



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

6.2 STRATEGIC DEVELOPMENT AND DEPLOYMENT

METRIC 6.2.2

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

DOCUMENTARY EVIDENCE IN SUPPORT OF THE CLAIM

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, PERUMBAVOOR - 683 556

Tel : 0484 2522583, 0484 2525603

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



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Rules for the Appointment of Staff

1. Job vacancies will be advertised on the institution's website and through social media channels.
2. Candidates who meet the essential qualifications and requirements for the position will be shortlisted at the level of administration and interviewed by a panel involving principal, general management and subject experts.
3. An offer letter will be issued to candidates who successfully complete the interview and selection process and are chosen for a specific job position.
4. Upon accepting the offer letter, the candidate must submit all original certificates to the office promptly. If there is a need for any certificates, they may be retrieved with a formal request. However, the certificates should be returned as soon as possible.
5. The gross salary offered includes all contributions to statutory benefits such as EPF and ESI.
6. The selected candidates must provide the necessary documents, as specified by the institute, to avail benefits under ESI and EPF.
7. Failure to submit original certificates or required documents for ESI and EPF may result in the withholding of pending salary. They must ensure that all documentation is complete and up-to-date.
8. Staff intending to work part-time with another institution must disclose this arrangement to the organisation in writing and obtain formal approval.
9. An official appointment letter will be issued after the successful and satisfactory completion of a 6-month probationary period.
10. Selected candidates are required to complete at least one year of service following their appointment. A 3-month notice period is required for resignation otherwise, pending salary and original documents may be withheld.
11. Faculty members must provide a no-dues certificate in the prescribed format when submitting their resignation letter.
12. All staff members must adhere strictly to the designated working hours. Regular attendance and punctuality are mandatory.
13. An Experience Certificate will be issued only after completing one year of service and fulfilling the 3-month notice period.
14. The management reserves the right to take disciplinary action against any staff member in case of complaints, after providing an opportunity to be heard. A minimum one-month notice period will be given in such cases, or one month's salary will be provided in lieu of notice in the event of immediate dismissal.
15. The institution's HR policy will serve as the guiding framework for all appointments. Any amendments to the HR policy will be communicated in writing and will be binding on all employees.
16. Staff performance will be evaluated annually and the appraisal process will influence decisions related to promotions, increments, and contract renewals.
17. Staff members are expected to adhere to the institution's code of conduct. This includes maintaining professional behaviour, respecting diversity, and fostering an inclusive learning environment. Any violation of the code of conduct may result in disciplinary action.

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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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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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Revised on 05 April 2022

NATIONAL COLLEGE JOB DESCRIPTION FOR LIBRARIAN

The National College Library aims to provide a conducive environment for learning, research, academic growth and professional development. The policy outlines the responsibilities and expectations for library staff to ensure effective service delivery to maintain the library's standards and to ensure optimum utilisation of library resources.

1. Responsibilities of the Librarian:

- Maintain a high level of professionalism, including punctuality, dress code, and respectful interaction with users.
- Adhere to the college's code of conduct and ethical guidelines in all interactions.
- Provide accurate and timely assistance to library users, including answering queries, guiding research, and facilitating access to resources.
- Ensure a welcoming environment by maintaining a positive attitude and being approachable.
- Manage and oversee daily operations, including circulation, cataloging, and shelving of materials.
- Ensure all library resources are handled with care and properly maintained.
- Participate in ongoing professional development to stay updated with library trends, technologies, and best practices.
- Attend regular training sessions and workshops as required.
- Collaborate with other libraries and promote interlibrary resource sharing
- Conduct programmes like library week, book exhibition to encourage and motivate the users.
- Ensure the library complies with health and safety regulations.
- Report any hazards or unsafe conditions to the appropriate authority immediately.
- All repairs and maintenance should be timely and regularly coordinated.
- In case of any differently abled student joining the college, all facilities of the library should be made available in the ground floor if necessary.
- Monitor and supervise students' use of e-resources and orient them about the importance of maintaining cyber discipline and security protocols.

2. Confidentiality and Privacy:

- Respect the confidentiality of user records and information.
- Handle personal data in accordance with relevant data protection laws and institutional policies.

3. Resource Management of the library:

- Coordinate the selection, acquisition, and deaccessioning of library materials.
- Stay informed about emerging resources and technologies relevant to the library's collection.
- Conduct regular inventory checks to ensure accurate record-keeping and resource availability.
- Address any discrepancies or missing items promptly.

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4. Customer Service and Interaction:

- Handle user complaints and feedback constructively and seek solutions to improve service quality.
- Offer assistance in navigating library resources and technologies.
- Ensure that library services and resources are accessible to all users, including those with disabilities.
- Promote a respectful and inclusive environment for diverse user groups.

5. Registers to be maintained:

1. **Accession Register:** To keep track of all newly acquired library materials, including books, journals, and other resources.
2. **Online Issue Register (Topscore Software):** To record details of all books and materials issued to students and staff.
3. **Online Return Register (Topscore Software):** To track the return of borrowed materials to ensure they are returned on time and in good condition.
4. **Online Reservation Register:** To manage requests for materials that are currently checked out or reserved.
5. **Fine Register:** To record the details of overdue fines and charges for lost or damaged items collected from users.
6. **Interlibrary Loan Register:** To manage requests for materials borrowed from or lent to other libraries.
7. **Gate Register:** Records daily or periodic usage statistics of the library.
9. **Maintenance Register:** Tracks maintenance and repair of library materials and equipment.
10. **Book Bank Register:** Record the details of the books and other learning materials received from alumni.

6. Compliance and Review of the policy

- Follow all policies, procedures and guidelines of the library.
- Report any violations of policies or procedures to the management.



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Hostel (For Women) Rules & Regulations

1. AGREEMENT AND ADMISSION

- Parents and students are encouraged to carefully review the hostel rules and regulations before signing the agreement at the time of booking.
- We invite parents and students to inspect the hostel facilities before confirming the booking to ensure that they meet expectations.
- Once a booking is confirmed, please note that payments are non-refundable

2. CLEANLINESS AND MAINTENANCE

- All residents are expected to maintain cleanliness in their rooms, washrooms, and common areas. This helps create a pleasant living environment for everyone.
- Personal hygiene must be maintained to ensure a healthy living environment for all.
- Any room or cot changes must be approved by the hostel matron or appropriate authority.

3. COMMUNITY LIVING AND RESPECTFUL CONDUCT

- Respectful behaviour towards fellow occupants, hostel staff, and visitors is mandatory. Bullying, harassment, or discrimination of any kind will not be tolerated.
- Conflicts or disagreements should be resolved amicably through dialogue or with the assistance of hostel warden if necessary.
- Participation in community activities, such as hostel meetings and events, is encouraged to foster a sense of belonging and teamwork.
- Acceptable behaviour within the hostel and institute premises is expected. Residents are also responsible for upholding social and legal norms outside the institute.
- Residents can use the badminton court area of the hostel for fitness and recreation.

4. ACADEMIC STUDY AND ENVIRONMENT

- Quiet hours should be observed from 10:00 PM to 6:00 AM on weekdays to support an environment conducive to study and rest.
- Group study sessions can be held in designated common areas. Any disturbances to those not participating in study groups should be minimized.

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5. SAFETY AND SECURITY

- The management reserves the right to relocate the residents to a different building or location to ensure their safety and convenience.
- All electrical appliances, including fans and lights, should be turned off when not in use to conserve energy and reduce risks.
- When a room is shared, repair costs or losses will be equally shared among all roommates. If the room is occupied by only one person, that resident will bear full responsibility for any repair costs or losses.
- The college is not responsible for the loss of personal belongings. Residents are encouraged to secure their valuables at all times.

6. USE OF HOSTEL FACILITIES

- Residents must use the hostel facilities responsibly and report any damages to the warden immediately. Damages caused due to negligence or misuse will be charged to the resident(s) responsible.
- The hostel Wi-Fi should be used responsibly, prioritizing academic and essential communication needs. Streaming or downloading large files during peak study hours is discouraged to ensure fair bandwidth usage.
- Electrical appliances such as heaters, irons and others that pose a fire hazard are not allowed in rooms.

7. VISITORS

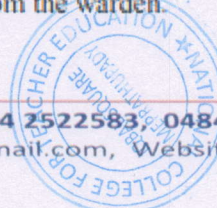
- Visitors are welcome during the following hours:
 - a) Monday to Friday: 5.00 PM to 6.00 PM
 - b) Saturdays & Sundays: 10.00 AM to 12.00 PM and 2.00 PM to 5.00 PM
- Visitors must register at the visitors' desk or in the visitors' diary upon arrival.
- Visitors are kindly requested to remain in the designated visiting area and are not permitted in resident rooms.

8. CURFEW AND ATTENDANCE

- The hostel curfew is at 6.00 PM. Residents should return by this time unless they have obtained special permission from the warden.

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- All entries and exits must be recorded and signed in the Movement Register for safety purposes.
- Residents are required to inform the warden if they will not be attending regular classes.

9. COMMUNICATION AND GRIEVANCES

- Residents are encouraged to communicate any grievances through a written complaint to the management. This ensures that all issues are addressed promptly and effectively.
- Hostel prefects act as intermediaries between residents and authorities. Cooperation with prefects is appreciated as they work to ensure the well being of all residents.

10. PAYMENTS AND FEES

- Hostel fees should be paid in advance each month by the 5th. A fine of Rs 100 will be charged for each day of delay beyond the due date. Timely payments help us maintain and improve hostel facilities.
- Mess fees are to be paid directly to the warden in cash. Please ensure payments are made on time and the resident duly signs in the register maintained for mess fee collection.
- If electricity usage exceeds 1000 units, the excess cost will be shared among all residents to promote responsible usage.

11. PERMISSION AND LEAVE

- Residents must obtain written permission from the warden before leaving the hostel for visits or staying outside. This is for their safety and security.
- A permission letter from parents is required if a resident wishes to stay outside the hostel or rent a house.
- When residents intend to move out of the hostel, they must obtain a permission letter from their parents, fill the requisition form and ensure their parents are present during the move.

12. RESPECT FOR PRIVACY AND PERSONAL SPACE

- Each occupant must respect the privacy and personal space of others. This includes knocking before entering a room and refraining from touching others' belongings without permission.
- Noise levels should be kept to a minimum, especially during designated quiet hours, to ensure everyone can rest and study comfortably.

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13. COMPLIANCE AND INSPECTIONS

- The Hostel committee reserves the right to inspect hostel rooms to ensure compliance with regulations.
- All occupants must adhere to instructions given by the hostel warden, who is responsible for the smooth operation of the hostel.

14. PROHIBITED ITEMS AND ACTIVITIES

- Alcohol, tobacco, narcotics and any other intoxicants are strictly prohibited within the hostel premises.
- Unauthorised gatherings, and any form of indecent behaviour are not permitted.
- Possession or use of dangerous items such as weapons or explosives is strictly prohibited.

15. DISCIPLINARY ACTION

- Violations of the hostel regulations will result in disciplinary action, which may include fines, suspension or expulsion from the hostel.
- The decision of the hostel committee or warden will be final in all disciplinary matters.

16. AMENDMENTS

- The college reserves the right to amend these regulations as necessary. Residents will be notified of any changes in advance.

17. ADDITIONAL FURNITURE AND ITEMS

- Residents may purchase additional furniture with written permission at the time of admission. Please note that these items must be removed upon leaving the hostel.

18. ENCOURAGING RESPONSIBLE CONDUCT

- Day scholars are not permitted in the hostel. Residents are encouraged to maintain the hostel as a dedicated space for those living on campus.
- We encourage responsible behaviour and adherence to all hotel guidelines to foster a positive living environment for all.

Hostel students are not allowed to loiter around the College Campus after working hours or on holidays.

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Declaration by Parent

I father/guardian of
..... hereby declare that I have read the rules and regulations.

Place:

Date:

Name & Signature of the Parent:

Name & Signature of the Student:

Declaration by Student

I daughter of hereby declare that I
have read and understood the rules and regulations of the College hostel. I agree to
comply with these rules and acknowledge that failure to do so may result in fines or
eviction.

Place :

Date :

Name :

Signature of Student :



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Study Tour Policy of the Institutions

(National College, National TTI & National School)

As per the curriculum the main objective of study tour is to provide students the opportunity to gather first hand information about various historical places, monuments, institutions etc. The aim is not only enjoyment but to inculcate the quality of leadership by organizing such programmes.

The following are the places/institutions that the students can choose for tour:

- ☞ Well known educational institutions inside and outside the State
- ☞ Museums of all types, Zoos, Planetariums, Exhibition places/ Work experience expo etc.
- ☞ Historical places, cultural places/ institutions etc.
- ☞ Other than the above, places which are useful to the students in the perspective of their curriculum.

Rules & Regulations

☞ The Coordinators are requested to submit the details of tour (date, place of visit, details of accommodation, Mode of transportation, Students & Staff details and the budget etc.) to the office well in advance before taking the final decision. The Office has to get enough time to approve the request.

☞ For any kind of service required from the office, the above condition should be met. No adhocism will be permitted.

☞ The Admin team has the right to propose necessary suggestions or changes with regard to the place, date & the accompanying staff if required in case of any noted/expected inconvenience or security issues.

☞ As a study Tour activity, all participating students should submit a detailed study report of the Tour within one week after the Tour.

PRINCIPAL

25-03-2024



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ADMINISTRATIVE ORDERS

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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).

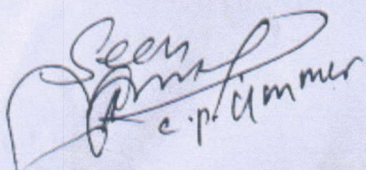
To ensure discipline and as a preventive measure, salaries will be compensated against improper punching and shall be effective from issuance of this circular.


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
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P. Ummer



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

Date-04/07/2022

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

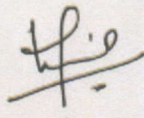
Sub: Appointment as Lab Incharge reg:-

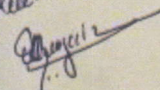
You are here by appointed as Lab Incharge of the college from 4th July 2022 onwards for the year 2022-2023. You are requested to arrange the lab with proper charts, equipments etc and you have to maintain a stock register. You have to submit the stock register on or before 15th July 2022.

Yours faithfully,

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





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

Received

7/7/2022

Tel : 0484 2522583, 0484 2525603

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


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



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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
IQBAL SQUARE, MEPRATHUPADY,
VENGOLA, PERUMBAVOOR-683 556



Taken over by

Sri Jayakrishnan P.V

Signature

Tel : 0484 2522583, 0484 2525603

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



Dr. N. SETHU MADHAVAN
PRINCIPAL

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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


Manager

*I received
Saranyadevi*

*Registers handed over
to Mrs. Saranya Devi*

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

Tel : 0484 2522583, 0484 2525603

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

Tel : 0484 2522583, 0484 2525603

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

Dr. N. SETHU MADHAVAN

PRINCIPAL

NATIONAL COLLEGE FOR TEACHER EDUCATION
IQBAL SQUARE, MEPRATHUPADY
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KEY INDICATOR

CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2 STRATEGIC DEVELOPMENT AND DEPLOYMENT

METRIC 6.2.2

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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



Tel : 0484 2522583, 0484 2525603

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

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



National College for Teacher Education

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ADVERTISEMENT OF JOB VACANCIES



**WE ARE
HIRING!**

JOIN OUR TEAM

» ACCOUNTANT

B.Com/M.Com Graduates with Experience in Tally,
MS Office & 2 Years of Experience May Apply.

ENGAGE WITH A PRESTIGIOUS INSTITUTION
IN PERUMBAVOOR, ERNAKULAM DISTRICT.

EMAIL YOUR RESUME
pro.nationalcollege@gmail.com

APPLY NOW



WE ARE HIRING

Faculty for

**Natural Science, Physical Science,
Social Science, Commerce, English,
Malayalam and Mathematics Education**

Qualification: MA/MSc, MEd, NET

MAIL YOUR RESUME TO

pro.nationalcollege@gmail.com



National College for Teacher Education

Iqbal Square, Meprathupady, Vengola, Perumbavoor 683 556

**NATIONAL COLLEGE FOR
TEACHER EDUCATION & NATIONAL TTI**
Vengola, Perumbavoor -683 554. Tel: 0484 2532466, 2363336
E-mail : aimnet@sargadhara.com
(Managed by Aimnet P.B.No. 4464, Kochi-682 018)

Applications are invited from those who are trained in English Medium for the post of Lecturers.

B.Ed College
Lecturers in (A) Commerce (B) Mathematics (C) Social Science (D) English (E) Physical Science & (F) Natural Science
Qualifications: Masters Degree with MEd & NET qualified.

TTI
Qualifications: Masters Degree with MEd.

Accommodation will be provided for non Keralites.
Apply within a week with attested copies of the certificates and personal resumes to the address given below:

**The Chairman,
AIMNET, Sargadhara, P.B.No.: 4464
Kochi - 682-018, Kerala.**

Tel : 0484-2522583, 0484 2525603

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

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



National College for Teacher Education

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

BIODATA

NATIONAL COLLEGE FOR TEACHER EDUCATION

IQBAL SQUARE, MEPRATHUPADY, VENGOLA, PERUMBAAVOOR 683 556

Personal Data:

Name:

Gender:

Marital Status:

Age & Date of birth:

Religion/Caste:

Permanent Address:



Contact no:

Email:

ACADEMIC BACKGROUND

Name of the Exam passed	Board/ University	Subject	Year of Passing	Percentage



Dr. N. SETHU MADHAVAN
PRINCIPAL

Tel : 0484 2522583, 0484 2525603
E-mail : nationalcollege09@gmail.com, Website : www.nationalcollegeforteachereducation.com

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



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

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

PROFESSIONAL EXPERIENCE

Sl. No	Name of Institution	Designation	Years of Experience
1			
2			
3			
4			
5			

Other relevant information (Accomplishments/Workshops attended/Research/ Seminar/Journal publications/membership in professional organisations if any etc)

- 1.
- 2.
- 3.
- 4.

References (Name, Designation and Contact information of professional references if any):

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date:

Name & Signature



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



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

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

EMPLOYEE ENROLLMENT FORM

Allama Iqbal Memorial National Foundation for Education and Training
Iqbal Square, Meprathupady
Vengola, Ernakulam - 683556
Ph: 0484-2522583, 0484-2525603

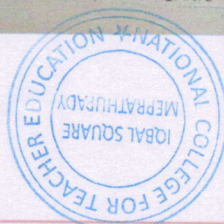
Employee Enrolment Application Form

PART-A

Name of Employee as per Official Records:	Gender: Male/ Female
Age:	Date of Birth:
Blood Group:	Marital Status: Single/ Married/ Widowed/ Divorced
Employee Mobile Number:	affix two latest passport sized photograph of the employee to the right side columns
Employee E-Mail ID:	
Date of Joining:	Contact Number of Father/ Husband:
Name of Father/ Husband:	
Communication Address:	Permenant Address:
Pin Code:	Pin Code
District:	District:
State:	State:
Name of Last Employer:	District:
Address of Last Employer:	State:
	Pin Code:
	Contact Number:
Employee's Adhar No:	Employee's PAN (if available):
Employee's Union Bank Account Number:	Bank IFSC:
	Bank Branch:

Instructions:
1. Use Block letters only to fill the application.
2. Attach proof of Aadhar, PAN, & Bank details.
4. Paste 2 Nos of Passport size photograph of Employee

Page 1 of 2



(Handwritten signature)

Tel : 0484 2522583, 0484 2525603

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

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PART - B

Previous ESI Number (if available):						
Previous EPF Number (if available):						
ESI Dispensary of Employee (Mandatory):						
ESI Dispensary for Family (Mandatory):						
Family Members' Details for ESI						
Sl No	Name as per Official Records	Relationship with Employee	Gender	Date of Birth	Residing with Employee ? Yes/No	If not residing with employee, specify state.
1		Father				
2		Mother				
3		Spouse				
4		Children				
5		Children				
6		Children				
7		Children				
8		Children				
9		Brother				
10		Brother				
11		Brother				
12		Brother				
13		Brother				
14		Sister				
15		Sister				
16		Sister				
17		Sister				
18		Sister				
Nomination for ESI & EPF						
Nominee Name as per Official Records:						
Nominee is a Family Member: Yes / No						
Relationship with Nominee:						
Date of Birth of Nominee: District of Nominee:						
Address of Nominee: State of Nominee:						
PIN Code of Nominee:						
Mobile Number of Nominee:						
Declaration						
I the undersigned, do hereby confirm that the information appearing in this document is factually true & legally bounding on me						
Name of the Employee: Signature:						
Date:						
Instructions:						
1. Use Block letters only to fill the application.						
2. Income of each parents from all sources should not exceed Rs 9000/-per month for ESI eligibility.						
3. Parents, Childrens, Brothers & Sisters should be dependent on employee to for ESI eligibility.						
4. Employee has to specify their nearest ESI dispensary name in the application, it is mandatory.						
5. There is no option for separate ESI dispensary selection for each family member as on date.						
6. Attach Aadhar copies 1 Nos each family members.						
7. Attach 1 Ration Card copy of employee						
8. Attach 1 family photograph of employee for the with the family members specified above						
Page 2 of 2						



2/8

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DR. N. SETHU MADHAVAN
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National College for Teacher Education

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

APPOINTMENT ORDER

**National College for Teacher Education**
Iqbal Square,
Meprathupady, Vengola,
Perumbavoor, Ernakulam - 683 554
Tel : 0484-2522583, 2525603, 2526201
E-mail : nationalcollege09@gmail.com
Visit us : www.nationalcollege.info
Fax : 0484 - 2525693

Ref.No.5740 01/01/2011

Dr. Achamma P.Mathew
Kunnath House
Pindimana P.O
Kothamangalam

Appointment Order

This is to inform you that you are appointed as Reader for M.Ed course in National College for Teacher Education, Vengola P.O, Perumbavoor, 683 554 on the basis of the interview conducted on 31st December, 2010.

Your appointment will be on regular basis with effect from the date of joining duty on a scale of pay as per Govt order concerned and you have to join duty on or before 08/02/2011.

You will be on probation for a period of one year with in a period of continuous service of two years

Regarding the service condition, the rules stipulated by the Govt. of Kerala will be followed.

In token of having accepted the appointment you may return the duplicate of the order duly signed.

With Best Wishes
Yours Faithfully
Manager

Accepted the appointment.
Achamma P. Mathew
Dr. Achamma P. Mathew

Tel : 0484 2522583, 0484 2525603

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



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



National College for Teacher Education

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DECLARATION FROM EMPLOYEE

DECLARATION

I Dr. Achamma P.Mathew. D/o K.V.Mathew resident of Kunnath House, Pindimana P.O, Kothamangalam Ernakulam Dist., do here by declare that I have accepted the appointment as Reader of M.Ed course in National College for Teacher Education, Iqbal Square, Vengola, Perumbavoor and that I have not accepted any assignment anywhere on full-time or Part-time basis other than in this institution.

Place: Vengola.

Date: 08/02/2011

Achamma Mathew
Signature

True copy
Attested
S.B. Nambuthiri

Dr. S. SANKARAN NAMBOOTHIRI
PRINCIPAL
National College For Teacher Education
Iqbal Square, Vengola
Perumbavoor - 683 554



Tel : 0484 2522583, 0484 2525603

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

Dr. N. SETHU MADHAVAN
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LEAVE APPLICATION

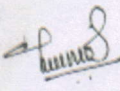
From
chinna P.P
Lecturer in Mathematics
National College for Teacher Education
Vengola, Perumbavoor

To
The Principal
National college for Teacher Education
Vengola, Perumbavoor


Sub : Application for Leave

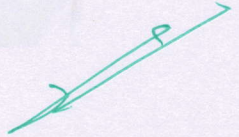
Madam,

I am writing this letter to let you know that I am in need of a long-term leave. I would like to avail the leave from 05-08-2019 to 31-12-2019. Please consider my leave application and approve the same. I shall be really grateful to you.

Yours faithfully
chinna P.P 

Vengola
01-08-2019





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Dr. N. SETHU MADHAVAN
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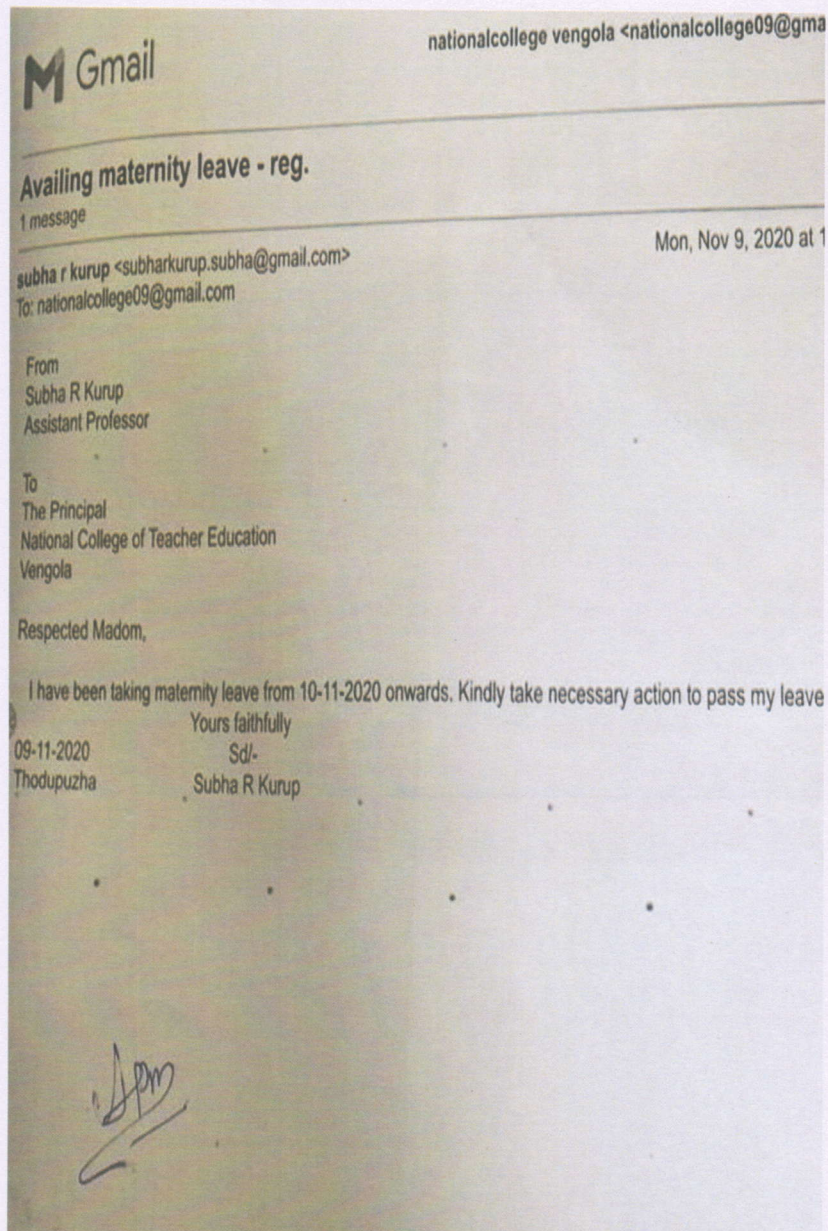


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MATERNITY LEAVE



(Handwritten signature in green ink)

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Dr. N. SETHU MADHAVAN
PRINCIPAL
NATIONAL COLLEGE FOR TEACHER EDUCATION
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MEDICAL LEAVE

from
Sangeev.V
Physical Science

To The Principal
National College for Teacher Education
Vengola.

Sir,
I am going for an ayurvedic
treatment, so humbly request you to
Sanction leave for me from 1/3/22
to 8/3/22 and 28/2/22

Thanking you
Yours faithfully
V. Sangeev

23/2/22
Vengola



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Dr. N. SETHU MADHAVAN
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SPECIAL REQUEST

06/05/2022


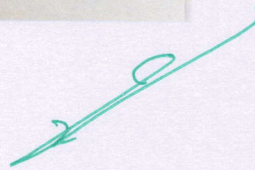
From, Srethu Sathosh

To
 Manager,
 National College,
 Vengola.

Sub: ഒറ്റപ്പി സഭയെ ക്ഷേരിക്കുവേണ്ടി:-

Respected Madam,
 ഹരീൻ Perumbavoor U. Tech -
 Institute ന്റെ multimedia Course പഠിക്കുന്നതിന്.
 ഭവനം (May 9- മുതൽ May 30 വരെ) തീക്കൽ
 സ്കൂൾ, വെള്ളി ദിവസങ്ങളിൽ ഞായറേന്ദ്രം + ഞായർ
 പോകുന്നതിനായി സഭയെ ക്ഷേരിക്കുവേണ്ടി നന്നം -
 റെന്റ് വിനിയോഗിക്കണമെന്നു അപേക്ഷിക്കുന്നു.

ഹരീൻ
 സഭയെ ക്ഷേരിക്കുവേണ്ടി

Tel: 0484 2522583, 0484 2525603 **Dr. N. SETHU MADHAVAN**

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

PRINCIPAL
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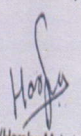

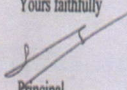



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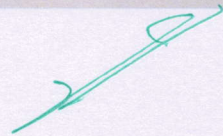
Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

RELIEVING LETTER

<p>The Manager, National College of Teacher Education, Vengola</p> <p><u>Subject: Submission of resignation letter</u></p> <p>Respected Madam,</p> <p>I had joined National College of Teacher Education as an Assistant Professor-English on May 29, 2023. I have put my best efforts in the last three months to impart quality and rewarding learning experience to our students. Now owing to personal health reasons, I am compelled to take a short break in my career. Hence, I wish to submit my resignation from the post, and request you to kindly relieve me from my responsibilities in one months' time.</p> <p>I will always cherish the short but very fruitful stint I had at the college and will always remain a well-wisher of this prestigious institution. I also thank you personally for your sincere support and encouragement given to me.</p> <p>Yours faithfully,  (Harsha Mohsin)</p> <p>Vengola August 18, 2023</p>	<p> National College for Teacher Education (NAAC Accredited with 'B' Grade) Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556</p> <p>25-09-2023</p> <p>To Mrs. Harsha Mohsin Faculty of English National College for Teacher Education</p> <p><u>Relieving Letter</u></p> <p>With reference to your resignation letter dated 01-06-2023 your resignation has been accepted and you have been relieved from all the services, duties and responsibilities of National College with effect from the closing hours of Wednesday, 27th September 2023. You are requested to deposit the College ID (if any) and any other College property entrusted to you during your employment with us.</p> <p>We wish you all success in your future endeavors.</p> <p>Thanking You, Yours faithfully  Principal Dr. N. SETHU MADHAVAN PRINCIPAL NATIONAL COLLEGE FOR TEACHER EDUCATION IQBAL SQUARE, MEPRATHUPADY VENGOOLA, PERUMBAVOOR - 683 556</p> <p></p>
--	---

Tel : 0484 2522583, 0484 2525603

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