



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

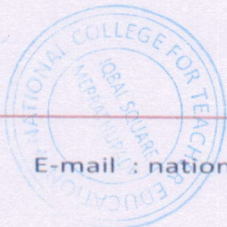
METRIC 6.1.3

The institution maintains transparency in its financial, academic, administrative and other functions

REPORTS INDICATING THE EFFORTS MADE BY THE INSTITUTION TOWARDS MAINTENANCE OF TRANSPARENCY

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



Tel : 0484 2522583, 0484 2525603

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

Financial Policy

To establish a framework for managing the financial resources of the Trust with integrity, transparency, and accountability, ensuring compliance with legal and regulatory requirements. This policy aims to:

1. **Ensure Sound Financial Management:** Provide clear guidelines for the planning, allocation, and management of financial resources to support the Trust's educational mission, ensuring that all expenditures are made in a manner that maximises value and benefits for students, staff, and the community.
2. **Promote Accountability and Transparency:** Establish procedures that ensure all financial activities are recorded accurately, reported in a timely manner, and subjected to regular audits. This will build trust among stakeholders, including students, parents, faculty, staff, donors, and regulatory bodies.
3. **Safeguard Financial Resources:** Implement controls to protect the Trust's financial resources from misuse, fraud, and inefficiency. This includes setting clear authorisations for expenditures, maintaining strict documentation, and ensuring that funds are used exclusively for their intended purposes.
4. **Facilitate Strategic Planning and Budgeting:** Ensure that financial planning aligns with the Trust's strategic goals and objectives. This includes preparing annual budgets that reflect the Trust's priorities, forecasting future financial needs, and managing cash flow effectively to support long-term sustainability.
5. **Comply with Legal and Regulatory Requirements:** Ensure that all financial activities comply with applicable laws, regulations, and standards governing educational institutions. This includes adherence to tax laws, accounting standards, and financial reporting requirements specific to minority and self-financing institutions.
6. **Support Continuous Improvement:** Provide a foundation for ongoing review and enhancement of financial practices. Regular audits, both internal and statutory, will identify areas for improvement, ensuring that the Trust's financial management evolves with changing needs and circumstances.

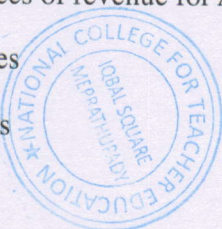
Scope

This policy applies to all employees, departments, and divisions of the Trust including Academic Committees, Finance Department, Office Administration, and the Purchase Department involved in financial management, including budgeting, accounting, procurement, and reporting.

Revenue Sources

The main sources of revenue for AIMNET include:

- a. Tuition Fees
- b. Hostel Fees



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- c. Conveyance Fees
- d. Auxiliary Income

Expense Categories

a. Academic Expenses:

SOP: The concerned committee/cell will submit an estimate, approved by the Academic Committee, to the Finance Department. Once signed by the Finance Head, with the prior approval of Manager, the Accounts Department will process the bank cheque and withdraw the cash. Detailed original invoices must be submitted to the Finance Head within 7 days of the program.

b. Employee Benefits: This includes salaries, ESI and EPF contributions, TA/DA claims, orientation programs, and other welfare expenses for faculty and non-teaching staff.

- Salary/Incentives: Payroll is prepared by the Accounts Department, finalised by the Finance Head, with the prior approval of Manager, the salaries are released by the 7th working day of the month.
- EPF & ESI: Returns must be prepared and finalised by the 11th working day, with payment made on the same day.
- Additional benefits: Any expenses incurred by the employees for Staff Empowerment, Enrichment, Welfare and Faculty Development etc eligible for reimbursement will be duly processed within 7 working days upon submission of all supporting documents, bills and vouchers.

c. Office & Administrative Expenses: General administrative costs including utilities, office supplies, and operational expenses.

SOP: Original invoices must be scrutinised by the Finance Head within 3 days post-expense. Emergency petty cash funds are managed with a petty cash fund of Rs. 10,000 limit, transaction limited to Rs. 2000 per day per transaction.

d. Purchase of Assets

SOP: The Finance Head will examine vendor quotations and forward to the Management for approval. All purchases will include a minimum 1-year maintenance contract or extended warranty.

e. College Union/Alumni/GTA/PTA/JRC/SCOUT/NSS Expenses:

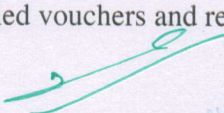
SOP: The respective committee will submit a budget estimate for approval by the Academic Committee and original invoices must be submitted within 7 days of the event. Bank cheques of related unit will be signed by the principal and other authorised signatories.

f. Other Expenses (e.g: Labour, Repairs etc.)

SOP: Labour contractors must submit a contract form and estimate, approved by the Administration Head to the Finance Department.

Petty Cash Policy

- Petty Cash Fund: The Accounts Department is authorized to maintain a petty cash fund of Rs. 10,000 for handling small, immediate expenses that cannot be processed through regular procurement channels.
- Spending Limit: Individual transactions from the petty cash fund are limited to Rs. 2,000 per transaction per day. Any transaction exceeding this limit requires approval from the Finance Head and should be processed through the regular procurement system.
- Replenishment: The petty cash fund will be replenished whenever the balance falls below Rs. 3,000. A request for replenishment, along with detailed vouchers and receipts for all


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expenditures, must be submitted by the Finance Head for the approval by Manager.

- **Record-Keeping:** The Accounts Department must maintain a petty cash log, documenting all transactions including the date, amount, purpose, and the individual responsible for the expenditure. Receipts or payment vouchers must accompany each entry in the log.
- **Monitoring and Reconciliation:** The Finance Head will monitor petty cash transactions on the 14th and 28th of every month to ensure accuracy and compliance with this policy. A full reconciliation of the petty cash fund, including matching the cash on hand with the recorded expenditures is done.

Security: The petty cash fund must be securely stored in a locked cash box within the Accounts Department. Access to the petty cash fund is limited to authorised personnel only.

All the above expenses are subject to the scrutiny, perusal and approval of the Management.

Financial Governance

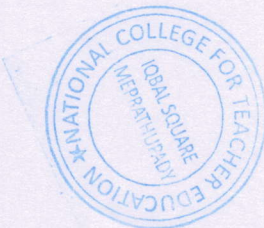
- **Financial Oversight**
The Board of Trustees oversees the college's financial health and major financial decisions. The Finance Committee manages daily financial operations.
- **Financial Reporting**
Monthly financial reports including income statements, balance sheets and cash flow statements will be prepared by the Finance officer in consultation with Accounts Officer for the review and approval by the Board of Trustees.

Budgeting and Financial Planning

- **Budget Preparation**
The annual budget will be prepared by the Finance Department in consultation with all departments aligning with the Trust's strategic goals for the approval of the Board of Trustees.
- **Communication and Allocation:** The approved budget will be communicated to the heads of the Academic Committee, Finance Department, Office Administration, and Purchase Department who will manage their expenses within the allocated amounts.
- **Budget Monitoring**
Department heads must monitor variations from the proposed Budget and report deviations to the Finance committee.

Financial Controls

- **Bank Transactions:** All financial transactions must be conducted through the institution's bank accounts.
- **Documentation:** Detailed original invoices and supporting documents must be maintained for office records, internal audits and annual statutory audits.



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Accounting and Financial Controls

- **Accounting Standards**

All financial transactions will adhere to Generally Accepted Accounting Principles (GAAP), Trust Act and Income Tax Act 1961 or other relevant accounting standards.

- **Internal Controls**

Robust internal controls are implemented to safeguard assets, ensure accurate financial reporting and prevent fraud. This includes segregation of duties, regular reconciliations and periodic reviews.

- **Statutory Audit**

An annual external audit by a certified public accountant will assess financial statements. The audit report will be reviewed by the Board of Trustees and made available to stakeholders.

- **Timeline:** The statutory audit must be completed before October 31st following the end of the financial year which concludes on March 31st.
- **Auditor:** The statutory audit will be performed by a qualified Chartered Accountant in practice.
- **Scope:** The statutory audit will include a comprehensive review of all financial transactions, records and compliance with relevant laws and regulations.
- **Compliance:** All financial evidence and documentation must be produced for examination during the statutory audit. Any findings from the statutory audit must be reported & rectified in a timely manner.

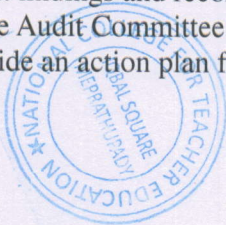
- **Internal Audit**

The Internal Audit Department is responsible for evaluating and improving the effectiveness of internal controls, risk management and governance processes.

- **Frequency:** Internal audits will be conducted twice a year, in October and April.
- **Auditor:** A qualified Chartered Accountant in practice carry out the internal audits.
- **Scope:** All financial records, including supporting documents, vouchers and bank statements must be made available for review by Finance department during the internal audits.
- **Compliance:** Any discrepancies or areas of concern identified during the internal audit must be addressed promptly, with corrective actions implemented as necessary.
- The annual internal audit plan is developed based on risk assessment and approved by the Audit Committee. The plan will include scheduled audits and any special reviews.

- **Reporting**

Audit findings and recommendations will be documented in audit reports and communicated to the Audit Committee, Finance Committee and the Board of Trustees. Management will provide an action plan for addressing audit findings.



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- **Follow-Up**

The Internal Audit Department will follow up on the implementation of audit recommendations to ensure corrective actions are taken and issues are resolved.

Procurement and Expenditures

- **Procurement Procedures**

All purchases must be authorised by the purchase committee and comply with the trust's procurement guidelines. Quotations are taken from more than one vendor for all expenditures.

- **Expenditure Approval**

Expenditures must be supported by appropriate documentation, including invoices and receipts. Payments will be processed after approval by designated signatories.

- **Travel and Expenses**

Employees must follow the Trust's travel and expense guidelines which outlines reimbursable expenses and approval procedures.

Revenue Management

- **Tuition and Fees**

Tuition rates and fee structures are reviewed annually and approved by the Board of Trustees. Billing and collection procedures will ensure timely receipt.

- **Grants and Donations**

Management of grants and donations will comply with the terms set by donors or grantors. Financial reporting for grants will meet donor requirements.

Risk Management

- **Insurance**

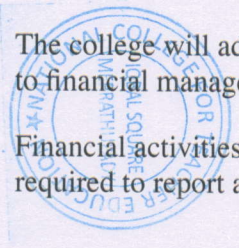
Adequate insurance coverage will be maintained to protect against property, liability and worker's compensation risks.

- **Financial Risk Assessment**

Periodic assessments will be conducted to identify and mitigate financial risks including cash flow, investment risks and potential liabilities.

Ethical Standards and Compliance

- The college will adhere to all applicable laws, regulations and accounting standards related to financial management.
- Financial activities must be conducted with integrity and transparency. Employees are required to report any financial irregularities or unethical behaviour.



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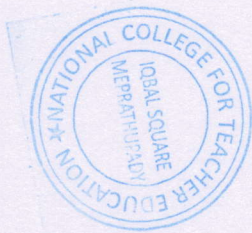
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Registers/Files to Maintain:

1. **Cheque Register**
2. **Purchase Register**
3. **Stock Registers**
4. **Warranty and AMC Register**
5. **Fixed Assets Register**
6. **Imprest File**
7. **Audit Register**

This revised financial policy is to ensure rigorous oversight and continuous improvement in financial management practices.

Dated 22 August 2023



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NATIONAL COLLEGE LIBRARY POLICY FOR STAFF

This policy enunciates the procedures and guidelines for teaching and non teaching staff to borrow books and other materials from the library. The aim is to facilitate academic and professional development while ensuring equitable access and efficient management of library books and other resources.

1. ELIGIBILITY

- All full-time and part-time staff are eligible to borrow books and other materials from the library.
- Staff must be currently employed by the college and have a valid college ID.

2. RULES FOR BORROWING

- Staff must register for a library card with employee ID, which will be issued upon verification of employment and identity.
- Teaching staff member may borrow up to 10 books and Non Teaching staff may borrow 2 books at a time.
- The maximum borrowing period for books is one month.
- Books can be renewed, provided there are no holds or reservations on the item.
- Renewal requests must be made before the original due date.
- Teaching staff can place holds on books currently checked out.
- The library will notify staff when the book becomes available for pickup.

3. RESPONSIBILITIES OF STAFF

- Staff must handle library materials with care and return them in good condition.
- Any damage or loss of materials must be reported to the librarian immediately.
- Materials must be returned by the due date.
- Returning after due dates may result in restricted borrowing privileges, or other penalties.

4. FINES AND FEE

- Staff will be billed for the replacement cost of lost or damaged materials.
- The replacement fee will include the cost of the item plus any processing fees.

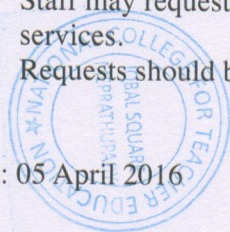
5. PROCEDURE FOR HOLDING AND RESERVING MATERIALS

- Teaching staff may request that specific materials be placed on reserve for their courses.
- Requests should be submitted two weeks before the start of the semester to ensure availability.

o Interlibrary Loans

- Staff may request materials not available in the college library through interlibrary loan services.
- Requests should be made with sufficient lead time to accommodate processing and delivery.

Dated: 05 April 2016

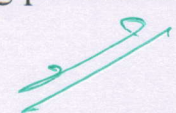
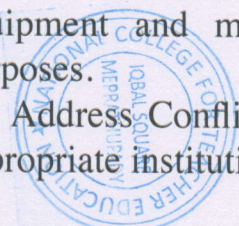


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CODE OF CONDUCT FOR TEACHERS

This Code of Conduct outlines the professional behaviour expected from all faculty members. It aims to create a respectful, inclusive and productive academic environment. Adherence to this Code is crucial for maintaining the institution's integrity and reputation.

1. Uphold Academic Integrity: Maintain the highest standards of honesty and integrity in teaching, research and service.
2. Demonstrate Professionalism: Exhibit ethical behaviour both on and off campus.
3. Enhance Student Success: Foster a supportive and inclusive classroom atmosphere focused on student learning and development.
4. Collaborate Respectfully: Show respect towards colleagues and work together to strengthen the academic community.
5. Follow Institutional Guidelines: Adhere to all institutional policies, procedures and guidelines.
6. Commit to Professional Growth: Engage in continuous professional development to enhance teaching and research skills.
7. Protect Privacy: Safeguard the confidentiality of students, colleagues and institutional data. Disclose confidential information only with proper authorisation.
8. Promote Academic Excellence: Set high standards for coursework, assessments and scholarly activities to encourage a culture of excellence.
9. Conduct Research Ethically: Ensure research activities are ethical, including proper citation of sources, avoiding plagiarism and securing approvals for research involving human subjects.
10. Utilise Technology Responsibly: Use technology and digital tools to enhance teaching and learning, while ensuring security and preventing misuse.
11. Engage Students Actively: Develop strategies to involve students in their learning process and support their academic and personal growth.
12. Provide Constructive Feedback: Offer timely, specific and constructive feedback to aid student learning and development.
13. Set a Positive Example: Demonstrate behaviours and attitudes that reflect well on both students and colleagues.
14. Use Resources Wisely: Handle institutional resources, including time, equipment and materials, responsibly and for their intended educational purposes.
15. Address Conflicts Professionally: Resolve conflicts or grievances through appropriate institutional channels, maintaining professionalism and respect.



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16. Support Institutional Goals: Engage with and contribute to institutional initiatives and strategic goals, aligning with the college's mission and vision.
17. Exercise Academic Freedom: Utilize academic freedom within institutional policies while respecting fair treatment and due process.
18. Prepare Thoroughly: Develop lesson plans and teaching materials well before classes begin and adhere to schedules for activities and events.
19. Promote Inclusivity and Diversity: Actively support and promote an inclusive and diverse learning environment, respecting and valuing differences among students, colleagues and staff.
20. Pursue Continuous Learning: Engage in ongoing study and research to support professional growth and actively participate in professional development opportunities.
21. Commit to Transparency: Be transparent in academic and administrative processes, providing clear and honest communication with students, colleagues and the institution.
22. Respect Opinions: Acknowledge and respect students' rights to express their opinions, fostering a scientific outlook and promoting democratic values.
23. Avoid Discrimination: Ensure interactions are free from unlawful discrimination based on gender, sexuality, age or marital status.

Disciplinary Actions: Violations of this Code may lead to disciplinary measures such as warnings, probation, restitution, suspension, or termination of employment. Adhering to this Code helps maintain a positive and thriving academic community and serves as a guide for professional behaviour and ethical conduct.



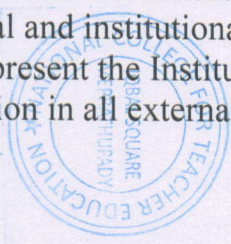
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CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

This Code of Conduct outlines the professional standards expected of all administrative staff. It aims to foster a respectful, efficient and ethical work environment that supports the institution's mission and goals.

1. Uphold Professionalism and Integrity: Conduct oneself in a professional and ethical manner, maintaining the institution's reputation.
2. Perform Duties Efficiently: Execute job responsibilities with accuracy, commitment to quality and efficiency.
3. Maintain Confidentiality: Safeguard sensitive information and institutional data with the utmost confidentiality.
4. Provide Excellent Support: Offer exceptional support to students, faculty, staff, stakeholders and visitors.
5. Collaborate Effectively: Work cooperatively with colleagues to achieve institutional goals.
6. Adhere to Policies: Follow all institutional policies, procedures and regulations.
7. Show Respect: Treat colleagues, students and visitors with dignity and respect.
8. Demonstrate Honesty and Fairness: Act with integrity and fairness in all interactions.
9. Avoid Conflicts of Interest: Maintain ethical standards and avoid situations that may present a conflict of interest.
10. Communicate Professionally: Engage in clear, professional and effective communication, both verbally and in writing.
11. Manage Time Wisely: Prioritize tasks and manage time efficiently.
12. Exhibit Problem-Solving Skills: Apply effective problem-solving and decision-making skills.
13. Be Punctual and Disciplined: Adhere to punctuality and discipline in all tasks.
14. Promote Inclusivity: Actively contribute to an inclusive and supportive environment for individuals from diverse backgrounds.
15. Respond Promptly: Address inquiries and concerns in a timely and responsive manner.
16. Use Resources Responsibly: Utilize institutional resources responsibly and for their intended purposes.
17. Engage in Professional Development: Pursue opportunities for professional growth and skill enhancement relevant to your role.
18. Follow Health and Safety Regulations: Adhere to health and safety guidelines to ensure a safe working environment.
19. Handle Conflicts Professionally: Resolve conflicts through appropriate channels while maintaining professionalism.
20. Welcome Feedback: Be open to receiving and providing constructive feedback for personal and institutional growth.
21. Represent the Institution Positively: Maintain a positive representation of the institution in all external interactions including on social media and public forums.



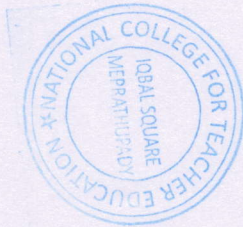
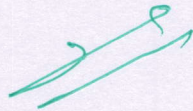
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22. Be Accountable: Take responsibility for your actions and decisions and fulfil your commitments and obligations.

23. Support Sustainability: Contribute to the institution's sustainability efforts by following environmental policies and practices.

Disciplinary Actions: Breaches of this Code of Conduct may result in disciplinary measures, including verbal or written warnings, suspension, or termination of employment. Adhering to these guidelines is essential for fostering a positive and effective workplace.



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Policy for Management Quota Admissions

The Management is committed to maintaining transparency, fairness, and inclusiveness in the admission process. This policy outlines the guidelines for the allocation and admission of management seats at National College for Teacher Education. This policy will be effective from May 2018 until further amendments are made by the Management, with any changes communicated to all relevant stakeholders.

1. Seat Allocation

- a. Reserved Seats: 50% of the total seats are reserved for merit-based admissions as mandated by the government.
- b. Management Seats: The remaining 50% of the seats are designated as management seats and can be filled at the discretion of the college management.

2. Admission Criteria for Management Seats

- a. Non-Discriminatory Admission: Admissions to management seats will be conducted without discrimination based on religion, caste, gender, or any other grounds.
- b. Focus on Minority and Economically Disadvantaged Students: Priority will be given to students from minority communities and economically backward backgrounds, as part of the college's commitment to social equity.
- c. Minimum Academic Requirements: Applicants for management seats must possess a minimum level of academic achievement.
- d. Publication of Rank List: Before finalising admissions, the college will publish a rank list based on academic merit and other criteria.

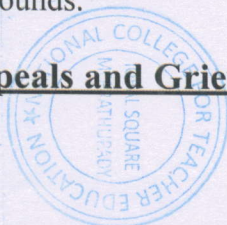
3. Application Process

- a. Submission of Applications: Invitation of application will be published through offline/online mediums and through college website www.nationalcollege.edu.in
Students interested in applying for management seats must submit their applications within the specified deadline, along with necessary documents and any required application fees.
- b. Evaluation and Shortlisting: Applications will be evaluated based on academic performance and other relevant criteria. Shortlisted candidates will be included in the rank list.
- c. Final Selection: Admissions will be granted based on the rank list, ensuring that the selection process remains transparent and merit-based.

4. Financial Considerations

- a. Fees for the seats taken under Management quota will be as per the guidelines of the university/Government of Kerala. The details of such payments will be communicated to applicants before the admission process begins.
- b. Financial Support: To encourage inclusivity, the college may offer scholarships or financial aid to deserving students from minority and economically disadvantaged backgrounds.

5. Appeals and Grievances



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a. Appeals: Applicants who feel aggrieved by the admission process can submit an appeal to the college management within a specified timeframe. All appeals will be reviewed promptly.

b. Grievance Redressal: The college has a grievance redressal mechanism in place to address any complaints or concerns regarding the admission process.



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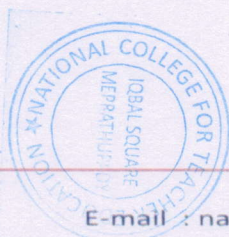
METRIC 6.1.3

The institution maintains transparency in its financial, academic, administrative and other functions

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

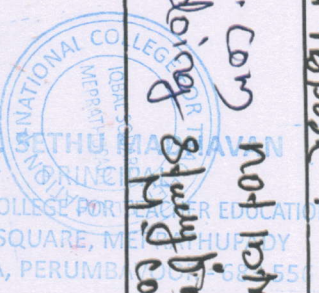
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ENQUIRY REGISTER FOR B.ED. COURSE ADMISSION 2023-25

T.4 other fees 72000 one year

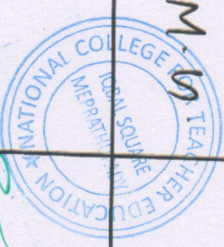
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Date	Name & Address	Optional Subject	Contact No:	Qualifying Exam	% of mark	University	Hostal Requir	Remarks
3/12/2022	Muhammed Jamaludheen Molappuram, Vengaloor	Maths	9947315081	Per	80%	M.S.	✓	Mgt Gul of copy
8/11/2022	Hanna A.S D/o - Salasain Athimanzil, Arakkapp ad	Maths	9946408484 7012545816	MSc Maths 1 st year student degree	full AT	M.S. uni- versity		Mgt (OK) call from mgt. 11/2/23 mgt call mgt seat
22/11/2022	1-varitha Mesthika S Kanjipilly	English	9497821988	BA English	88%	Arundhan University	✓	Mgt seat mother - call back (admit)
15/12/2022	Shruti hiba D/o - Subair Molappuram	English Commerce	9495930318	B.com		Calicut University	✓	Mgt seat call from mgt. Request to Enrichion less
10/11/2022	Naras MB Mulleth (it) M.H Karavela P/o Sullikha labad	English	9074835076 9446888818	BA		M.S University		not response M.com not interested doing study for M.S com.
15/12/22	Ellice Paul Molappuram	Comp	97485234160	M.com		M.S. uni		
10/12/22	Sampath - M Vengaloor Dinoop (hus)		9446461956 7397458247	B.Tech [3 main]	64.7%	Munroe		not response



ENQUIRY REGISTER FOR B.ED. COURSE ADMISSION 2023-25

Sl.No	Date	Name & Address	Optional Subject	Contact No:	Qualifying Exam	% of mark	University	Hostal Requir	Rema
8)	16/11/23	Aalya, Parakkal	NLS	9846883348	P. U.	Dyga 77%	Calicut.	✓	Distance 10/11 not comd only merit
9	+	Najiga. T	Social Science	9048069461	B.A Eco	51%	Calicut Univer	✓	not comd only merit
10	29/11/23	Sulbiky 1964 Muvattupuzha Eyo. India	English	9846788116 1964	MA English		M.S.		1 imporka not comd not comd
11	9/10/23	Anasha, Mashurayannur	NLS	9526497919	B.Sc Botany	81%	M-U.		need mgt & ed This work
12	11/11/23	Sulphiga. K.S Pattimattom	SL	7994682665	B.A Economics	67%	M.U.	X	call from. this work financial plm
13	11/10/23	Sunitha Chumbarkulang	Com,	9895495518	M. Com	52%	M.U.		Just enquiry not call



Photograph

Name

Admission No

Roll No

Optional Subject

Address with Tel. No.

Parent's Name

Occupation

Name & Address of Local Guardian (if any)

Date of Birth

Religion & Caste

Blood Group

Marital Status

Educational Qualification

Course	Marks	Percentage	Subject
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SSLC

Plus Two/ Pre-Degree

Degree

P.G

Others

Computer Knowledge

Co-curricular Activities

Hobbies

Name and Occupation of the Spouse (if married)

Children, if any

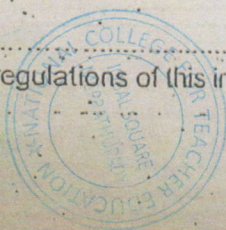
DECLARATION

I, _____, hereby declare that, I will obey the rules and regulations of this institution.

Signature

Place:

Date:



DR. N. SETHU MADHAVAN
PRINCIPAL
Signature of parent
Ph. No:
NATIONAL COLLEGE FOR TEACHER EDUCATION
IQBAL SQUARE, MEPRATHUPADY
VENGOLA, PERUMBAVOOR - 683 556

Admn./Reg. No.



MAHATMA GANDHI UNIVERSITY

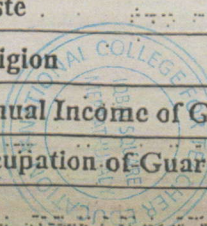
REGISTRATION FORM FOR UG PROGRAMME

Paste recent photograph with signature & college seal in center the bottom right corner of the photograph)

Seal

1. College Code :.....
2. Name of the College :.....
3. Programme :.....

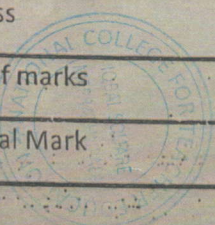
4.	Name of the Student As in the SSLC Book (Block Capitals)	In English	
		In Malayalam	
5.	Name of Parent/Guardian		
6.	Permanent Address (with Pin Code)		
7.	Address for Communication (with Pin Code)		
8.	Phone No. (with Code)	Land Line:	Mobile:
9.	E-mail ID		
10.	Gender	Male / Female	
11.	Nationality		
12.	Date of Birth		
13.	Place of Birth		
14.	Category	Gen. / SC / ST / OBC / Others	
15.	Caste		
16.	Religion		
17.	Annual Income of Guardian		
18.	Occupation of Guardian		



DR. N. SETHU MADHAVAN
Principal
NATIONAL COLLEGE FOR TEACHER EDUCATION
100' SQUARE, MEPRATHIPADY
VENGOLA, PERUMBAVOOR - 682 556

19	Exam Passed (Degree)		
	Institution		
	University		
	Year of the Course		
	Register Number		
	Grade		
	Class		
	% of marks		
	Total Mark:	Obtained Mark :	Maximum Mark:
20	Exam Passed (PG)		
	Institution		
	University		
	Year of the Course		
	Register Number		
	Grade		
	Class		
	% of marks		
	Total Mark	Obtained Mark :	Maximum Mark:
21	Exam Passed (B.Ed)		
	Institution		
	Board		
	Year of the Course		
	Register Number		
	Grade		
	Class		
	% of marks		
	Total Mark	Obtained Mark :	Maximum Mark:

Dr. N. SETHU MADHAVAN
 PRINCIPAL
 NATIONAL COLLEGE FOR TEACHER EDUCATION
 LEGAL SQUARE, MEPRATHUPADY
 VENGOLA, PERUMBAVOOR - 682 566



[Handwritten signature]

ANNEXURE I
AFFIDAVIT BY THE STUDENT

I, _____, having
s/o d/o Mr./Mrs./Ms. _____, have
been admitted to _____

received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ on this the _____ of _____

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ of _____
(year) after reading the contents of this affidavit.

OATH COMMISSIONER

DR. N. SETHU MADHAVAN
PRINCIPAL

NATIONAL COLLEGE FOR TEACHER EDUCATION
GLOBAL SQUARE, MEPRATHUPADY
MENGOLA, PERUMBAVOOR - 683 556

ANNEXURE II
AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of _____, having been admitted to _____, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

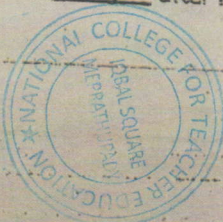
VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ on this the _____ of _____

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ of _____ (year) after reading the contents of this affidavit



OATH COMMISSIONER

DR. N. SETHU MADHAVAN
PRINCIPAL

NATIONAL COLLEGE FOR TEACHER EDUCATION
BENGAL SQUARE, MEPRATHUPADY
VENGOLA, PERUMBAVOOR - 683 556

Undertaking by a student at the time of admission to a programme under Mahatma Gandhi University

UNDERTAKING I A

I [Name of Student], do hereby undertake that I shall not:-

- (a) Give or take or abet the giving or taking of dowry: or
- (b) Demand, directly or indirectly from the parents or guardians of the bride or bridegroom, as the case may be, any dowry.

Note: "Dowry" shall have the same meaning as in the Dowry Prohibition Act, 1961.

I aver in the full understanding that any breach of the rules or law relating to taking or abetting the taking of dowry shall render me liable for appropriate action including cancellation of my admission to the University/ not being granted degree/ withdrawal of degree.

Place:.....
Date :.....

Signature :.....
Name in Block Letters:.....
Name programme :.....
Institution :.....
Aadhar Card No :.....
Full Residential Address:.....
.....
.....



www.mgu.ac.in



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

Undertaking by parent/guardian of a student at the time of admission to a programme under Mahatma Gandhi University

UNDERTAKING I B

I [Name of Guardian] Father/Mother/Guardian of [Name of Student], do hereby undertake that I shall not:-

- (a) Give or take or abet the giving or taking of dowry: or
- (b) Demand, directly or indirectly from the parents or guardians of the bride or bridegroom, as the case may be, any dowry.

Note: "Dowry" shall have the same meaning as in the Dowry Prohibition Act, 1961.

I aver in the full understanding that any breach of the rules or law relating to taking or abetting the taking of dowry with regard to [Name of Student] shall render me liable for appropriate action including cancellation of my ward's admission to the University/ denial of degree/ withdrawal of degree.

Place:.....

Date :.....

Signature

Name in Block Letters:

Name of ward:

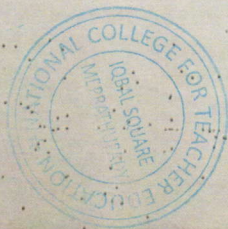
Programme & Institution:

Aadhar Card No :

Full Residential Address:

.....

.....



Dr. N. SETHU MADHAVAN
PRINCIPAL

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