Modern Technologies	Capacity to use appropriate technologies recognizing their advantages and limitations Awareness of technological innovations and advancements

All the academic and extra curricular activities of Pavanatma are intended to achieve the graduate attributes. Apart from the syllabus supplied by the

university, these activities include

- activities of various clubs and forums
- sports and games
- cultural events
- activities of students' union and department associations
- activities of 'outreach' and NSS
- value education programme
- initiatives of finishing school
- activities of NCC

Pavanatma monitors the learning outcomes of students through the following methods.

- Analysis of grades obtained in Formative Assessment FA, Internal Assessment IA and External Assessment EA is conducted by IQAC. A minimum grade letter equivalent to 'Average performance' is needed to assess that the learning objectives have been achieved in the case of a learner.
- The components assessed in the FA and SA are selected such that the grades indicate whether the learning outcomes are achieved or not.

The learning objectives and their assessment methods are detailed below:

Knowledge and understanding of their disciplines	Class Tests Internal and external examinations
Theoretical, practical and technical skills	Laboratory performance Practical examinations (IA, EA)
Apply skills and knowledge in the workplace	Assignments Projects
Inter disciplinary perspective	Tests for complementary courses and open courses Debates, GDs
Research and inquiry	Assignment evaluation Project evaluation Article review evaluation
The ability propose solutions	Question-answer session assignment evaluation performance in the laboratory problem-solving sessions
Search for information to develop knowledge and understanding	Assignment evaluation Project evaluation

Thirst for knowledge and learning	Question-answer session Assignment evaluation
Communication skills	Question-answer session Seminar Debates GDs
Personal responsibility and decision-making	Group project Activities in clubs and forums Seminar evaluation
The ability to work in a group	Group project evaluation Group assignment evaluation Involvement in clubs and forums Involvement in association activities
The ability to identify learning needs	Assessment of library and e-resource usage
Behavior and social responsibility	Assessment of class mentor Assessment of value education course
Appreciation of social and cultural diversity	Assessment of class mentor Assessment of value education course

Annexure I: Best Practices

Morally upright individuals	Assessment of class mentor Assessment of value education course
Empathetic to the less privileged and needy	Assessment of the value education course Assessment of the involvement in ‘outreach’
Responsive to social issues	Assessment of the involvement in Nature club, NSS, Students’ union
Confident take up responsibilities	Assessment of the involvement in clubs, association Assessment of the skill in organizing cultural events, fests
Meets targets and deadlines	Assessment of punctuality in submitting assignments Assessment of attendance
Proficiency to Apply Modern Technologies	Assessment of the use of ICT during seminar Performance in the laboratory Use of e-resources

- The class mentor prepares the grade card based on the assessment of each component of the learning objectives and submit it to the IQAC.
- For underperformers, remedial coaching and counseling services are extended so that they are able to meet the quality standards of Pa-

vanatma.

2.5 Evidence of success

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

- Objectivity in the assessment of the attainment of graduate attributes

2.6 Problems encountered

- Assessment of some of the attributes are still subject to the best judgment of the Class Mentor
- Data of all students on all aspects have to be entered into the spreadsheet application

2.7 Resources required

- Clerical assistance for data entry
- Printing costs of grade cards

2.8 Contact details

Name of the Principal:	Sr. Anice K.P.
Name of the Institution:	Pavanatma College, Murickassery.
City:	Idukki (District)
Pin Code:	685604
Accredited Status:	B+
Work Phone :	04868 263235
Fax:	04868 263235
Website:	www.pavanatmacollege.org
E-mail :	mail@pavanatmacollege.org
Mobile:	09947022594



PAVANATMA COLLEGE

MURICKASSERY

IDUKKI (District), KERALA, Pin 685604

PH: 04868- 263235,263382

Website: pavanatmacollege.org

Email: mail@pavanatmacollege.org