



YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes
• Phone no./Alternate phone no.	08468263235
• Mobile no	9446801060
• Registered e-mail	mail@pavanatmacollege.org
• Alternate e-mail	iqac@pavanatmacollege.org
• Address	Murikkassery P.O. Idukki dt. Kerala
• City/Town	Idukki
• State/UT	Kerala
• Pin Code	685604
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Mahatma Gandhi University				
• Name of the IQAC Coordinator	Dr. Saji Joseph				
• Phone No.	09446801060				
• Alternate phone No.	8921237880				
• Mobile	8921237880				
• IQAC e-mail address	iqac@pavanatmacollege.org				
• Alternate Email address	pavanatma.iqac@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://www.pavanatmacollege.org/assets/images/uploads/aqar_report_2019-20.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.pavanatmacollege.org/assets/images/uploads/Academic%20calander%2020-21.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	A	3.01	2016	17/03/2016	06/03/2021
6. Date of Establishment of IQAC	01/06/2005				
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
State Government	Infrastructure Development	RUSA	2020	6646694
State Government	AIDS awareness	Red Ribbon	2020	4000
State Government	Student support	WWS	2020	34400
State Government	Student support	SSP	2020	26750
State Government	Student support	ASAP	2020	130000
State Government	NCC	NCC	2020	57725
State Government	Establishment Allowance	State Government	2020	34574695

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	13
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

<ul style="list-style-type: none">• If yes, mention the amount	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>1. Introduced Google Classroom as LMS for effective teaching learning process. 2. Framed an Online Teaching Policy for the College. 3. For easy alumni tracking, Department level WhatsApp groups of batches were created. 4. Launched a module in the College Academic Management System (PAAMS) to record necessary details of online classes conducted. 5. Updated the OBE structure in PAAMS. 6. Conducted online ICT training sessions for the staff.</p>	
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
Academic Calendar preparation for 2020-21	Prepared Academic Calendar preparation for 2020-21
Appoint co-ordinators for various cells, clubs, activities, committees, and forums	Appointed co-ordinators for various cells, clubs, activities, committees, and forums for 2020-21
Conduct ICT training programmes on google classroom, google meet, PAAMS, and Pavanatma Communication Channel for teaching and non-teaching staff.	Conducted online sessions of ICT training on google classroom, google meet, PAAMS, and Pavanatma Communication Channel for teaching and non-teaching staff.
Upload AQAR for 2018-19	Uploaded AQAR for 2018-19 on 15/06/2020.
Conduct academic audit to verify Root Books of cells, activities, forums, clubs, and other units.	Conducted academic audit to verify Root Books of cells, activities, forums, clubs, and other units.
Organise a staff awareness session on Outcome Based Education	Organised a staff awareness session on Outcome Based Education
Frame an online teaching policy for the College	Framed the online teaching policy for the College
For easy alumni tracking, create Department level WhatsApp groups of batches.	For easy alumni tracking, Department level WhatsApp groups of batches were created.

13. Whether the AQAR was placed before statutory body?	Yes
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- Name of the statutory body

Name	Date of meeting(s)
staff council	09/02/2022

14. Whether institutional data submitted to AISHE
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Year	Date of Submission
2020-21	15/04/2022
Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	581
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	1225
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	131
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	202
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	60

File Description	Documents
Data Template	View File
3.2	60
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	36
Total number of Classrooms and Seminar halls	
4.2	99
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	123
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The College has formed CPIC to monitor the effective implementation of the curriculum provided by the affiliating University in accordance with the mission and vision of the institution. An Academic Calendar is prepared for the College, which includes all activities- curricular, extracurricular, extension programmes etc. that are planned for the year. Workshops are organized by CPIC & IQAC separately for the faculty and students to make them familiar with all aspects of the Curriculum framework. 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 and Enrichment programmes are provided for advanced learners along with Bridge classes. The College conducts many Career Oriented Add-on Programmes, certificate programmes, value added programmes and skill

development programmes for effective enrichment of the curriculum. National /International/State Level seminars on issues of contemporary relevance relating to specific aspects of the curricula are organised. Value education course is offered to all students as an integral part of the curriculum. Assessment of the effectiveness of Curriculum Implementation process is done through internal and external examinations, participatory learning activities and feedback from teachers, students, alumni and parents.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.pavanatmacollege.org/assets/images/uploads/Development and Deployment Action Plan for CI 1.1.1.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Academic Calendar is prepared by CPIC, strictly following the rules and regulations of the affiliating University for the CIE. The College has an Examinations Cell monitor Internal Assessment through Continuous and specific Methods of evaluation. The importance of CIE is explained to the students during the Induction programme. In accordance with the University regulations- the CIE components are attendance, test papers and assignment/seminars for both PG and UG. The tentative dates of First and Second Internal Examinations are given in the Academic Calendar. The Internal Examinations are conducted in a centralised mode and after the conduct of Internal Examinations each faculty is in charge of evaluating the answer scripts within two weeks. Just before the commencement of the University Examinations, a Model Examination is conducted at the end of each semester. Uploading the Internal Marks, publications of form A and B and forwarding it to the respective Departments are strictly under the guidance and supervision of the Internal Examination Cell and Principal. The Internal Examination Co-ordinator is in charge of co-ordinating these activities both at the Department level and at the institutional level. There is a Grievance Re-dressal System in the college for the same.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.pavanatmacollege.org/assets/images/uploads/CIE_1.1.2.pdf

1.1.3 - Teachers of the Institution participate in A. All of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

22

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

715

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The institution has been successful in integrating the cross cutting issues and promotes value based education, women empowerment, skill training in communication, gender sensitization, personality development, environmental preservation etc. Under the leadership of CGPCell, various Career Guidance Programmes are organised. 15 courses of the college deal with professional ethics and ethical issues in concerned discipline. 15 courses of the college cover gender issues such as gender inequality, gender stereotyping, gender oppression, gender discrimination, women empowerment and emancipation. EOC and women cell organize various gender sensitization programmes. 21 courses of the college contain universal human values. Outreach programmes such as palliative care unit visit, social sensitization campaigns and surveys, orphanage visits and various philanthropic activities are designed for sensitizing the students regarding human values. Students are provided experiential learning through various clubs and

associations like NSS, NCC, CSM, EOC, Departmental associations etc. The Environmental Studies and Human Rights course offered in all UG programmes comprises the cross cutting issues relevant to environment and sustainability since 2016. Open courses of many programmes exclusively discuss environmental issues and these are open to all final year students of the college. The college has adopted effective waste management system and taken preventive measures to control water drainage and soil erosion.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

14

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

355

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=IQAC-Feedback
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=IQAC-Feedback

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

486

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

234

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Assessment of Learning Levels

The assessment of learning levels of admitted students is primarily done through the following steps:

- Post admission test (online) for the first year students conducted by the Student Academic Support Cell (Based on the test advanced as well as slow learners has been identified).
- Analysis of students' data that contains the academic history of the student (available in PAAMS)
- Oral feedback from mentors has been collected to get a deep understanding of the mentees.

Strategies for Advanced Learners

- They are given guidance to register in various SWAYAM MOOC courses.
- They are directed to use E-resources in INFLIBNET, N-List and other E-platforms.
- Advanced learners get the opportunity to represent the college

in National and state level online intercollegiate competitions.

Strategies for Slow Learners

- Online Remedial classes are arranged based on the specific needs of students.
- The teachers take special lessons under the scheme Bridge Courses. Faculty prepared and distributed self-learning materials that suit the requirements of slow learners.
- Slow learners are motivated to engage in various clubs.
- Personal counselling and motivation are given to slow learners via. online.
- Focused interactions are held with parents via. Google meet to actively involve them in the learning process.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-Virtual-Classroom
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1106	60

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Giving top priority to the learners and their educational needs, we enhance experiential, participatory, and problem-solving learning strategies. The IQAC organizes institutional faculty training sessions which motivate them to be more student-centric.

Student Centric Methods:

- Laboratory experiments and practical sessions provide hands on training to the learners in Physics, Chemistry, Computer Science, and Vocational Studies.
- Departments organized invited lectures and national/international webinars.
- Quiz
- Seminars
- Question-answer sessions
- Book/article reviews
- Group discussions
- Debates
- Motivate students to acquire soft skills and get acquainted with e-resources.
- During the pandemic period many students completed MOOC/SWAYAM courses.
- Students are allowed to do projects in association with well established companies.
- Industry visit/ Field trip/ internship helped to get insight into the internal working environment.
- Teachers handle ICT enabled classes, shared video lessons, recorded classes, and PPTs
- Blended learning is the methodology which majority of the faculty adopted.
- All the batches of both UG and PG students prepared question banks.
- Peer teaching was implemented in most of the departments.
- Study circles of students help to create attractive academic ambience for slow learners and provide better platform for advanced learners.
- Students prepared video lessons and handled the classes successfully.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institution makes use of ICT to support, enhance, and optimize the delivery of information. All the class rooms are fully furnished with LCD/OHP/computers. During the pandemic period, ICT has replaced the constraints of physical classroom and all the classes were

handled effectively as live Google classroom sessions. Teachers uploaded learning resources in the form of text, PDF, You Tube videos, audio lessons, presentations etc. and make announcements, track students' performance, and conduct quizzes and assessments with this application. The video conferencing tools like the Microsoft Teams, ZOOM, and Google Meet are used to conduct online classes, meetings, webinars, and workshops. The Wi-Fi enabled campus provides advanced technological terrains such as access of course materials through remote devices. Online digital repositories for lectures and digitalized library with Dspace are available. Dspace and Koha are used for advanced data search. We make use of handheld computers, tablet computers, audio players, and projector devices. Faculty and students acquire knowledge through MOOCs like the Coursera. We employ the concept of flipped classroom nowadays. The college has developed its own e-platform PAAMS (Pavanatma Academic and Administrative Monitoring System) which functions as a plethora of documents.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

60

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

60

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

13

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

232

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- Internal assessment is judged on the basis of writing abilities (assignment), presentation abilities (seminar), and knowledge levels (test paper), according to MG University regulations.
- The coordinator of the internal exam cell gives orientation to students about the CBCS system and internal evaluation procedures at the beginning of the programme.
- The academic calendar, which includes the examination schedule and evaluation criteria, is issued to students and posted on the college website.
- Every semester, IEC will conduct two online internal examinations.
- Evaluated answer scripts should be returned to students before being collected and stored in the concerned departments.
- At the department level, parents meetings are held to discuss the student's progress.
- Internal grades and attendance information are entered into PAAMS, the college's software system. Internal marks are posted on the notice board and on the college's website.
- Signatures of the students are to be ensured in the sheets before it is uploaded into University portal.
- In case of any grievances students can approach the Grievance cell for bettering their scores and to appear for supplementary examinations.
- Students are required to deliver seminars, online assignments, and slide presentations in addition to internal tests.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- The Coordinator of internal cell helps the students to be aware of the Grievance mechanism related to internal examinations. They ensure that the CBCS orientation is conducted at tutorial level.
- The grievance redressal policy is published in the academic calendar and website, along with the grievance redressal cell's e-mail address and phone number.

- If students have any grievance about the conduct of examinations or the valuation of answer scripts, they can contact the Grievance Cell or file a complaint in the Complaint Box.
- QMG2 seeks report from Grievances cell after each internal exam regarding the number of issues if any solved at various levels, regarding mark, attendance, calculation errors.
- Cross verification: The students can independently calculate their marks and cross verify it with the subject teacher's assessment as per University regulations. The students are given answer scripts for review. Similarly, internal grade sheets are given to the students for verification and signature is obtained before the upload into University web portal.
- Departments are also conducting Class PTA after Internal examinations.
- University examination related grievances are communicated through the Principal to the Controller of Examinations, MG University.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college is affiliated with Mahatma Gandhi University and has been following the programs and courses designed by the University. Pavanatma has implemented an outcome-based education system in association with the Outcome-Based Education Committee (OBE) in our institution which is a student-centered instruction model that focuses on measuring student performance through outcomes. Each program has its own specific objectives and outcomes and has been designed by each department in accordance with the curriculum. In addition to that, the college has designed Ten well-defined Programme Outcomes.

Transparency measures :

- OBE Coordinator is appointed.
- Awareness seminars and training sessions for the faculty / newly admitted faculty each year.
- Displayed on the college website as part of the Curriculum Framework/Curriculum Implementation Plan design initiated by the Curriculum Planning and Implementation Committee (CPIC).
- During the Orientation /Induction Programme, students are provided with knowledge regarding the curriculum, program objectives, and outcomes.
- Since the attainment calculation is time-consuming we are developing a calculation process that is linked to a college software system known as Pavanatma Academic and Administrative Management System (PAAMS) and is in the development stage.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.pavanatmacollege.org/public/Pavanatma-Learning-Outcome
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

CO Attainment Calculation

We use 4 direct assessment tools which are marks of first and second internal examinations, assignments, and university examinations. There are 3 attainment levels for COs.

We find the internal CO attainment and attainment of COs from university examination marks separately and the final CO attainment for each CO is calculated by CO attainment = 50 % internal attainment + 50 % university attainment.

PSO Attainment Feedback Calculation

Using the CO-PSO mapping matrix and final CO attainments we calculate PSO Actual and PSO attainment of each PSO. Then

PSO feedback % = (PSO Attained / PSO Actual) X 100.

There are 3 attainment levels for PSOs.

PO Attainment Feedback Calculation

Using the CO-PO mapping matrix and final CO attainments we calculate PO Actual and PO attainment of each PO. Then

PO feedback % = (PO Attained / PO Actual) X 100.

There are 3 attainment levels for POs.

Final Calculation and Analysis

After calculating the attainment levels of POs and PSOs from each course we combine these to calculate the final attainment levels. Then we check whether our target (we can fix it as level 2 or level 3) is achieved or not.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.pavanatmacollege.org/assets/images/uploads/PO_PSO_ATTAINMENT.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

260

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=Annual%20Report#

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.pavanatmacollege.org/assets/images/uploads/Students%20Satisfaction%20survey%202020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

115000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://jeevantea.com

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

ED Club regularly conducts activities for budding successful entrepreneurs. ED Club had its registration and inauguration and appointed Ms. Cyndrella V S, Asst. Professor as its coordinator and Ms. Aleena Binoy as the student coordinator. It conducted a seminar on Opportunities for being dynamic and innovative entrepreneurs on 06.11.2021.

To mould the innovative ideas of budding students, a youtube channel called PCM innovative hub, offline creations was created and following ideas were uploaded by students.

Name of the idea

Link

date

The god of Anubis in Egyptian

<https://youtu.be/NnuMQIZ0gLE>

Sep-20

Snake island

<https://youtu.be/-nA7asBkyNI>

Aug-20

Russian sleep experiment

<https://youtu.be/Ez5W-D4Ckrw>

Sep-20

Lucid dreaming V/S Sleeping Paralysis

<https://youtu.be/kJYxUqHZ5PM>

Sep-20

Floating therapy

<https://youtu.be/7HEkY2401rI>

Oct-20

To instill a feeling for being successful entrepreneurs and sense of social responsibility an exhibition on hand made products and bamboo products training was held on 12.11.2021

To give students an exposure, a visit to Idukki Industrial Expo was conducted to 13.03.2022.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.youtube.com/watch?v=NnuMQIZ0gLE + https://www.youtube.com/watch?v=-nA7asBkyNI

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

4

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

56

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Nil

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

312

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

85

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has nineteen smart class rooms ICT enabled with LCD projectors or digital displays to integrate technology in teaching with class room practices. Departments are equipped with desktops, laptops and internet facility. Important areas and examination halls are under CCTV camera surveillance. The college provides water filters and coolers on each floor for sufficient supply of safe drinking water. The office is computerised in order to ensure speedy processing of admission, payment of fees and similar services to students and teachers. The front office is organised for providing information. The college has a main auditorium and 2 seminar halls. The College provides reprographic facilities for the benefit of students and research scholars through the Library. . The College runs two hostels for women and provides residence for teachers. The campus provides ample space for leisure and recreation too. A store is functioning on the campus for the provision of stationery and study materials for students. A Chapel/Prayer Hall is also arranged on the campus for prayer and meditation. The collage has separate rooms for IQAC, NSS, Counselling and Career Guidance, Women's Cell, Mini Cafeteria for students and staff members, Rest room for girls, and Placement Unit.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Facilities for Sports

Athletics 200 meters track, Equipment for athletics field events like shot put, javelin throw, discus throw and hammer throw
Facilities for indoor games -Table Tennis Board, Chess, Carom board, Wrestling mattress

Facilities for outdoor games- Basketball court, Volleyball court, Multipurpose play ground, Football ground, Gymnasium,Weight lifting set,Power lifting set,Weight training facility with weight plates and bars.Physical fitness centre for boys and girls. College has an auditorium which can house 600 persons. Sufficient numbers of fiber chairs are provided. The auditorium is equipped with Dolby woofer sound system, stage curtains, amplifiers, accessories etc.

The National Service Scheme Units of Pavanatma has an office room with sufficient facilities to house the computer and to keep the official documents, equipment and tools.

The National Cadet Corpse Unit of Pavanatma has an office room with sufficient facilities to keep the official documents, uniforms, and equipment

Public address systems

The college has a public address system with speakers fitted in all rooms and many other places across the campus. It is used for making announcements, morning prayer, national anthem, news unbeat programme etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**19**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://pavanatmacollege.org/public/Pavanatma
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****2344544**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Library is located at the ground floor which covers a total area 650 square meters stipulated for total seating capacity of students. Library provides a reading room which makes available Newspapers, Journals, and magazines easily accessible for all. Free access to the Internet facility is also provided for all the users. Special reference sections are maintained for teachers publication Career Guidance, Kerala History, Gandhian Studies, and various competitive exams. The working hours of the library is from 8.30 AM to 5 PM on

all working days. The library provides access to 18526 books, 8 journals and 114magazines. More than 5 periodicals, periodical bound volumes CD' ROM, etc. is made available in the library. Library is equipped with user friendly interface softwares like ILMS and KOHA. Library facilitates Web OPAC remote access to users and provides a platform to both students and teachers for N LIST subscription of Inflibnet. This inflibnet facility provides access to more than 6000 journals and 1,99,500 e-books which is really beneficial for students and research scholars. In our college library provide Dspace software our repository we are uploading question papers, teachers article, chapters etc.

The library automation using is KOHA 19.11 version. This enables automated sharing and discharging of books.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://www.pavanatmacollege.org/public/pavanatma-library

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

75

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Pavanatma has 60 Desktop computers and 10 laptop computers of which 40 computers have Internet facility. The computer -student ratio is 1: 12. The Configuration used in the above computers differ. The desktops have processors ranging from Celeron to Corei3 Pentium, RAM ranging from 512 MB to 8 GB, Hard disk capacity ranging from 80 GB to 500 GB, monitors ranging from 14.5 inches LCD to 20 inches LED with optical mouse and Key Boards. Windows XP / Window 7 / Windows 8 / Linux-Ubuntu are used as operating systems in these computers. In the Physics Department 12 computers are connected by LAN facility. 10 Mbps VPNoBB connection installed in the College by BSNL is providing Internet connectivity in the campus. The campus is wire-free and the students and the staff can access Internet facility everywhere in the built-up areas of the campus. In case of a failure in Wi-Fi connectivity, the computers provided in the library, computer lab and the departments have direct Internet connection which serves the purpose. Students staying in hostel are provided with Internet facility. Teachers and students can log-in to INFLIBNET on-campus and off-campus using the log-in password.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

94

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

3235353

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The representative of the Manager-the Bursar- stays in the campus and personally monitors the maintenance and upkeep of infrastructure facilities. The inventory control procedures of Pavanatma makes the Principal 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. The technical staff in the Physics and Chemistry laboratories have been given adequate training by various suppliers for the proper maintenance and upkeep of the equipment. The college has service agreements with suppliers for the proper servicing of the laboratory equipment. A permanent staff has been appointed for the maintenance of IT infrastructure. UPS and generator backup for the availability of regulated and uninterrupted power. Water distillation facility in the Chemistry laboratory for the constant availability purified water. Service agreement with qualified electrician and plumber for the prompt repair of wiring and plumbing defects/faults. A permanent staff has been appointed for the maintenance of IT infrastructure. Regular technical staff in the Physics and Chemistry laboratories for the timely maintenance of equipment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

299

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

42

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

B. 3 of the above

File Description	Documents
Link to Institutional website	https://pavanatmacollege.org/assets/images/uploads/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

254

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

254

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

118

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

10

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

24

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

NIL as no union activities during the year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

72

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

PAVANATMA COLLEGE ALUMNI ASSOCIATION

1. Objectives

PAA functions for maintaining an everlasting cordial relationship between the Alumni and Alma mater. A staff coordinator is assigned for each batch to keep track of the batch. A WhatsApp group facilitates the communication between the Alumni and College. The institution has a two-tier alumni association. In addition to the individual department alumni associations, the college has an alumni association known as Pavanatma Alumni Association (PAA) meant for the ex-students of Pavanatma. The alumni meetings are conducted every year on 26th December. The alumni of the college continue to support the college in their own capacity. Institution of scholarships for meritorious students. Contribution to infrastructure development by providing computers, printers, furniture etc. Professionally successful alumni members are called for taking orientation and career guidance classes for students. Play an active role in campus recruitments by facilitating linkage with recruitment agencies. Give feedback on curriculum, teaching methodologies, and innovations based on their personal experience. With these efforts, Pavanatma Alumni Association strives to develop connections among alumni and students and strengthen their commitment to college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Pavanatma College has a great and noble goal to attain from the moment of its inception. Almost all the people of the region depend upon agriculture for their livelihood. The student community of the region are most often the first ones to receive higher education in their family. They, their family, and the neighborhood are absolutely ignorant of the aspects and prospects of higher education. Jobs are hard to find in the under-developed semi-forest like district, and they have to go elsewhere to bag a job. Hence the college has a manifold role to play. On one hand, it should attract the sons and daughters of the illiterate to the amazing world of knowledge and wisdom and on the other, it must be able to mould them to suit the requirements of the modern job market. The mission and vision of the institution were framed in accordance with this responsibility.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-About
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Quality Monitoring Groups (QMGs) are authorized to and responsible for monitoring the quality assurance efforts of the College. There are seven QMGs, consisting of teachers and supporting staff, who are devoting their time and effort to the accomplishment of the goals of the institution. An informal communication channel is visible in between QMGs and IQAC in matters relating to quality assurance. Regular interface meetings of IQAC and QMGs are very helpful to converge the path to achieve institutional quality. Members of QMGs being the teachers and non teaching staff, the staff coordination is possible to a greater extent. The institution has a staff council including elected members of teaching and non-teaching staff, management representatives and student representatives. The staff council is the decision making body of the institution which advises the Principal and Management in all academic and administrative matters. Another body which oversees the infrastructure development of the College is the PTA Executive Council consisting of representatives of teachers and parents. Many other cells such as the admission committee, CPIC, Equal Opportunity Cell, etc. work effectively with a faculty member as its coordinator to carry out the academic and administrative activities.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-Administration?role=Task-Force
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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. All units are encouraged to establish linkage with external agencies for research, extension activities, etc. The college supports faculty development initiatives in order to assist faculty development. The Administrative council manages recruitment of competent and suitable faculty for all programmes of the college. The college regularly upgrades the infrastructure in tune with technological development so as to provide the best and latest technology. It enforces 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. 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 and to provide a framework for continuous improvement by setting high standards and targets for students and faculty. IQAC and EOC collect the details of all the students to assess the number of students who lack sufficient communication skills and the other soft skills.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-About
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Institution is controlled by the Governing Body comprising representatives of Mahatma Gandhi University, Higher Education Department, Management, Principal, teaching and non-teaching staff. Manager looks after the total functioning of the college. The decisions of the management are forwarded to the Principal for implementation. The key components of the organizational structure of the college are Principal, Head of the Departments, Teaching staff, Non-teaching staff and coordinators of various activities. Faculty members are entrusted with specific roles and responsibilities, such as Head of the Department, Class Tutors, Advisors and Coordinators of events, cells, clubs, activities, units, etc. There is an effective internal coordinating and monitoring mechanism in the college., Administrative Council, Staff Council, IQAC, Academic Committee, Research Committee are entrusted to coordinate and monitor the institutional activities under their purview. Statutory bodies jointly undertake the activities for improving quality and employability of students and to ensure the welfare of students. The non-teaching staff includes the administrative, technical and support staff and the librarian. Recruitment process is carried out according to the norms of the University and UGC. A board composed of representatives of management, Government and external subject expert decides the worthiness of candidates in the interview according to the parameters specified.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-Administration?role=Management-Body
Link to Organogram of the institution webpage	https://www.pavanatmacollege.org/public/Pavanatma-Administration?role=Management-Body
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

Pavanatma College recognizes employees as the most valuable resource and has welfare measures which enables them to develop and optimize their full potential. The Welfare measures for Teaching Staff and Non-Teaching Staff are given below.

1. Provident Fund
2. Group Insurance Scheme
3. State Life Insurance
4. Group Personal Accident Insurance Scheme
5. Statutory Pension

6. Contributory Pension
7. PF Temporary Loan
8. PF Non-Refundable Advance
9. Teachers' Society
10. Earned Leave and Its encashment
11. Reimbursement of Medical Expenses
12. Medical Insurance - MEDISEP
13. Annual Increments
14. Promotion and Change of Pay Scale
15. Festival Allowance
16. Dearness Allowance Enhancements
17. Casual leave
18. Earned Leave
19. Maternity Leave/ Paternity Leave
20. Duty Leave
21. Festival advance
22. College canteen
23. A fitness center is functioning in the college.
24. Doctor on call
25. Library and reprographic center
26. Worship Place / Chapel

File Description	Documents
Paste link for additional information	https://pavanatmacollege.org/public/Pavanatma-Campus_life-Main
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

68

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

5

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Institution has performance appraisal system for teaching and non-teaching staff.

Teaching Staff

a) The performance of each faculty member is assessed according to

the Annual SelfAssessment for the Performance Based Appraisal System (PBAS).

b) Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score.

c) The college undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities.

d) Feedback is collected from the students regarding the performance of the faculty members and the result is made available to the faculty members. The feedback forms in the form of to collect information about the teacher and different aspects pertaining to the teaching process.

Non-Teaching Staff

The performance of non-teaching staff is done on the basis of their performance evaluation.

File Description	Documents
Paste link for additional information	https://www.ugc.ac.in/UGC_Regulations.aspx
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The system and regularity of various audits conducted at Pavanatma College, Murickassery is given below. There are financial and non-financial audits. Financial audits including 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 based on the suggestion 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.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/assets/images/uploads/External_Audit_Details.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.79490

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Pavanatma College has a transparent system of managing and mobilizing its financial resources with the aim to provide the best resources to the students and faculty to meet its requirements in the academic field. Programmes and extension activities planned by various departments should seek the advice from IQAC. The IQAC should analyze the needs of each programme and organization's comparative advantage from that programme. The college encourages each department to find sponsors while conducting seminars, fests and conferences. The involvement of Alumni Association and PTA are ensured while implementing various developmental programmes in the campus. The permanent staff of the College contributes two days' salary for development purposes. All the construction and maintenance works are undertaken by the management after conducting a feasibility study. The faculty are encouraged to avail different research incentives/ funds/ aids by various agencies. Sealed tender is called for amounts greater than Rs. 100,000/- and quotations for smaller amounts in all purchases. Payments and receipts are made only through single point. Finance and Accounts Department handles the

responsibility of implementing all tasks related to finance and accounting in accordance with the rules, regulations and financial policies framed by the respective authorities.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/assets/images/uploads/PQM.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC of Pavanatma College is constantly working on the quality improvement in various areas. Under the aegis of IQAC the Curriculum Planning and Implementation Committee prepares a detailed academic plan for each academic year and ensures optimum utilization of the available infrastructure. Academic Calendar is prepared and uploaded on the institutional website. IQAC has adopted quality improvement strategies in areas like curriculum development, teaching-learning, examination and evaluation, research and development. IQAC has focused on the implementation of e-governance in the areas like Planning, Administration, Finance and Accounts, Admission Process, Examination and Evaluation. IQAC initiates Capacity Building Programmes for teaching and administrative staff throughout the year. For teaching faculty efforts are taken for enhancing knowledge from domain area. Awareness about research based pedagogies is generated through workshops and interactive discussions.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=Policies-and-Procedures
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The feedback committee seeks feedback regularly from all stakeholders. Based on the feedback actions are taken in the form of

a communication to the concerned teachers and the teachers are suggested to conduct bridge courses, add-on courses and remedial courses and to use ICT based teaching methods to improve the teaching learning process. IQAC initiates Capacity Building Programmes for teaching and administrative staff throughout the year. For teaching faculty efforts are taken for enhancing knowledge from domain areas. IQAC organizes training sessions for defining learning outcomes and its attainment. Half yearly reports are collected from the faculty to assess the progress of the teaching-learning process. Internal end-semester review of the academic activities is conducted and the report is submitted to the staff council. At the end of the academic year, the Principal visits each department and interacts with the faculty and staff, verifies the records and documents personally and receives the report from the HoD and coordinators of various cells and committees regarding all activities undertaken that year. From the findings of this audit, the Principal prepares his annual report to be submitted to the Administrative Council and to the stakeholders on the Annual Day.

File Description	Documents
Paste link for additional information	https://pavanatmacollege.org/public/Pavanatma-Feedback
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=Annual%20Report
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equality is a topic that the college is always considered necessary. The institution is concerned about women's issues and their empowerment. As a result, imparting of gender sensitivity among students and faculty members are initiated through numerous organisations and cells that run gender-sensitisation programmes. Women's Forum, Anti-ragging cell, Prevention of Sexual Harassment cell, and other gender-sensitive organisations exist. Gender sensitization programmes are held at the College regularly. The College employs an open and transparent selection process solely based on merit, regardless of gender. The majority of the seats are available through the university single-window system.

Specific facilities provided for women in terms of:

a) Safety and security

The following are the safety and security measures in the college for the girl students:

1. Internal compliance committee
2. Lady Welfare Officer
3. Women Cell
4. Hostel

5. Canteen

6. Surveillance Cameras

7. Grievance Redressal and Anti-Harassment Cell

b). Counselling

Our college offers gender sensitization counselling at various levels, with professional counsellors and other external specialists working under the direction of the counselling cell. Effective Mentor-Mentee system is maintained under mentoring cell to provide academic and personal counselling.

c). Common Rooms

1. Girls retiring room with the facility of incinerator.

2. Washing and Toilet area

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://pavanatmacollege.org/assets/images/uploads/7.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system

Hazardous chemicals and radioactive waste management

SOLID WASTE MANAGEMENT

- **Biogas Plant:** The major part of the food waste created on the college hostel is used in the biogas plant to produce renewable biogas energy. This energy is used in the kitchen for cooking.
- The food waste is also used for poultry and piggery.
- Solid bio-waste is used for vermicomposting and the compost is used for herbal gardening.
- There are separate bins for degradable and non-degradable waste in each class room,
- The waste from the various rooms are collected in the waste segregation centre and scrutinized for segregation.
- The segregated waste is sold to an outside agency for recycling

LIQUID WASTE MANAGEMENT

- Liquid waste is generated in the wash areas (bath rooms, toilets), labs, canteen and snack area
- Wastewater passes through drains and gets absorbed into the earth midway through the college ground.

E-WASTE MANAGEMENT

All Electronic waste- CPU's, Hard disks, Laboratory Equipment scrap is sent to the market for sale. The cartridges of printers are refilled. The college also encourages use of refill inkjet cartridges and laser toners. The monitors have been upgraded to power efficient LCD from CRT ones. Also the college execute MOU with Northamps ENV Solutions, Cochin regarding e-waste management.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for **A. Any 4 or All of the above**

greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities

A. Any 4 or all of the above

(Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college have incorporated into its, democratic values of cultural, regional, linguistic and communal harmony. It strives to be an inclusive community by inculcating the values of secularism, regard for moral values and faith in God. The college inculcates these values in its stakeholders and set them as the guiding principles of the college. The faculty, staff and students of the college is a cross section of diverse linguistic, regional, communal and socio-economic background. Admission to UG and PG programmes is conducted through the single window system, conforming to the University norms. There is special reservation for SC, ST and other backward communities. There are also seats reserved for students under cultural and sports quota. The college takes special care of economically backward students and has initiated different schemes for their inclusion in the mainstream. Cultural, Regional, Linguistic and Communal Harmony The college celebrates the cultural, regional, linguistic and communal harmony and embraces these diversities by observing the days of cultural and regional importance.

- Onam, Christmas, Diwali ,Keralapiravi day etc are celebrated on the campus.

- Nationally important days like Republic Day, Independence Day, Gandhi Jayanti, National Youth Day, National Integration Day,

Constitution Day etc .

• International YogaDay

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution has been successful in integrating the aspects of Professional Ethics, Gender Equality, Human Values, Environment and Sustainability. The various courses rendered by the College cater to developing the values enshrined in the Constitution of India. The institution adheres to the constitutional principles of equality and fraternity. The UG and PG admissions are conducted through a single window system excepting different reservation quotas. All the stakeholders operate as an entity for the progress of the institution. Regular PTA Meetings ensure the smooth and democratic functioning. The mentor - mentee system and the remedial coaching ensure individual attention of the students by the teachers. Legal Awareness Classes are organised to make the students, especially female students aware of their legal rights. The value education courses rendered by the institution play an integral role in the all-round development of the students. One hour in every week is allotted for value education classes and timely evaluation is ascertained. The teachers of the college act as Presiding and Polling officers and play a key role in the smooth conduct of elections to the State and Central legislature. Therefore, the foundational principles of the college always ensure to the constitutional values.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://pavanatmacollege.org/assets/images/uploads/7.1.9%20A.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college has a cell, the " Day Observation Cell" exclusively to chart out and monitor celebrations and observations of international commemorative days, events and festivals. All cells, clubs, and forums of the college are required to submit in advance to the Day Observation Cell, the details of the observations or celebrations they intend to make on the days of national importance. At the end of the academic year the Day Observation Cell collects reports from the cells on the day observations they have made during that academic year. A detailed report of such events are given in the uploaded file.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST INSTITUTIONAL PRACTICES EXTENDING PALLIATIVE HOME CARE

Objectives: 1. Provide awareness to stakeholders on the crucial need of extending support to the needy and bedridden people 2. Give opportunity to youth for palliative home care services 3. To inculcate values such as human dignity, empathy, and concern for the less privileged with the curriculum 4. To promote a culture of social life acknowledging the praiseworthy services of the elder generation 5. To facilitate holistic education, being responsive to the needs of the economically backward society 6. To help students become socially responsible and emotionally mature

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

File Description	Documents
Best practices in the Institutional website	https://www.pavanatmacollege.org/assets/images/uploads/Best_Practice_Paliative.pdf , https://www.pavanatmacollege.org/assets/images/uploads/Herbal_Garden.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

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 importance to the educational upliftment of the local population, especially women. The majority of the student community of the college comprises of women from the educationally and financially backward families of the region. Through the education they obtained, many of them were able to secure jobs within the country and abroad leading to substantial financial progress of their families and the region. 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.

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.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The College has formed CPIC to monitor the effective implementation of the curriculum provided by the affiliating University in accordance with the mission and vision of the institution. An Academic Calendar is prepared for the College, which includes all activities- curricular, extracurricular, extension programmes etc. that are planned for the year. Workshops are organized by CPIC & IQAC separately for the faculty and students to make them familiar with all aspects of the Curriculum framework. 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 and Enrichment programmes are provided for advanced learners along with Bridge classes. The College conducts many Career Oriented Add-on Programmes, certificate programmes, value added programmes and skill development programmes for effective enrichment of the curriculum. National /International/State Level seminars on issues of contemporary relevance relating to specific aspects of the curricula are organised. Value education course is offered to all students as an integral part of the curriculum. Assessment of the effectiveness of Curriculum Implementation process is done through internal and external examinations, participatory learning activities and feedback from teachers, students, alumni and parents.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.pavanatmacollege.org/assets/images/uploads/Development_and_Deployment_Action_Plan_for_CI_1.1.1.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Academic Calendar is prepared by CPIC, strictly following the

rules and regulations of the affiliating University for the CIE. The College has an Examinations Cell monitor Internal Assessment through Continuous and specific Methods of evaluation. The importance of CIE is explained to the students during the Induction programme. In accordance with the University regulations- the CIE components are attendance, test papers and assignment/seminars for both PG and UG. The tentative dates of First and Second Internal Examinations are given in the Academic Calendar. The Internal Examinations are conducted in a centralised mode and after the conduct of Internal Examinations each faculty is in charge of evaluating the answer scripts within two weeks. Just before the commencement of the University Examinations, a Model Examination is conducted at the end of each semester. Uploading the Internal Marks, publications of form A and B and forwarding it to the respective Departments are strictly under the guidance and supervision of the Internal Examination Cell and Principal. The Internal Examination Co-ordinator is in charge of co-ordinating these activities both at the Department level and at the institutional level. There is a Grievance Re-dressal System in the college for the same.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.pavanatmacollege.org/assets/images/uploads/CIE_1.1.2.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

22

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

715

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution has been successful in integrating the cross cutting issues and promotes value based education, women empowerment, skill training in communication, gender sensitization, personality development, environmental preservation etc. Under the leadership of CGPCell, various Career Guidance Programmes are organised. 15 courses of the college deal with professional ethics and ethical issues in concerned discipline. 15 courses of the college cover gender issues such as gender inequality, gender stereotyping, gender oppression, gender discrimination, women empowerment and emancipation. EOC and women cell organize various gender sensitization programmes. 21 courses of the college contain universal human values. Outreach programmes such as palliative care unit visit, social sensitization campaigns and surveys, orphanage visits and various philanthropic activities are designed for sensitizing the students regarding human values. Students are provided experiential learning through various clubs and associations like NSS, NCC, CSM, EOC, Departmental associations etc. The Environmental Studies and Human Rights course offered in all UG programmes comprises the cross cutting issues relevant to environment and sustainability since 2016. Open courses of many programmes exclusively discuss environmental issues and these are open to all final year students of the college. The college has adopted effective waste management system and taken preventive measures to control water drainage and soil erosion.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**14**

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships**355**

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=IQAC-Feedback
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=IQAC-Feedback

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

486

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

234

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Assessment of Learning Levels

The assessment of learning levels of admitted students is primarily done through the following steps:

- Post admission test (online) for the first year students conducted by the Student Academic Support Cell (Based on the test advanced as well as slow learners has been identified).
- Analysis of students' data that contains the academic history of the student (available in PAAMS)
- Oral feedback from mentors has been collected to get a deep understanding of the mentees.

Strategies for Advanced Learners

- They are given guidance to register in various SWAYAM MOOC courses.
- They are directed to use E-resources in INFLIBNET, N-List and other E-platforms.
- Advanced learners get the opportunity to represent the college in National and state level online intercollegiate competitions.

Strategies for Slow Learners

- Online Remedial classes are arranged based on the specific needs of students.
- The teachers take special lessons under the scheme Bridge Courses. Faculty prepared and distributed self-learning materials that suit the requirements of slow learners.
- Slow learners are motivated to engage in various clubs.
- Personal counselling and motivation are given to slow learners via. online.

- Focused interactions are held with parents via. Google meet to actively involve them in the learning process.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-Virtual-Classroom
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1106	60

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Giving top priority to the learners and their educational needs, we enhance experiential, participatory, and problem-solving learning strategies. The IQAC organizes institutional faculty training sessions which motivate them to be more student-centric.

Student Centric Methods:

- Laboratory experiments and practical sessions provide hands on training to the learners in Physics, Chemistry, Computer Science, and Vocational Studies.
- Departments organized invited lectures and national/international webinars.
- Quiz
- Seminars
- Question-answer sessions
- Book/article reviews
- Group discussions
- Debates
- Motivate students to acquire soft skills and get acquainted with e-resources.
- During the pandemic period many students completed

MOOC/SWAYAM courses.

- Students are allowed to do projects in association with well established companies.
- Industry visit/ Field trip/ internship helped to get insight into the internal working environment.
- Teachers handle ICT enabled classes, shared video lessons, recorded classes, and PPTs
- Blended learning is the methodology which majority of the faculty adopted.
- All the batches of both UG and PG students prepared question banks.
- Peer teaching was implemented in most of the departments.
- Study circles of students help to create attractive academic ambience for slow learners and provide better platform for advanced learners.
- Students prepared video lessons and handled the classes successfully.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institution makes use of ICT to support, enhance, and optimize the delivery of information. All the class rooms are fully furnished with LCD/OHP/computers. During the pandemic period, ICT has replaced the constraints of physical classroom and all the classes were handled effectively as live Google classroom sessions. Teachers uploaded learning resources in the form of text, PDF, You Tube videos, audio lessons, presentations etc. and make announcements, track students' performance, and conduct quizzes and assessments with this application. The video conferencing tools like the Microsoft Teams, ZOOM, and Google Meet are used to conduct online classes, meetings, webinars, and workshops. The Wi-Fi enabled campus provides advanced technological terrains such as access of course materials through remote devices. Online digital repositories for lectures and digitalized library with Dspace are available. Dspace and Koha are used for advanced data search. We make use of handheld computers, tablet computers, audio players, and projector devices. Faculty and students acquire knowledge through MOOCs

like the Coursera. We employ the concept of flipped classroom nowadays. The college has developed its own e-platform PAAMS (Pavanatma Academic and Administrative Monitoring System) which functions as a plethora of documents.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

60

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

60

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality /

D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

13

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

232

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- Internal assessment is judged on the basis of writing abilities (assignment), presentation abilities (seminar), and knowledge levels (test paper), according to MG University regulations.
- The coordinator of the internal exam cell gives orientation to students about the CBCS system and internal evaluation procedures at the beginning of the programme.
- The academic calendar, which includes the examination schedule and evaluation criteria, is issued to students and

posted on the college website.

- Every semester, IEC will conduct two online internal examinations.
- Evaluated answer scripts should be returned to students before being collected and stored in the concerned departments.
- At the department level, parents meetings are held to discuss the student's progress.
- Internal grades and attendance information are entered into PAAMS, the college's software system. Internal marks are posted on the notice board and on the college's website.
- Signatures of the students are to be ensured in the sheets before it is uploaded into University portal.
- In case of any grievances students can approach the Grievance cell for bettering their scores and to appear for supplementary examinations.
- Students are required to deliver seminars, online assignments, and slide presentations in addition to internal tests.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- The Coordinator of internal cell helps the students to be aware of the Grievance mechanism related to internal examinations. They ensure that the CBCS orientation is conducted at tutorial level.
- The grievance redressal policy is published in the academic calendar and website, along with the grievance redressal cell's e-mail address and phone number.
- If students have any grievance about the conduct of examinations or the valuation of answer scripts, they can contact the Grievance Cell or file a complaint in the Complaint Box.
- QMG2 seeks report from Grievances cell after each internal exam regarding the number of issues if any solved at various levels, regarding mark, attendance, calculation errors.
- Cross verification: The students can independently

calculate their marks and cross verify it with the subject teacher's assessment as per University regulations. The students are given answer scripts for review. Similarly, internal grade sheets are given to the students for verification and signature is obtained before the upload into University web portal.

- Departments are also conducting Class PTA after Internal examinations.
- University examination related grievances are communicated through the Principal to the Controller of Examinations, MG University.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college is affiliated with Mahatma Gandhi University and has been following the programs and courses designed by the University. Pavanatma has implemented an outcome-based education system in association with the Outcome-Based Education Committee (OBE) in our institution which is a student-centered instruction model that focuses on measuring student performance through outcomes. Each program has its own specific objectives and outcomes and has been designed by each department in accordance with the curriculum. In addition to that, the college has designed Ten well-defined Programme Outcomes.

Transparency measures :

- OBE Coordinator is appointed.
- Awareness seminars and training sessions for the faculty / newly admitted faculty each year.
- Displayed on the college website as part of the Curriculum Framework/Curriculum Implementation Plan design initiated by the Curriculum Planning and Implementation Committee (CPIC).
- During the Orientation /Induction Programme, students are

provided with knowledge regarding the curriculum, program objectives, and outcomes.

- Since the attainment calculation is time-consuming we are developing a calculation process that is linked to a college software system known as Pavanatma Academic and Administrative Management System (PAAMS) and is in the development stage.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.pavanatmacollege.org/public/Pavanatma-Learning-Outcome
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

CO Attainment Calculation

We use 4 direct assessment tools which are marks of first and second internal examinations, assignments, and university examinations. There are 3 attainment levels for COs.

We find the internal CO attainment and attainment of COs from university examination marks separately and the final CO attainment for each CO is calculated by $\text{CO attainment} = 50 \% \text{ internal attainment} + 50 \% \text{ university attainment}$.

PSO Attainment Feedback Calculation

Using the CO-PSO mapping matrix and final CO attainments we calculate PSO Actual and PSO attainment of each PSO. Then

$\text{PSO feedback \%} = (\text{PSO Attained} / \text{PSO Actual}) \times 100$.

There are 3 attainment levels for PSOs.

PO Attainment Feedback Calculation

Using the CO-PO mapping matrix and final CO attainments we calculate PO Actual and PO attainment of each PO. Then

$\text{PO feedback \%} = (\text{PO Attained} / \text{PO Actual}) \times 100$.

There are 3 attainment levels for POs.

Final Calculation and Analysis

After calculating the attainment levels of POs and PSOs from each course we combine these to calculate the final attainment levels. Then we check whether our target (we can fix it as level 2 or level 3) is achieved or not.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.pavanatmacollege.org/assets/images/uploads/PO_PSO_ATTAINMENT.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

260

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=Annual%20Report#

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.pavanatmacollege.org/assets/images/uploads/Students%20Satisfaction%20survey%202020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

115000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://jeevantea.com

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

ED Club regularly conducts activities for budding successful entrepreneurs. ED Club had its registration and inauguration and appointed Ms. Cyndrella V S, Asst. Professor as its coordinator and Ms. Aleena Binoy as the student coordinator. It conducted a seminar on Opportunities for being dynamic and innovative entrepreneurs on 06.11.2021.

To mould the innovative ideas of budding students, a youtube channel called PCM innovative hub, offline creations was created and following ideas were uploaded by students.

Name of the idea

Link

date

The god of Anubis in Egyptian

<https://youtu.be/NnuMQIZ0gLE>

Sep-20

Snake island

<https://youtu.be/-nA7asBkyNI>

Aug-20

Russian sleep experiment

<https://youtu.be/Ez5W-D4Ckrw>

Sep-20

Lucid dreaming V/S Sleeping Paralysis

<https://youtu.be/kJYxUqHZ5PM>

Sep-20

Floating therapy

<https://youtu.be/7HEkY2401rI>

Oct-20

To instill a feeling for being successful entrepreneurs and sense of social responsibility an exhibition on hand made products and bamboo products training was held on 12.11.2021

To give students an exposure, a visit to Idukki Industrial Expo was conducted to 13.03.2022.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.youtube.com/watch?v=NnuMQIZ0gLE https://www.youtube.com/watch?v=-nA7asBkyNI

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

4

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

56

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Nil

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

312

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

85

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has nineteen smart class rooms ICT enabled with LCD projectors or digital displays to integrate technology in teaching with class room practices. Departments are equipped with desktops, laptops and internet facility. Important areas and examination halls are under CCTV camera surveillance. The college provides water filters and coolers on each floor for sufficient supply of safe drinking water. The office is computerised in order to ensure speedy processing of admission, payment of fees and similar services to students and teachers. The front office is organised for providing information. The college has a main auditorium and 2 seminar halls. The College provides reprographic facilities for the benefit of students and research scholars through the Library. . The College runs two hostels for women and provides residence for teachers. The campus provides ample space for leisure and recreation too. A store is functioning on the campus for the provision of stationery and study materials for students. A Chapel/Prayer Hall is also arranged on the campus for prayer and meditation. The collage has separate rooms for IQAC, NSS, Counselling and Career Guidance, Women's Cell, Mini Cafeteria for students and staff members, Rest room for girls, and Placement Unit.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Facilities for Sports

Athletics 200 meters track, Equipment for athletics field events like shot put, javelin throw, discus throw and hammer throw
Facilities for indoor games -Table Tennis Board, Chess, Carom board, Wrestling mattress

Facilities for outdoor games- Basketball court, Volleyball court, Multipurpose play ground, Football ground, Gymnasium,Weight lifting set,Power lifting set,Weight training facility with weight plates and bars.Physical fitness centre for boys and girls. College has an auditorium which can house 600 persons. Sufficient numbers of fiber chairs are provided. The auditorium is equipped with Dolby woofer sound system, stage curtains, amplifiers, accessories etc.

The National Service Scheme Units of Pavanatma has an office room with sufficient facilities to house the computer and to keep the official documents, equipment and tools.

The National Cadet Corpse Unit of Pavanatma has an office room with sufficient facilities to keep the official documents, uniforms, and equipment

Public address systems

The college has a public address system with speakers fitted in all rooms and many other places across the campus. It is used for making announcements, morning prayer, national anthem, news unbeat programme etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

19

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://pavanatmacollege.org/public/Pavanatma
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2344544

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is located at the ground floor which covers a total area 650 square meters stipulated for total seating capacity of students. Library provides a reading room which makes available Newspapers, Journals, and magazines easily accessible for all. Free access to the Internet facility is also provided for all the users. Special reference sections are maintained for teachers publication Career Guidance, Kerala History, Gandhian Studies, and various competitive exams. The working hours of the library is from 8.30 AM to 5 PM on all working days. The library provides access to 18526 books, 8 journals and 114magazines. More than 5 periodicals, periodical bound volumes CD' ROM, etc. is made available in the library. Library is equipped with user friendly

interface softwares like ILMS and KOHA. Library facilitates Web OPAC remote access to users and provides a platform to both students and teachers for N LIST subscription of Inflibnet. This inflibnet facility provides access to more than 6000 journals and 1,99,500 e-books which is really beneficial for students and research scholars. In our college library provide Dspace software our repository we are uploading question papers, teachers article, chapter etc.

The library automation using is KOHA 19.11 version. This enables automated sharing and discharging of books.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://www.pavanatmacollege.org/public/pavanatma-library

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

75

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Pavanatma has 60 Desktop computers and 10 laptop computers of which 40 computers have Internet facility. The computer -student ratio is 1: 12. The Configuration used in the above computers differ. The desktops have processors ranging from Celeron to Corei3 Pentium, RAM ranging from 512 MB to 8 GB, Hard disk capacity ranging from 80 GB to 500 GB, monitors ranging from 14.5 inches LCD to 20 inches LED with optical mouse and Key Boards. Windows XP / Window 7 / Windows 8 / Linux-Ubuntu are used as operating systems in these computers. In the Physics Department 12 computers are connected by LAN facility. 10 Mbps VPNoBB connection installed in the College by BSNL is providing Internet connectivity in the campus. The campus is wire-free and the students and the staff can access Internet facility everywhere in the built-up areas of the campus. In case of a failure in Wi-Fi connectivity, the computers provided in the library, computer lab and the departments have direct Internet connection which serves the purpose. Students staying in hostel are provided with Internet facility. Teachers and students can log-in to INFLIBNET on-campus and off-campus using the log-in password.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

94

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

3235353

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The representative of the Manager-the Bursar- stays in the campus and personally monitors the maintenance and upkeep of infrastructure facilities. The inventory control procedures of Pavanatma makes the Principal 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. The technical staff in the Physics and Chemistry laboratories have been given adequate training by various suppliers for the proper maintenance and upkeep of the equipment. The college has service agreements with suppliers for the proper servicing of the laboratory equipment. A permanent staff has been appointed for the maintenance of IT infrastructure. UPS and generator backup for the availability of regulated and uninterrupted power. Water distillation facility in the Chemistry laboratory for the constant availability purified water. Service agreement with qualified electrician and plumber for the prompt repair of wiring and plumbing defects/faults. A permanent staff has been appointed for the maintenance of IT infrastructure. Regular technical staff in the Physics and Chemistry laboratories for the timely maintenance of equipment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

299

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

42

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	https://pavanatmacollege.org/assets/images/uploads/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

254

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

254

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

5

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

118

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

10

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

24

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

NIL as no union activities during the year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

72

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

PAVANATMA COLLEGE ALUMNI ASSOCIATION

1. Objectives

PAA functions for maintaining an everlasting cordial relationship between the Alumni and Alma mater. A staff coordinator is assigned for each batch to keep track of the batch. A WhatsApp group facilitates the communication between the Alumni and College. The institution has a two-tier alumni association. In addition to the individual department alumni associations, the college has an alumni association known as Pavanatma Alumni Association (PAA) meant for the ex-students of Pavanatma. The alumni meetings are conducted every year on 26th December. The alumni of the college continue to support the college in their own capacity. Institution of scholarships for meritorious students. Contribution to infrastructure development by providing computers, printers, furniture etc. Professionally successful alumni members are called for taking orientation and career guidance classes for students. Play an active role in campus recruitments by facilitating linkage with recruitment agencies. Give feedback on curriculum, teaching methodologies, and innovations based on their personal experience. With these efforts, Pavanatma Alumni Association strives to develop connections among alumni and students and strengthen their commitment to college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File
5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
File Description	Documents
Upload any additional information	View File
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>Pavanatma College has a great and noble goal to attain from the moment of its inception. Almost all the people of the region depend upon agriculture for their livelihood. The student community of the region are most often the first ones to receive higher education in their family. They, their family, and the neighborhood are absolutely ignorant of the aspects and prospects of higher education. Jobs are hard to find in the under-developed semi-forest like district, and they have to go elsewhere to bag a job. Hence the college has a manifold role to play. On one hand, it should attract the sons and daughters of the illiterate to the amazing world of knowledge and wisdom and on the other, it must be able to mould them to suit the requirements of the modern job market. The mission and vision of the institution were framed in accordance with this responsibility.</p>	
File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-About
Upload any additional information	View File
6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.	

The Quality Monitoring Groups (QMGs) are authorized to and responsible for monitoring the quality assurance efforts of the College. There are seven QMGs, consisting of teachers and supporting staff, who are devoting their time and effort to the accomplishment of the goals of the institution. An informal communication channel is visible in between QMGs and IQAC in matters relating to quality assurance. Regular interface meetings of IQAC and QMGs are very helpful to converge the path to achieve institutional quality. Members of QMGs being the teachers and non teaching staff, the staff coordination is possible to a greater extent. The institution has a staff council including elected members of teaching and non-teaching staff, management representatives and student representatives. The staff council is the decision making body of the institution which advises the Principal and Management in all academic and administrative matters. Another body which oversees the infrastructure development of the College is the PTA Executive Council consisting of representatives of teachers and parents. Many other cells such as the admission committee, CPIC, Equal Opportunity Cell, etc. work effectively with a faculty member as its coordinator to carry out the academic and administrative activities.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-Administration?role=Task-Force
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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. All units are encouraged to establish linkage with external agencies for research, extension activities, etc. The college supports faculty development initiatives in order to assist faculty development. The Administrative council manages recruitment of competent and suitable faculty for all programmes of the college. The college regularly upgrades the infrastructure in tune with technological development so as to provide the best and latest technology. It enforces 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. 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 and to provide a framework for continuous improvement by setting high standards and targets for students and faculty. IQAC and EOC collect the details of all the students to assess the number of students who lack sufficient communication skills and the other soft skills.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-About
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Institution is controlled by the Governing Body comprising representatives of Mahatma Gandhi University, Higher Education Department, Management, Principal, teaching and non-teaching staff. Manager looks after the total functioning of the college. The decisions of the management are forwarded to the Principal for implementation. The key components of the organizational structure of the college are Principal, Head of the Departments, Teaching staff, Non-teaching staff and coordinators of various activities. Faculty members are entrusted with specific roles and responsibilities, such as Head of the Department, Class Tutors, Advisors and Coordinators of events, cells, clubs, activities, units, etc. There is an effective internal coordinating and monitoring mechanism in the college., Administrative Council, Staff Council, IQAC, Academic Committee, Research Committee are entrusted to coordinate and monitor the institutional activities under their purview. Statutory bodies jointly undertake the activities for improving quality and employability of students and to ensure the welfare of students. The non-teaching staff includes the administrative, technical and support staff and the librarian. Recruitment process is carried out according to the norms of the University and UGC. A board composed of

representatives of management, Government and external subject expert decides the worthiness of candidates in the interview according to the parameters specified.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-Administration?role=Management-Body
Link to Organogram of the institution webpage	https://www.pavanatmacollege.org/public/Pavanatma-Administration?role=Management-Body
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

Pavanatma College recognizes employees as the most valuable resource and has welfare measures which enables them to develop and optimize their full potential. The Welfare measures for Teaching Staff and Non-Teaching Staff are given below.

1. Provident Fund
2. Group Insurance Scheme

3. State Life Insurance
4. Group Personal Accident Insurance Scheme
5. Statutory Pension
6. Contributory Pension
7. PF Temporary Loan
8. PF Non-Refundable Advance
9. Teachers' Society
10. Earned Leave and Its encashment
11. Reimbursement of Medical Expenses
12. Medical Insurance - MEDISEP
13. Annual Increments
14. Promotion and Change of Pay Scale
15. Festival Allowance
16. Dearness Allowance Enhancements
17. Casual leave
18. Earned Leave
19. Maternity Leave/ Paternity Leave
20. Duty Leave
21. Festival advance
22. College canteen
23. A fitness center is functioning in the college.
24. Doctor on call
25. Library and reprographic center

26. Worship Place / Chapel

File Description	Documents
Paste link for additional information	https://pavanatmacollege.org/public/Pavanatma-Campus life-Main
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

68

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

5

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Institution has performance appraisal system for teaching and non-teaching staff.

Teaching Staff

- a) The performance of each faculty member is assessed according to the Annual SelfAssessment for the Performance Based Appraisal System (PBAS).
- b) Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score.
- c) The college undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities.
- d) Feedback is collected from the students regarding the performance of the faculty members and the result is made available to the faculty members. The feedback forms in the form of to collect information about the teacher and different aspects pertaining to the teaching process.

Non-Teaching Staff

The performance of non-teaching staff is done on the basis of their performance evaluation.

File Description	Documents
Paste link for additional information	https://www.ugc.ac.in/UGC_Regulations.aspx
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The system and regularity of various audits conducted at Pavanatma College, Murickassery is given below. There are financial and non-financial audits. Financial audits including 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 based on the suggestion 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.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/assets/images/uploads/External_Audit_Details.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.79490

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Pavanatma College has a transparent system of managing and mobilizing its financial resources with the aim to provide the best resources to the students and faculty to meet its requirements in the academic field. Programmes and extension activities planned by various departments should seek the advice from IQAC. The IQAC should analyze the needs of each programme and organization's comparative advantage from that programme. The college encourages each department to find sponsors while conducting seminars, fests and conferences. The involvement of Alumni Association and PTA are ensured while implementing various developmental programmes in the campus. The permanent staff of the College contributes two days' salary for development purposes. All the construction and maintenance works are undertaken by the management after conducting a feasibility study. The faculty are encouraged to avail different research incentives/ funds/ aids by various agencies. Sealed tender is called for amounts greater than Rs. 100,000/- and quotations for smaller amounts in all

purchases. Payments and receipts are made only through single point. Finance and Accounts Department handles the responsibility of implementing all tasks related to finance and accounting in accordance with the rules, regulations and financial policies framed by the respective authorities.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/assets/images/uploads/PQM.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC of Pavanatma College is constantly working on the quality improvement in various areas. Under the aegis of IQAC the Curriculum Planning and Implementation Committee prepares a detailed academic plan for each academic year and ensures optimum utilization of the available infrastructure. Academic Calendar is prepared and uploaded on the institutional website. IQAC has adopted quality improvement strategies in areas like curriculum development, teaching-learning, examination and evaluation, research and development. IQAC has focused on the implementation of e-governance in the areas like Planning, Administration, Finance and Accounts, Admission Process, Examination and Evaluation. IQAC initiates Capacity Building Programmes for teaching and administrative staff throughout the year. For teaching faculty efforts are taken for enhancing knowledge from domain area. Awareness about research based pedagogies is generated thorough workshops and interactive discussions.

File Description	Documents
Paste link for additional information	https://www.pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=Policies-and-Procedures
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and

recorded the incremental improvement in various activities

The feedback committee seeks feedback regularly from all stakeholders. Based on the feedback actions are taken in the form of a communication to the concerned teachers and the teachers are suggested to conduct bridge courses, add-on courses and remedial courses and to use ICT based teaching methods to improve the teaching learning process. IQAC initiates Capacity Building Programmes for teaching and administrative staff throughout the year. For teaching faculty efforts are taken for enhancing knowledge from domain areas. IQAC organizes training sessions for defining learning outcomes and its attainment. Half yearly reports are collected from the faculty to assess the progress of the teaching-learning process. Internal end-semester review of the academic activities is conducted and the report is submitted to the staff council. At the end of the academic year, the Principal visits each department and interacts with the faculty and staff, verifies the records and documents personally and receives the report from the HoD and coordinators of various cells and committees regarding all activities undertaken that year. From the findings of this audit, the Principal prepares his annual report to be submitted to the Administrative Council and to the stakeholders on the Annual Day.

File Description	Documents
Paste link for additional information	https://pavanatmacollege.org/public/Pavanatma-Feedback
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://pavanatmacollege.org/public/Pavanatma-IQAC-NAAC?role=Annual%20Report
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equality is a topic that the college is always considered necessary. The institution is concerned about women's issues and their empowerment. As a result, imparting of gender sensitivity among students and faculty members are initiated through numerous organisations and cells that run gender-sensitisation programmes. Women's Forum, Anti-ragging cell, Prevention of Sexual Harassment cell, and other gender-sensitive organisations exist. Gender sensitization programmes are held at the College regularly. The College employs an open and transparent selection process solely based on merit, regardless of gender. The majority of the seats are available through the university single-window system.

Specific facilities provided for women in terms of:

a) Safety and security

The following are the safety and security measures in the college for the girl students:

1. Internal compliance committee
2. Lady Welfare Officer
3. Women Cell
4. Hostel

5. Canteen

6. Surveillance Cameras

7. Grievance Redressal and Anti-Harassment Cell

b). Counselling

Our college offers gender sensitization counselling at various levels, with professional counsellors and other external specialists working under the direction of the counselling cell. Effective Mentor-Mentee system is maintained under mentoring cell to provide academic and personal counselling.

c). Common Rooms

1. Girls retiring room with the facility of incinerator.

2. Washing and Toilet area

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://pavanatmacollege.org/assets/images/uploads/7.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system

Hazardous chemicals and radioactive waste management

SOLID WASTE MANAGEMENT • Biogas Plant: The major part of the food waste created on the college hostel is used in the biogas plant to produce renewable biogas energy. This energy is used in the kitchen for cooking. • The food waste is also used for poultry and piggery. • Solid bio-waste is used for vermicomposting and the compost is used for herbal gardening. • There are separate bins for degradable and non-degradable waste in each class room, • The waste from the various rooms are collected in the waste segregation centre and scrutinized for segregation. • The segregated waste is sold to an outside agency for recycling

LIQUID WASTE MANAGEMENT • Liquid waste is generated in the wash areas (bath rooms, toilets), labs, canteen and snack area • Wastewater passes through drains and gets absorbed into the earth midway through the college ground.

E-WASTE MANAGEMENT All Electronic waste- CPU's, Hard disks, Laboratory Equipment scrap is sent to the market for sale. The cartridges of printers are refilled. The college also encourages use of refill inkjet cartridges and laser toners. The monitors have been upgraded to power efficient LCD from CRT ones. Also the college execute MOU with Northamps ENV Solutions, Cochin regarding e-waste management.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	<p>A. Any 4 or All of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="92 566 547 629">File Description</th> <th data-bbox="547 566 1445 629">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 629 547 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="547 629 1445 734" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="92 734 547 875">Various policy documents / decisions circulated for implementation</td> <td data-bbox="547 734 1445 875" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="92 875 547 943">Any other relevant documents</td> <td data-bbox="547 875 1445 943" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	View File	Various policy documents / decisions circulated for implementation	View File	Any other relevant documents	No File Uploaded			
File Description	Documents										
Geo tagged photos / videos of the facilities	View File										
Various policy documents / decisions circulated for implementation	View File										
Any other relevant documents	No File Uploaded										
<p>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</p>											
<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</p> <ol style="list-style-type: none"> 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities 	<p>E. None of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="92 1312 547 1375">File Description</th> <th data-bbox="547 1312 1445 1375">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 1375 547 1516">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="547 1375 1445 1516" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1516 547 1621">Certification by the auditing agency</td> <td data-bbox="547 1516 1445 1621" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1621 547 1727">Certificates of the awards received</td> <td data-bbox="547 1621 1445 1727" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1727 547 1794">Any other relevant information</td> <td data-bbox="547 1727 1445 1794" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	No File Uploaded	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	No File Uploaded	
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Reports on environment and energy audits submitted by the auditing agency	No File Uploaded										
Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	No File Uploaded										
Any other relevant information	No File Uploaded										
<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology</p>	<p>A. Any 4 or all of the above</p>										

and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college have incorporated into its, democratic values of cultural, regional, linguistic and communal harmony. It strives to be an inclusive community by inculcating the values of secularism, regard for moral values and faith in God. The college inculcates these values in its stakeholders and set them as the guiding principles of the college. The faculty, staff and students of the college is a cross section of diverse linguistic, regional, communal and socio-economic background. Admission to UG and PG programmes is conducted through the single window system, conforming to the University norms. There is special reservation for SC, ST and other backward communities. There are also seats reserved for students under cultural and sports quota. The college takes special care of economically backward students and has initiated different schemes for their inclusion in the mainstream. Cultural, Regional, Linguistic and Communal Harmony The college celebrates the cultural, regional, linguistic and communal harmony and embraces these diversities by observing the days of cultural and regional importance.

- Onam, Christmas, Diwali ,Keralapiravi day etc are celebrated on the campus.
- Nationally important days like Republic Day, Independence Day,

Gandhi Jayanti, National Youth Day, National Integration Day, Constitution Day etc .

- International YogaDay

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution has been successful in integrating the aspects of Professional Ethics, Gender Equality, Human Values, Environment and Sustainability. The various courses rendered by the College cater to developing the values enshrined in the Constitution of India. The institution adheres to the constitutional principles of equality and fraternity. The UG and PG admissions are conducted through a single window system excepting different reservation quotas. All the stakeholders operate as an entity for the progress of the institution. Regular PTA Meetings ensure the smooth and democratic functioning. The mentor - mentee system and the remedial coaching ensure individual attention of the students by the teachers. Legal Awareness Classes are organised to make the students, especially female students aware of their legal rights. The value education courses rendered by the institution play an integral role in the all-round development of the students. One hour in every week is allotted for value education classes and timely evaluation is ascertained. The teachers of the college act as Presiding and Polling officers and play a key role in the smooth conduct of elections to the State and Central legislature. Therefore, the foundational principles of the college always ensure to the constitutional values.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://pavanatmacollege.org/assets/images/uploads/7.1.9%20A.pdf
Any other relevant information	Nil

<p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</p>	<p>A. All of the above</p>								
<table border="1"> <thead> <tr> <th data-bbox="102 689 547 757">File Description</th> <th data-bbox="547 689 1437 757">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 757 547 824">Code of ethics policy document</td> <td data-bbox="547 757 1437 824" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="102 824 547 1115">Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims</td> <td data-bbox="547 824 1437 1115" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="102 1115 547 1182">Any other relevant information</td> <td data-bbox="547 1115 1437 1182" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Code of ethics policy document	View File	Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File	Any other relevant information	No File Uploaded	
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Code of ethics policy document	View File								
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File								
Any other relevant information	No File Uploaded								
<p>7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals</p>									
<p>The college has a cell, the " Day Observation Cell" exclusively to chart out and monitor celebrations and observations of international commemorative days, events and festivals. All cells, clubs, and forums of the college are required to submit in advance to the Day Observation Cell, the details of the observations or celebrations they intend to make on the days of national importance. At the end of the academic year the Day Observation Cell collects reports from the cells on the day observations they have made during that academic year. A detailed report of such events are given in the uploaded file.</p>									

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST INSTITUTIONAL PRACTICES EXTENDING PALLIATIVE HOME CARE

Objectives: 1. Provide awareness to stakeholders on the crucial need of extending support to the needy and bedridden people 2. Give opportunity to youth for palliative home care services 3. To inculcate values such as human dignity, empathy, and concern for the less privileged with the curriculum 4. To promote a culture of social life acknowledging the praiseworthy services of the elder generation 5. To facilitate holistic education, being responsive to the needs of the economically backward society 6. To help students become socially responsible and emotionally mature

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

File Description	Documents
Best practices in the Institutional website	https://www.pavanatmacollege.org/assets/images/uploads/Best_Practice_Paliative.pdf , https://www.pavanatmacollege.org/assets/images/uploads/Herbal_Garden.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

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 importance to the educational upliftment of the local population, especially women. The majority of the student community of the college comprises of women from the educationally and financially backward families of the region. Through the education they obtained, many of them were able to secure jobs within the country and abroad leading to substantial financial progress of their families and the region. 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.

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.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Construction of new annex to the academic building should be completed during next academic year.
- Construction of ladies toilet should be completed
- Physics and Chemistry laboratories will be upgraded and renovated.
- Renovation and beautification of campus with financial assistance from RUSA will be undertaken.
- More number of diploma programs will be introduced during the next academic year. Diploma programs will be offered in online mode to the maximum extent possible.
- PAAMS will be upgraded with the addition of more modules.
- ICT training programs will be organised for the faculty and NTS.
- Training on Innovative Teaching programs will be organised for the faculty.
- As an extension programme, a badminton academy targeting local boys and girls, will be initiated by the Dept. of Physical Education.