DOCUMENTARY EVIDENCE FOR

6.1.1. The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

POLICY DOCUMENTS

E. K. Nayanar Memorial Government College, Elerithattu

Elerithattu P.O.,Nileshwar Via.Kasaragod Dist., Kerala - 671314

+91-467 2245833

eknmgovtcollege@yahoo.com

SCHOLARSHIPS AND ENDOWMENTS POLICY AND PROCEDURES

POLICY

AREA: STUDENT SUPPORT	POLICY NO. 101/2021	DOCUMENT OWNER: PRINCIPAL
Title: Scholarships & Endowments	Date: 15 June 2021	

POLICY STATEMENT

The aim of this policy and procedure document is to outline the scholarships offered by the government and endowments established by E. K. Nayanar Memorial Government College, Elerithattu. It also delineates the criteria and procedures for selecting and granting these scholarships and endowments to students, aligning with the institution's Vision and Mission.

E. K. Nayanar Memorial Government College Elerithattu Endowments

Endowments for students are established by alumni, well-wishers, and faculty members. The criteria for selection are determined by the donor in collaboration with the Principal and Department Heads. Each year, these endowments are awarded during the College Day ceremony. The college has a total of 10 endowments, encompassing all departments..
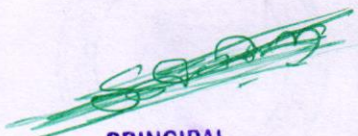
Government scholarships

Aim:

As a government college, it is the responsibility of the institution to ensure that all eligible students receive government scholarships. To guarantee this, a Scholarship Committee is established, led by a Scholarship Nodal Officer within the college..

Constitution of committee

1. Annually, the principal forms a Scholarship Facilitation Committee.
2. This committee is overseen by a designated Nodal Officer for Scholarships.
3. A representative from each department serves as a member of the committee.

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Duties and responsibilities of the committee

1. Circulation of notifications of Scholarships among the students through college website, social media and announcements in college and notice board
2. Guidance and assistance to the students for online application of scholarships
3. Conducting tutorial sessions for students on scholarship, eligibility criterion and application process
4. Institutional level verification of the scholarship and rectification
5. Monitoring the progress and follow up.

E-grantz

Online Centralised System faculties disbursement of financial assistance for Students of SC, ST, OBC and economically weaker community in the state of Kerala. On an average 65 percentage of the students belong to the above category. College ensures that all these students get E-grantz.

Procedure:

A section clerk is entrusted to ensure the availability of E-grantz to all the eligible students.

Students can approach the informatics centre for online application

The section clerk acts as a mediator between the government departments and the students .

Private Scholarships:

It is the duty of the Scholarship committee to find information and notifications of various private scholarships.

Feedback

College staff and students may provide feedback about this document by emailing

iqaceleri@gmail.com

Approval and Review details	
Approval Authority : College Council	Approved on : 15 June 2021
Administrator : Principal	Next review date : 1 June 2025

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GENDER POLICY

POLICY

AREA: EQUAL OPPORTUNITY	POLICY NO. 102/2021	DOCUMENT OWNER: PRINCIPAL
Title: Gender policy	Date: 15 June 2021	

POLICY STATEMENT

1. E.K. Nayanar Memorial Government College, Elerithattu's mission is to provide exceptional educational opportunities to all, irrespective of caste, creed, or gender.

2. E.K. Nayanar Memorial Government College, Elerithattu is dedicated to being an equal opportunity employer, ensuring no gender-based discrimination in the recruitment and selection of both academic and administrative staff.

3. E.K. Nayanar Memorial Government College, Elerithattu maintains a zero-tolerance policy towards any form of sexual harassment, whether it's verbal, physical, or emotional.

4. The Women's Development Cell of E.K. Nayanar Memorial Government College, Elerithattu will arrange workshops, discussions, and expert sessions to raise awareness among students and staff about gender-related issues.

5. Academic assessments at E.K. Nayanar Memorial Government College, Elerithattu will be conducted fairly without any bias towards any gender, and concerns regarding this matter should be reported to the women's grievance redressal cell for appropriate actions.

6. E.K. Nayanar Memorial Government College, Elerithattu will implement measures to prevent any form of gender-based discrimination in the utilization of campus facilities.

7. The Internal Complaints Committee at E.K. Nayanar Memorial Government College, Elerithattu will handle gender-related complaints from both teaching and non-teaching staff and report them to the Principal.

8. The Grievance Redressal Committee at E.K. Nayanar Memorial Government College, Elerithattu will address student complaints regarding sexual harassment and suggest necessary measures.

9. E.K. Nayanar Memorial Government College, Elerithattu will provide specific infrastructure facilities to ensure a safe environment for women to relax and engage in physical activities.

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10. The Gender Justice Committee at E.K. Nayanar Memorial Government College, Elerithattu is responsible for advocating and upholding gender equality within the campus community.

OBJECTIVES

THE GOALS OF THIS GENDER POLICY AT E.K. NAYANAR MEMORIAL GOVERNMENT COLLEGE, ELERITHATTU, ARE:

1. FOSTER AN INCLUSIVE ENVIRONMENT AND ENSURE EQUAL OPPORTUNITIES REGARDLESS OF GENDER.

2. CULTIVATE A CULTURE OF RESPECT AND APPRECIATION FOR INDIVIDUALS OF ALL GENDERS, ENCOMPASSING MEN, WOMEN, AND TRANSGENDER PEOPLE.

3. DEVELOP PROTOCOLS FOR ADDRESSING GENDER-RELATED INEQUALITIES WITHIN THE INSTITUTION.

FEEDBACK

The staff and students of E.K. Nayanar Memorial Government College, Elerithattu may provide feedback about this document by emailing iqaceleri@gmail.com

Approval and Review details	
Approval Authority: College Council	Approved on: 15 June 2021
Administrator: Principal	Next review date: 1 June 2025

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POLICY ON
SOCIAL MEDIA AND WEBSITES

POLICY

AREA: PUBLIC INFORMATION	POLICY NO. 103/2021	DOCUMENT OWNER: PRINCIPAL
Title: Social Media and Websites	Date: 15 June 2021	

E. K. Nayanar Memorial Government College, Elerithattu embraces technological advancements and harnesses social media for engaging with stakeholders and the public responsibly. The college prioritizes its official website for communicating with society.

PURPOSE OF SOCIAL MEDIA AND COLLEGE WEBSITE

1. Disseminate information about E. K. Nayanar Memorial Government College, Elerithattu, including admission procedures and regulations, to prospective students.

2. Strengthen camaraderie and community bonds among newly enrolled students.

3. Provide guidance on examination schedules, fee payments, and related administrative matters.

4. Distribute online educational materials for remote learning purposes.

5. Coordinate gatherings and encourage active participation from the college community.

6. Cultivate social, professional, and educational networks within the broader college community.

7. Elevate the reputation of E. K. Nayanar Memorial Government College, Elerithattu.

8. Share updates and announcements about news and events relevant to the college.

POLICY ON THE USE OF COLLEGE NAME AND LOGO

1. E. K. Nayanar Memorial Government College, Elerithattu, permits Heads of Departments/Program Coordinators and Club Coordinators to utilize the official logo and college name in brochures and handouts.

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2. The original digital file must be obtained from the College Office and utilized without altering the color or graphics.

COLLEGE SOCIAL MEDIA PLATFORM POLICY

College Social Media Platform Policy:

1. Staff members are responsible for posting content on the college's official Facebook, Instagram, and YouTube accounts.

2. Only public information may be shared on these platforms.

3. Sensitive personal or confidential information must be promptly removed by the site administrator.

4. Content must not challenge national integrity or offend religious or gender sensitivities. Discrimination based on caste, creed, gender, or religion is prohibited.

5. Students and staff using college social media for official purposes must comply with relevant college policies.

Guidelines

Social Media Communication Guidelines for E. K. Nayanar Memorial Government College, Elerithattu:

1. Uphold respectful communication standards.

2. Refrain from behaviors that might offend the E. K. Nayanar Memorial Government College, Elerithattu community.

3. Provide accurate and clear information.

4. Exercise diligence in content creation, considering that it may be viewed by diverse stakeholders and remain public for an extended duration.

5. Avoid sharing content that challenges national integrity, causes harm to religious or gender sentiments, or discriminates based on caste, creed, gender, or religion.
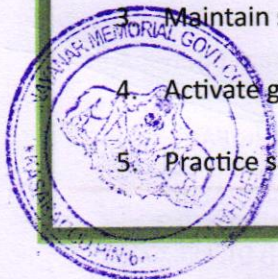
Guidelines for Personal Social Media Use:

1. Restrict the disclosure of personal and professional information.

2. Utilize strong and unique passwords for each social media account.

3. Maintain separate passwords for all social media accounts.

4. Activate geolocation services sparingly, as needed.

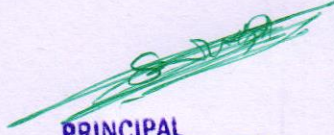5. Practice safe browsing practices consistently.

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6. Ensure the security of the internet connection.

7. Exercise caution when encountering suspicious content, refraining from clicking on or downloading it.

Approval and Review details	
Approval Authority : College Council	**Approved on: 15 June 2021**
Administrator : Principal	**Next review date: 1 June 2025**

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ADD-ON COURSES POLICY AND PROCEDURE

POLICY

AREA: STUDENT SUPPORT	POLICY NO. 104/2021	DOCUMENT OWNER: PRINCIPAL
Title: Add-on courses	Date: 15 June 2021	

The blueprint is designed to create a framework for offering short-term career enhancement courses at E.K.Nayanar Memorial Government College, Elerithattu.

SCOPE

This policy is applicable to the Principal, Heads of Departments (HODs), coordinators of certificate programs, the Internal Quality Assurance Cell (IQAC) coordinator, and students of E.K.Nayanar Memorial Government College, Elerithattu.

POLICY STATEMENT

1. E.K.Nayanar Memorial Government College, Elerithattu is committed to enhancing students' skills and providing better career opportunities through additional certificate courses. Recognizing the need for students to acquire supplementary knowledge and expertise to fulfill their career aspirations, the college acknowledges feedback from employers and alumni indicating the demand for additional skills in many job roles. Certificate courses are tailored to meet industry requirements.

2. The college endeavors to offer these courses to students free . Add - on courses provided by E.K.Nayanar Memorial Government College, Elerithattu are required to have a minimum duration of 30 hours.

3. In some instances, external faculties or firms may be engaged to deliver these certificate courses. In such cases, the Principal, HOD, Certificate Programme coordinator, and IQAC coordinator will engage in discussions with the external parties and may establish a Memorandum of Understanding (MoU) to protect the interests of E.K.Nayanar Memorial Government College, Elerithattu.

RESPONSIBILITIES

1. Each department must appoint an Add -on Course Programme coordinator at E.K.Nayanar Memorial Government College, Elerithattu.

2. The department's Board of Studies will determine student intake, course syllabus, and duration.

3. If external parties are involved, the Principal, HOD, and Add -on Course Programme coordinators must negotiate and sign a MoU at E.K.Nayanar Memorial Government College, Elerithattu.

4. The Principal, IQAC Coordinator, and HODs should inform students about certificate courses, including syllabi, and duration, through induction programs and the college website at E.K.Nayanar Memorial Government College, Elerithattu.

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5. Admission to Add -on Courses should be conducted fairly on a first-come, first-served basis by the IQAC Coordinator and HODs at E.K.Nayanar Memorial Government College, Elerithattu.

6. Add -on Course Programme coordinators and HODs must ensure courses are completed on time, without overlapping with internal or semester exams at E.K.Nayanar Memorial Government College, Elerithattu.

7. Students must attend courses and exams and follow instructions from the Add -on Course Programme coordinator at E.K.Nayanar Memorial Government College, Elerithattu.

PROCEDURE

1. The Board of Studies (BoS) is established by the department under the directive of the Principal and IQAC, comprising senior faculty members, external subject experts, and industrial professionals.

2. The BoS should consist of a maximum of six members.

3. The BoS is reconstituted every five years when introducing a new add-on course.

4. The purpose and necessity of the add-on course are determined in departmental BoS meetings.

5. The HOD/department appoints a staff member as the course coordinator.

6. The BoS develops the syllabus, identifies external faculty/firms if needed, and submits proposals to the HOD/Programme coordinator for approval during BoS meetings.

7. Course details, including syllabus and exam patterns, are communicated to students through the college website and brochures.

8. Applicants can contact their respective departments, and a list of pre-admitted students is displayed on the department notice board and communicated to students.

9. The course adheres to the Add-on Course policy, with exams conducted and certificates issued to eligible students.

Document Control

1. The approval of syllabus should be documented in the minutes of the Board of Studies meetings.
2. The Add-on Course Programme coordinator should be the custodian of the following documents: a) syllabus, b) list of enrolled students, c) student attendance, d) exam details, e) mark lists, f) list of students eligible for certificates, g) copies of issued certificates, and h) feedback.

Feed back

Staff and students of E.K.Nayanar Memorial Government College are encouraged to provide feedback through a feedback form.

Approval and Review details	
Approval Authority: College Council	Approved on: 15 June 2021
Administrator : Principal	Next review date: 1 June 2025

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ENVIRONMENT & WASTE MANAGEMENT POLICY

POLICY

AREA: QUALITY SUPPORT	POLICY NO. 107/2021	DOCUMENT OWNER: PRINCIPAL
Title: Environment	Date: 15 June 2021	

POLICY STATEMENT

E. K. Nayanar Memorial Government College, Elerithattu acknowledges its legal and ethical responsibility to conduct its activities in a manner that mitigates adverse impacts on the environment, prevents pollution, and promotes environmental awareness for future generations, aligning with Article 51-A of the Indian Constitution. The following policy is aimed at fostering long-term benefits for the E. K. Nayanar Memorial Government College, Elerithattu community:

1. All campus activities will adhere to environmental and legal standards, regulations, and directives.

2. Natural factors will be considered in major decisions, including campus development and daily operations.

3. Environmental awareness, especially among students, will be promoted to highlight the fragility of the environment.

4. Priority will be given to waste reduction, with a focus on reuse wherever feasible.

5. Innovative strategies will be implemented to minimize resource consumption, including energy and water.

6. Initiatives will be undertaken to harness rainwater and solar energy, aiming for self-sustainability.

7. The college's environmental performance will be evaluated annually through audits to ensure continual improvement in environmental, energy, and green practices.

AWARENESS & CONSERVATION-RESPONSIBILITIES & GUIDELINES

1. This policy will be disseminated to all students, teaching, and non-teaching staff of E. K. Nayanar Memorial Government College, Elerithattu and will be made available to the public through the college website.

2. Newly enrolled students will receive information about waste management policies and regulations during the Student Induction Programme.

3. NSS Unit and other volunteer students are tasked with conducting year-round awareness programs to promote environmental consciousness and develop innovative approaches for environmental protection.

4. The NSS unit of the college will actively engage in raising awareness among the student body.

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5. The Department of physics , in collaboration with the Internal Quality Assurance Cell (IQAC), will conduct regular green audits.

6. The coordinator and volunteers of NSS will collaborate with the college to undertake responsibilities such as tree sapling planting, vermicompost creation, and organizing awareness programs.

7. Monitoring the college's waste management system is a shared responsibility between the college management and the respective departments.

8. The Department of English, B Com, Physics and Hindi in partnership with NSS, will take measures to preserve the biodiversity richness of the campus.

9. Department heads are responsible for implementing waste management and energy conservation measures within their departments.

CONTRIBUTION TO THE ENVIRONMENT

As part of its environmental commitment, E. K. Nayanar Memorial Government College, Elerithattu endeavors to reduce its environmental footprint through various policy measures, including:

1. Planting and nurturing a minimum of two hundred saplings of indigenous varieties, with mango trees (Kuttiattoor variety) which is geographically tagged.

2. Establishing a medicinal garden under the NSS supervision

3. Implementing polyhouse farming initiatives facilitated by the Krishibhavan, West Eleri Gramapanchayath

4. Cultivating a vegetable garden through the efforts of the National Service Scheme (NSS).

5. Installing a solar energy plant capable of generating 100 kWh per day.

6. Planning to expand the solar energy capacity in the coming years to further reduce reliance on conventional energy sources.

7. Increase rain water harvesting capacity to 100,000 litres in next five years.

8. Promote energy efficient electronic equipment,

9. Reduce the use of paper every year at least 20% than the previous year by making paper less procedures in office and departments.

Feedback

College staff and students may provide feedback about this document by emailing to iqaceleri@gmail.com

Approval and Review details	
Approval Authority: College Council	**Approved on: 15 June 2021**
Administrator: Principal	**Next review date: 1 June 2025**

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E- GOVERNANCE POLICY

POLICY

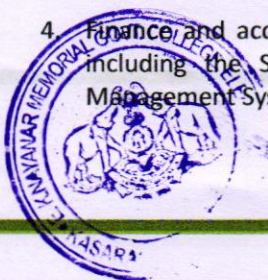| AREA: ADMINISTRATIVE SUPPORT	POLICY NO. 106/2021	DOCUMENT OWNER: PRINCIPAL
Title: E- Governance policy	Date: 15 June 2021	

E. K. Nayanar Memorial Government College, Elerithattu has implemented e-governance to improve governance through transparency, participation and accountability among stakeholders. Key areas of focus within e-governance include administration and academics. As an affiliated and aided college, it leverages the e-governance resources provided by the affiliated university and the Government of Kerala to its advantage.
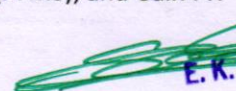
Scope

This policy applies to the Principal, teaching and non-teaching staff, students of E. K. Nayanar Memorial Government College, Elerithattu, as well as individuals seeking admission to the college.

POLICY STATEMENT

1. Integrating ICT into the governance of E. K. Nayanar Memorial Government College, Elerithattu is essential in today's context. The gradual introduction of e-governance across all aspects of institutional management and operations aims to ensure transparency, accountability, and efficient data handling.

2. E. K. Nayanar Memorial Government College, Elerithattu maintains a Management Information System (MIS) for managing data related to teaching staff, non-teaching staff, and students. The MIS serves multiple purposes, including continuous evaluation of student performance, provision of study materials, and assessment of internal marks.

3. As an affiliated college of Kannur University, the admission process at E. K. Nayanar Memorial Government College, Elerithattu is conducted through the Centralised Admission Process (CAP). However, community quota and sports quota seats are filled through the online facility available on the college website.

4. Finance and accounts at E. K. Nayanar Memorial Government College, Elerithattu utilize various systems including the Service and Payroll Administrative Repository of Kerala (SPARK), Bill Information and Management System (BIMS), Public Financial Management System (PFMS), and Gain PF.

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5. University exam registration and fee payments are conducted through the Kannur University portal at E. K. Nayanar Memorial Government College, Elerithattu.
6. Scholarships and free ships are facilitated through respective e-portals at E. K. Nayanar Memorial Government College, Elerithattu

RESPONSIBILITIES

1. The Principal at E. K. Nayanar Memorial Government College, Elerithattu appoints committees for ICT/office automation and website management.

2. These committees provide recommendations for the enhancement and effective implementation of e-governance initiatives within the institution.

PROCEDURE

1. The ICT/office automation and website committees at E. K. Nayanar Memorial Government College, Elerithattu suggest periodic revisions and updates to the e-governance policy.

2. Proposals from these committees are presented to the college council.

3. Decisions made by the college council concerning e-governance are communicated to the college authority for approval and implementation.

DOCUMENT CONTROL

1. The college authority, in consultation with the staff council, determines the e-governance policy at E. K. Nayanar Memorial Government College, Elerithattu. The ICT/office automation and website committees ensure periodic updates and revisions.

Feedback

College staff and students may provide feedback about this document by emailing to iqaceleri@gmail.com

Approval and Review details	
Approval Authority: College Council	Approved on: 15 June 2021
Administrator: Principal	Next review date: 1 June 2025

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POLICY APPLYING TO DIFFERENTLY ABLED PERSONS

POLICY

AREA: STUDENT SUPPORT	POLICY NO. 105/2021	DOCUMENT OWNER: PRINCIPAL
Title: Differently Abled Persons	Date: 15 June 2021	

POLICY STATEMENT

The outlined policies and procedures ensure that E. K. Nayanar Memorial Government College, Elerithattu promotes social inclusion for differently abled persons. The college ensures prompt access to all facilities for differently abled students and staff. Additional resources are available for eligible students, as the college is committed to providing equal opportunities for all, including the differently abled.

ADMISSION TO STUDENTS WITH DISABILITY

PROCEDURE:

College strictly follows the guidelines of University of Kannur to ensure the enrolment of differently abled students. The volunteers from NSS help the differently abled students and their parents during the process of admission.

SCRIBE FACILITIES & GRACE MARKS

PROCEDURE:

Visually impaired students, students with motor disability, and students with mental disabilities are provided assistance to write the written exams (University examination) in the College. Students who need scribe, should give request to the Principal well in advance. After the approval by the Principal of the College, the requests are being sent to the concerned University by the Examination section in the Administrative Office. The list of such students is sent to the Superintendent of Examination from the office of Controller of Examinations. The Superintendent of Examination ensures arrangements to provide ground floor examination halls for differently abled students.

RESPONSIBILITY:

Principal, Controller of Examinations, Administrative Office, Exam Superintendent

PROCEDURE:

Students with serious disabilities can enter the premises of the college and can park their vehicles close to the college building. Those students who are eligible for the, above mentioned concession should submit their application to the Principal's Office. The list of vehicles which are given special permission is forwarded to the Security Officer. Along with this, the list of students who need wheelchairs are also forwarded to the Principal. Subsequently, the Principal distributes the wheel chairs to the needy.

RESPONSIBILITY:

Principal, Security Officer

RAMPS AND TOILETS

PROCEDURE:

Ramps are made available to the classrooms. Differently abled friendly toilets are also arranged for the students. The college also ensures the availability of sufficient facilities for the differently abled students.

RESPONSIBILITY:

Principal

Approval and Review details	
Approval Authority: College Council	Approved on: 15 June 2021
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