Administration Policy

The policies on administration are a set of guidelines that govern the operations and decision-making processes of Paramekkavu College Of Arts & Science. These policies provide a framework for effective administration, and ensure the institution operates in a manner that aligns with its vision and mission

1. Admission

The College adheres to the admission policy of University of Calicut. Admission to the UG Degree Programme under Choice Based Credit and Semester (OBE) system in the Arts and Science Colleges affiliated to the University of Calicut is made on the basis of Online Centralized Allotment. Candidates can apply for the following Programs in Paramekkavu College of Arts and Science through the single window admission portal of University of Calicut.

Programs:

1. BBA

2. B Com with Computer Application

3. B Com with Finance

4. B Com with Cooperation

5. BSc Psychology

6. BSc Computer Science

7. BSc Electronics

8. BCA -

9. BA English Language & Literature

10. M Com Marketing

Division of Seats and Procedures for Aided Programmes

1. Merit Seats:

Fifty percent of the seats will be filled by open selection on the basis of merit as per University Norms

2. Reservation Seats:

a. SC, ST, OBC and other reservation category seats implemented as per university norms.

b. If sufficient candidates are not available for filling the seats reserved for SC/ST candidates, the same will be notified in the media and a separate allotment for SC/ST candidates will be made by the University.

c. However, even after this, if SC/ST seats remain vacant such seats shall be filled by the College from the candidates belonging to OEC and in their absence, candidates belonging to SEBC. The seats that further remain unfilled will go to the open quota (as per Universitu Guidelines.).

3. Management Seats: The Management seats (50%) shall be filled with candidates of its own choice. The academic eligibility of such candidates shall be same as prescribed for other candidates. The candidates who apply for management quota shall also register online before the closure of the registration. Whereas the candidates seeking admission under Management quota can register online till the closure of admission (4.1.1.b).

4. Reservation for Persons with Benchmark Disability (PWBD): (i) 5% of the total seats, over and above the sanctioned strength will be set apart exclusively for persons with benchmark disabilities in each programme.

2. Policy on Collaborations/ MoUs

'MoU' stands for Memorandum of Understanding and is an agreement between two or more entities (ie. Academic Institutions, Industrial Companies, NGOs' and foreign Universities) expressing an intended partnership through collaborative activity. MOUs are often facilitated for joint activities that are non-binding and not legally enforceable.

The purpose of a Memorandum of Understanding is to develop academic and educational cooperation on the basis of equality and reciprocity and to promote sustainable partnerships and mutual understanding between the Institutions/ Concerns.

All the MoU will be signed with the consent of the Principal and College Council of this

institution. The terms and conditions will be discussed and the approval will be given.

1. Types of MoUs:

Institution Level: College Level Co-coordinator will be the authorized Person and Principal will be the signatory.
Department Level: Head of the Department will be the authorized Person and

Signatory. Individual Faculty: It shall be done as per the decision of the department council.

2. Scope Of Activities

We aim to undertake cooperation in areas that may include, but are not restricted to, the following:

- Student exchange for research and study

- Exchange of faculty, staff and research scholars

- Joint research activities

- English as a Second Language programs

- Continuing education programs

- Organization and participation in seminars, symposia, short-term academic programs and academic meetings.

- Exchange of research and educational materials, publications and academic information

- Technical assistance

- Creation and marketing of electronic instruction media, including credit and non -credit courses

- Dual degree and joint degree programs with our Distance IGNOU Center.

- Exchange of resources like Lab, Library, Sports Infrastructure and Research Labs.

- Assistance of subject teachers in other institutions.

- Collaborations for Placement and Internships.

- Conduct of certificate Courses.

- Collaborative National and International Seminars and Research Works.

- Any Other

Activity Agreements

Before any activities may be implemented, the parties shall discuss the relevant issues to the satisfaction of each party and enter into specific activity agreements based on the mutually agreed objectives and outcomes of the activity. Activity agreements will include such terms as the following:

- Elaboration of the responsibilities of each institution for the agreed upon activity

- Specific schedules for the activity

- Budgets and sources of finances for the activity

- Detailed management of intellectual property rights and publications

- Any other items deemed necessary for the efficient management of the activity.

Coordinators

- Coordinators shall be named by each institution to serve as liaisons for implementing an MoU.
- All activities conducted under the auspices of an MoU must have the endorsement of the coordinators.
- The IQAC Coordinator from the College shall be a mandatory signatory in the MoU.

Renewal, Termination and Amendment

An MoU shall remain in force for a period of five years/ three years / one year from the date of the last signature. An MoU may be extended by the written consent of the parties.

An MoU may be terminated by either party giving written notice at least 90 (3 Months) /180 days in advance of the stated termination date. Termination of an MoU shall not affect activities in progress pursuant to specific activity agreements, which shall continue until concluded by the parties in accordance with their terms or as otherwise agreed to by the parties in writing.

An MoU may be amended only by the written consent of the parties.

3. E-Governance Policy

The E-Governance policy seeks to achieve the following objectives:

1. Implementation of E-Governance: Integrate ICT into the functioning of the college to streamline operations.
2. Transparency and Accountability: Foster transparency and accountability in all college functions.
3. Quick Access to Information: Provide easy and rapid access to information for all stakeholders.
4. Global Accessibility: Enable stakeholders to access services online from anywhere in the

world.

5. Enhanced Communication: Facilitate online communication between

various college entities.

6. Paperless Environment: Promote a paperless environment within the college.

7. Global Visibility: Make the institution globally visible.

8. Wi-Fi Enabled Campus: Establish a Wi-Fi-enabled campus for mobile-based e-services.

Procedure of Execution

Before introducing any new ICT facilities, College will provide comprehensive training to teachers, administrative staff, and students to ensure they are well-versed in the system. Regular awareness classes will be conducted to familiarize the student community with the technology. This will facilitate a smooth transition to the new system and ensure its successful functioning.

Areas of Application

The E-Governance policy will be implemented in the following key areas:

1. Website: The college website will be updated regularly to showcase college developments and provide information to all stakeholders. A dedicated committee will oversee website maintenance.
2. Administration: Administrative processes will be automated, moving towards a paperless environment, with access provided to all stakeholders through an online system. A comprehensive database will be established.
3. Finance and Accounts: The college will assess accounting requirements and adopt new software/ modules as necessary to ensure data confidentiality and providing regular training to staff.
4. Student Admission Support: The entire student admission process will be conducted in the online mode through the University of Calicut Centralised Admission Process.
5. Learning Management System: The college will utilize a Learning Management System to support academic activities.
6. Library: The DELNET software shall be used for the effective functioning of the college library. Internet access and digital reading sources will be made readily available to students and faculty.

By implementing E-Governance across these areas, Paramekkavu College of Arts and Science will streamline operations, enhance transparency, and provide better services to all stakeholders. This policy represents our commitment to creating a more efficient and accountable institution in the digital age.

4. Financial Assistance for Teachers

Policy for providing financial assistance from seed money to faculty members for attending seminars/ conferences/ workshops, taking membership in professional bodies and pursuing other academic endeavours.

Objectives

1. To provide financial assistance to faculty members for participating in seminars/ conferences/ workshops other academic pursuits.
2. To provide financial assistance to faculty for taking membership in professional bodies.

Financial Assistance shall be provided to faculty members for the following purposes:

1. To attend seminars/ conferences/ workshops.
2. To present research papers in seminars/ conferences/ workshops.
3. To publish research papers in national and international journals.
4. To attend Faculty Development Programmes, Orientation/ Induction Programmes, Refresher Courses, Short term Courses etc.
5. To take membership in professional bodies.
6. To engage in other academic pursuits

5. Policy on Governance

1. The Managing Trustees are the highest authority in the hierarchy of the college.
2. The Principal, with the assistance of the College Council, supervises the implementation of all policies of the College.
3. The IQAC initiates and monitors all quality initiatives of the college.
4. The IQAC is entrusted to prepare an action plan on various issues like infrastructural development, enhancement of teaching-learning quality, research promotion and extension activities as per the vision and mission of the college.
5. The committees constituted at the beginning of every academic year ensure that all activities are conducted according to the action plan created by the IQAC.
6. Department Councils, Students' Union, Department Associations and other committees constituted at the beginning of each academic year ensure the successful execution of all activities.

6. Policy on Information Technology

      The college's IT policy ensures the efficient and secure use of technology resources on campus. This policy addresses various aspects of IT, including hardware and software usage, network security, data protection and acceptable use. This policy applies to all students, faculty, staff, and any other individuals or entities granted access to IT resources.

1. All users must use IT resources in a responsible and ethical manner.
2. All students can use the student wifi access points in the campus and should be used for only academic purposes.
3. Unauthorized access to computer labs, Network Research Centre and other resources is strictly prohibited.
4. IT resources should not be used for illegal or malicious activities, including hacking, unauthorized access, or distributing copyrighted materials without permission.
5. Personal use of college IT resources should be minimal and should not interfere with academic or work-related activities.
6. Users are responsible for maintaining the security of their accounts, passwords, and devices. Passwords should be strong and regularly updated.
7. Users should report any suspected security breaches, lost or stolen devices, or other security incidents to the office or concerned admins immediately.
8. All college staff should use their official college mail id for mailing purposes.
9. Software and hardware must be used for the intended purposes. Installation of unauthorized software or hardware is not allowed.
10. Users should not engage in activities that may harm the integrity, security, or performance of the college network, college website and other college applications.
11. Social media accounts created on behalf of the college should be registered using official

college email addresses and contact information.

12. Account administrators should be designated and approved by the college administration or relevant department heads.
13. Administrators should ensure that login credentials are securely stored and accessible only to authorized personnel.
14. Content shared on college-affiliated social media accounts should align with the college's mission, values, and strategic objectives.

15. Do not share confidential or sensitive information, including financial data, or other personally identifiable information, on social media.
16. Social media accounts should be regularly monitored for comments and messages. inappropriate or offensive comments should be removed or hidden as necessary.
17. Violation of this IT policy may result in disciplinary actions, including loss of access privileges, suspension, or legal actions.

7. Institution Innovation Policy

This policy aims to create an environment that encourages creativity, problem-solving, and the transformation of ideas into viable businesses.

1. The college incubation center should provide physical spaces, resources, and mentoring to students and alumni interested in starting their own businesses or pursuing innovative projects.
2. An Institution Innovation Council (IIC) should be established and its members should be appointed including a president, vice president, activity coordinators from amongst the staff and students of the college.
3. External members should be invited to be part of the IIC.
4. Activities of IIC should be planned and organized in accordance with the guidelines from the MOE-Innovation cell.
5. All college resources can be used for innovation and incubation activities but must be done in an authorized manner.
6. The college may offer grants and seed money to help innovative projects and start-ups to get off the ground.
7. Students should be encouraged to participate in innovation projects and activities organized

   by other colleges, universities, and organizations.

8. Projects and ideas for which the college provide assistance should be discussed in the college council, and approval from higher authorities should be sought.
9. Coordinators should monitor the progress of various activities undertaken by the Innovation and Incubation Cell.
10. Students should be encouraged to organize events related to innovation, which may involve the participation of students and entities from other organizations as well.
11. Students should be encouraged to apply for patents and guidance for the same should be

provided.

Collaborations with industry, as well as other colleges or universities, should be actively encouraged.

8. Resource Mobilisation Policy
The policy guidelines are:

1. Various committees such as Purchase Committee, Construction Committee, Committee for Infrastructure Development, Library Advisory committee is formed for a specific duration based on specific requirements from time to time.
2. The committees shall have representatives of the management, teaching staff and administrative staff.
3. The committees shall convey information regarding funding agencies to the Management, Principal and the departments.
4. The committees constituted shall monitor the proper utilisation of resources as per the directions of the Principal.
5. The Principal shall ensure a transparent financial management system and the effective mobilisation of resources.
6. Regular audits by the Chartered Accountant shall ensure that the mobilization of resources is being done properly.

9. Staff Appraisal
This policy applies to all employees, including full-time, part-time, and temporary staff members of our institution. To achieve these objectives, we commit to the following procedures:

1. Self-Assessment: Employees are encouraged to self-assess their performance and activities during the academic year.
2. Annual Performance Appraisal Form: All teaching and administrative staff are required to submit this performance appraisal form annually.
3. Faculty Evaluation - Student Feedback System: Faculty evaluation is conducted using

the student feedback system.

At the end of each academic year, students' feedback is collected to assess:

- Mentorship and counselling skills of teaching staff.

- Ability to teach and communicate with advanced, average, and slow learners in the classroom.

4. Feedback Review: Common observations from the feedback are communicated to the faculty members during academic meetings. Suggestions for improvement are provided.

5. Reporting: The appraisal report is forwarded to the Principal through the respective Heads of Departments (HoDs).

6. Evaluation Panel: The following individuals evaluate the appraisal forms:

- Head of Department (HoD)

- Internal Quality Assurance Cell (IQAC) Coordinator

- Principal

7. Promotion Criteria: Promotions are based on the Performance-Based Appraisal System, and Experience.

8. Administrative Staff: The skills and efficiency of the administrative staff are monitored. Training sessions are organized to enhance their skills.

9. Continuous Development:

- Staff members are encouraged to stay updated with developments in their respective areas.
- Necessary support and resources are provided by the institution to facilitate professional development.

10. Staff Recruitment

1. The Managing Trustees are the appointing authority of the College.

2. The appointments of academic and administrative staff shall be made in accordance with the UGC & Trust regulations, University statutes, service rules and other government orders.

3. The recruitment process of teaching staff shall include the following steps:

- Estimation of workload

- Estimation of vacant post

- Approval from Management for recruitment

- Placing advertisements

- Appointment of scrutiny panel

- Scrutiny of application

- Appointment of selection panel

- Sending call letters for interview

- Selection and appointment

- Joining process

4. The recruitment of administrative staff shall be as per the Calicut University statutes, Trust Service Rules etc

11. Staff Welfare

1. Scope: This policy applies to all employees, including full-time, part-time, and temporary staff members of our institution.
2. Policy Statement

Paramekkavu College of Arts and Science Thrissur, is dedicated to fostering a workplace that values and promotes the welfare of its employees. We recognize that the well-being of our staff members is essential for individual growth and the success of the organization. To this end, we commit to the following principles and initiatives:

3.1 Health and Safety

- The college provides a safe and healthy working environment by complying with all relevant health and safety regulations.
- Employees are encouraged to report any safety concerns or incidents promptly.
- We are conducting regular safety training and awareness programs.

3.2 Work-Life Balance

- We support work-life balance by offering flexible work arrangements when feasible.
- Employees are encouraged to make use of paid time off, including vacation and personal days.

3.3 Training and Development

- We are committed to fostering the professional growth and development of our staff through training programs and opportunities for skill enhancement.

3.4 Social and Recreational Activities

- The college organizes social and recreational activities to promote

a sense of community and well-being among employees.

- The college offers its indoor stadium, gym, and playgrounds to employees for their physical fitness activities.

3.5 Communication and Feedback

- We encourage open communication between employees and management to address welfare concerns and gather feedback.
- Anonymous channels for feedback will be made available.

4. Responsibilities

- All employees are responsible for adhering to the principles outlined in this policy.

- Management oversees the implementation of this policy and addresses staff welfare-related matters.
- Managers and supervisors are responsible for promoting staff welfare within their teams and facilitating access to relevant resources.