



Sree Narayana College of Education

(Affiliated to MG University, Approved by NCTE)

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Policy Document

ECO CLUB POLICY

The Eco club of the college was constituted to develop ecological intelligence and compassion towards nature among the prospective teachers.

Motto

Save nature, for a better future.

Objectives

1. To inculcate concern and respect towards nature.
2. To create environmental awareness 3. To promote environmental ethics
4. To reduce the usage of paper.
5. To keep campus clean and green by adopting eco-friendly measures.
6. To facilitate experiential learning in eco-friendly activities 7. To provide knowledge in environmental education.
8. To identify their role in the conservation and protection of nature
9. To provide attitude and skills for Environmental conservation.

Rules and Regulations

1. The Eco Club should work effectively and efficiently to ensure maintenance of a clean and green campus.
2. Eco Club should conduct programmes to provide awareness on the hazardous effects of plastics and the need of environmental friendly activities.
3. Eco Club should conduct regular meetings to devise and uphold eco club policies.

ENERGY CONSERVATION POLICY

Institution has a stated energy policy streamlining ways of energy conservation use of alternate sources of energy for meeting its power requirements

Sree Narayana College of Education has an eco-friendly campus. The energy policy of the college is focused upon energy conservation and environmental sustainability. The management, staff and the students of the college follow the institution's efforts to conserve energy and look after the environment consciously and carefully.

- The institution strongly promotes the adoption of solar energy for the requirements of the college.
- The institution is located on a small hill with plenty of sunlight and fresh air. Students of the college are directed to keep the windows and doors open to utilize the natural light resources effectively.
- The institution promotes the use of LED bulbs throughout the college campus to minimize the use of electricity.
- Instructions and suggestions are posted for the members of the college to use electricity intelligently in the college premises.
- The institution promotes the use of a diesel generator to meet the energy requirements during power failures.
- Responsible routine maintenance procedure shall be systematically applied to the electrical and digital equipment of the college.
- The institution encourages the use of pedestrian friendly roads to minimize carbon dioxide emissions.
- The institution provides guidelines and training opportunities regularly for the students and staff of the college to ensure energy saving measures and cost effective operations on the campus.

Sree Narayana College of Education prioritizes the use of natural resources in the campus. The college community initiates a proactive and progressive approach in providing energy efficient, responsible and cost-effective operations on the campus to ensure environmental sustainability.

EXAMINATION POLICY

Examination policy refers to the rules, guidelines, and procedures established by educational institution regarding the conduct, administration, grading, and integrity of examinations. Our college provides regulations on topics such as exam scheduling and procedure.

Objectives

- To ensure that all students are evaluated fairly and equitably based on their knowledge, skills, and understanding of the subject matter
- To maintain high academic standards by ensuring that exams accurately assess student learning outcomes and program objectives.
- To provide clarity and transparency regarding exam procedures, grading criteria, and expectations for students.
- To facilitate constructive feedback to students on their performance in exams, helping them identify areas for improvement and fostering continuous learning.
- To safeguard the integrity and confidentiality of exam materials
- To ensure compliance with institutional policies, accreditation standards, and legal requirements related to examinations.

Features

1. Examination:

The examination contain two parts

a. Internal or In Semester Assessment (ISA)

The responsibility of internal assessment is vested on the course coordinator. The evaluation of the practical course shall be conducted by internal or ISA. There is theory examinations for internal assessment. **b.**

External or End Semester Assessment (ESA)

Standardisation of practical course shall be done by external examination board constituted by the University. Students who are eligible /have attend the practical examinations of the External Practical Board, alone will be permitted to register for theory examinations. A student who possess 80% attendance for theory courses and 90% for internship are eligible for appear the university exams. **c. Improvement Exams:**

Students who wish to improve their scores in internal examination can opt for improvement exams.

d. Bilingual Answering

1. **Language Options:** To accommodate students from diverse linguistic backgrounds, the college may allow students to answer in two languages.
2. **Answer Scripts:** Students can choose to write answers in either of the permitted languages or use both within the same answer script, depending on the question.
3. **Instructions:** Clear instructions regarding bilingual answering are provided to students before exams to ensure consistency and understanding.

e. Remedial Programs

1. **Identification of Needs:** Students who perform below a certain threshold are identified for remedial programs.
2. **Special Classes:** Remedial classes are arranged to address gaps in understanding and help students improve their academic performance.
3. **Personalized Attention:** These classes often feature smaller groups and personalized attention from instructors.

f. Enrichment Programs

1. **Advanced Learning Opportunities:** For high-achieving students, enrichment programs provide opportunities to delve deeper into subjects and explore advanced topics.
2. **Workshops and Seminars:** Special workshops, seminars, and guest lectures are organized to enhance the learning experience.

3. **Research Projects:** Students may be encouraged to undertake research projects, providing them with a platform to explore their interests further.

2. Grievance Redressal Mechanism

In order to address the grievance of students, they can approach the teacher for redressal.

3. Administration Procedures:

All the procedures for scheduling exams, assigning examination venues, and ensuring the availability of necessary resources etc are under the control of examination committee.

4. Mark Cum Grade Criteria:

The criteria used to evaluate student performance in exams are as per the rules and regulations of MG University.

5. Security Measures:

There are measures to safeguard the integrity and confidentiality of exam materials, such as secure storage, distribution, and retrieval procedures etc. CCTV is installed in all the examination halls and in exam confidential rooms.

6. Feedback Mechanisms:

There is mechanisms for collecting feedback from students to review and improve examination policies and procedures.

Conclusion

The examination policy aims to create an environment conducive to learning, where assessments are conducted with integrity, consistency, and fairness, ultimately contributing to the academic success and personal development of students.

GRIEVANCE REDRESSAL CELL

A grievance redressal committee is a vital component of our institution aimed at addressing and resolving issues or complaints raised by student teachers. The primary purpose of a grievance redressal committee is to ensure fairness, transparency, and accountability in handling complaints or disputes. It acts as an impartial body entrusted with investigating complaints, identifying the underlying causes, and recommending appropriate solutions or actions to address them.

Objectives

1. Receiving complaints: The committee should establish clear channels through which individuals can submit their grievances confidentially and safely.
2. Reviewing complaints: Each complaint should be carefully examined to determine its validity and significance. The committee may conduct investigations or gather relevant information to understand better the issues raised.
3. Facilitating discussion or resolution: Depending on the nature of the grievance, the committee may facilitate discussions between the parties involved or propose solutions to resolve the dispute amicably.
4. Making recommendations: After thorough deliberation, the committee should make recommendations for addressing the grievances.
5. Monitoring implementation: The committee should ensure that its recommendations are implemented effectively and monitor the progress of resolution efforts.

Grievance Redressal Policy

Grievance redressal policies in a teacher education institution ensure that students, faculty, and staff have a transparent, fair, and accessible process for addressing and resolving complaints or concerns. These policies foster a transparent, supportive, and responsive academic environment, promoting trust and accountability within the institution. Here's an outline of the grievance redressal policies of Sree Narayana College of Education.

7. 1. Policy Statement

This institution is committed to creating a positive academic environment where grievances are addressed promptly and fairly. The grievance redressal mechanism ensures that all stakeholders can voice their concerns without fear of retaliation.

2. Scope

8. These policies apply to all students, faculty, and staff. Grievances can include academic matters, administrative services, infrastructural facilities, harassment, discrimination, or any other concerns affecting the educational environment.

9. 3. Definitions

Grievance: A formal complaint a student, faculty member, or staff raises regarding any aspect of the institution's operations or environment.

Complainant: The individual raising the grievance.

Respondent: The individual or department against whom the grievance is filed. **10.**

4. Grievance Redressal Committee (GRC)

The institution has a Grievance Redressal Committee responsible for addressing grievances. The committee typically includes:

- Principal
- Course Coordinator
- Staff Advisors
- Staff Secretary
- PTA Representative

5. Grievance Redressal Procedure

a. Informal Resolution:

1. The complainant is encouraged to resolve the issue informally by discussing it with the concerned parties.
2. If the issue remains unresolved, the complainant can seek the intervention of the mentor /class in charge.

b. Formal Resolution

1. Submission of Grievance:

- The complainant can submit a written grievance, providing detailed information about the issue and any supporting evidence.
- Grievances can be submitted through the grievance box /website, directly to the mentor /class in charge, or to the principal

2. Acknowledgment:

- The GRC acknowledges receipt of the grievance within a specified timeframe, usually within 5-7 working days.

3. Preliminary Assessment:

- The GRC conducts a preliminary assessment to determine the validity of the grievance and whether it falls within the committee's scope.

4. Investigation:

- The GRC conducts a thorough investigation, including interviews with the complainant, respondent, and witnesses and a review of relevant documents.

6. Resolution:

- The GRC deliberates and provides a decision within a specified period, typically within seven days of receiving the grievance.
- The decision includes any recommended actions or remedies.

7. Appeal:

If the complainant or respondent is dissatisfied with the GRC's decision, they can appeal to a higher authority within the institution, such as the Management.

6. Confidentiality

All grievance proceedings are confidential. Information is shared only with individuals directly involved in the resolution process.

9. Review and Improvement

The grievance redressal policy is reviewed periodically to ensure its effectiveness and to incorporate improvements based on feedback and changes in regulatory requirements.

10. Communication and Awareness

The institution ensures that all students, faculty, and staff are aware of the grievance redressal policy through:

- Orientation programs
- Institutional handbooks and websites

By implementing and adhering to these policies, Sree Narayana College of Education maintains a fair, transparent, and responsive approach to addressing grievances, fostering a positive and inclusive educational environment.

HUMAN RESOURCE POLICY

HR policies provide general guidelines for recruiting, work processes, leave, training, promotion, termination and other important functions. The HR policy of SN College, Muvattupuzha outline how an organization will treat its staff and property.

Objectives

- To recruit teaching and non-teaching staff based on merit
- To facilitate opportunities for professional growth and development among staff
- To develop protocols and procedures to ensure the safety and security of students and staff
- To establish mechanisms for addressing grievances and conflict among staff and students
- To promote diversity, inclusion and respect among staff and students

Features

1. Recruitment procedure

All recruitment processes are according to the guidelines and regulations set forth by Mahatma Gandhi University, University Grants Commission, and National Council for Teacher Education (NCTE), and Government of Kerala.

a. Position Advertisement

Vacant positions will be advertised widely in local newspapers and online media platforms.

b. Selection

- c.** As per norms and regulations, the college is shortlisting and interviewing candidates. Recruitment will be based on merit, considering the candidate's qualification. **Application Process**

All the applications received based on the notification will be reviewed by the college authority and shortlisted. The candidates in the shortlist are called for interview.

d. Interview Process

Interviews will be conducted by the authority based on merit. A rank list is prepared and inform to the selected candidates.

e. Documentation and Verification

At the time of interview the college will verify all the relevant original certificates including age, qualifications and other documents of candidates, ensuring compliance with regulatory requirements.

f. Probation Period

Newly appointed faculty members will undergo a probationary period of one year.

2. Performance Management

The college conducting performance appraisals periodically to assess staff performance. After performance evaluations, feedback or any other performance related discussions were take place.

3. Promotion rules

The college provide guidelines and criteria to govern the process of promoting staff to higher positions by considering the eligibility and alignment with organizational goals and values.

4. Leave rules

The casual leaves allotted for teaching faculty is 15 and 20 for non-teaching faculty. Maternity leaves allotted for a period of 6 months. Teachers who are doing research are allowed to take leave for course work, data collection, seminar, workshop, paper presentation etc with salary and other allowances.

5. Termination procedure

The college terminate staff who behaves against the institutional rules and regulations.

6. Assurance of professional development

The college supports all the professional development of faculty members like participation in refresher & orientation courses, training programs, encouragement for doing research, attending seminars, workshops, paper presentations and conferences.

Conclusion

The HR policy aims to attain the vision and mission of the college through excellent administration.

MAINTENANCE POLICY

The maintenance policy of SNCE envisages creation and implementation of maintenance practices for cleanliness, green cover initiatives, and a pollutionfree environment. The comprehensive outlook of the policy covers the institutions efforts to maintain a clean and green campus.

Purpose

The purpose of this policy is to ensure that SNCE maintains a clean, safe, and healthy environment conducive to learning and working for students, faculty, staff, and visitors.

Scope

This policy applies to all areas within the institution, including classrooms, laboratories, offices, common areas, restrooms, outdoor spaces, and all other facilities owned by SNCE.

Responsibilities

- **Administration:** Oversee the implementation and adherence to the cleanliness policy. Allocate necessary resources and budget for cleaning services and supplies.
- **Facilities Management:** Manage the cleaning staff, schedule regular cleaning, and ensure all cleaning procedures are followed. Perform regular inspections and address any cleanliness issues promptly.
- **Cleaning Staff:** Perform daily cleaning tasks as outlined in the cleaning schedule. Ensure proper use and storage of cleaning materials and equipment.
- **Faculty, Staff, and Students:** Maintain personal cleanliness, dispose of trash properly, and report any cleanliness issues or hazards to the facilities management team.

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Cleaning Schedule

- **Daily Cleaning:**

- Classrooms: Sweep/vacuum floors, empty trash bins, wipe desks and surfaces, clean whiteboards/chalkboards.
- Restrooms: Clean toilets, sinks, mirrors, and floors. Refill soap dispensers and toilet paper.
- Common Areas: Vacuum/mop floors, empty trash bins, clean surfaces.
- **Weekly Cleaning:**
 - Laboratories: Deep clean surfaces, equipment, and floors.
 - Offices: Dust surfaces, vacuum floors, empty trash bins.
- **Monthly Cleaning:**
 - Windows: Clean inside and outside.
 - HVAC Systems: Check and replace filters as needed.
 - Outdoor Areas: Clean and maintain gardens, walkways, and outdoor furniture.

The college supports all the professional development of faculty members like participation in refresher & orientation courses, training programs, encouragement for doing research, attending seminars, workshops, paper presentations and conferences.

Hygiene Practices

- **Hand Hygiene:** Hand sanitizers should be available at the entrance of buildings and in common areas. Promote regular hand washing among students and staff.
- **Waste Disposal:** Provide adequate trash bins and recycling containers throughout the campus. Ensure regular collection and disposal of waste.
- **Restroom Maintenance:** Restrooms should be stocked with necessary supplies and cleaned frequently throughout the day.

Health and Safety

- **Pest Control:** Implement a regular pest control program to prevent infestations.
- **Air Quality:** Ensure good ventilation in all buildings and conduct regular air quality assessments.
- **Emergency Clean-ups:** Establish protocols for emergency cleanups, such as spills, vomit, or other biohazards.

Training and Education

- Provide regular training for cleaning staff on the latest cleaning techniques, use of equipment, and safety measures.
- Educate students, faculty, and staff on the importance of cleanliness and their role in maintaining a clean environment.

Inspections and feedback

- Conduct regular inspections of all areas to ensure compliance with the cleanliness policy.
- Perform surveys to gather feedback from the institution's community on cleanliness standards and address any concerns.

Continuous Improvement

- Review and update the cleanliness policy annually or as needed.
- Encourage suggestions from the institution's community for improving cleanliness and hygiene practices.

Compliance

Non-compliance with this policy will be addressed through appropriate disciplinary measures, which may include verbal warnings, written warnings, or other actions as deemed necessary by the administration.

RESEARCH POLICY

Research policy typically covers areas such as funding allocation, ethical considerations, intellectual property rights, collaboration frameworks, and the promotion of innovation. Our college facilitates a conducive environment for research, innovation, and scholarly inquiry for staff.

Objectives

- To ensure the research activities in par with the vision and mission of the college
- To develop a research mind among the staff
- To engage the staff to undertake research and contribute creatively

Features

1. Guidance

Provides clear guidelines for faculty regarding the conduct of research activities within and outside the institution.

2. Granting Research Support

The important feature of the college is to provide a great support to research aspirants. Management permits the teacher to do research without affecting the functions of the college. All the support is given as per the norms of the university. After the completion of Ph.D and paper publication in journals under the UGC care list, faculty members are felicitated in the staff council and awarded to encourage them to pursue research.

3. Grants and Incentives

The institution will provide financial support to the staff for doing research, participation in seminars, conferences, workshops etc.

4. Research Training and Development

The institution provide continuous in-service activities for staff to enhance research skills.

5. Transmission of Research Findings

The institution supports the faculty to publish research findings.

Conclusion

Our college serves to facilitate quality research training that contributes to knowledge creation, academic excellence, and societal impact.

STAFF WELFARE POLICY

Our college is always providing exposure to both students and Staff. The staff welfare policy reveals the concern of management to the staff.

Objectives

- To give importance to welfare of the staff
- To enhance the Professional Development
- To ensure Exposure of the staff
- To ensure financial security of staff

Features

1. Ideal work environment

The college ensures a favourable work environment for staff.

2. Professional development

Encourages professional growth and development of staffs through different activities

3. Research support

Motivates to create a research environment by providing guidance to join PhD.

4. Financial support in addition to salary

Teachers who are doing research are allowed to take leave for course work, data collection, seminar, workshop, paper presentation etc with salary and other financial supports like registration fee, travel allowance etc.

5. Recognition for achievement

Appreciates the staff who got achievements in paper publications, seminar paper presentation, awarding PhD etc.

6. Employee State Insurance

College facilitates insurance program for the staff

7. Work arrangement without burden

A well planned timetable is there for work arrangement

8. Grievance Redressal Mechanism for staff

Address grievances of staff and take the remedial measures immediately

9. Optimistic approach

Ensuring healthy relationship and positive work culture among staff

Conclusion

Staff Welfare Policy is designed to build a positive work environment and to ensure professional development, and societal impact.

WASTE MANAGEMENT POLICY

The guiding document to explain the commitment of institution to Responsible Waste Management, Sustainability and Environmental Protection serves as a waste management policy for higher education. The College shall be responsible for ensuring that all campus waste is properly managed and, if possible, transformed into environmental friendly products by using appropriate recycling mechanisms available.

Objectives

- In order to reduce waste generation at all sources, our institution will adopt active measures and practices.
- The policy will be disseminated to students and staff via internal communication channels, with all interested parties having access to the website of the institution concerned.
- In order to facilitate efficient segregation of solid waste, we have implemented a two bin system in each floor of the college and the College hostel.
- As a part of our waste management policy, all stakeholders within the institution are bound by an ethical obligation 'My waste My Responsibility' to reduce their own individual waste production.

Features

- To ensure effective coordination and implementation of waste management, our policy lays down clear roles and responsibilities for the students and staff.
- In our campus community, we are very active in promoting awareness and encouraging the reuse and recycling of waste.
- To minimize environmental pollution, our institution has a focus on ensuring effective waste segregation and proper disposal practices.
- As part of our waste management policy, we have established protocols to ensure safe and secure disposal of electronic e-waste by hand over it to authorized scrap agencies.
- 'Save water, save trees and save electricity' for conserving the planet has been strictly practiced on the campus and the same is propagated through posters in the campus area.

WATER CONSERVATION POLICY

Effective water conservation policies require a multi-faceted approach that combines regulatory measures, economic incentives, public awareness, and technological innovation to achieve sustainable water management. Implementing a water conservation policy in educational institutions can be crucial for fostering environmental responsibility among students and staff while also reducing operational costs. Here's a comprehensive outline for such a policy: □ Start with an overview of the importance of water conservation.

- Highlight the significance of the educational institution's role in promoting sustainability.

Objectives

1. **Reduce Water Consumption:** Set specific targets for reducing water usage within the institution.
2. **Raise Awareness:** Educate students, staff, and stakeholders about the importance of water conservation.
3. **Promote Sustainable Practices:** Encourage the adoption of sustainable behaviours and technologies to conserve water.
4. **Monitor and Evaluate:** Establish mechanisms to monitor water usage and evaluate the effectiveness of conservation efforts

Policy Guidelines:

1. **Infrastructure and Maintenance:**
 - Install water-efficient activities
 - Regularly maintain plumbing systems to prevent leakages and wastage.
2. **Landscaping and Irrigation:**
 - Use native and drought-resistant plants for landscaping to minimize water usage.
 - Implement rainwater harvesting techniques.

3. Educational Programs:

- Integrate water conservation topics into the curriculum across various disciplines.
- Conduct workshops, seminars, and awareness campaigns on water conservation.

4. Behavioural Changes:

- Encourage students and staff to report leaks and wastage promptly.
- Promote simple practices like turning off taps when not in use and taking shorter showers.

5. Monitoring and Reporting:

- Establish a system to monitor water usage regularly.
- Analyse consumption data to identify trends and areas for improvement. □ Prepare periodic reports on water conservation initiatives and progress.

6. Collaboration and Partnerships:

- Collaborate with local authorities, NGOs, and water conservation organizations.

7. Evaluation and Adaptation:

- Conduct periodic evaluations of the policy's effectiveness.
- Solicit feedback from stakeholders and adjust strategies accordingly.

Implementation Plan:

- Assign responsibilities to designated staff members.
- Develop a timeline for implementing various aspects of the policy.
- Allocate resources and budget for infrastructure upgrades and educational programs.
- Establish communication channels for sharing updates and engaging stakeholders.

Monitoring and Evaluation:

- Regularly monitor water consumption data.
- Compare actual usage against set target.
- Use feedback to refine strategies and improve outcomes.

Conclusion:

- Reinforce the institution's commitment to sustainability.
- Encourage continued participation and support from all stakeholders.
- Emphasize the long-term benefits of water conservation for the environment and future generations.

By implementing such a policy, educational institutions can play a significant role in conserving water resources and promoting environmental stewardship among students and staff.

ICT POLICY

The Information and Communication Technology policy of Sree Naranaya College of Education aims to guide the effective and ethical use of ICT resources in the college. This policy ensures that students, staff and faculty use technology to enhance learning, teaching and administrative processes. It aims to support the educational, administrative and research activities of the college while ensuring ethical responsible uses of ICT resources.

Objectives:

- Integrate ICT into the curriculum to improve educational outcomes.
- Provide equal access to ICT resources for all students and staff.
- Promote digital literacy and competency among students and staff.
- Ensure the security, privacy and proper use of ICT resources.
- Integrate ICT into BEd curriculum to enhance teaching and learning.

Scope

The policy applies to all members of our college including students, faculties, staff and visitors who use the Institution's ICT resources.

ICT Infrastructure

- Hardware and Software – Regularly update and maintain hardware and software to support academic and administrative functions.
- Internet access – Provide reliable high speed internet access throughout the Campus, including WiFi in all academic and administrative areas.
- Digital resources – Maintain an up to date e-books, academic journals and their online educational resources.

Security and Privacy

Implement measures to protect personal and institutional data. Utilize firewalls, antivirus programmes and other security measures to safeguard the colleg's network. Educate users on maintaining security such as using strong passwords and reporting suspicious activities.

Maintenance and Support

Provide a dedicated helpdesk and technical support team to assist with ICT related issues. Schedule regular maintenance checks and updates to ensure optimal performance of ICT resources. Establish regular data backup protocols to prevent data loss.

Monitoring and Evaluation

Monitor ICT usage to ensure policy compliance and to identify areas for resource optimization. Implement a feedback systems for users to report issues and provide suggestions for improvement. Conduct periodic reviews and updates of the ICT policy to reflect technological advancements and institutional needs.

Conclusion

ICT policy of Sree Narayana College of Education aims to create a conducive environment for learning, teaching and administrative efficiency. By adhering to this policy, the college ensures the effective and responsible use of ICT resources. This policy is a living document and will be regularly reviewed to meet the evolving needs of the Institution.

ACADEMIC POLICY

The college has a well-defined academic policy. The college functions based on the policy.

Academic policy objectives encompass a broad set of goals and principles aimed at guiding educational institutions, shaping learning environments, and ensuring quality education. These objectives typically focus on several key areas:

1. **Quality and Standards**: Ensuring high standards of education and academic rigor across all programs and disciplines. This includes defining learning outcomes, assessment criteria, and benchmarks for academic performance.
2. **Access and Equity**: Promoting equitable access to education for all individuals, regardless of background, socioeconomic status, or geographical location. Policies may address issues such as financial aid, scholarships, and support services for underrepresented groups.
3. **Curriculum Development**: Developing and updating curricula to reflect current knowledge, industry trends, and societal needs. This involves integrating new technologies, interdisciplinary approaches, and global perspectives into educational programs
4. **Teaching and Learning Practices**: Supporting effective teaching methods and learning strategies that enhance student engagement, critical thinking, and problem-solving skills. Policies may encourage professional development for faculty and the adoption of innovative pedagogical approaches.
5. **Assessment and Accountability**: Establishing mechanisms for evaluating student learning outcomes, program effectiveness, and institutional performance.

This includes methods for assessment, accreditation processes, and mechanisms for continuous improvement.

6. **Research and Innovation**: Promoting research initiatives, scientific inquiry, and innovation within academic institutions. Policies may support funding opportunities, collaboration with industry and government partners, and intellectual property rights.

7. **Globalization and Internationalization**: Encouraging international collaborations, exchange programs, and partnerships to foster a global perspective among students and faculty. This involves policies on cross-cultural understanding, language proficiency, and mobility programs.

8. **Governance and Administration**: Defining roles and responsibilities within academic institutions, ensuring transparency, and promoting ethical conduct among administrators, faculty, and staff. Policies also address issues related to academic freedom, tenure, and student rights.

9. **Sustainability and Social Responsibility**: Integrating principles of sustainability, ethics, and social responsibility into academic programs and institutional practices. This includes promoting environmental stewardship, community engagement, and ethical conduct in research and education.

10. **Continuous Improvement and Adaptation**: Emphasizing the need for institutions to adapt to changing educational landscapes, technological advancements, and societal demands. Policies may encourage strategic planning, data-driven decision-making, and responsiveness to feedback from stakeholders.

Decentralization of Institutional Practices

Roles and Responsibilities of the Management Committee

- To monitor the administrative matters of the College.
- To approve annual budget of the college.
- To provide support to Academic matters of the College

Roles and Responsibilities of Internal Quality Assurance Cell (IQAC)

- To plan and organise the Curricular and Co-curricular activities of the College
- To prepare the Academic Calendar before the beginning of the Academic year
- To facilitate the creation of a learner-centric environment for quality Teacher education.
- To organize classes and seminars on relevant topics.
- To organise internship of B.Ed students in Secondary schools.
- To organise internships of M.Ed students in Primary schools, Primary Teacher Education Institutes, Secondary and Senior Secondary Schools, Secondary Teacher Education Colleges.
- To conduct field trips and study tours.
- To give necessary guidelines for assessment and evaluation procedure.
- To prepare time table for conducting internal exams, internal Research colloquia, external Research colloquia
- To create awareness regarding the requirements for the timely submission of AQAR and SSR among the staff members.
- To preparation and submit the Annual Quality Assurance Report (AQAR) as per guidelines of the NAAC.
- To collect and analyse feed backs from student teachers, Teacher educators, Teachers/ Heads of institutions where students of SreeNarayana College of Education do their internship, Parents and Alumni
- To act as a nodal agency of the Institution for conducting quality-related activities.
- To outline each party's roles and responsibilities while signing MoU with different parties.
- To access and augment academic, technological and infrastructural resources.

Roles and Responsibilities of Admission Committee

- To monitor students' application and admission process.
- To process the applications of all students according to University/ Government's Admissions policy and procedures.
- To maintain the records related to the applications of students who seek admission through CAP (*Centralized Allotment Process of M G University*) 2020 onwards for B.Ed program & 2021 onwards for M.Ed program and of students who seek admission in Management quota.

- To prepare and forward applications of deserving and eligible students for scholarship from the government.

Roles and Responsibilities of Planning and Evaluation Committee

- To plan the curricular and co-curricular activities and the academic procedures.
- To study and update the changes in the curriculum framework.
- To attend meetings/Seminars on Curriculum conducted by University/Colleges/Associations of Teachers

Roles and Responsibilities of Examination Committee

- To prepare time tables to conduct internal/model/ examinations, internal and external Research colloquia, mock viva as part of practical examination for B.Ed students, mock viva (dissertation based viva and comprehensive viva) of M.Ed students.
- To conduct internal/model/ examinations, internal and external Research colloquia, mock viva as part of practical examination for B.Ed. students, mock viva (dissertation based viva and comprehensive viva) of M.Ed. students.
- To arrange examination halls and invigilation duties
- To ensure smooth conduct of examinations avoiding malpractice.
- To conduct meetings at the beginning of each semester of B.Ed and M.Ed programs.
- To publish the internal marks of B.Ed and M.Ed programs.
- To follow the instructions of chief superintendent and senior assistant superintendent of examinations

Roles and Responsibilities of Research Development Committee

- To identify priority areas of research.
- To publish research papers of Teachers in Scopus indexed/UGC-CARE listed/peer reviewed/ national and international journals with good impact factor.
- To publish research papers of students in Scopus indexed/UGC-CARE listed/peer reviewed/ national and international journals with good impact factor.
- To suggest/discuss topics for teachers and students pursuing PhD.
- To suggest/discuss dissertation topics for M Ed students.
- To conduct internal and external Research Colloquia.
- To identify new collaborations.
- To ensure seed money/TA for research related activities/attending seminars and workshops etc
- To support all research related activities like tool preparation

Roles and Responsibilities of Curriculum Development Committee

- The Curriculum Development Committee comprises faculty of the institution, Principal, Management Representative, Head of practice teaching schools, experts, student representative and alumni representative. Sree Narayana College

of Education, Muvattupuzha is affiliated to MG University, Kottayam and the institution follows the curriculum provided by the University.

- The curriculum development committee meets at the beginning of every Semester and discusses the implementation of the curriculum.
- The curriculum development committee also discusses/updates the teaching-learning activities, syllabus of the value added courses, experts/alumni to be invited for classes and seminars.

Roles and Responsibilities of Students Welfare and Monitoring Committee

- To monitor the student support facilities such as, Prayer room, common room, recreational facility, canteen, health care, drinking water, vehicle parking and restrooms.
- To monitor the functioning of student union, clubs, magazine committee etc. Every year a staff secretary, two staff advisers to the magazine committee, teachers-in-charge of different clubs, tour convenors, two staff in charge in charge of finance committee are nominated during the staff meeting held for this purpose before the start of the academic year.
- To monitor the activities of placement cell.
- To organize life skill and personality development programs.
- To ensure that the scholarships and other welfare measures provided by the Government to the reserved category students are made available to them properly.
- To create awareness on the welfare measures provided by the Government to the reserved category students.
- To facilitate the availability of bank loans to students.
- To enable economically weak students to remit their tuition fee in instalments.
- To ensure amicable relations between management, staff, students and parents.
- To assist in the implementation of the anti-ragging policy of the college.
- To assist functioning of Women's Cell, Sexual harassment Cell, Grievance redressal Cell, Examination committee.

Roles and Responsibilities of Finance Committee

- To assist Students Union in preparing their annual budget.
- To maintain the income and expenditure report of the Students Union.
- To assist the college management in finance related matters.
- To monitor the financial execution of the budget approved for each academic year.
- To present the income and expenditure status at the end of each academic year.

Roles and Responsibilities of Alumni Association

- To conduct Alumni Day every year on second Saturday of the month of February.
- To monitor the functioning of the Alumni association of the Sree Narayana College of Education, Muvattupuzha (SREENEAM).
- To encourage alumni to contribute towards the welfare and development of the college in the form of library books, ICT gadgets, furniture etc.
- To invite alumni to the IQAC meetings, curriculum development committee meetings etc.
- To invite alumni for taking classes, addressing seminars, taking demonstration classes for B.Ed students, mentoring etc.
- To honour those alumni who have achieved further successes in academic and non-academic activities after leaving the institution.