



NAM COLLEGE KALLIKKANDY

(Affiliated to Kannur University, Accredited by NAAC with B Grade)

KALLIKKANDY (PO), KANNUR DT, KERALA, 670693

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POLICIES



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COLLEGE LEVEL POLICY

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QUALITY POLICY

Purpose of the Quality Policy

This policy aims to convey the NAM College's quality-related intentions and positions

Definition

Quality is the ability of our programmes, teaching and learning, and associated services to fulfil the standards and needs of stakeholders and students. Our students, stakeholders, and community members evaluate the quality of our service delivery based on how well we are able to meet their needs.

As a Higher Education institution, we believe in:

- Making learning possibilities available.
- Improving the social and economic environment by transforming lives via education, innovation, quality, and training while embracing our core principles.

Core Values

Commitment, Transparency, Respect, Accountability, Integrity and Trust

The pledges we offer to our main stakeholders reflect our dedication to quality:

Governing bodies - to be high performing and consistently complying.

Students - to enable their learning and developmental needs to make them competitive, prepared for the dynamic working environment and fostered for leadership.

Donors: Be accountable, open, and show appropriate gratitude and trust

Staff - Be sensitive of their needs and offer them chances for development

The wider society - To accept diversity, uphold honesty and high ethical standards in the delivery of services

Quality Policy

- Offering innovative, interesting learning opportunities.
- An environment that promotes learning and holistic education.
- Using cutting-edge teaching strategies.
- Student-focused events.
- Employee development initiatives.
- Constant evaluation of systems and procedures to guarantee quality control.
- Establishing a society that values comprehensive quality as a way of life.
- To equip students for leadership throughout their lives

Policy Review

This quality policy is examined each year to make sure it still applies to our stakeholders and is responsive to a changing environment.

IQAC NVMC

INFRASTRUCTURE UTILIZATION AND MAINTENANCE **POLICY**

The objectives of the Infrastructure Utilization and Maintenance Policy and Processes are:

- To achieve optimum utilization of facilities and services for the benefit of stakeholders
- To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities
- To reduce probabilities of accidents at workplace for ensuring safety
- The policies are meant for day –to-day dealing. They provide guidance to all members in academic areas.
- The physical and academic facilities are implemented by policies to optimize the use of Resources based on needs of Education, Research and Administration
- The coordination between facility allocation and utilization ensures the optimal usage of Resources like Laboratories, Sports Gym, Library and Classrooms inside the campus.
- College policy is to have an effective mechanism in place for the upkeep of the infrastructure and other facilities so as to have optimum utilization of the facilities in order to have effective and smooth functioning of the college. To prevent misuse and misconduct of Resources and Services
- To achieve timely up-gradation, replenishment, repairing and replacement of Resources and Services
- To set standardized maintenance and utilization procedures for Resources.

	Policy Title: Infrastructure Utilization and Maintenance Policy	
1.	Administrative Policy Number (APN): (Suggested By IQAC)	Functional Area:
2.	Brief Description of the Policy:	The College has established a system for Maintenance and Utilization of Computers Labs, Classrooms, Sports Gym, Laboratory

		Equipment and other Infrastructural facilities. The procedure and policy for the maintenance of various infrastructural facilities are presented in this document.
3.	Policy Applies to:	NAM College, Kallikkandy

Target Group :

- Management of the College
- Principal
- Teaching Staff
- Non Teaching Staff
- Students
- Parents
- Vendors

INFRASTRUCTURE UTILIZATION POLICY

- The College ensures optimal allocation and utilization of the available Financial Resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the College as per the requirements, in the interest of students.
- **Master Time Table** is prepared to facilitate maximum use of all class rooms and labs.
- **Standard Operational Procedures** for handling various Committees, equipment and instruments are to be strictly followed.
- The Institution possesses spacious **classrooms** which have sufficient number of fans and tube lights and desks. All the facilities are properly maintained, in case of repair or damage of the goods, carpenters and electricians carry out the maintenance appointed by the Management.

- Classrooms with furniture, teaching aids and laboratories are maintained by the respective Department staff and supervised by the respective Heads of the Departments.
- The Institution has 4 **Computer labs** which have around 150 desktops. The systems are maintained with the help of the hardware technicians appointed exclusively for this purpose by the Management.
- College has **Smart Class Rooms** with Interactive Projectors, Whiteboard. Smart classes combined with the Internet opens the door to the vast world of online study materials. It can leverage the maximum potential of online materials for learning and teaching. This way, the education would not be restricted to our textbooks.
- College has **Seminar Hall** with Smart Board, Projector, Mic and Sound System. The Staff organize Induction/Orientation Functions, Guest Lectures, Workshops,
- Department Meetings, Staff Common Meetings, Placement Drives, Alumina Meet, Academic Council and Governing Council Meetings. The Staff has to book the Conference Room by writing the event details in the Seminar Booking Book available in the Staff room of the B.Sc Computer Science Department.
- The College has a **Language Lab** with Tutor and necessary Audio Visual equipment where students actively participate in Language Learning exercises. In the Language Lab students can access Audio or Audio-Visual materials.
- The respective faculty members, staff, lab assistants are given the responsibility to maintain the equipment under their purview.
- Departmental requirements for new purchases and maintenance of old is collected every year by the Principal and approved by Management.
- Ramp and toilet for specially **challenged students** are in place.
- **Library**
 - ✓ The College has well equipped library with necessary books, Journals, magazines and periodicals.
 - ✓ The Library is open on all days between 9.00 a.m. to 4.00 p.m. except Sundays and Government Holidays.
 - ✓ Library is fully automated using the software
 - ✓ Issuing of Books is done between 9.00 am to 4.00p m

- ✓ Students are allowed open access for the books.
- ✓ The College staff can organize Induction/Orientation Functions, Guest Lectures, Workshops, Career Fair, College Annual Fest, Placement Drives, National and International Seminars, Parents Teacher Association Meet, Alumni Meet, Yoga Sessions etc.
- The College has a **Canteen**.
- **First Aid Kit** with necessary medicines
- **Dead Stock Register** is maintained and updated regularly.
- Old and outdated equipment, chemicals and instruments are discarded by the concerned Departments after taking the approval of the Principal and Management.
- **CCTV Cameras** were installed in the entire campus to monitor security and safety.

Infrastructure Maintenance Policy

- **Security Staffs** has been appointed by Management to monitor day to day maintenance of infrastructure and safety and security of the entire College premises.
- The Heads of Departments of the College conduct a **periodic reviews** of repairs and maintenance requirements of their respective Departments.
- The Cleaning and the Maintenance of the classrooms and laboratories are done by the non-teaching staff and outsource staff as per cleaning schedule.
- Purchasing new tables, benches, chairs, boards, screens, curtains and other consumables is done by raising the requisition to the Principal and the same is presented before the Management for approval
- Maintenance of **ICT Facilities** in Campus : The Computer support staff maintain the ICT facilities including computers and servers. The annual maintenance includes the required software installation, antivirus and up gradation.
- The **IT infrastructure** like Computer Labs, Computers at Office, Departments, Staff Rooms etc. are repaired and maintained by Hardware Engineers.
- The College has provided Optical Fibre Internet connection. These connections are provided to 1) College office 2) Language Lab 3) College WIFI and Smart Class Rooms 4) Computer Labs and 5) Library.

- **Campus Wi-Fi** is maintained by Computer Staff.
- The Canteen Manager supervises the day-to-day operations of the canteen and menu selection. The Canteen Manager will be responsible for the overall cleanliness and presentation of the canteen inside and outside. The College Canteen Committee will monitor the canteen.
- Maintenance of **Campus Cleanliness**: Cleaning of the Campus areas including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team.
- **Laboratory Rules and Regulations** are prepared and displayed for student
- **Toilets** are cleaned twice every day. The whole campus area is maintained by the outsourced Staff.
- The College has Plastic Collection Centre on the Ground Floor, to inculcate in students a healthy, ethical and responsible attitude of discarding plastic waste.
- The College Website is maintained regularly by AMC with SRV Infotech.
- There are ample **Water Storage** facilities to ensure 24 hours water supply.
- There is **CCTV** surveillance throughout the college/ library.
- **First Aid Kit** requirement and medicines orders are regularly placed by the office Staff.

IT POLICY

The NAM College Kallikkandy Information Technology (IT) Policy sets the policies that governs the responsible usage of all users of the college's information technology resources. This comprises the IT facilities allocated centrally or by individual departments. Every member of college is expected to be familiar with and adhere to this policy.

Objectives of the Policy

- ❖ To Maintain the confidentiality of Data through backup and use of virus protection system
- ❖ Timely Servicing ,updating and resolving issues related to software, hardware and network.
- ❖ Transparency in Procurement and allocation of resources.
- ❖ Use of ICT in documentation process.
- ❖ ICT education strategy be implemented with a focus to give training to teachers, students and parents
- ❖ Use of ICT for student evaluation purpose.
- ❖ Facilitate teachers to engage in creating digital content and to embed them teaching—learning process.
- ❖ Any hardware that can no longer be used, but which has useful parts can be used for training purpose to the students.

Elements of the Policy

- ❖ The stake holders of NAM College can avail the ICT service.
- ❖ All the stake holders of NAM College are directed to keep Electronic devices 'password secured and protected.
- ❖ All the stake holders are directed to Logging into institution's accounts should be done only through safe networks.
- ❖ The people who are accessing to NAM College other than stake holders can use the ICT facility with the permission of college authority.
- ❖ The official data should be kept in safer locations authorized by the college authority.
- ❖ No transfer of data is allowed without any prior consent from the college authority
- ❖ The Passwords in the devices do not write down anywhere and leave it unprotected
- ❖ Teachers can avail the facility of e-content development center for preparation of digital content.
- ❖ The official data should be kept in safer locations authorized by the college authority.

Unacceptable use of ICT Resources

- ❖ Unauthorized access to another user's files
- ❖ Unauthorized modification of college data
- ❖ Damaging computer hardware or software
- ❖ Harassing, insulting or attacking others.
- ❖ Propagation of computer viruses.
- ❖ Uploading or downloading Copyrighted materials belonging to third parties.

ICT Committee

- b. Principal
- c. Heads of the Departments
- d. System Administrator of college
- e. Member from the college authority

Review of the Policy

The policy is reviewed in every year by the ICT Committee.

ADMINISTRATIVE POLICY

Objectives

- To define and to monitor the academic and administrative functions of the College.
- To redefine and strengthen policies & procedures intact with the changing situation.
- To ensure the functioning of system in accordance with strategic plans.
- To ensure compliance with rules & regulations of Central and State Governments, MHRD,UGC, University, and other Statutory and Regulatory bodies.
- To ensure the working of the College in accordance with the academic and administrative guideline prescribed by the Management and Directors of Academic Monitoring Committee
- To regulate the financial policies and transactions of the institution.
- To fix a benchmark in the implementation of curriculum and teaching-learning activity.
- To ensure the cohesive functioning of different departments and strengthen the trust and among the faculty members.
- To monitor the implementation of outcome-based education and support the academic ethics in the institution.

Domain of Activity

- Infrastructure augmentation and maintenance.
- Decentralization, Consultancy and Collaboration.
- Human Resource Management.
- Policies and Procedures of Governance.
- Admission, Examination & Research.
- Finance- utilization & audit.
- Academic support and facilities.
- Staff Welfare measures.
- University Examination Chief
- Internal Quality Assurance Cell (IQAC)- Strategic quality analysis plan, Assessment, Evaluation, Audit, Accreditation, Review, Feedback system- student, Teachers, Employer & Alumni.
- Data Management -Student records, Staff records, Resources data, Infrastructure & facilities, Library and Admission. Career Guidance & Counselling Cell, Entrepreneurship Development Cell.
- Redressal Mechanism

GENDER POLICY

The mission of NAM College, Kallikkandy is to ensure that everyone has an equal opportunity to succeed on campus, free from gender-based discrimination in employment opportunities, resource allocation, and access to educational services.

The gender policy offers rules and a framework for advancing gender equality, and it works hand in hand with other national policies including the National Women Development, the New Education Policy 2020, and the Gender Policy in Higher Education. This policy is anticipated to serve as a roadmap for all of our institution's processes, policies, procedures, and practises.

Objectives of Gender Policy:

- Enabling the creation of opportunities for both men and women to realise their full intellectual potential.
- To ensure that both male and female students have the opportunity to learn in a safe atmosphere free from all types of harassment and abuse
- To develop a workplace that is gender-sensitive that offers both male and female students and staff equal chances.
- To encourage and uphold gender equality by giving male and female employees and students equal access to the institute's resources, solutions, and services.
- To guarantee that everyone has the right to receive equal treatment.
- Respecting individual uniqueness and healthy cultural values.

To accomplish these objectives college focuses on the following effective measures.

- Continuous CCTV surveillance of the campus.
- The structure of the female cell.
- A girls' shared area for unwinding.
- Establishment of a cell for grievance resolution.
- Planning of lectures, roundtables, interactive sessions, etc.
- Holding awareness campaigns, creating posters, holding discussions, etc.
- Interactive session with renowned nutritionists, dieticians, and doctors.
- College inspires female students, especially those from underprivileged backgrounds, to pursue higher education.
- Providing unique scholarships for female students through endowment funds with the goal of achieving economic empowerment through active professions.

INCLUSIVE POLICY

Inclusiveness, the term, means including people irrespective of their diversities and treating them all with fairness and equality. Education is the fundamental right of all citizens of this country, and it stands above religious, gender, economic, socio-political, racial, linguistic, and regional differences. The institution has adopted a policy of inclusion to ensure that no student is devoid of that.

Objectives

- The admission policy of the institution rests on the value of inclusiveness, and follows the guidelines prescribed by the Central and State governments and other statutory bodies.
- The institution welcomes students from all religions, economic and socio-political backgrounds, and genders, and inculcates fundamental values of coexistence, cooperation, and respect in them
- The policy aims to accommodate differently abled children and treat them without discrimination.
- The policy expects to reach to the marginalized sections of the society, uplifting them via ensuring inclusion and equity.
- The policy aids in promoting peaceful coexistence of different groups, and upholds the concept of Unity in Diversity.
- The policy expects to help in the identity formation of students, providing them with a sense of belonging, and moulding them into responsible citizens of the nation.
- The institution aims to provide a multicultural environment for the students, which is a miniature version of the world outside, and equip them to lead wholesome lives.

NAM College Kallikkandy, being a minority institution, does not let that status hinder its policy of inclusion. The college envisions imparting education to all, irrespective of differences.

STAFF WELFARE POLICY

Effective welfare programmes are in place at the college for both teaching and non-teaching workers. The College offers welfare programmes to encourage productive, wholesome, devoted, and contented labour for the institution.

1. Better physical and mental health for employees to develop a healthy work environment are the key goals of the welfare scheme.
2. Facilities for education, recreation, and health care help to raise the employees' standard of living.

Through its activities, IQAC carries out some programmes to increase worker productivity, such as holding workshops and professional development courses.

The administration is particularly concerned about the wellbeing of the workers and academic growth.

- Faculty members without PhDs are urged to engage in research by enrolling in PhD programmes and writing research publications.
- The institution congratulates faculty members who have earned Ph.D. or M. Phil. degrees.
- Departments are encouraged to arrange seminars, workshops, and conferences on a variety of topic areas.
- Faculty are encouraged to attend Refresher/Orientation programmes as well as various professional development courses. The College covers the necessary expenses in full or in part as needed.
- Staff members receive instruction on how to efficiently use ICT facilities.
- Non-teaching staff members receive instruction on how to use the library's resources.
- Centralized salary disbursement services are provided through connections with nationalised banks.
- Staff members have access to the gym's play areas and amenities.
- Staff members on campus have free Wi-Fi.
- All staff members receive email addresses with the institution's domain name, and instruction on using other Google services was provided.
- A canteen is provided for use by students in the college.
- Excellent labs, computer centres, and equipment are available to support qualitative research activity.
- Staff parking lots are supplied separately.
- The college council and management applaud the faculty members and research guides for their accomplishments in research.
- Annual faculty family gatherings and excursions
- The college collaborates with other colleges to undertake activities and support faculty development.

- Possibilities to take part in extracurricular, cultural, and scholarly pursuits.

Welfare measures with the help of government

- **Increments:** All employees hired by the government and university receive increases in pay in accordance with government regulations.
- **Pension and gratuity benefits:** In accordance with government laws, all grant-in-aid employees get pension and gratuity benefits.
- The state government makes its portion of the General Provident Fund contribution.
- Unveiled leaves are eligible for leave encashment.
- Employee group insurance programme.
- Employee pension plans for employees (Under Government Schemes)

DIVYANGJAN POLICY

The term "disability" encompasses both sensory and motor impairments (e.g. Mobility, vision, or hearing impairment). The term "disability" also refers to impairments brought on by chronic illnesses and syndromes, invisible impairments like psychological and emotional disorders, learning impairments, heart disease, diabetes, asthma, arthritis, epilepsy, acquired brain injuries (ABI), and acquired immune deficiency syndrome (AIDS). There are many different types and degrees of limitations associated with impairments; as a result, accommodations must likewise vary and be customised to the needs of the individual.

The Right of Persons with Disabilities Act of 2016 forbids discrimination of any kind against people with physical and mental impairments. The NAM College in Kallikkandy opposes all forms of discrimination, including that based on a person's ability. The college also aims to advance an inclusive teaching and learning environment where people with disabilities are not upset or treated poorly. The following describes the institution's Divyangjan policy

1. To offer Divyangjan students an inclusive teaching and learning environment free from exclusion, exploitation, and discrimination.
2. Making all of the institution's activities accessible to students in this group.
3. To guarantee these kids' participation in all activities and to offer equitable development chances.
4. To provide infrastructure amenities such as a wheelchair ramp, accessible restroom, etc.
5. To offer software to those who demand such facilities' help.
6. To place as many of the Divyangjan pupils' classrooms as feasible on the bottom floor.
7. To organise student volunteers to meet these students' needs.
8. To offer these students' parents and themselves counselling sessions as and when deemed necessary.
9. To give the deserving pupils in this group financial assistance.
10. To guarantee that all laws are applied to students who fall under the Divyangjan category..

STUDENT'S GRIEVANCE AND REDRESSAL POLICY

The Student's Grievance and Redressal Cell will look into the grievances lodged by any students. The cell is formed as per the UGC regulation Grievance Redressal regulation 2018 (F.No.14-4/2012(CPP-II) dated.7-dec-2018).Students can approach the cell to submit their grievances and complaints regarding academic matters, services related with canteen, transportation, issues connected with departments, library and other services offered by the institution. Any form of dissatisfaction faced by the students can be communicated to the cell. The Grievance and redressal cell also looks into matters of physical, mental or sexual harassment faced by the students in the institution premises. Anyone with a genuine grievance can approach the Co-ordinator or any member of the Grievance cell. Grievances may also be sent through e-mail (namcsgrc@gmail.com) or by phone to the Co-ordinator or student can post their written complaint in the complaint box placed in each floor of the college building. The complaints will be addressed promptly and judiciously within in 5 to10 working days.

Objective:

The primary objective of the Grievance and Redressal Cell is to promote and maintain a harmonious educational environment among the students.

- □ Grievance and Redressal cell is established in order to maintain a healthy working atmosphere amongst staff, students and parents.
- □ This cell facilitates students to record their complaints and redress their problems, related to academics and other personal grievances, freely and frankly without any fear of victimization.
- □ To maintain the dignity of the college by ensuring conflict free promoting healthy student relationship among themselves and with the staff.
- □ To ensure effective resolution regarding student grievances in a fair and transparent manner.
- □ To counsel the students to refrain from stirring up unrest against other students, teachers and College administration.
- □ Any violation of ragging rules should be urgently brought to the notice of the Principal and anti-ragging cell

➤ □ The complaints of sexual harassment against women will be dealt as per government guidelines by the Anti-sexual Harassment Cell of the college.

Scope:

The cell will deal with Grievances received in written form, from the students on the following matters:

➤ □ **Academic Matters:** Related to timely issue of Mark-sheets, Transfer Certificates, and migration Certificates, issues in internal assessment, attendance or other examination related matters.

➤ □ **Financial matters:** Related to dues and payments for admission, monthly tuition fees, fines, scholarship etc.

➤ □ **Other Matters:** Related to certain issues about proper sanitation, classroom accommodation, canteen facilities, computer facility, study tour and availability of transport, fairness or victimization from teachers in evaluation etc.

Functions:

➤ □ The cell consists of a panel of 11 member including chairman and coordinator

➤ □ The Student union chairman included as the representative of whole students

➤ □ Complaint Boxes have been placed in the College campus in which the Students can post their grievances without revealing their identity .also they can post their suggestions for improving the academics/administration in the College.

➤ □ Students can lodge a complaint either to principal or to the members of student grievance redressal cell.

➤ □ The complaint can be send via E-mail (**namcsgrc@gmail.com**) , phone or written application to the Coordinator

➤ □ The cases will be attended promptly on receipt of grievances from the students.

➤ □ The cell will review all cases and will act formally and diligently

➤ □ The cell will give report to the higher authority about the cases attended and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Exclusions

The student's grievance Redressal cell will not entertain the following issues:

- ☐ The problems connected with or against the government policies like scholarship, fee structure etc.
- ☐ The problems connected with or against the university policies like examination date, semester duration, fee structure, university examination result publishing issues, valuation revaluation, grace mark etc.
- ☐ The issues for which the possible decision becomes against the rules affiliating university, Bos etc.
- ☐ The problems connected with issues on students political organizations

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RESEARCH POLICY

Teaching, research, and extension are the three activities that academic institutions are required to do. One of the innovative components of academic activity that helps the institution attain success in the field of education is research. It also takes into account the standard of education and knowledge growth. Research and development initiatives encourage innovation, open up new information channels, and help faculty and students at NAM College, Kallikkandy, learn and teach more effectively. Research is the cornerstone of knowledge; it creates cutting-edge facilities, encourages research publications, fosters collaborations, and becomes a part of a vibrant community that supports the mission's goals. These factors were taken into account as NAM College, Kallikkandy developed and applied research policy

Purpose

The research policy is to instil a culture of research among faculty members and research aptitude in students. The policy will provide an overall framework for conducting research activities. Additionally, it seeks to pinpoint research thrust areas that are socially relevant and hence support the college's vision and mission. Contribution to society and the country as a whole is another focus of the research policy.

Scope

This research policy serves as the foundation for the college's research ethics and is followed in all departments. It also provides recommendations for how the college's research council should operate.

Custodian of the Policy

The Director of the Research Council will be responsible for implementing and maintaining the research policy. A Research Advisory Cell will be part of the Research Policy and will report to the Principal of NAM College in Kallikandy and the Academic Council. Its role will be to support and provide advice on issues pertaining to research at the college..

Goals of the Research Policy

The following are the main goals of the research policy:

1. To raise desired awareness about research conducted by NAM College professors.
2. Through a variety of research initiatives and programmes, to create the proper type of

research culture.

3. To build a research centre with a focus on socially important issues across all disciplines.
4. To inspire academic staff members to write research articles and take on various research initiatives with significant social and academic implications.
5. To produce a research journal, to give faculty members, researchers, and academicians from the college and from other universities across the nation a dais.
6. To raise societal awareness through various research projects and by receiving the proper publicity.

Research Quality

The college must have a clearly defined research standard that serves as a directive for students, instructors, and all other workers who may be affected.

1. To promote first-rate basic and applied research that is original in the realms of science and literature, business, Local history as well as any associated and pertinent sectors.
2. To recognise the growing research fields and inspire faculty members to conduct research in them.
3. Creating connections with businesses and industry groups to determine relevant research, survey, and other fundamental research questions.
4. To obtain projects, market analyses, and other research initiatives in order to get support from other commercial organisations, sectors, NGOs, boards, and forums.
5. To identify professors who have the potential to be leaders in their field of study and to motivate them to do research projects, studies, and surveys.
6. To offer financial support for research papers and study results to be published.
7. To provide the faculty, researchers, and students of NAM College, Kallikkandy with a suitable forum on which to publish their research findings and to urge them to draw attention to contemporary social issues.
8. To plan numerous seminars to help students and faculty members improve their research techniques.
9. To assign faculty members to various conferences, workshops, symposia, seminars, and other events in their fields and in areas of current interest.
10. To create in the college the necessary infrastructure that will assist in carrying out various research initiatives.

11. To improve data and information sources for conducting high-quality research projects and inquiries.

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RESOURCE AND MOBILIZATION POLICY

The Institution has a transparent and well-planned financial management system in which Government and Management are the main sources of funds. The Resource mobilization policy focuses on achieving the goals and target of the institution ensuring accountability and transparency.

- The Institution is a centrally managed non-profit organization with honorary governing body members which ensures the income generated is spent optimally in the institution itself
- Funds are provided to meet the infrastructure requirement of the institution while starting new programmes and centres
- The management provides financial supports to seminars/workshops/expert talks/Association activities/Faculty Development programmes
- The extracurricular activities of the students are a major concern and adequate funds provide for Sports and Cultural activities
- Scholarships and free ships to the deserving students
- Provident fund(PF) and Employee State Insurance(ESI) benefits are provided to the Management appointed staffs
- **Financial Resources of the institution are**
 - o Tuition fee
 - o Corporate grant
 - o Hostel Fee
 - o Government funds-UGC/DST/Grant-in-Aid of Kerala Government
 - o Grants From individuals, philanthropist
 - o College Development Fund
 - o Alumni Contribution
 - o Central development fund
- Tuition fee and Corporate grant is used for the infrastructure and academic activities
- Government funds are optimally used for which it is sanctioned
- Transparency and accountability is ensured by conducting an annual audit of the statements
- Financial support provided by the government agencies are audited by the respective

Government Departments

Financial Audit of Grant : Grants and funds sanctioned by Government/UGC :

There are their levels of audit for the funds sanctioned by the Government. They are as follows:

1. **Chartered Accountant**-After a stipulated period of time, the accounts for all the grants and funds sanctioned by the Government/UGC are initially submitted to an external Chartered Accountant. The audit report issued by the auditor with utilization certificate and all necessary ratified accounts are submitted to the concerned sanctioned authorities.
2. **Directorate of Collegiate Education**-At the time of annual audits by the Directorate of Collegiate Education, the audit team verifies all the financial documents related to the public funds utilized by College. After hearing the clarifications and corrections, the final accounts are settled.
3. **Accountant General, Kerala**-The Accountant General, Kerala also conduct their periodic verification of all the accounts sanctioned by the Government. Their suggestions and directions are also incorporated in the further utilization of the funds.

Grants and funds sanctioned by Management.

1. The institution has a strong financial advisory board for Management of accounts and all the accounts sanctioned are audited internally as well as externally. On behalf of the Management, all daily transactions are verified by the financial advisor of the college.
2. The internal audit of Management accounts is done by the Treasurer, MEF Committee, Pannor periodically. They verify all financial transactions and submit a detailed report of observations based on the observations given by internal auditor. The financial advisor of the college modifies the statements of accounts.
3. The Management has appointed Abbasali and company, chartered accountants in Thalassery as the external auditor of the Management accounts. At the end of every financial year they prepare annual financial statements and audit reports.

ENVIRONMENT AND ENERGY POLICY

The NAM College is dedicated to improving energy efficiency and conservation, particularly at a time when global warming is a serious problem and environmental awareness is rising. This policy will assist the institution in creating a campus that is both environmentally and financially viable and that reflects our fundamental principles of engagement and accountability.

Strategies & Principles for use of Environment & Energy

- Planning how the institution's development, communications, procurement, curriculum, research, and campus activities will affect the environment.
- Extending its duty to promote environmental education by adding or improving pertinent environmental content to open course materials.
- Reducing environmental consequences through promoting best practises for recycling, reducing, and reusing.
- Promoting native ecosystem protection on campus, where practical.
- Reducing harm to non-target biological creatures by limiting the use of pesticides in lawn, garden, and agricultural applications.
- To encourage the use of environmentally friendly transportation, such as carpooling and taking public transportation.
- To collaborate with other educational institutions and governmental organisations to enhance its operations' finest energy-saving procedures.
- When not in use, personal heaters, window air conditioners, office lighting, and other equipment should be turned off.
- By categorically expanding the output of solar energy through expanded solar panel installation by 2030, we can maximise the utilisation of solar energy.
- To conduct green audits to ensure compliance, spot issues, formulate environmental policies, assess environmental impact and performance, confirm the effectiveness of the organization's environmental management system, provide a database, and inform stakeholders of the organization's environmental performance..

New Renovation and Construction

- Low incandescent lighting and high efficiency lighting shall be used as much as possible in all new building and renovations.

- Alternative energy sources like bio-gas should be taken into consideration
- To launch recycling and garbage separation stations across campus.
- Sound resource conservation techniques will be incorporated into maintenance and operational procedures to decrease waste and energy

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