



SNM COLLEGE, MALIANKARA

PARTICIPATIVE GOVERNANCE

OPERATION MANUAL FOR VARIOUS COMMITTEES AND CELLS

PREFACE

SNM College under the patronage of HMDP Sabha upholds the values and morals put forth by the great social reformer Sree Narayana Guru, who propagated the idea of emancipation through education and empowerment through organization. The institution situated in the coastal belt of Ernakulam district aims the upliftment of the socially and economically backward class and a holistic transformation of the surrounding population. The slow and steady advancement of the institution incorporates patterns of avid progress in the lives of fellowmen surrounding the institution. The saga of SNM College is closely bound to the journey of Hindu Matha Dharma Paripalana Sabha, a voluntary organization formed in 1882 by the enthusiastic youth from the Ezhava community, who raised the teachings of Sree Narayana Guru, to liberate themselves from social bondage, to provide education for all irrespective of caste or religion and to uphold social justice which paves way for progression and development.

The management at its helm, ensures a decentralized mode of decision making and triggers an active participation of all the statutory and non -statutory committees, cells and the clubs functioning in the institution. The participative governance enhances and incorporates suggestions, ideas and opinions in the platforms of administration, institutional welfare, academics and quality management, student affairs, research and innovation and extension initiatives. The institution calls for the team work and participation of all its faculty to uphold the values inculcated from great Guru and disseminate it to the society and in our journey ahead.

The manual on various committees functioning in the institution presents an overall view of the duties and responsibilities thrust upon the various cells for the smooth functioning of the institution. The manual is an attempt to decentralize the process of administration which calls for the participation and the hierarchical distribution of powers and responsibilities.

The goals and functions of the committees and cells highlights the vision and mission of the institution. The seniority and the work experience of the faculty will be key indicator of the allocation of work. The IQAC of the institution analyses the objectives and the functions of a committee or a cell at the end of the academic year and suggests necessary revisions or updates for the committees and cells for its smooth functioning for the succeeding academic year. The Head of the Institution presents the suggestions by IQAC before the College Council and approves the work distribution and the objectives of the respective committees. The work allocation will be given in the beginning of the academic year and the duties and responsibilities are assigned . The departmental distribution of work is assigned and is under the discretion of the respective heads of the departments.

PARTICIPATIVE LEADERSHIP

ADMINISTRATION

COLLEGE COUNCIL

The college council, a statutory body which functions under the statute of Mahatma Gandhi University, Kottayam comprises of Principal, Head of all Departments and two elected staff representatives. The IQAC coordinator, office superintendent, librarian and the co-ordinators of various cells and clubs will be the special invitees to the college council, to discuss the matters concerned to their area. The college council gives necessary advice for the Principal and assists Principal in all academic and administrative matters to ensure the smooth functioning of the institution.

PLANNING BOARD

- The college has set up the planning board in accordance with guidelines formulated by UGC. The planning board headed by Principal prepares proposals and estimates according to the requirements of various departments
- Ensures the effective utilisation of human resources in the university system
- Implementation of the strategic plan and ensures that the institution strives to attain the goals stated in the strategic plan

E GOVERNANCE CELL

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide e-facilities to students, teachers, Alumni and Parents in various activities relating to the institution.
- Facilitate easy access to the information and to maintain the data on a secure environment
- To monitor and help teachers with the online mode of teaching

ADMISSION COMMITTEE

- To conduct UG and PG admissions in accordance with the rules and guidelines of Mahatma Gandhi University
- To publicize the announcement of admission on a National level
- To ensure that the seats allocated in each segment is filled

DISCIPLINE COMMITTEE

- To maintain discipline and decorum of the institution
- The committee ensures that the students adhere to the code of conduct of the institution
- To create a conflict free teaching learning environment

WEBSITE COMMITTEE

- To maintain and upgrade the institutional website
- Utilisation of the institutional website to facilitate the branding of the college
- Timely upload of the documents as informed by NAAC at the time of DVV verification

PUBLIC RELATIONS COMMITTEE

- To create a link between the institution and the public space
- Drafts brochures, newspaper reports and advertisements regarding the events of the institution to circulate it among the public space
- To give updates on the events to the website committee
- To activate the perception value of the institution

PURCHASE COMMITTEE

- Ensure consistent and the right norms of procurement practices
- To support education by providing basic infrastructure
- Collect and compile the requirements of the various departments
- Invite tenders
- Maintain a stock register

ACADEMICS AND QUALITY MANAGEMENT

ACADEMIC PLANNING

The Internal Quality Assurance Cell (IQAC) of the institution monitors the academic activities of the institution to maintain the quality in the teaching learning process for an improved and better outcome. The IQAC makes suggestions for improvement before the Head of the institution and the college council and collects the action plans from departments and the supporting units and organizes an Annual Academic planning to incorporate suggestions from various institutional bodies.

IQAC

IQAC of the institution ensures the quality standards of the institution in all the teaching-learning process, curricular and co-curricular initiatives of the institution to fulfil criterions put forth by the National Accreditation and Assessment Council (NAAC).

- To maintain quality in all the activities of the institution
- To promote new ventures to improve the overall performance of the institution
- To prepare the institution for NAAC accreditation according to the guidelines listed in the NAAC Manual and also acts as a link between the institution and NAAC
- To prepare the institution for the upcoming National Education Policy (NEP 2020)
- An academic planning meet is organized by IQAC at the commencement of an academic year which brings all the teachers of the institution together to plan the strategies for the new academic year
- To ensure that the departments and clubs adheres to the proposed action plan
- To monitor the conduct of the certificate courses implemented by various departments. The guidelines are prepared for the certificate courses and the syllabus is uploaded in the college website
- IQAC reviews the teaching learning scenario and collects feedback from the stakeholders for the betterment of the institution
- To support and sustain the best practices of the institution
- To identify and highlight the institutional distinctiveness
- To promote research and innovation to enhance creativity and foster innovative ideas among students
- To organize Faculty Development Programmes for the enrichment of both teaching and non- teaching faculties which caters to their career advancement
- Submission of AQARs of the institution in a timely manner

INTERNAL EXAMINATION CELL

- Facilitates smooth and transparent conduct of internal examinations
- Prepares time table and seating arrangements for the conduct of internal examinations

EXTERNAL EXAMINATION CELL

- To ensure transparency in the conduct of University Examinations
- Disseminate information on the conduct of University Examination from Mahatma Gandhi University, Kottayam
- Ensure timely upload of internal examination marks to the University portal
- Exam squad during the examinations
- Maintains a link with the office of the Controller of Examinations, Mahatma Gandhi University, Kottayam

LIBRARY COMMITTEE

- Monitors the procurement of books and journals according to the requirements of various departments
- To supervise allocation and utilization of funds for the purchase of books by different departments
- Organize informative sessions and activities for students through Reader's Forum
- To digitalize library services
- Ensures that the students and teachers adhere to library rules and regulations

STUDENT SUPPORT AND WELFARE

COLLEGE UNION

- Intended to develop leadership qualities among students
- To support and maintain the basic requirements of students in the college campus
- To provide opportunities for students to excel in cultural, sports and academic affairs
- The College Union is guided by the staff advisors appointed by the Principal
- To preserve and uphold the vision and the ideals of the institution

ANTI RAGGING CELL

- To prevent any form of ragging within the campus
- To provide awareness on the consequences of ragging
- To address the issues and to take necessary actions as advised by the committee
- Zero Tolerance Policy is implemented for a healthy learning atmosphere

GRIEVANCE REDRESSAL COMMITTEE

- Draft procedures to address the grievances reported by the students
- Grievances regarding the academic matters, library, examinations, infrastructure or any other services could be raised or addressed by the students through Grievance Redressal Cell
- Documentation of grievances
- Analyse the complaint and prepare a report on the action taken by the cell

SC/ST/MINORITY/OBC CELL

- To ensure reservation of the students of the category
- To provide mechanism for the address of the grievances of the students of the category
- To make them aware of the scholarships and grants provided by government organizations
- To provide counselling sessions for the mental and physical wellness of the students of the category for their growth and development in academic and non- academic matters
- To extend counselling sessions on the caste based issues

GENDER EQUALITY FORUM

- To give awareness on gender related issues and concerns
- To create an inclusive learning environment for the students
- To organize Gender Champion events for students to promote gender neutral ideas
- To conduct gender audit in each academic year

INTERNAL COMPLAINTS COMMITTEE

- Ensure safe working and learning environment
- ICC is set up as per UGC Regulation 2015

- Organizes seminars and awareness sessions on sexual harassment at work place and the legal framework to deal with it
- Strives to create a campus free from discrimination, harassment or sexual assault at all levels

CAREER GUIDANCE AND PLACEMENT CELL

- Support students to develop and implement effective job search strategies.
- Work with faculty members, department heads and administration to integrate career planning with academic curriculum
- Empower students with life-long, career decision-making skills.
- Act as an interface among students, alumni and the employment civic.
- Generate awareness in the students regarding future career options.

RESEARCH AND INNOVATION

RESEARCH ADVISORY COMMITTEE

- Drafts the research policy and ensures that the institution adheres to the policy
- Promotes transparency and enhance the quality in research activities
- Organizes sessions on research methodology to update research scholars on the new perspectives in research
- Encourages teachers to undertake major and minor research projects
- Draft the code of ethics to check any kind of misconduct or plagiarism in research activities

JOURNAL COMMITTEE

- Ensure the timely release of Journal of Current Studies (JCS)
- To promote Journal of Current Studies beyond the campus and incorporate research articles from across the country
- Motivate the faculty to publish in indexed journals
- Disseminate information on journals and publishers
- Encourage faculty to publish in conference proceedings of indexed journals

INSTITUTION'S INNOVATION COUNCIL

- To develop creative and independent thinkers, who are capable and confident global citizens.
- To conduct different curricular and co-curricular activities to enhance the academic as well as extension activities
- To conduct various innovation and entrepreneurship related activities prescribed by Central MIC in time bounded fashion.
Identify and reward innovations and share success stories.
- Organize periodic workshops/seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pod for student innovators.
- Organize Hackathons idea competition; mini challenges etc with the involvement of industries.

ENTREPRENEURSHIP DEVELOPMENT CLUB

- To inculcate social virtues i.e., trustworthiness, integrity, hard work, discipline, honesty etc. as constituents of entrepreneurship.
- To develop entrepreneurial culture in students.
- To encourage students to take up entrepreneurship as a career.
- To bring in successful entrepreneur and students on a common platform
- Organize interactive sessions with successful entrepreneurs from outside as well as within the State.
- Conduct exhibitions to explore the talents of the students.
- Organize industrial visits to business enterprises within the State.
- To introduce talented youths to industrial research Organisations.

INSTITUTIONAL WELFARE

PARENTS TEACHER'S ASSOCIATION

- Plays a dominant role in the academic, administrative and co-curricular activities of the institution
- Develops a rapport between parents, teachers and the institution

- Provides financial assistance for the departmental activities
- Regular meetings are conducted to help students with academics
- Plays a vital role to maintain decorum of the institution

ALUMNAE ASSOCIATION

- To connect the existing alumnus with the college and bridge the gap of communication between alumnus and students.
- To provide financial assistance to the development of the institution
- To advice and conduct activities that shall motivate and upgrade student skill sets.
- To associate with the college management in planning and execution of alumni events.

EXTENSION PROGRAMMES

EXTENSION ACTIVITY MONITORING CELL

- To monitor and provide suggestions to the extension activities and community engagement programmes organized by various departments
- To monitor the smooth conduct of the village adoption programme by various departments. Under the guidance of IQAC, the cell collects suggestions and the proposed activities from departments and supports the departments to organize the activities
- Strives to attain the Sustainable Development Goals of United Nations through community engagement and outreach programmes