



# GOVERNMENT COLLEGE MOKERI

**Mokeri (P.O), Kakkattil (via)Kozhikode, Kerala, Pin-673507**  
**(NAAC Accredited with 'B+' Grade)**

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## GOVERNANCE & PARTICIPATIVE MANAGEMENT

The institution implements a *participative management* approach. Its objective is to apply the notion of innovation to the administration and management of academic and administrative affairs. It is manifested in the management of the office, policy decision-making, and planning and administration. Each academic year, measures are taken to advance education for all sections through undertaking quality initiative programmes. The institution improves quality across multiple tiers, involving the Principal, College Council, Planning and Development Committee, IQAC Committee, NAAC Committee, PTA, Staff Club, administrative and nonteaching staff, NSS and such other committees. All stakeholders actively participate in the management process through *decentralisation and collaboration*, striving to ensure the efficient operation of the institutions.

The establishment fosters a climate of *decentralisation and participatory governance* that incorporates the participation of all relevant groups in the decision-making process. Participatory management and decentralisation are tenets of the college. It strives to provide significant autonomy to the institution in every aspect of the decision-making procedure.

The institution's backbone is composed of its *administration*. Society is assured of a high-quality education by the institution. The College administration assumes a crucial function by providing guidance and assistance in the formulation and execution of policies, programmes, and initiatives that are in line with the institution's overarching vision and mission. The administration is responsible for maintaining order in all areas, including maintenance, admissions, account and finance, record keeping, evaluation and supervision, and record keeping.

*Faculty* uphold positive and constructive rapport with students, fellow faculty, and the broader community. The policies and programmes are executed precisely and constructively by the faculty. They adhere to professional ethics in education and serve as a representative of ethics.

The *departments'* principal responsibility is to ensure academic excellence in all endeavours. The departments and department heads carry out their duties and obligations in accordance



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with the college's vision and mission. The Department Council guarantees the institution's efficient operation through its periodic meetings.

Administrative *non-teaching* personnel are essential for the day-to-day operation of the institution. The Senior Superintendent provides support to the Principal and the Council in decision-making processes and oversees the operations of the college office.

Decentralisation and participative management have been implemented throughout the *academic and administrative* processes of the institution. In accordance with its mandate, the Council convenes on a regular basis to deliberate and execute the prospective strategy of the organisation. The institution, in collaboration with its concerned *IQAC, Planning Committee*, and other statutory Committees, consistently strives to enhance quality as part of its quality initiative and quality development efforts.

Each member of the faculty convenes for a faculty meeting at the start of each academic year to deliberate on the efficient operation of the institution. A multitude of committees are established and entrusted with specific duties. The principal and IQAC are briefed by the committee chairman and committee members on the strategy and execution of the decision. They solicit input from all stakeholders of the organisation, implement enhancements to the extent of their capabilities, and advise management on additional corrective measures.

The managerial and academic responsibilities are overseen by the principal, who serves as the Head of the Institution. The *Department Head* operates with the oversight of the *Principal* and the *Internal Quality Assurance Cell*. The heads of the departments are entrusted with particular obligations and responsibilities in order to oversee the daily operations. Participation in the various academic, administrative, statutory, and non-statutory committees is mandatory for all faculty members. A Quality Assurance Cell within the institution oversees both academic and administrative operations. Mentorship is implemented across all departments, with the Principal ensuring its effective working.

The chairperson of each committee is an individual nominated by the College Council. The Internal Quality Assurance Cell oversees each and every operation. The *academic calendar*, which is issued by the affiliating university, University of Calicut, is prepared and planned in advance with great attention to detail. The *Academic Committee*, composed of department



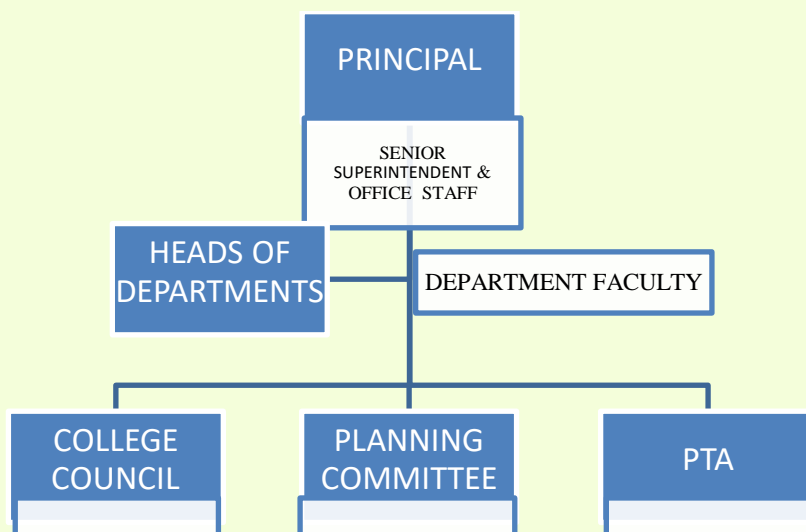
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heads, ensures that the calendar is properly implemented. The monitoring of departmental operations is the responsibility of the department heads. The faculty along with the tutors oversee the practical, attendance, examination, and results, while also offer constructive criticism to facilitate future enhancements.

At *routine meetings*, the institution deliberates on matters and obstacles pertaining to its developmental facet. Alumni, co-ordinators, instructors, students, and non-teaching personnel are all encouraged to submit their thoughts, ideas, and suggestions via the appropriate channel. For future decision making, the input obtained from multiple committees and the analysis of feedback are taken into account.

## GOVT. COLLEGE MOKERI



The *College Council* comprises of the Principal, Council Secretary, Heads of Departments, Librarian, Elected staff members (2), IQAC coordinator, Senior Superintendent

The *PTA* Executive Committee consists of the PTA Secretary (a faculty member), President (an elected parent member), Heads of Departments and such other that the College Council nominates at the College Council meeting.

*Infrastructure & Academic Planning Committee* consists of faculty the College Council nominates at the College Council meeting. Chaired by the Principal, the committee is led by a



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Convenor who looks into the college development along with the other committees constituted at the academic and infrastructural level.

## **PERFORMANCE APPRAISAL**

The institution ensures strict adherence to the UGC Regulations and Measures for the Maintenance of Standards in Higher Education, which pertain to the minimum qualifications required for the appointment of teachers and other academic staff in universities and colleges. An annual evaluation is conducted of the performance of each employee. The objective is to evaluate the employee's performance in accordance with predetermined criteria and identify specific areas that require improvement in order to facilitate their future development and progression. The evaluation of faculty members' performance is conducted through the implementation of the Annual Self-Assessment for the Performance-Based Appraisal System (PBAS). The PBAS proforma for the UGC Career Advancement Scheme (CAS), which is computed utilising the API score, is employed in the determination of promotions. The IQAC handles faculty placements in a proactive manner, adhering to directives issued by the DCE from time to time. The PBAS proforma, which the faculty member has completed, is evaluated and granted approval by the principal, IQAC, and department heads. On the basis of their API score, probable promotion-eligible faculty members are recommended and required to appear before the screening-and-selection committee. The documents are then forwarded to the DCE for further verification and final sanction. With the exception of confidential reports and annual performance evaluations, annual evaluations are conducted for all non-teaching personnel. The staff are instructed to enter reports on SCORE as and when directed to by the DCE.

The Annual Confidential Report and the performance appraisal system significantly enhance the process of evaluating employee performance by serving as mechanisms to encourage, track, and guarantee performance development.

## **WELFARE MEASURES**

The institution offers effective welfare measures and opportunities for career advancement/development to both teaching and non-teaching personnel. Staff members are enrolled in insurance programmes administered by the government. A variety of leaves are granted to personnel in adherence to governmental regulations and standards. Maternity and paternity leave, as well as medical leave, are included in this. Staff members are granted access to an indoor fitness centre and the sports pitch. In addition, personnel are provided with a variety of state-sponsored benefits. The staff club coordinates a one-day tour for faculty and administrative staff, which serves to cultivate a positive and joyful atmosphere on campus while also mitigating work-related stress. Personnel are encouraged to provide consistent feedbacks in an effort to enhance the institution's welfare initiatives.



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## INSTITUTION REVIEW

Periodically, the IQAC evaluates the teaching-learning process, operational structures and methodologies, and learning outcomes of the institution.

IQAC meetings are customary for the college and are dedicated to deliberating on the action plans of departments, committees, and cells. The actions are directed towards the achievement of the action plan that is chalked out at the beginning of the academic year. The action items accumulated throughout the academic year are reviewed during the IQAC-convened meetings. Analysis and discussion of the action plans and action taken reports ensues with the Principal and the Council. The IQAC conducts ongoing evaluations and implements measures to enhance the calibre of the teaching-learning process. All recently matriculated students are obligated to participate in the Orientation Programme, wherein they receive comprehensive information regarding the establishment, its unique educational framework, pedagogical approaches, ongoing assessment procedures, required foundational courses, diverse extracurricular engagements, the institute's culture, and code of conduct. Furthermore, a comprehensive tour of the campus and its diverse amenities is offered to every student. Improvements are implemented to the teaching-learning processes in accordance with the IQAC recommendations. Feedback is collected and evaluated

### ***Decentralisation and Participatory Governance***

1. *IQAC*
2. *NAAC committee*
3. *Discipline Committee*
4. *Anti-Ragging Committee*
5. *Anti-Ragging Squad*
6. *Women's Cell & Women Empowerment*
7. *Purchase Committee*
8. *Planning Committee*
9. *Public Information Officer*
10. *Anti-Tobacco/Narcotics Campaign Committee*
11. *Staff Recreation Club*
12. *Internal Examination Committee*
13. *SC/ST Cell*
14. *Students Grievance Redressal Cell*
15. *Literary Club*
16. *Science Forum*
17. *Debate Club & Quiz*
18. *Career Guidance & Placement*
19. *Film Club*
20. *Tourism Club*
21. *Nature Club*



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22. Nodal Officer for Academic Information and Learning Management System (AILMS)
23. CDC Staff Representative
24. E Governance & E Resources--CAMS, LMS and Website
25. Election Committee (College Union Elections)
26. ORICE & YIP
27. Open Course Committee
28. Admission Committee
29. Jeevani –Counselling Cell
30. University Centralized College Portal Nodal Officer
31. Rural Entrepreneurship Development Cell
32. ED Club
33. Project Monitoring Unit (PMU) of RUSA
34. Board of Governors (BoG) for the implementation of RUSA works in the College
35. University Examination Committee
36. Electoral Literacy Club