PAVANATMA COLLEGE MURICKASSERY

Idukki (District), Kerala, PIN-685604.

`www.pavanatmacollege.org`
email: `mail@pavanatmacollege.org`

Pavanatma Road Map for Development-2014
(PRMD-2014)

Prepared by

IQAC

Contents

Foreword

Pavanatma Road Map for Development (PRMD)-2014 is the master plan created by the Internal Quality Assurance Cell(IQAC) of Pavanatma College Murickassery on instructions from the Administrative Council, the top Managing Body of the institution. PRMD 2014 is the perspective plan of the institution for the next ten years from 2014 on the strategies to be adopted to make it a center of excellence in Arts and Science education in the economically backward district of Idukki in the state of Kerala. It has been prepared following the guidelines and regulations of the UGC and NAAC, the notifications of the central and state governments, statutes of Mahatma Gandhi University and the recommendations of the NAAC peer team during the past two cycles of accreditation.

PRMD 2014 was developed by IQAC through the suggestions and feedback of a series of brainstorming sessions for all the stakeholders of the college. The draft of PRMD 2014 so developed included the perspective plan of the institution for the next 10 years and was submitted to the staff council for further deliberations. After incorporating the modifications suggested by the staff council, the plan was submitted to the managing board. The managing board assessed the proposal and after suitable modifications recommended to the Administrative Council for its implementation. The Administrative Council gave the final approval to PRMD 2014.

The PRMD 2014 sets out the Institutes Perspective Plan from the year 2014 to 2023 under three thrust areas:

1. Academic excellence

    (a) Curriculum of Academic Programmes
    (b) Teaching Learning strategies
    (c) Research
    (d) Quality Assurance strategies

2. Community orientation

    (a) Consultancy and Extension
    (b) Student Support Systems

3. Infrastructure

    (a) Learning Resources
    (b) Infrastructural development

For each area, the Road map sets out targets to be achieved and the procedures for their accomplishment.

Saji Joseph
Coordinator, IQAC

Sr. Anice K.P.
PRINCIPAL

V. Rev. Msgr. James Mangalasseril
MANAGER

1

Academic excellence

The college recognizes the importance of achieving excellence in all its academic endeavors as reflected in the quality assurance policy:

Pavanatma will strive to pursue national standards of excellence in teaching, learning, research, and consultancy, and to remain accountable in our core and support functions, through processes of self-evaluation and continuous improvement.

For the next ten years from the year 2014, the college is committed to adopt the following measures in its journey to academic excellence.

1.1 Curriculum of Academic Programmes

1.1.1 Curriculum Planning & Implementation Committee (CPIC)

As the college is affiliated to Mahatma Gandhi University, Kottayam, the curriculum of all UG and PG programmes are supplied by the University. The college is bound to follow that curriculum and achieve the learning outcomes set by the University. However, to imbibe in all students the Graduate Attributes of the college, many enrichment and value added programmes are being conducted along with the regular academic programmes. The Curriculum Planning & Implementation Committee (CPIC) is in charge of designing, implementing and reviewing the curriculum of different programmes of the college in accordance with its mission and vision. At present, workshops are organized by the CPIC separately for the faculty and students of each department to make them familiar with all aspects of the curriculum framework, including learning objectives and expected outcomes.Presently, the CPIC consists of

1. The Principal (Chairperson)

2. Coordinator (Deputed by the College Council)

3. The Vice Principal

4. The IQAC Coordinator

5. The EOC coordinator

6. Heads of all departments

7. One senior faculty from each department

8. The Physical Education Director

9. Representatives of Alumni (One from each programme, with very commendable academic records)

10. Student representatives (One from each programme, with very commendable academic records)

1.1.2 Future plan

1. Include external experts to the maximum extent possible while formulating the curriculum of enrichment and value added programmes

2. At least two workshops annually on curriculum framework for the faculty and students of each department.

3. Two months before the commencement of the academic year, department-wise discussions should be held to decide the courses to be taught by each teacher, the teaching plans (in accordance with the curriculum implementation plan), and the work should be divided among the faculty to give them sufficient time to get prepared for the effective implementation of the curriculum.

4. The CPIC should try to increase the average number of annual actual lecture hours per faculty from its present value of about 350 to 400. CPIC should encourage the faculty members to take more special classes and monitor the number of such hours entered in the Teacher Performance Record (TPR).

5. CPIC must collect various innovative teaching strategies adopted by the faculty members and publicize it properly so that others can adopt them.

6. The best innovative practice in teaching learning must be identified each year by a committee constituted by the CPIC and should be communicated to all faculty members for implementation.

7. Maximum number of career-oriented add-on programmes with the assistance of UGC/other funding agencies should be launched with the intention of skill development among the educated youth of the locality.

8. At least one new regular academic programme should be launched each year. The CPIC should suggest to the Academic Council the most suitable programme keeping in mind the regional and global requirement.

9. The value education programme should be developed as a full-fledged regular academic programme. Continuous evaluation methods adopted for regular academic programmes must be extended to the value education programme also.

10. More enrichment programmes dealing with Gender equality, Climate Change, Environmental education, Human Rights and Moral values should be arranged.

11. Pavanatma Finishing school is functioning in the college from the year 2013 aiming to prepare graduates for the future by offering them skills for life and to complete their educational experience. It should be strengthened in the coming years so as to bridge the skills gap that exists between leaving college and performing effectively in the workplace

12. Presently, CPIC collects feedback on all the enrichment programmes from students, class mentors, and parents only in an informal manner. The Feedback committee of the college must entrusted with the task of collecting feedback and summarizing the data by its established techniques.

13. The Pass rates in all academic programmes of the college are really high (above 90%). In the coming years, CPIC should initiate steps to achieve and maintain 100% pass rate in all programmes.

1.2 Teaching Learning strategies

The IQAC identifies the advanced learners of all programmes by interacting with the class mentors in the 'light the candle' programme. The programme presently consists of collecting a list from the class mentors based on their personal judgment. The programme should be developed as an Interface meeting of the IQAC with the class mentors during which the advanced learners are identified through well defined criteria.

- ❖ The CPIC must formulate the criteria to identify advanced learners.

- ❖ Innovative programmes should be devised by CPIC to nurture the creativity of the Advanced learners.

- ❖ At least two such programmes must be in practice by the year 2017.

- ❖ Modules/units of curriculum delivered with ICT assistance should be increased by 10% every year.

- ❖ At least three staff training programmes on ICT enabled teaching every year

- ❖ Improve systems to assess the achievement of graduate attributes

1.2.1 Equal Opportunity Cell (EOC)

The admission policy of the college has provision to include maximum number of students from various marginalized/weaker sections of the society. As a result, about two-third of the student population are girls and most of them are from very backward financial background. However, the data of the previous year admissions show that the percentage of SC/ST students are very low, despite the fact that the college is situated in a tribal area. The college cannot afford to be a mere spectator while the tribal population of the area is denied the opportunity of higher education. The college is presently conducting some awareness programmes in nearby tribal settlements about the higher education opportunities offered by the college, but this need be strengthened.

- ❖ The EOC should initiate steps for better inclusion of the weaker sections of the society including SC/ST.

1.2.2 Demand for various programmes

The average demand for programmes of Pavanatma is really high, and the college receives first option applications roughly 5 times the seats it has.

- ❖ The college should approach the University for marginal increase in the sanctioned strength whenever necessary to meet this high demand.

It has been observed that the extremely high demand ratio is due mainly to the huge demand for UG course in Commerce. Science and Arts programmes do not have the demand for Commerce programmes. As the advancement in the area of Science and Arts is fundamental to the development of any civilization, these programmes can not be neglected and more students should be attracted to these programmes.

- ❖ The CPIC should initiate steps to enhance the employability of these programmes by incorporating more enrichment programmes.

1.2.3 Teacher Quality

An appreciable percentage of the faculty possesses higher degrees like M.Phil. or PhD. In the coming years, more emphasis should be given to increase this percentage. The Faculty Development Committee should initiate steps in this regard so that by the year 2024 at least 80% of the faculty possess PhD. degree. The FDC should

- ❖ Track percentage of faculty possessing Doctoral degree

- ❖ Track number of recognitions, awards, received by the faculty

- ❖ Track the number of faculty having membership in professional bodies

- ❖ Organize sufficient staff training programme at the college level

- ❖ Review and modify periodically the policies of the institution to recharge faculty

1.2.4 Learning outcomes

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 etc. Pavanatma monitors the learning outcomes of students through methods such as analysis of grades obtained in Formative Assessment FA, Internal Assessment IA and External Assessment EA. For underperformers, remedial coaching and counseling services are extended so that they are able to meet the quality standards of Pavanatma. The components analyzed for grade card preparation should be reviewed and modified by the CPIC. Presently, some of the components of graduate attributes are assessed by the personal judgment of the class mentor. CPIC should

- ❖ Device methods for making the evaluation of the components of graduate attributes more objective.

1.3 Research

1.3.1 Research Centers

Pavanatma does not have any research center at present.

- ❖ By 2024, all the post graduate departments should either open research centers or be able to approach the University for starting research centers.

1.3.2 Research committee

Pavanatma has constituted a research committee in 2013 to monitor and give direction to the research activities of the institution. It looks into the research projects undertaken by the faculty in various disciplines and the projects done by the students as per the requirements of their programme. The research committee is chaired by the Principal, with the IQAC coordinator and the heads of the departments as members. One senior faculty member possessing Ph.D. degree nominated by the Staff Council acts as the Coordinator of the committee. In future the committee should

- ❖ Strengthen existing institutional efforts and device new ones in developing scientific temper, research culture and aptitude among students

- ❖ Make efforts to encourage all faculty to engage in active research by 2024.

❖ Ensure that a teacher should undertake at least two minor projects or one major project in a span of ten years.

❖ Track Key Performance Indicators of research activity, such as number of patents, awards, faculty acted as resource persons, no of publications, minor and major projects, number of seminars organized etc.

❖ Increase the amount for research activity by availing financial assistance from external funding agencies.

❖ Encourage research projects relevant to local needs.

❖ Strengthen the infrastructure available for research.

❖ Start an multidisciplinary research journal.

1.3.3 Consultancy

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

❖ Review the consultancy policy of the college and make timely modifications, if necessary

❖ Initiate steps to encourage more faculty to extend consultancy in their respective areas of expertise.

❖ Track the number of staff extending consultancy services

1.4 Collaborations

❖ The research committee should initiate steps to encourage faculty and departments to enter into collaborations with industry and research institutes of national eminence for skill development, curriculum enrichment, and for getting expert advice and guidance on research activities of faculty and students.

❖ The research committee should track the number of MOUs each year and should ensure that it increases at least by 10% every year.

1.5 Quality Assurance System

The quality assurance system as developed by the IQAC ensures the delivery of the quality policy at a number of levels:

❖ Through the Administrative Council and the Managing board, which will ensure that the overall mission of the college is being achieved.

❖ Through IQAC, CPIC, and the Staff Council which hold the ultimate responsibility for academic quality in the college and advise the various academic departments in matters of quality assurance.

❖ At a Departmental level through the HoD and faculty, who are responsible for quality in their specific departments.

❖ At a student level through student services, the class mentors, student mentors, and class representatives.

The systems and subsystems involved in the quality assurance process are documented in the PQM and the IQAC closely monitors its implementation at all the above levels.

❖ External peer team visit should be arranged annually to assess the effectiveness of quality assurance procedures of the college.

❖ The AQAR should be prepared by the IQAC and should be placed before the academic council and Administrative Council for approval.

1.5.1 Quality improvement strategies in Teaching & Learning

❖ The CPIC should monitor the performance in teaching-learning through the attainment of Key Performance Indicators (KPIs). The KPIs in teaching-learning are 1) no. of applications received seeking admission and 2) graduate employment within 1 year. The KPIs are expected to increase at least by 10% every year.

❖ Management of underperformance (Bridge courses, Remedial coaching etc.) should be strengthened. Through these process, the pass rate should be increased to 100% in all programmes by 2024.

❖ Assessing stakeholder feedback of teaching-learning should be strengthened by including community feedback, industry feedback and faculty feedback along with student feedback.

❖ Number of Faculty Enrichment Programme, Orientation Programme, Seminars, and Field Visits should be increased by 10% to enhance continuous professional development , staff training and support.

1.5.2 Quality improvement strategies in Research

❖ The Research Committee should monitor the performance in research through the attainment of Key Performance Indicators (KPIs). The KPIs in research are 1) no. of patents 2) no. of publications in peer reviewed journals 3)no. of awards 4) no. of books published 5) no. of seminars attended 6)no. of sessions chaired in national/international conferences 7) no. of teachers with PhD. and 8) no. of mRP and MRP undertaken. The KPIs are expected to increase at least by 10% every year.

❖ Management of underperformance (Refresher courses, research methodology seminars etc.) should be strengthened.

❖ Number of Faculty Development Programme, Orientation Programme, Seminars, awards and grants should be increased by 10% to enhance continuous professional development , staff training and support.

1.5.3 Quality improvement strategies in Community engagement

❖ The Outreach Cell should monitor the performance in community engagement through the attainment of Key Performance Indicators (KPIs). The KPIs in community engagement are 1) no. of collaborations 2) linkages and MoUs, 3) no. of recognitions/awards received from the local bodies, NGOs etc. The KPIs are expected to increase at least by 10% every year.

❖ The Outreach Cell should assess the impact of the community engagement programme on the community by taking feedback from community, report of the cell/department involved, and tracking the no. of persons benefited. It is expected that these parameters increase favorably at least by 10% every year.

2

Community Orientation

2.1 Institutional Social Responsibility (ISR)

Located in a remote place engulfed from all sides by forests of Idukki, Pavanatma college has vowed to be always responsive to the needs of the society and will foster in the students and faculty a sense of concern for the less privileged fellow beings. Pavanatma realizes that the growth of the institution entirely depends on the well-being of the community around, and undertakes various community-oriented programmes. As the students of Pavanatma are an integral part of all these extension programmes, this contributes to good citizenship, service orientation and holistic development of students. The college has created a cell 'Outreach' for coordinating and guiding all the extension activities of different clubs, forums and departments. The coordinator plans, organizes and monitors the effectiveness of the extension programmes of Pavanatma.

In the coming years Outreach should initiate steps to

❖ Strengthen institutional mechanism to track students involvement in social movements.

❖ Strengthen the activities of PAID (an endeavor of Pavanatma alumni to extend financial assistance to students from economically weaker sections).

❖ Strengthen the linkages with local agencies, NGOs etc. for the upliftment of the local community.

❖ Device formal mechanism to obtain and analyze feedback on ISR activities of the institution.

❖ Encourage social surveys on issues pertaining to local population as part of the student projects.

❖ Ensure the involvement of local population in the ISR activities of the institution.

❖ Initiate steps to assess the impact of community oriented programmes through feedback from the community

❖ Initiate steps to start a community college by 2016.

2.2   Support Systems

2.2.1   Mentoring Cell

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.

- ❖ The student mentors rendering meritorious service to the college must be given certificate of recognition at the Annual Day Celebrations of the college.

- ❖ The college should deliberate on the possibility to provide remuneration to the student mentors based on the hours they spent for mentoring.

2.2.2   Scholarship Cell

Pavanatma has a scholarship cell which informs and assists the students to apply for various scholarship schemes of state/central governments. A full-time faculty member coordinates the support services of the cell.

- ❖ The college should provide an office room for the scholarship cell at the earliest to strengthen its support.

- ❖ The cell ensure that maximum students get scholarships from various agencies, management and government.

- ❖ The cell should track the number of students getting scholarships annually.

- ❖ Increase the number of students getting scholarships at least by 10% annually.

2.2.3   The Career Guidance and Placement Cell (CGAP cell)

- ❖ Increase the number of support initiatives of the CGAP cell at least by 10% annually to bebnefit the student population of the college.

- ❖ Increase the number of recruitment drives conducted in the campus at least by 10% annually.

❖ Increase the number of students getting campus placements at least by 10% annually.

❖ Strengthen Pavanatma Finishing School so as to bridge the skills gap that exists between leaving college and performing effectively in the workplace.

2.2.4 Cultural and Extracurricular activities

Cultural and Extracurricular activities are organized by the college union, the department associations and the clubs. The college arts fest is organized by the students' union and competitions ranging from literary events to stage performances are conducted.

Various inter-departmental competitions like Com-Fest (Commerce), Histo-Dance (History), Sargotsav(Malayalam), Swaraj(Maths), Physi-Carnival(Physics) are organized by the individual associations. In the coming years all departments must be given the opportunity to organize cultural fests.

❖ The number of students participating in the cultural festivals should be tracked by individual departments.

❖ The number of students participating in the cultural festivals should be increased at least by 10% every year.

2.2.5 Other Support Systems

❖ The Department of Physics Education should initiate steps to increase the sports awareness of students. The number of students winning medals in intercollegiate/University meets should be increased at least by 10% annually.

❖ The Arts Club should initiate steps to increase the number of students winning prizes in intercollegiate/University cultural competitions at least by 10% annually.

❖ The Mentoring cell should ensure that all students of the college participate in the activities of at least one cell/club/forum.

❖ The counseling cell activities should be strengthened immediately to target students at the risk of dropout and to provide better psycho-social counseling service to the students.

❖ The Equal Opportunity Cell (EOC) should address the issues related to SC/ST, the OBC and minorities and the physically challenged on a continual basis. It should monitor the Counseling services provided for psychological problems of these category of students.

3
Infrastructure

3.1 Learning Resources

Pavanatma is committed to provide appropriate infrastructure to support and enhance student learning, teaching, and staff development. The Infrastructure committee should initiate activities to support the development of an appropriate infrastructure including:

❖ Develop the college library as a flexible and multi-skilled learning space, which is capable of accommodating a diversity of learning and teaching approaches and provides access to a wide range of learning support resources.

❖ Develop the departmental libraries to a similar standard by which the students and faculty are able to access learning support resources of their respective disciplines.

❖ Exploit to the full the potential of the NME-ICT to provide high quality personalized and interactive knowledge modules over the Internet for faculty and students in any time any where mode.

❖ Provide wireless zones in the college and in all hostels to extend the range of learner-enabled environments available to students, and allow them to choose where to work.

❖ Develop equipment specifications for class rooms, seminar halls, laboratories, and conference rooms to reflect the changes in educational technology.

❖ Upgrade the library software immediately for making it more efficient and user friendly

❖ Create a digital institutional repository for the benefit of the stakeholders.

❖ Library committee should initiate steps so that library services are available to all stakeholders round the clock.

❖ Specialized services provided by the library such as e-mail alerts on new arrivals should be strengthened.

❖ Increase the number of library books and journals by 10% every year.

❖ Streamline the MIS of the institution and provide adequate training to staff.

3.2 Infrastructural development

3.2.1 Facilities for curricular and co-curricular activities

❖ All class rooms should be made ICT-enabled smart class rooms by increasing the present proportion at least by 10% every year.

❖ The entire campus and hostels should be made Wi-Fi enabled to facilitate learning at all places in the campus.

❖ Herbal Garden in the campus must be expanded and more access must be given to the local population.

❖ Facility for Sports and Games should be strengthened by constructing an Indoor stadium and Outdoor stadium by 2016. Sports facility of the institution must be enhanced by constructing Volleyball court and Lawn-Tennis court in the coming years.

❖ The facilities available in the Gymnasium should be enhanced.

❖ The college should approach the Sports Council for the establishment of a Sports Hostel for women.

❖ The College has an auditorium which can house 600 persons. Another large auditorium should be constructed immediately to accommodate the increasing student population.

❖ Priority should be given for constructing waiting room-cum-recreation room for lady staff in the coming years.

❖ The practice of Infrastructure audit should be streamlined and the Infrastructure committee should ensure that the audit is conducted annually.

❖ The college has one Ladies' Hostel presently. One more hostel for girl students is needed and should be constructed immediately.

❖ Accommodation facility for men should be increased by constructing Men's hostel.

❖ The functioning of Pavanatma Sports Organization should be strengthened by commencing Compulsory Physical training programme to all first year students.

❖ A cafeteria-cum-student amenity center with facilities for refreshments, stationery items, reprographic facility is working in the campus. Canteen facility should be added to it for the benefit of students and staff of the college in the coming years.

❖ New lecture rooms and seminar halls to commence new programmes.

❖ New administrative block

❖ New guest house for visiting faculty

❖ All infrastructure development of the college should be in tune with the environmental policy of the institution. It should give emphasis to the promotion of renewable energy initiatives and sustainable development.

3.2.2   IT infrastructure

The college has constituted an ICT committee consisting of the Principal, the Vice Principal, the HOD of Computer Science, and the faculty in charge of the Website maintenance and the Librarian. The committee is entrusted with the task of improving the IT infrastructure from time to time and of taking measures to make stakeholders aware of the changes.

The college has developed an ICT policy that envisages the enhancement and strategies for maximizing the benefits of the IT infrastructure. The implementation of the policy should be monitored by the ICT committee for ensuring the following:

❖ conducts IT audit every year and track the increase of IT infrastructure.

❖ Increase the computer student ratio to 1:2 by the year 2024 by installing more computers in the library and general computer lab in a time bound manner.

❖ Streamline the NME-ICT facility, the framework of which has already been laid down, to make more e-resources available to students and faculty.

3.2.3   Upkeep and maintenance of equipment

❖ Infrastructure Committee should conduct Annual performance audit of all the equipment in the month of May by constituting an internal committee comprising of the technical staff and faculty.