



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

KEY INDICATOR

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 INSTITUTIONAL VISION AND LEADERSHIP

METRIC 6.1.2

Institution practices decentralization and participative management

RELEVANT DOCUMENTS TO INDICATE DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT

Affidavit

I do hereby certify that, all pages in this document are duly authenticated by me, under my privilege as the Head of the institution of National College for Teacher Education, Vengola, Ernakulam, Kerala



Dr. N. SETHU MADHAVAN
PRINCIPAL
NATIONAL COLLEGE FOR TEACHER EDUCATION
IQBAL SQUARE, MEPRATHUPADY
VENGOLA, PERUMBAAVOOR - 683 556

Tel : 0484 2522583, 0484 2525603

E-mail : nationalcollege09@gmail.com, Website : www.nationalcollege.edu.in



National College for Teacher Education

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FACULTY IN CHARGE OF ACTIVITIES- 2023-2024

- | | |
|-------------------------|---|
| 1. Assembly | - Ms. Saranya Devi K S |
| 2. Examination- M.Ed | - Ms. Sreeja V |
| B.Ed | - Ms. Saranya Devi K S |
| 3. Arts fest | - Mr. Ajay Udayan
Ms. Anjaly R |
| 4. Staff Editor | - Dr. Smitha Kunjappan |
| 5. Staff Advisor | - Mr. Jayakrishnan P V |
| 6. SUPW | - Ms. Sreeja V |
| 7. College Election | - Mr. Jayakrishnan P V
Ms. Shameena M E |
| 8. Practice Teaching | - Mr. Jayakrishnan P V |
| 9. Hand Book | - Dr. Achamma P Mathew
Ms. Shameena M E |
| 10. Tour | - Mr. Jayakrishnan
Ms. Saranya Devi KS |
| 11. Alumni | - Ms. Saranya Devi K V |
| 12. Course Co-Ordinator | - Mr. Jayakrishnan - B.Ed
Dr. Rajeswari K V - M.Ed |
| 13. Documentation | - Ms. Sreeja V |
| 14. N.S.S | - Mr. Jayakrishnan P V |
| 15. MOOC Co-ordinator | - Ms. Anjaly R |
| 16. AISHE | - Mr. Jayakrishnan P V |
| 17. IQAC | - Ms. Sreeja V |
| 18. NIRF | - Dr. Smitha Kunjappan |



Dr. N. SETHU MADHAVAN
PRINCIPAL

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FACULTY IN CHARGE OF ACTIVITIES- 2022-2023

1.	Benazir	Assembly
2.	Saranya Devi	Examination
3.	Jayakrishnan	Arts fest
4.	Smitha kunjappan	Staff editor
5.	Jayakrishnan P.V.	Staff advisor
6.	Sreeja v	Supw
7.	Jayakrishnan	College election
8.	Jayakrishnan P.V.	Practice teaching
9.	Achamma P. Mathew	Hand book
10.	Jayakrishnan,sreeja	Tour
11.	Saranya	Alumini
12.	Jayakrishnan, Dr. Rajeswary	Course co-ordinator
13.	Sreeja v	Documentation
14.	Arun TRam	N.S.S
15.	Anjaly	Mooc coordinator
16.	Jayakrishnan P.V.	Aishe
17.	Sreeja v	Iqac



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FACULTY IN CHARGE OF ACTIVITIES- 2021-2022

1. Assembly & Discipline - Neena Thankappan
2. Examinations & Documentation - Devassy Po
3. Arts Festival & Art Education - Remadevi
Subha R. Kurup
4. Records - Jayakrishnan P. V. &
5. Staff Editor - K. Kuttappan
6. College Election - Jayakrishnan P. V.
7. SUPW - Rema Devi
8. Staff Advisor - K. Kuttappan
9. Practice Teaching - Chinnu T. P. &

10. Course Co-ordinator - Jayakrishnan P. V.
11. Hand Book - K.Kuttappan
12. Tour - Jayakrishnan P. V.
Subha R. Kurup
13. NOSA - K.Kuttappan &
Sanjeev V.



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FACULTY IN CHARGE OF ACTIVITIES- 2019-2020

1. Assembly & Discipline - Neena Thankappan
2. Examinations & Documentation - Chinnu T. P.
3. Arts Festival & Art Education - Sreekuttan K.V. & Subha R. Kurup
4. Records - Jayakrishnan P. V. &
5. Staff Editor - K. Kuttappan
6. College Election - Jayakrishnan P. V.
7. SUPW - Sreekuttan K.V.
8. Staff Advisor - K. Kuttappan
9. Practice Teaching - Chinnu T. P. & Sreekuttan P.V.
10. Course Co-ordinator - Jayakrishnan P. V.
11. Hand Book - K.Kuttappan
12. Tour - Jayakrishnan P. V
Subha R. Kurup
13. NOSA - K.Kuttappan & Sanjeev V.



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DISCIPLINE COMMITTEE MEMBERS

	Sl. No	POSITION	IN CHARGE
2023-24	1	Principal	Dr. N. Sethumadhavan
	2	Vice Principal	Mr. Jayakrishnan P V
	3	Teacher in charge	Dr.Rajeswari K V
	4	Teacher in charge	Dr. Smitha Kunjappan
2022-23	1	Principal	Dr. N. Sethumadhavan
	2	Vice Principal	Mr. Jayakrishnan P V
	3	Teacher in charge	Dr.Rajeswari K V
	4	Teacher in charge	Dr. Smitha Kunjappan
2021-22	1	Principal	Dr. N. Sethumadhavan
	2	Vice Principal	Mr. Jayakrishnan P V
	3	Teacher in charge	Dr. Viji Ramakrishnan
	4	Teacher in charge	Ms. Pooja S
2020-21	1	Principal	Dr. N. Sethumadhavan
	2	Teacher in Charge	Mr. Jayakrishnan P V
	3	Teacher in charge	Ms. Radha Devi A S
	4	Teacher in charge	Ms. Neena Thankappan



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2019-20	1	Principal	Dr. Achamma P Mathew
	2	Teacher in Charge	Mr. Jayakrishnan P V
	3	Teacher in charge	Ms. Radha Devi A S
	4	Teacher in charge	Ms. Neena Thankappan

INTERNAL COMPLAINTS COMMITTEE

	Sl. No	POSITION	IN CHARGE
2023-24	1	Principal	Dr. N. Sethumadhavan
	2	Presiding Officer	Mr. Jayakrishnan P V
	3	Faculty Members	Dr. Rajeswari K V Dr. Smitha Kunjappan
	4	Student Representatives	Abin Abraham (M.Ed.) Parvathy Murali (II Year) Rineesha P R (I Year)
2022-23	1	Principal	Dr. N. Sethumadhavan
	2	Presiding Officer	Mr. Jayakrishnan P V
	3	Faculty Members	Dr. Benazir O A



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			Ms. Sreeja V
	4	Student Representatives	Said Mohammed Haseem (M.Ed.) Parvathy Murali (I Year) Silpa P S (II Year)
2021-22			
	1	Principal	Dr. N. Sethumadhavan
	2	Presiding Officer	Mr. Jayakrishnan P V
	3	Faculty Members	Ms. Ann Mary Johny Dr. Viji Ramakrishnan
	4	Student Representatives	Anees (M.Ed.) Linumol C M (II Year) Silpa P S (I Year)
2020-21			
	1	Principal	Dr. N. Sethumadhavan
	2	Presiding Officer	Mr. Jayakrishnan P V
	3	Faculty Members	Ms. Subha R Kurup Mr. Devassy P O
	4	Student Representatives	Vincy Poullose (M.Ed.) Linumol C M (I Year) Titto Varghese (II Year)



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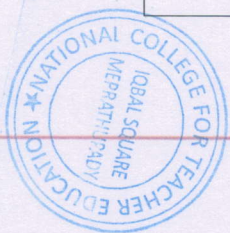
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2019-20	1	Principal	Dr. Achamma P Mathew
	2	Presiding Officer	Mr. Jayakrishnan P V
	3	Faculty Members	Ms.Radha Devi A S Mr. Sreekuttan
	4	Student Representatives	Aju P John (M.Ed.) Emin George (II Year) Titto Varghese (I Year)

GRIEVANCE CELL

	Sl. No	POSITION	IN CHARGE
2023-24	1	Chairman	Dr. N. Sethumadhavan (Principal)
	2	Convenor cum Secretary	Mr. Jayakrishnan P V
	3	Staff Advisor	Dr. Smitha Kunjappan
	4	Faculty in Charge	Dr. Rajeswary V
	5	Administrative Officer	Shri CP Ummer
	6	Student Representative	Ms. Rineesha P R



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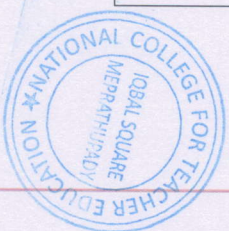


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	Sl. No	POSITION	IN CHARGE
2022-23	1	Chairman	Dr. N. Sethumadhavan (Principal)
	2	Convenor cum Secretary	Mr. Jayakrishnan P V
	3	Staff Advisor	Dr. Achamma P Mathew
	4	Faculty in Charge	Dr. Benazir O A
	5	Administrative Officer	Shri CP Ummer
	6	Student Representative	Mr. Azad Sabu
2021-22	1	Chairman	Dr. N. Sethumadhavan (Principal)
	2	Convenor cum Secretary	Mr. Jayakrishnan P V
	3	Staff Advisor	Dr. Achamma P Mathew
	4	Faculty in Charge	Ms. Subha Kurup
	5	Administrative Officer	Mr. Muhammadali K A



(Handwritten signature)

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	6	Student Representative	Ms. Jisma Sherin
2020-21	Sl. No	POSITION	IN CHARGE
	1	Chairman	Dr. N. Sethumadhavan (Principal)
	2	Convenor cum Secretary	Mr. Jayakrishnan P V
	3	Staff Advisor	Dr. Achamma P Mathew
	4	Faculty in Charge	Ms. Neena Thankappan
	5	Administrative Officer	Mr. Muhammadali K A
	6	Student Representative	Ms. Rasitha Sagar
	2019-20	Sl. No	POSITION
1		Chairman	Dr. Achamma P Mathew
2		Convenor cum Secretary	Mr. Jayakrishnan P V
3		Staff Advisor	Shri. K Kuttappan
4		Faculty in Charge	Ms. Chinnu T P
5		Administrative Officer	Mr. Muhammadali K A



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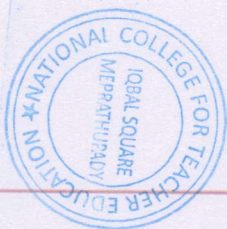
Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

	6	Student Representative	Ms. Swathy Sajeevan
--	---	---------------------------	---------------------

ACADEMIC ADVISORY COMMITTEE

1. Dr N Sethumadhavan
2. Prof KP Shankaran
3. Dr Shakeela Shamsu
4. Dr N Krishnankutty Nambeesan
5. Dr NM Madhavan
6. Dr Kunju Muhammed Pulavath
7. Dr Achama P Mathew
8. Dr Kavitha N Karun a
9. Dr Alka Abbas.

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6.1 INSTITUTIONAL VISION AND LEADERSHIP

METRIC 6.1.2

Institution practices decentralization and participative management

ANY ADDITIONAL INFORMATION

Affidavit

I do hereby certify that, all pages in this document are duly authenticated by me, under my privilege as the Head of the institution of National College for Teacher Education, Vengola, Ernakulam, Kerala



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ADMISSION COMMITTEE

Admission Committee Constituted vide UO No: 4860/AC A1/2022/MGU dated 10.05.2022

National College, Vengola

Principal		Admission Nodal Officer	
Name*	Dr N SETHUMADHAVAN	Name*	JAYAKRISHNAN P V
Designation*	Principal ▼	Designation*	Assistant Professor ▼
Email*	nationalcollege09@gmail.c	Email*	jayakrishnanams@gmail.cc
Mobile Number*	9447295266	Mobile Number*	9387063382
Alternate Mobile Number/ WhatsApp Number	9447295266	Alternate Mobile Number/ WhatsApp Number	9387063382

MGU UGP Academic Coordinators / Nodal-Officers		Vice Principal	
Name*		Name	JAYAKRISHNAN P V
Email*		Designation	Assistant Professor ▼
Mobile Number*		Email	jayakrishnanams@gmail.cc
Alternate Mobile Number/ WhatsApp Number		Mobile Number	9387063382
		Alternate Mobile Number/ WhatsApp Number	9387063382

Faculty Member(Faculty of Commerce)		Non Teaching Staff Member	
Name	JAYAKRISHNAN P V	Name*	SAPUVAN T H
Designation	Assistant Professor ▼	Designation*	UD Clerk ▼
Email	jayakrishnanams@gmail.cc	Email*	nassalali@gmail.com
Mobile Number	9387063382	Mobile Number*	9995158587
Alternate Mobile Number/ WhatsApp Number	9387063382	Alternate Mobile Number/ WhatsApp Number	9995158587

Faculty Member(Faculty of Science)		Faculty Member(Faculty of Arts/Humanities)	
Name	SREEJA V	Name	Dr.SMITHA KUNJAPPAN
Designation	Assistant Professor ▼	Designation	Assistant Professor ▼
Email	vishnulekshmi6@gmail.com	Email	smithasanu5252@yahoo.cc
Mobile Number	7034510382	Mobile Number	9747022897
Alternate Mobile Number/ WhatsApp Number	7034510382	Alternate Mobile Number/ WhatsApp Number	9747022897

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DUTY ALLOCATION



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Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

Date-04/07/2022

To
Dr Benazir .O.A
National College for Teacher Education
Madam,

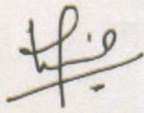
Sub: Appointment as Lab Incharge reg:-

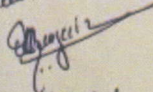
You are here by appointed as Lab Incharge of the college from 4th July 2022 onwards for the year 2022-2023. You are requested to arrange the lab with proper charts, equipments etc and you have to maintain a stock register. You have to submit the stock register on or before 15th July 2022.

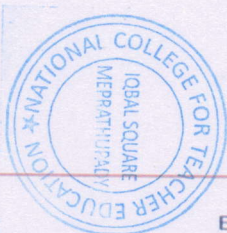
Yours faithfully,

Principal
National College
Dr. N. SETHU MADHAVAN
PRINCIPAL
NATIONAL COLLEGE FOR TEACHER EDUCATION
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VENGOLA, PERUMBAVOOR-683 556




Manger
National College
MANAGER
NATIONAL COLLEGE FOR
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VENGOLA - 683 556

Received

7/7/2022



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Dated: 25 /05/2022

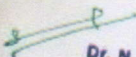
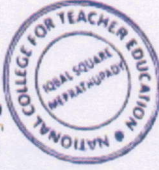
To
Sri Jayakrishnan P.V
National College for Teacher Education


Sir,

Sub: Certificate of transfer of charge: - reg.

Here handing over principal charge to Sri Jayakrishnan P.V from 25th May to June 15th 2022.

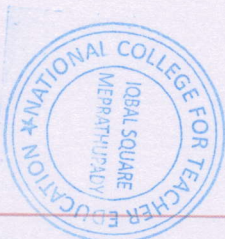
Handed over by
Dr.N Sethu Madhavan

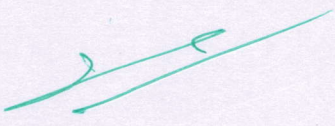
Signature  
Dr. N. SETHU MADHAVAN
PRINCIPAL
NATIONAL COLLEGE FOR TEACHER EDUCATION
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Taken over by 
Sri Jayakrishnan P.V

Signature _____

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Date: 10-06-2022

Important notice

To

Mrs Saranya Devi KS

Asst Professor

National College for Teacher Education

Madam,

You are hereby appointed as the in charge of the National College Ladies Hostel from 10th June 2022 onwards for the academic year 2022-2023. You are requested to take care of the matters of the students in hostel like their discipline, their movement to outside the hostel, keeping the hostel registers, food problems, problems related to facilities, conducting meeting monthly, organizing various facilities etc

Thanking you

Yours faithfully

I received

Saranya Devi

Registers handed over

to Mrs. Saranya Devi

1. Stock Register
2. Attendance Register
3. Movement Register
4. Conscience Register

[Signature]
Manager

Tel : 0484 2522583, 0484 2525603

E-mail : nationalcollege09@gmail.com, Website : www.nationalcollege.edu.in



[Signature]
Dr. N. SETHU MADHAVAN

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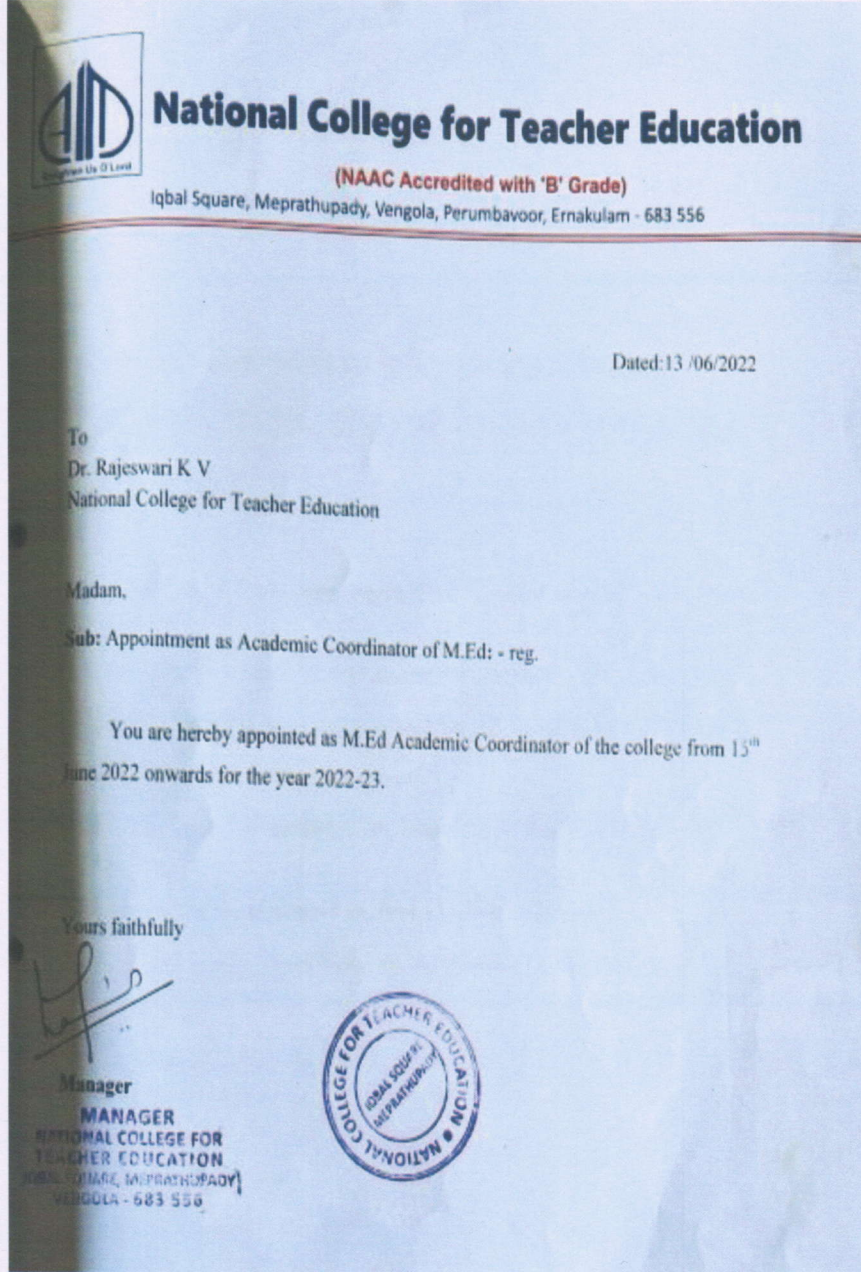
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Dated:13 /06/2022

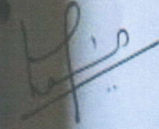
To
Dr. Rajeswari K V
National College for Teacher Education

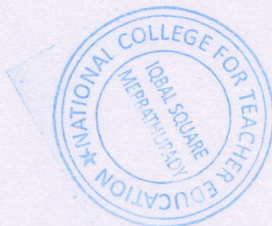
Madam,

Sub: Appointment as Academic Coordinator of M.Ed: - reg.

You are hereby appointed as M.Ed Academic Coordinator of the college from 15th June 2022 onwards for the year 2022-23.

Yours faithfully


Manager
MANAGER
NATIONAL COLLEGE FOR
TEACHER EDUCATION
IQBAL SQUARE, MEPRATHUPADY
VENGOLA - 683 556





Dr. N. SETHU MADHAVAN
PRINCIPAL
NATIONAL COLLEGE FOR TEACHER EDUCATION
IQBAL SQUARE, MEPRATHUPADY
PERUMBAVOOR - 683 556

Tel : 0484 2522583, 0484 2525603

E-mail : nationalcollege09@gmail.com, Website : www.nationalcollege.edu.in



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MEETING MINUTES

58

2022-24 Batch

22/8/2022

BEEd Admission Committee Meeting

Name of Participants:

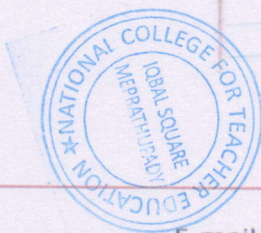
1. Dr. Sethumadhavan (Principal) *SS*
2. Ms. Jaya Krishnan (Vice principal) *SS*
3. Mrs. Sreeja (Faculty of Physicist) *SS*
4. Dr. Smitha (Faculty of ELM) *SS*
5. Mr. Nassal (FO) *SS*
6. Mrs. Fousia (Office Assistant) *SS*
7. Mrs. Shyam (Accountant) *SS*
8. Mr. C.P. Ummer (AMT) *SS*
9. Mr. Mahesh A (EM) *SS*

7 Merit students and one Management students were admitted for M.Ed.

25 Merit students & 25 Management students were admitted for B.Ed.

Minutes

1. Discussed various matters related to BEEd Admission. % of marks, % of Core subject, Qualification etc
2. Discussed the complications related to the admission
3. Program wise eligibility is required for admission



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59

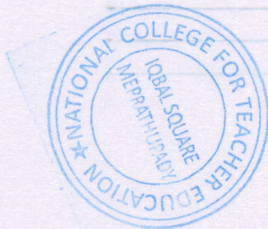
2023-25

~~2023-25~~ Batch
Admission: -

M.Ed & B.Ed Admission Supervisory Committee
Members are: -

1. Principal - Dr. N. Sethumadhavan
2. V. Principal - Mr. Jayakrishnan
3. One Optional Faculty member

Students were admitted
to the M.Ed course of 50 (fifty)
Students were admitted to the
B.Ed course. 25 Merit & 25 Management



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OFFICE ORDERS

**National College for Teacher Education**
(NAAC Accredited with 'B' Grade)
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CIRCULAR

Ref No: NLC/CIR/2023-24/1 Date: 05-01-2024

It has been observed that some of the employees are marking their attendance in biometric machine during irregular timings, which has been taken as a serious matter of concern by the management of the institution.


Following has been noted from office records.


1. Some of the employees are marking their punch in lately.
2. Some of the employees are marking their punch out and leaving early.
3. Some of the employees missed to mark their punching & signing in attendance register.
4. Some of the employees are making only one punching in a day, instead of marking two punches (Punch In & Punch out).

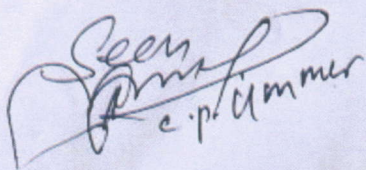
To ensure discipline and as a preventive measure, salaries will be compensated against improper punching and shall be effective from issuance of this circular.

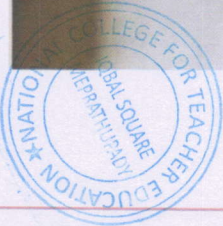
All the above acts amount to indiscipline, All the AO's shall be responsible to ensure that all the employees working under their control shall not leave the office / premises of institution during their standard times and shall also keep a track on their timing & their physical availability.

For Allama Iqbal Memorial National Foundation for Education and Training


Manager
(Signature & Stamp)
Date: 05-01-2024



MANAGER
NATIONAL COLLEGE FOR
TEACHER EDUCATION
IQBAL SQUARE, MEPRATHUPADY,
VENGOLA - 683 556


S. P. Ummer



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S. SETHU MADHAVAN
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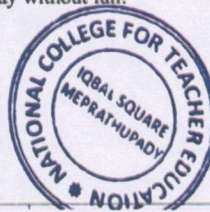
Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

22-02-2024

Dear Staff Members,

New leave Forms, Missed Punch Rectification Forms & OD(External Duty) Confirmation Forms are available in the reception office with PRO. All of you are requested to produce the relevant prescribed official forms in advance or the next working day without fail.

Dr. N. SETHU MADHAVAN
Principal
NATIONAL COLLEGE FOR TEACHER EDUCATION
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VENGOLA, PERUMBAVOOR-683 556



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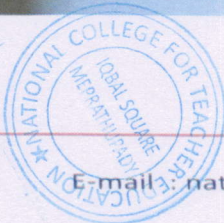
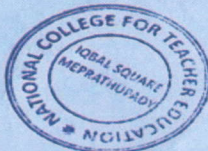
24-11-2022

Dear Teachers

You are hereby requested to submit the attendance registers of the students (B.Ed.M.Ed., & D.El.Ed) to the principal every weekend (Friday) for signature. Kindly inform the details of long absentees (more than three days) to the office Superintendent.

Principal

Dr. N. SETHU MADHAVAN
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