Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**PAVANATMA COLLEGE**
Name of the head of the Institution	**Dr. Johnson V.**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**08468263235**
Mobile no.	**9446801060**
Registered Email	**mail@pavanatmacollege.org**
Alternate Email	**iqac@pavanatmacollege.org**
Address	**Murikkassery P.O. Idukki dt. Kerala**
City/Town	**Idukki**
State/UT	**Kerala**
Pincode	**685604**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**central**
Name of the IQAC co-ordinator/Director	**Dr. Saji Joseph**
Phone no/Alternate Phone no.	**09446801060**
Mobile no.	**8921237880**
Registered Email	**pavanatma.iqac@gmail.com**
Alternate Email	**saji.joseph.pcm@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.pavanatmacollege.org/assets/images/uploads/AQAR_2018-19.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.pavanatmacollege.org/assets/images/uploads/Acaemic%20Callendar-2019-20.-New.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	**A**	**3.01**	**2016**	**17-Mar-2016**	**06-Mar-2021**

6. Date of Establishment of IQAC	**01-Jun-2005**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Academic Calendar Preparation	**03-Jun-2019** **4**	**60**

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Pavanatma College	Salary	State Govt.	2019 365	34888179
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**12**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Outcome based education Cell formed, appointed a coordinator Course outcome, Programme outcomes and programme specific outcomes redefined and prepared, uploaded relevant details in the College website.

Pavanatma Academic and Administrative Management Software (PAAMS) upgraded to include more modules.

Started a Coaching Centre for providing Competitive Exam Coaching within the campus for the benefit of students and local community.

Started skill development programmes in (i) DTP and Printing Technology and (ii) Business Accounting and Taxation under the Community College.

Started a practice of giving financial assistance to the staff to attend faculty development programmes in other institutions.

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Commencement of a coaching centre for competitive examinations as per the NAAC peer team recommendation	Started a Coaching Centre for providing Competitive Exam Coaching within the campus for the benefit of students and local community.

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Staff Council	30-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**09-Jul-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Pavanatma Academic and Administrative Management System (PAAMS) is an application developed by IQAC in collaboration with Digital Eye Solution, Ernakulum. PAAMS maintains the data of student lifecycle in Pavanatma for their entire academic curriculum. This system is used for complete student record keeping right from their admission till placement and even their career progression. Each activity of the student during the entire programme is recorded in PAAMS Database. The framework of PAAMS provides a wide range of modules. These modules are designed to provide specific functionalities for the efficient management of campus life of

a student at Pavanatma. Following is a list of modules which are available in PAAMS. I. Basic Administrative Management This module provides features for the basic administrative management of the college. The Sub modules available are: 1.Academic Year Setting 2.Manage New Department 3.Manage New Programme 4.Manage New Cell/Forum 5.Manage Principal,/HOD Appointment 6. Manage Tutor/Mentor Appointment 7. Mange Staff News II. Basic Student/Staff Data Management This module provides features for keeping track of student and staff details. The sub modules available are: 1.Manage Student Enrollment 2.Manage Staff Appointment 3.Class Number Generation of Students 4.Examination Register Number Generation of Students 5.Manage Student Termination/Progression 6.Manage Staff Termination III. Curriculum Management This module provides features for specifying and managing the Semester promotion and internal mark structure. The sub modules available are: 1.Manage Internal Tests, Internal Exam Structure, Mark lists 2.Create Academic Calendar 3.Manage Outcome Based Education 4. Manage Innovative Teaching IV. Programme Management This module provides sub modules for managing the basic academic activities of a programme. The sub modules available are: 1.Manage Student Registration to various courses in a programme 2.Manage Faculty allotment to various courses in a programme. 3.Manage Timetable 4.Manage Work Arrangement and Extra class 5.Manage Open Course Registration and Attendance 6.Manage Semester Promotion 7.Manage Student Attendance V. Evaluation Management 1. Internal/External Mark entry of programmes 2. Programme Learning Outcome Assessment 3. A form, B form and Mark list Generation VI. Enrichment Programme Management Manage Add on / Open Programme Admissions Manage Cell/Club Enrollment Manage Cell Club Activities VII. Staff Daily Appraisal Management This module provides features for enabling staff to record their daily academic activity. The sub modules are: 1.Manage Daily Activity 2.Manage Academic Programmes attended 3.Manage Publications Entry 4.Manage

Research Project Details VIII. Student Support Management This module provides features for recording and managing various student support activities such as mentoring and counseling. The sub modules are: 1.Manage Student mentoring 2.Manage Cell /Club/Association Activities 3.Manage Student progression 4.Manage Alumni Activities 5.Manage Grievance redressal Mechanism 6.Manage Slow/Advanced Learner Programmes

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Pavanatma has initiated the following measures for the effective transaction of the curriculum and documentation: • The College has formed a Curriculum Planning and Implementation Committee (CPIC) to monitor the effective implementation of the curriculum provided by the affiliating University in accordance with the mission and vision of the institution. • The well-structured Outcome Based Education (OBE) process in the college makes the students to become intellectually competent, research oriented, innovative, socially responsible, emotionally mature and self-reliant. • The CPIC formulates a detailed curriculum implementation plan (CIP) which details the teaching methodology for each module, the learning objectives and expected outcome. • The CPIC oversees the effective implementation of the curriculum based on the CIP. • Based on CIP, the faculty designs a teaching plan. • An Academic Calendar is prepared for the College, which includes all activities-curricular, extracurricular, extension programmes etc. that are planned for the year. The College Directory which contains the Academic Calendar is given to all students and members of the faculty. • Workshops are organised by the CPIC separately for the faculty and students to make them familiar with all aspects of the Curriculum framework including learning objectives and expected outcomes. • Monthly Departmental meetings and the half yearly reports collected by the CPIC ascertain that the curriculum implementation is going on as per schedule. • Remedial coaching is arranged for under performers to improve their performance. • Enrichment programmes are provided for advanced learners. • Bridge classes are arranged at the commencement of a programme to bridge the lack of knowledge of the students. • The College conducts many Career oriented Add-on Programmes, certificate programmes, value added programmes and skill development programmes for effective enrichment of the curriculum offered by the affiliating university. • Pavanatma conducts many enrichment programmes and courses to attain the quality standards and graduate attributes of the institution. The enrichment programmes include finishing schools for final under graduate and post- graduate students, soft skill development programme etc. • Interactions with experts through invited lectures, seminars and classes are facilitated. • Faculty are encouraged to adopt innovative teaching methods. • Visits to research stations and industries by Science students and environmentally and historically significant locations by Arts students. • Students are deputed and encouraged to participate in camps, seminars and workshops in other institutions. • National or state level seminars on issues of contemporary relevance relating to specific aspects of the curricula are organised. • Value education course designed by CPIC is offered to all students

of Pavanatma as an integral part of the curriculum. • Assessment of Curriculum Implementation process is done through internal and external examinations, participatory learning activities and feedback from teachers, students, alumni and parents. • The College has developed a formal mechanism to obtain feedback from stakeholders on curriculum to be used for introducing changes in the curriculum. After the completion of the semester, students are required to rate the courses of that semester, the programme content and the teaching methodology.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Academic Publishing Using LATEX	Nil	06/08/2019	30	Higher Education as well as Job	I T Skills
Introduction to Vedic Mathematics	Nil	06/08/2019	30	Higher Education as well as Job	Arithmatic Skills
Basic Statistics	Nil	06/08/2019	30	Higher Education as well as Job	Data Analysis
Basic Computer	Nil	06/08/2019	30	Higher Education as well as Job	I T Skills
Museology	Nil	06/08/2019	30	Higher Education as well as Job	Visualisat ion of historical preserves
Bolchal Kee Hindi Aur Anuvad	Nil	06/08/2019	30	Higher Education as well as Job	Proficiency in Hindi
Communicat ive English and Phonetics	Nil	06/08/2019	30	Higher Education as well as Job	Proficiency in English
Capital Market	Nil	06/08/2019	30	Higher Education as well as Job	Savings and investments
UI/UX Design	Nil	06/08/2019	30	Higher Education as well as Job	I T Skills
Basic Skill in Commerce and Technology	Nil	06/08/2019	30	Higher Education as well as Job	Skill in Commerce and Technology
GST Practice	Nil	06/08/2019	30	Higher Education as well as Job	Skill in Commerce and Technology
Capital Market Operations	Nil	06/08/2019	30	Higher Education as well as Job	Skill in Commerce

and Management					
Image Editing for Printing	Nil	06/08/2019	30	Higher Education as well as Job	I T Skills
Application of Personal Banking	Nil	06/08/2019	30	Higher Education as well as Job	Printing Editng
ADOBE PAGEMAKER	Nil	06/08/2019	30	Higher Education as well as Job	Printing Editng
LSR Skill Development	Nil	06/08/2019	30	Higher Education as well as Job	I T Skills
Nil	Environmental Study	06/08/2019	30	Higher Education as well as Job	Environmental Consciousness
Nil	Tribal Studies	06/08/2019	30	Higher Education as well as Job	Social Skills
Nil	Yoga and Physical Fitness	06/08/2019	30	Higher Education as well as Job	Physical Fitness
Nil	Banking and Financial services	06/08/2019	30	Higher Education as well as Job	Banking and Financial services
Nil	Proficiency in English and Career Skills	06/08/2019	30	Higher Education as well as Job	Proficiency in English and Career Skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	0	Nill
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	0	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	443	154

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year		
Value Added Courses	Date of Introduction	Number of Students Enrolled
ASAP	01/06/2019	21
View File		

1.3.2 – Field Projects / Internships under taken during the year		
Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BVoc	B.Voc Accounting	44
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The College has developed a formal mechanism to obtain feedback from students and stakeholders on curriculum to be used for curriculum enrichment and for introducing changes in the curriculum. After the completion of the semester, students are required to rate the courses of that semester, the programme content and the teaching methodology. The feedback questionnaire is given to students in online mode using Google form. For each question in the questionnaire, the stakeholders are required to indicate satisfaction ratings on a five- point scale such as, Course objectives and outcomes, depth of the course content and delivery, applicability or relevance to real life situations, clarity and relevance of textual reading materials and facilities. For analysing the data, tools like percentage analysis, charts, graphs etc. are used. The outcomes that fall into the category of low satisfaction are taken care of while CPIC and IQAC discuss amendments or additions in the curriculum. The feedback analysis is published on the college website for the reference of all stake holders of the institution, and is discussed during the faculty meetings for future modification in the course content and teaching strategy. Similar questionnaires are distributed among teachers, parents, employers and alumni of the college to rate the programme through online feedback. As before, for each question in the questionnaire, the stakeholders are required to indicate satisfaction ratings on a five- point. After analyzing the data, it is published on the college website for the reference of all stake holders of the institution, and is discussed during the faculty meetings for future modification in the course content and teaching strategy.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled

BCom	Taxation	28	1010	50

View File

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1020	174	34	16	10

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
73	73	14	20	23	12

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring is a relationship between two persons with the goal of professional and personal development. The mentor shares knowledge and experience in order to strengthen, support, and inspire the mentee. Mentoring cell functions well in the college targeting to support the learners, especially the slow learners. The task is made easier and direct by appointing all faculty members as mentors having twenty mentees each. This is done at the commencement of each academic year and mentors earnestly do their task. As far as possible, mentor gets mentees from his/her own department which makes the mentoring process easier. Enriching sessions are organized for mentors so that they may become effective and influencing personnel in the mentoring process. Mentor identifies the slow, average, and advanced learners among the allotted twenty via academic tests and personal interviews within a month. Based on the same, they move on to further personal dialogues where the mentor easily locates the thrust areas which require guidance, interference, and support. Most of the mentees face challenges like personality disorders, family issues, financial stress, etc. Though the mentor is helpless to solve such issues, patient listening and mental support rendered brings great difference. Mentees are usually given academic guidance and support through peer learning and group learning methods. Remedial classes are done regularly targeting the slow learners. Those who require advanced level of mentoring are suggested for the same and done in a meticulous style. Basic data of mentoring is updated in the college software whereas all the details of personal sharing are kept as secret documents by the mentor/counsellor. Mentoring leads to further levels of guidance such as counseling extended by the counselling cell of the college. This is an opening for learners for effective dialogues since they get a mentor who doesn't have any direct knowledge or information about them. The counselling cell extends sittings effectively with open sharing, active listening, personality development tasks, as well as certain strategies. If the counselling cell identifies the client as one who needs advanced level of counseling with therapies and psychiatric treatment sessions, they refer for the same. The class mentor informs the guardians and supports them in every possible way. Outcome of mentoring programme can be evaluated very easily based on the behavior changes that take place in the learners. All the stakeholders of the institution, especially the department faculty members and family members identify the transformation. In the current era of student centric teaching-learning strategies, mentoring plays a significant role. Even though the learners are equipped with all sorts of technological strategies and supports, the need for individual care and personal attention increases day by day. Mentor succeeds in establishing a very personal healthy bond with the mentee and directing him/her towards career goal setting and motivating becomes easier.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio

1194	60	1:20

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
60	60	Nill	31	14

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	NA	Nill	NA

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
BCom	0201	Semester 6	26/03/2020	13/08/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

* Our college strictly adheres to the system mandated by the Mahatma Gandhi University - CBCS (2017) system for UG and PG CSS (2019) system for PG programmes exist in the college. • In addition to the communication through the website and College calendar, the pattern and importance of CIE are explained in the orientation programme to freshers and in the classrooms by the teachers. • Two internal tests are held centrally in every semester, one of which can be in online mode, the dates for which are marked in the Academic Calendar published at the beginning of each year. The exam time table is prepared by the internal examination cell in consultation with IQAC and College Council. The time table is displayed on the notice boards and college website. To increase the seriousness of students, test papers are conducted in a centralised manner. • The Internal Examination vigilance squad consisting of faculty ensured that use of unfair means was checked. • All the records and data bank of attendance in internal Examinations, Question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring/academic audit. • The Roster for invigilation duty for internal and university examinations is drawn up by the internal examination cell. • After the conduct of examinations, faculties have to evaluate the answer scripts to the students in one week's time along with the comments. The common errors are discussed in the classroom. • In addition, the students make seminar presentations and submit assignments, the marks scored in which are also reckoned as Internal Assessment marks. • Online assignment submissions and quizzes using Google forms are encouraged. • A 3-tier grievance redressal mechanism exists in the college for grievances related to the marks obtained in the internal assessment. Re-test examinations are conducted for students who have not attended the internal examination on genuine grounds.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

- Based on the Action plan inputs from the departments, the Curriculum Planning Implementation Committee (CPIC) of the college prepares the Academic Calendar for each year, marking the dates for internal exams, seminars, workshops, cultural activities, study tours, educational visits, field trips, industrial visits and the observation of each special day in the calendar. The preparation of the academic calendar ensures that the students get adequate instructional hours and teachers get maximum hours to deliver their courses effectively. • The schedules of internal assessments are communicated to students and faculty in the beginning of the semester through the institute academic calendar. • The Principal convenes at monthly meetings of the Academic Council comprising the Heads of each department, to review the monthly progress. • In order to adhere with the schedule of CIE, faculties have to take special classes to finish the topics suggested for test papers. The faculty also takes special classes on holidays in order to compensate for the loss of working days on account of flood and unforeseen strikes. • Assignments and Seminars are given to the students continuously and well in advance so that they can prepare for the same. Once the assignments or seminars are evaluated the marks are entered in the digital format in PAAMS. • Those students who did not perform well in the assignment were counseled individually and when required, weaker students were given more chances to improve their scores. This led to an improved outcome as there was no/lesser performance anxiety.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.pavanatmacollege.org/public/Pavanthma-Learning-Outcome

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
0201	BCom	Taxation	48	47	98
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=IQAC-Feedback

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	80000	55000
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nill	NA

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Pavanatma Entrepreneurship Development Club	Cyndrella V S	Self Funded	PCM Innovative Hub	You tube Channel for uploading innovative ideas of students	09/08/2020

[View File](#)

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics	1	Nill

[View File](#)

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Vocational Studies	2
History	1
Hindi	1
Commerce	2
English	3
Malayalam	18

[View File](#)

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
User Centric Study on Debit Cards	Dr.JOHNSON V.	Studies in Indian Place Names	2020	0	PAVANATMA COLLEGE MURICKASSERY	Nill

View File

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Synthesis and DFT studies of the structure - NLO activity evaluation of 2-(4-methoxyphenyl)-1,4,5-t	Dr. RAJEEV T ULAHANNAN	JOURNAL OF MOLECULAR STRUCTURE	2020	6	7	Pavanatma College Murikkassery

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	42	195	51	32
Resource persons	3	Nill	Nill	Nill

View File

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Campaign waste disposal	Department of Bvoc	6	120

View File

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
National Classic Powerlifting Chamoionship	Appreciation	Powerlifting India	120

View File

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Out reach	Vathikkudy Panchayat and District Medical Department	Campaign	7	30

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Training	IMC, Dubai	IMC, Dubai	365

View File

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Pavanatma College- Pinnacle Institute Linkage for Student Internship	Pinnacle Institute	01/06/2019	31/05/2020	50

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Take Off Sports, Pala	28/06/2019	Skill Development Outcome Based Trainings, Placement, RD Services and	120

	Related Services	
	View File	

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7450000	7551182

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Koha	Partially	20.11.02.000	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Reference Books	21332	917050	Nill	Nill	21332	917050
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Divya Mathew	National Classic Powerlifting Championship 2019 Promotion Video	Youtube	04/09/2019
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	146	98	136	5	0	10	24	20	9
Added	1	0	0	0	0	0	0	100	0
Total	147	98	136	5	0	10	24	120	9

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
You tube	https://www.youtube.com/watch?v=cy9RK2--y-0
You tube	https://youtu.be/jzJW94ndplc
You tube	https://www.youtube.com/watch?v=P7v0ZqT2W30

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
24.55	2413761	24.9	2467790

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Pavanatma will ensure priority based allocation of the available financial resources of the college for improving infrastructure of the college to meet the learning needs of the students and proper maintenance of campus facilities budgetary provisions will be made annually for the maintenance of campus facilities and the up gradation of the infrastructure. Inventory control procedures state that all employees and students have the responsibility for the prudent use, care and safeguarding of College property. the Principal is accountable for the supervision, control, and inventory of all property of the College and requires such property, except for expendables, be inventoried annually. The college has service agreements with qualified technicians for the timely maintenance of electrical equipment, wiring, plumbing etc. Annual performance audit of all the equipment is conducted in the month of May by an internal committee comprising of the technical staff and faculty Infrastructure Committee The college has constituted an Infrastructure committee consisting of the Principal, the Vice Principal, the HoDs of all departments, and the IQAC Coordinator. The committee is entrusted with the task of improving the infrastructure from time to time and of taking measures to make stakeholders aware of the changes. The committee conducts infrastructure audit every year and make recommendations to the management for upgradation of the facility. Faculty and students (through class representatives) can also submit their personal suggestions to the library committee. The library committee discusses the suggestions and finalizes the titles of books, journals and other reading material to be purchased. The committee is entrusted with the task of improving the IT infrastructure from time to time and of taking measures to make stakeholders aware of the changes. The committee conducts IT audit every year and make recommendations to the management for upgradation of the facility. The requirements of individual departments can be submitted to the ICT committee through the HoD, which also will be submitted to the management after assessment of its relevance Computers and their accessories are purchased/ maintained without any delay on the recommendation of the ICT committee. To

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

https://www.pavanatmacollege.org/assets/images/uploads/PQM.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarship by Corporate Ed. Agency- Idukki35	35	957050
Financial Support from Other Sources			
a) National	Post metric and central sector scholarship	136	680000
b)International	Nill	Nill	Nill
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial coaching	12/06/2019	451	Student Academic Support Cell , Pavanatma College
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	NET Coaching	80	Nill	4	Nill
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal

| 16 | 16 | 1 |

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Face Academy	112	26	WIPRO	10	1

View File

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	1	BA Economics	Economics	Cardiff Metropolitan University. Wales, UK	MBA

View File

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	4

View File

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Inter House Annual Athletic Championship 2019-20	College	430

View File

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Third Place in National Classic Po werlifting Championsh ip	National	1	Nill	190201	NEENU VARGHESE

View File

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students' union is the student government at Pavanatma. It is the most important student representative body to represent all student interests and bring about positive change to the student community. It helps create a vibrant community and improve the campus for everyone. The students' union is elected by the student community on parliamentary basis. The Principal appoints a Returning Officer every year from the faculty after the election dates are announced. The Returning officer publishes the electoral roll (comprising of all students on roll) and issues the notices regarding the dates of nomination, withdrawal and election. The whole college machinery is involved in the election processes of filing of nominations, voting, sorting, counting of votes and the declaration of the results. Two representatives, one male and another female, are elected from each class by secret ballot. These elected class representatives forms the electoral college from which the executive body of the students' council is elected through secret ballot. The students' union comprises of the Chairman, the Vice-Chairman, the General Secretary, representatives to the university students' union, the Arts Club Secretary, the Magazine Editor, the Sports Secretary and two lady representatives (who are elected by and from among the lady representatives of all classes. The tenure of the office of the students' union is one academic year. The students' union is the body in charge of organizing general programmes like the College Sports Day, Arts festival, cultural activities etc. The students' union publishes an annual college magazine. A separate fund is kept aside by the college to aid the students' union activities and the fund is raised from the subscriptions made by the students, contribution from the management, allocation from PTA fund etc.The students' union comprises of Chairman, Vice-Chairman, General Secretary, University Union Councillors, Arts Club Secretary, Magazine Editor, Sports Secretary and two lady representatives. A faculty is appointed by the Principal as the students' union adviser. The students' union organizes general programmes like the College Sports Day, Arts festival, cultural activities etc. The students' union also publishes an annual college magazine.The executive body of the department association is chosen from the students of each department consisting of an Association secretary and treasurer. All students of the department are active members of the association. The department association conducts various interdepartmental competitions. They also assist the students union in their activities. The college union was elected through parliamentary process on 21th august 2019. The first meeting of the college union was conducted on 24th September 2018 at 3pm. Members were discussed about the various programmes to be organized in the current academic year. The union decided to abandon the use of plastic banners and flex boards in the college campus.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

12966

5.4.3 – Alumni contribution during the year (in Rupees) :

25000

5.4.4 – Meetings/activities organized by Alumni Association :

An alumni meeting of 2002-2005 B.Sc Chemistry batch was held at hotel Crown Palace Thodupuzha on 02. 01.2020.It was inaugurated by Mr. Sajeev Cherian C. I of police Thodupuzha. Students Honoured their former teachers and seek their blessings. Various performances lead by the students gives a color to the program. 13 students and 4 teachers participated in this event. After the lunch the function was concluded at 3 pm. Teachers present 1.Sr Celine SABS Former HOD of Chemistry Nirmala College Muvattupuzha 2. Mr. Philip Augustine HOD of Chemistry Nirmala College Muvattupuzha 3. Mr. Biju Peter HOD of Chemistry Newman College Thodupuzha 4. Mr. Saji K Jose HOD of Chemistry Pavanatma College Murickassery Students Present 1.Dr.Sr.Sijo Francis 2.Bibi Joseph 3.Meenu Sebastian 4.Manesh K Paulose 5.Lijo Francis 6.Lijo Chacko 7.Aneesh James 8.Abhilash PV 9.Jobin Jacob 10.Jinumon Devassia 11. Denil Sebastian 12. Julie KM 13. Deepa Mathew An alumni meeting of 1992-1994 PDC 4th group was held at College Auditorium on 12/9/2019. Students Honoured their former teachers during the programme. Various performances lead by the students gave color to the program. 24 students and 4 teachers participated in this event. After the lunch the function was concluded at 3 pm. Teachers present 1. Prof. V.J. Peter Former Principal , Pavanatma College - Murikkassery 2. Dr. Domini V. A. Pavanatma College - Murikkassery 3. Dr. Johnson V. Pavanatma College - Murikkassery 4. Dr. James Mathew Nirmala College Muvattupuzha 5. Mr. Benny K.P. Newman College Thodupuzha

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Case 1: National Classic Powerlifting Championship Pavanatma College, Murikkassery hosted the National Classic Powerlifting Championship 2019 in association with Sports Council and Powerlifting India from 26th to 30th September 2019. It was one of the first kind, the college organised. A number of committees were formed at the initiative of IQAC for the smooth running of the event. The committees namely finance, accommodation (gents ladies), programme, reception registration, invitation, transportation, food refreshments, venue stage, publicity, entertainment cultural programmes, light sound, security, traffic parking, first-aid medicine, ceremony, technical session, coordination, housekeeping, and help desk are formed with teaching and non-teaching staff as members. The committee members met together, made appropriate decisions and arrangements under the supervision of IQAC. The collaboration with other committees was sought wherever possible. During the championship days and even before the event, various committees performed their duties just like a well-oiled machine. The end result of this decentralised mode of organising of the championship was a great success. Case 2: Learnzilla 1.0 The ICT Committee and the Department of Computer Science jointly organised a State Level ICT workshop named "Learnzilla 1.0 - A Platform for ICT Based Learning" on 14th November 2019. This programme was aimed to improve the technical knowledge of teachers who look forward to excellence in the academic field especially for certifications. The major topics covered included Google classroom, sample team collaboration system, g-suit components, effective presentation methods, etc. This programme was organised in a decentralised mode, that is, the organisers sought the cooperation of the teaching and the non-teaching staff by actively taking part in the programme. Firstly, the ICT committee in association with the Department of Computer Science designed the structure of the workshop. After the approval from the IQAC the call for registration was announced a week before the programme. It was required that the prospective participants should bring a laptop of their own for the smooth conduct of the workshop. On the day of the workshop, all participants were given a G-suit id and password to participate in hands-on training. The Wi-Fi

facility was there to access the internet. There were external resource persons from Santhisoft Technologies and internal resource persons from the Department of Computer Science. Advanced learner-participants were encouraged to teach others. By the end of the workshop, it was observed that the basic objective of the programme was achieved. The IQAC motivated the faculty participants to practice what was learnt from the workshop among the students and office staff.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Pavanatma is committed to conduct its admissions process efficiently, effectively and courteously according to fully documented operational procedures that are readily accessible to all those involved in the admissions process, applicants and their parents the college will enforce suitable monitoring mechanisms to ensure that the admission process is in accordance with the mission, vision and core values of the institution. The college lays down various yardsticks to ensure publicity and transparency, by specifying criteria and process of admission and quotas, keeping in view of the university guidelines and relevant government orders.
Industry Interaction / Collaboration	Pavanatma will strive to establish linkages and collaborations with various agencies. The unit/club/faculty interested in collaborating with external agencies must submit a detailed proposal indicating the nature and need of collaboration, name of the external agency, benefits of the collaboration, duration of the collaboration, financial benefits or expenses, persons responsible to represent the college and the agency etc. to the research committee of the college. The Research committee, after assessing the need and viability of the collaboration, is granting permission for the proposal and recommending to the staff council for signing MOU/agreement with the research institute/agency.
Human Resource Management	Pavanatma will ensure that its procedures for recruitment and selection of staff lead to the employment of suitably qualified and skilled individuals. Pavanatma believes

	that the strength of the college depends on an intellectually rigorous faculty constantly updating its skills and expertise to maintain excellence in teaching-learning, research, and service to the community. The college will support faculty development initiatives in order to assist faculty members. The college recognizes that faculty development is the joint responsibility of the faculty and the college. The Administrative council holds the responsibility to recruit competent and suitable faculty for all programmes of the college.
Library, ICT and Physical Infrastructure / Instrumentation	The library committee of the college monitors and directs the support services offered by the library in the teaching-learning process. Pavanatma will strive to encourage students and faculty to make appropriate use of the educational opportunities presented by access to the Internet and other electronic communication options. The college will regularly upgrade the infrastructure in tune with technological development so as to provide the best and latest technology. It will enforce appropriate administrative procedures to safeguard and promote the welfare of the stakeholders by preventing cyberbullying and other forms of abuse and to minimize the risk of harm to the assets and reputation of the College.
Research and Development	Quality Improvement processes for research at Pavanatma are designed to: Transform the institution from a center of knowledge transfer to a center of knowledge creation. Provide a framework for continuous improvement by setting high standards and targets for students and faculty, and measuring performance against these standards and targets. Continuously update institutional strategies for upgrading and creating infrastructural facilities in the new and emerging areas of research. In fulfilling its core commitment and obligation of service to society, Pavanatma will seek continuous quality improvement in the practice and culture of research in the college and develop procedures to monitor it.
Examination and Evaluation	Pavanatma will develop and adhere to procedures for the fair and consistent assessment of students, and will

	publish all related criteria and regulations Pavanatma will ensure validity and reliability of assessment tools and methodologies students will receive timely and constructive feedback on assessment. IQAC and EOC collect the details of all the students to assess: 1. The number of students who lack sufficient communication skills in English, which is the medium of instruction of the college. 2. The number of students who lack the required knowledge in Mathematics 3. The number of students who don't have the basic computer knowledge.
Teaching and Learning	CPIC oversees the effective implementation of the curriculum based on the curriculum implementation plan. For this purpose, an academic calendar is prepared for the college. Workshops are organized for the faculty and students to make them familiar with all aspects of the curriculum framework, including learning objectives and expected outcomes. The key processes which support quality improvement in teaching-learning are: Monitoring the Colleges performance through the attainment of Key Performance Indicators (KPIs) (no. of applications received, graduate employment within 1 year) Managing under-performance process, (remedial coaching, bridge courses, counselling) Observations of student activities mentoring, (FAs, SAs, reports of faculty-in-charge).
Curriculum Development	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. Within the time frame provided, faculty in charge of concerned subjects prepared the curriculum and curriculum implementation schedule. CPIC uses a six-step approach to curriculum development: 1. General needs assessment 2. Assessment of expectations of society from graduate students. 3. Design overall goals and aims for the curriculum. 4. Educational strategies to maximize the impact of the curriculum. 5. A plan for implementation, including timelines. 6. Evaluation and feedback.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Pavanatma Academic and Administrative Management System (PAAMS)
Administration	Pavanatma Academic and Administrative Management System (PAAMS)
Finance and Accounts	Pavanatma Academic and Administrative Management System (PAAMS)
Student Admission and Support	Pavanatma Academic and Administrative Management System (PAAMS)
Examination	Pavanatma Academic and Administrative Management System (PAAMS)

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr.SAJI JOSEPH	Faculty Development Programme for Educational Administrators	Kerala State Higher Education Council	1000

View File

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	How to be Different'-Personality Development Programme	How to be Different'-Personality Development Programme	14/02/2020	14/02/2020	8	3

View File

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Modern Tools and Techniques	2	03/05/2020	03/05/2020	1

for Teachers Researchers				

View File

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
29	60	17	17

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
18	18	6

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The system and regularity of various audits conducted at Pavanatma College, Murickassery is given below. There are financial and non-financial audits. Financial audits include DD/AG/DC Audit, Audit of Manager's Office (CA), and Internal Audit which are conducted regularly covering a time period. Non-financial audits include University Inspection, Internal Audit, Energy Audit, and Academic Audit. The target of various audits includes office, campus, administration, units, activities, campus, etc. In case any audit objection arises, the concerned section or unit will take immediate remedy action to nullify the effect of such transactions which caused the audit objection. This is as per the action suggested by the audit officer or audit staff concerned.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Voluntary contribution of two days salary by staff	169220	College Development

View File

6.4.3 – Total corpus fund generated

245060

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	IQAC Team
Administrative	Yes	AG's Office	Nill	IQAC Team

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1.Participation and management of NPLC 2.Financial support for Infrastructure development and for scholarships 3.Annual gathering to chalk out the plan of infrastructure development 4.Review of disciplinary policy of the institution

6.5.3 – Development programmes for support staff (at least three)

> 1.Annual Spiritual Animation programme 2.Training programmes for technical Staff 3.Training on ICT, 4.Awareness Programme on prevention of sexual harassment at workplace 5.Staff tour

6.5.4 – Post Accreditation initiative(s) (mention at least three)

> 1. IQAC encouraged the departments to start new need based short term courses such as diploma, certificate, etc. and courses started by different departments. 2. IQAC emphasized the need for commencing a coaching center for competitive examinations. The Career Guidance Cell started a PSC /Civil service coaching center in the campus. 3. Faculty members have been encouraged to participate in FDPs, seminars, webinars, courses, etc. by the IQAC. As a result, a good number of programmes attended are in the credit of the faculty account.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Academic Calendar Preparation	03/06/2019	03/06/2019	06/06/2019	1252
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Glimpses of laws relating to women	25/11/2019	25/11/2019	88	Nill
'Care others'-An instructional programme to the Students	25/11/2019	25/11/2019	270	Nill
Debate on Me Too Campaign & Women Empowerment by Department of English	28/11/2019	28/11/2019	15	8
Awareness Programme on	29/11/2019	29/11/2019	80	40

Health and Hygiene				
Cyber Laws and Laws against Harassment – Women Cell	30/01/2020	30/01/2020	519	100
Training on Self Defence Techniques – I, by Women Cell	13/02/2020	13/02/2020	92	Nill
Vatnitha Day Celebration by College Union	14/02/2020	14/02/2020	580	320
Training on Self Defence Techniques – II, by Women Cell	05/03/2020	05/03/2020	106	Nill
How to be Different- Workshop on Personality Development Programme – Counselling Cell	14/02/2020	14/02/2020	145	Nill
A counselling for Women – Safety Precautions – Women Cell	12/02/2020	12/02/2020	296	Nill
Group Discussion on Successful Women as part of International Women's Day Celebration-Women Cell	04/03/2020	04/03/2020	358	Nill
Manuscript Magazine Publication by Women Cel	03/08/2020	03/08/2020	67	8

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
6.83

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill

Provision for lift	No	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	Yes	Nill
Rest Rooms	Yes	Nill
Scribes for examination	Yes	Nill
Special skill development for differently abled students	Yes	Nill
Any other similar facility	Yes	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	08/07/2019	1	Free Eye Testing Camp	Lack of free eye testing facility	60

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
HAND BOOK OF DC	01/06/2019	.The link is provided for the reference of all stakeholders in the college website. The hand book contains the rules and code of conduct to be followed by all employees of the college including principal, teaching and non-teaching staff. It also contains the rules and regulations to be followed by the management. (LINK IN WEBSITE) http://www.collegiateedu.kerala.gov. in/docs/pdf/handbookfinalversion pdf
KSR	01/06/2019	The link is provided for the reference of all stakeholders in the college website. The hand book contains the rules

		and code of conduct to be followed by all employees of the college including principal, teaching and non-teaching staff. It also contains the rules and regulations to be followed by the management.
M.G UNIVERSITY STATUTE	01/06/2019	The link is provided for the reference of all stakeholders in the college website. The hand book contains the rules and code of conduct to be followed by students and all employees of the college including principal, teaching and non-teaching staff. It also contains the rules and regulations to be followed by the management.
G.O – SEXUAL HARRASMENT CELL	01/06/2019	The GO is displayed for the reference of all stakeholders in the college directory. The GO contains the rules and code of conduct to be followed by students and all employees of the college including principal, teaching and non-teaching staff. It also contains the rules and regulations to be followed by the management.
G.O ANTI RAGGING CELL	01/06/2019	The GO is displayed for the reference of all stakeholders in the college directory. The GO contains the rules and code of conduct to be followed by students and all employees of the college including principal, teaching and non-teaching staff. It also contains the rules and regulations to be followed by the management
CODE OF CONDUCT FOR FACULTY	01/06/2019	The CC is displayed for the reference of all

			stakeholders in the college website and college directory. The CC contains the rules to be followed by the faculty members while being in the campus. The ethics committee formulates modifies and monitors the enforcement of CC. The CC is included as an appendix to PQM in the website.
CODE OF CONDUCT FOR GOVERNING BODY	01/06/2019		The CC is displayed for the reference of all stakeholders in the college website and college directory. The CC contains the rules to be followed by the members of the governing body. The ethics committee formulates, modifies and monitors the enforcement of CC. The CC is included as an appendix to PQM in the website
CODE OF CONDUCT FOR NON TEACHING STAFF	Nill		The CC is displayed for the reference of all stakeholders in the college website and college directory. The CC contains the rules to be followed by the nonteaching staff while being in the campus. The ethics committee formulates modifies and monitors the enforcement of CC. The CC is included as an appendix to PQM in the website.
CODE OF CONDUCT FOR PRINCIPAL	01/06/2019		The CC is displayed for the reference of all stakeholders in the college website and college directory. The CC contains the rules to be followed by the principal while being in the campus. The ethics committee formulates modifies and monitors the enforcement of CC. The CC is included as an appendix to PQM in the website.

PAVANATMA QUALITY MANUAL (PQM)	01/06/2019	All quality policies including the classroom code of conduct of the Students is included in the PQM. It is included in the college website.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Anti-drug Day observation by NSS	26/06/2019	26/06/2019	300

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Declaration of Plastic-free campus
Tree Protection
Planting Tree saplings
Garden in the central courtyard
Green Audit- Nature club
All buildings have been made well-ventilated to minimize the use of fans. ACs are non-existent in the campus.
Environmental Quiz organized by Department of Chemistry Environmental Awareness
Photography competition "Thalir Environment Sustainability
Seminar organised by Department of History Mapping Independent India- Language Based State Formation as the History of Decolonisation
Awareness Programme organised by Department of Physics and Science Forum Ozone Climate
Awareness Programme organised by Bhoomithra Club Plastic disposal awareness campaign as part of plastic free campus endeavour
Field trip organised by Department of Malayalam Field trip
Creation of Herbal Club Affiliated to Kerala State Youth Welfare Board Project for the Preservation of Medicinal Plants
Exhibition organised by the Department of English Collage on Our Environment
Training Programme on the theme Environment and Sustainability organised by NSS Recycle for Lifecycle"
National pollution control day observation by College Union Pollution free Environment
Workshop organised by IQAC Environmental Protection and Ecological Sustainability
Awareness Programme organised by NSS Seven Day Camp-"Suvarnnam-2019"
Awareness Programme organised by Energy Conservation Cell Renewable Energy Resources and Applications
Seminar organised by Department of History Understanding the Enigma of the Valleys : Historical Vestiges of the Idukki District
Quiz Competition organised by Department of Commerce Look around

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Herbal Garden 2. Palliative home care

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=Best-Practices

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Pavanatma College is located in the village Murickassery, which is pitifully backward even by the standards of the educationally and financially backward district of Idukki. During the inception time of the college in 1982, every human being in the region participated in the construction of the building with utmost enthusiasm. People labored without taking any wages, those who had timber contributed that for making furniture and the women even saved some rice every day from the meals of the family and contributed that too. The college opened the doors of higher education for the first time to the poor settlement farmers and the tribes of the region. Ever since its inception, Pavanatma College has been committed to fulfil the aspirations of the founders and the local population. Of late, a few colleges have been established in the high-ranges, some of them residential targeting the students of other parts of the country, but the local population still look at Pavanatma College as the only answer to the educational needs of their children because it offers high quality education for tribals and low-income farmers. The campus is free from politics and the College offers a serene, cool, calm and pollution-free environment for academic pursuit. One of the objectives of the college is to encourage higher education among the economically weak and poor sections of the community, irrespective of caste and creed. In accordance with its vision and mission, the college has always given utmost importance to the educational upliftment of the local population, especially women. Except for the first three years, the majority of the student community of the college comprised of women. They all were from the educationally and financially backward families of the region. Through the education they obtained from the college, many of them were able to secure jobs within the country and abroad leading to substantial financial progress of their families and the region as such. The following measures are taken by the college for promoting the education of women in the region. 1. As the transportation facility of the region is very insufficient, the girl students find it difficult to join an academic programme. To target this, the college has built two women hostels in the campus. In addition to this, one more women hostel authorized by the institution is functioning near the campus. This is a relief to many girl students in their effort of pursuing higher studies. 2. The college gives preference to girl students in admission through management quota. As a result of the above initiatives, the new admissions of the college are predominantly women. In 2019, out of 484 new admissions, 309 were women which accounts for 63.84 percent of the total admissions. The proportion of the women employees in the institution is also significant. Out of the 60 full time faculty, 35 are women which comprises 58 of the total faculty. As the college is committed to women empowerment of the region, we give free training to self- help groups.

Provide the weblink of the institution

https://www.pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=Best-Practices

8.Future Plans of Actions for Next Academic Year

As per the action plan formulated by IQAC, the college is committed to adopt the

following measures during the academic year 2020-2021. 1. Two days of curriculum workshop at the beginning of the next academic year should be organized to train the staff in outcome based education, the administrative and academic management system of the college "PAAMS", and all academic support systems of the college such as mentoring and grievance redressal etc. A detailed curriculum implementation plan should be prepared during the second day of the workshop including all enrichment programmes as well as academic schedule. Due to the outbreak of the Covid-19 pandemic, more classes are expected to be on online mode. To cope with the situation, teachers and students will be given training on online learning tools such as Google Classroom. The college is to acquire a G Suite account and all students, teachers, cells and departments should be given separate login credentials within the G Suite account of the college. Google Classroom will be the LMS of the college for the conduct of online classes. Zoom and Google Meet will be used for conducting online lectures. Diploma programmes and remedial coaching will be conducted in online mode till actual classroom learning is possible. IQAC should prepare a draft policy for the conduct of the online classes, which will be subject to the ratification of the staff council. 2. New UGC approved programmes in B Voc Logistics Management and B Voc Animation and Graphic Designing should be started at the next academic year, subject to the sanction from the affiliating university. 3. New Diploma programmes should be introduced to enhance the employability of the students. The Diploma Cell and the CPIC should hold deliberations for finalizing the programmes to be introduced. 4. More extension activities should be undertaken with the collaboration of NGOs of the locality to sensitize the students on social issues. The outreach cell should take initiative to find out areas where students can be employed in extension activities during the Covid -19 scenario without compromising the safety of the students. 5. Possibilities for more linkages and MOUs with other educational institutions and industry should be explored by each department and cells. During the next year, a minimum of two MOUs should be signed by each department for Industrial Visit, Internship, Student exchange, Faculty Exchange and Research. 6. Possibility of organizing cultural programmes in online mode should be explored so that the students get ample opportunity to express their talents even in Covid times. 7. During the Covid lock-down period proper mentoring and counseling should be available to students. The Mentoring cell of the college should ensure the online availability of Level 1 (Mentor level) counseling as well as Level 2 counseling (College level) for all students of the college. 8. The Administrative and Academic Management software of the college PAAMS should be further developed so that it can manage innovative teaching, ICT usage, Cell activities, cultural programmes, Placements, Online Results check, alumni details etc.