



MILAD-E-SHERIEF MEMORIAL COLLEGE

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SECOND CYCLE NAAC ACCREDITATION 2024

CRITERION

VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT



SUBMITTED TO

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL





Kayamkulam, Alappuzha

ACCREDITED BY NAAC WITH 'B' GRADE KAYAMKULAM-690502 KERALA STATE- SOUTH INDIA

(A Minority Community Educational Institution)
Affiliated to the University of Kerala
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2ND CYCLE
NAAC ACCREDITATION 2024

CRITERION VI GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2 Strategy Development and Deployment

6.2.1 Strategic Plan

Strategic Planning

	Preparation of Academic Calendar	Regularly
Effective method for teaching-learning	Preparation of teaching plan	Regularly
	Preparation of Lesson Plan	Regularly
	Conduct of assessment to evaluate outcomes	Regularly
	Practical methods of teaching	Regularly
	Application of e- learning resources	Regularly
	Mentoring and individual support	Regular basis
	Collection and analysis of feedback from the stakeholders	Regular basis
	Stationord	Regular basis
	 Knowledge enhancement through workshops and seminars. 	Regular basis
	Conduct of assessment and Benchmarking	Regularly
	Adhering to the faculty's reporting structure	Regular basis
Participatory management and effective leadership	Decentralization of the academic, administration and student related authorities &responsibilities	Regular basis
	All the Heads of the Departments conduct faculty meetings regularly	Regular basis
	Meetings of all the Heads of the Department are conducted regularly	Regular basis
	The minutes of the meetings are informed to the Principal who in turn consolidates all the suggestions and forward them to the Management for approval & reference.	Regularly

	Establishment of IQAC	2015
. Effective Functioning of Internal Quality Assurance Cell	All the departments, with the teaching and non-teaching faculty carry out academic and non-academic activities as per the instructions of IQAC	2015
	 Collecting feedbacks from students, parents, alumni and industry and actions are taken to ensure that the college satisfies all its stakeholders. 	Regular basis
	 Conduct of Internal Audit to ensure all activities are executes as planned and to take corrective measures in there are any deficiencies. 	
	Conduct of External Audit.	Regular basis
	Development of Quality Policy	Regular basis
	Organisation of programs with external agencies for the academic as well as non-academic development for the students and the faculties.	Regular basis
	Constant check and guidance for quality improvement	Regularly
	Preparation and submission of annual report	Regularly
	Development &implementation of recruitment policy as per Government norms	From the beginning
Familia de Malfana	Training for the quality improvement of the employees	From the beginning
. Employee Welfare and Advancement	 Healthy working environment & infrastructure for the employees. 	From the beginning
	 Proper Code of conduct, service rules & leave rules to be followed by all the employees 	From the beginning
	Formulation and implementation of Staff welfare policy	From the beginning
	Career advancement schemes	From the
	Rewards, recognitions and incentives	beginning From the
	 Support for attending seminars, conferences and workshops etc. 	beginning 2000

	Support for qualification enhancement	2000
	Supporting faculties in the areas for research, consultancy, innovations	2000
Placement programs for the students	The placement cell of our institution plays an important and key role in getting students their dream placement and guiding the students for their successful Career Placement.	2018
	It is a critical interface between the stages of completion of academic program of the students and their entry into avenues of suitable employment through campus placement drives.	2016
	To guide the students towards right direction, in accordance to their taste and aptitude	2015
Proper Conduct	Installation of CCTV Cameras at desired places and other measures to maintain the discipline.	2016
	Appointment of discipline committee which monitors and evaluate the code of conduct of the students and ensures their conduct is in accordance to the expectation of the institution.	2010

Faculty/Student/Wome n Grievances	 The grievance committee functions with the following purposes; To raise awareness of the rights of women, students, faculty, and staff. To provide emotional and physical support for them To assist them to become self- dependent and there by developing decision making abilities. To motivate them in raising voice against all kinds of discrimination. To help them in overall development of their personality. The Student Representatives have an obligation to students to: actively represent them in an impartial and truthful way; be accessible to students, listen to their opinions, and address their issues. 	2010
Planning and Management of Finances	 Formulation of financial budget Preparation of budget on the basis of Departments Estimation of Revenue & Expenditure Effective functioning of purchasing committee Allocation of Contingency Fund Periodic conduct of Audit 	From the beginning

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Collaboration of Industry and Institute	Short-Term Training Programmes for the faculties and students.	2016
	Collaborative Educational Programmes.	2018
	Faculty and student exchange for knowledge sharing.	2019
	Participation of industrial experts in curriculum design.	2020
	Organizing Student internships and industrial visits.	2010
	Support for internships, visits, trainings.	2010
	Providing career guidance	2000
	 Conducting add on courses that are relevant to the competing environment 	2005
Development of Young	Establishment of Entrepreneurship Development Club	2015
Entrepreneurs	 To conduct seminar, lecture, workshop for entrepreneurship development 	2015
	 Promoting, sponsoring and facilitating entrepreneurship development 	2015
	 Providing training & guidance for entrepreneurship development. 	2015

	Formulation of Institution Innovation Council	
Encouragement of Research and Development	Establish and develop Laboratories with more research facility	2025
	Fund generation through Project proposals	2010
	Apply for Government/Non-Government industry, sponsored funds	2000
	Alliances with Government & Private Institutes, Universities and Research Organizations.	2015
Outreach and Alumni	Constitution of Alumni association to increase their participation	2000
Relations Initiatives	Exploring Contributions	2000
	Sponsorships/scholarships/fund generation activities	2005
	Data base creation, Regular interactions with alumni and networking	2010
	Recognition of successful alumni for appreciation and felicitation	2010
	Development and modification of Infrastructure building	From the beginning
	Facilities for e-learning	2020
	Safety & Security management	2010
Development and Installing of	Water conservation and management facilities	2010
Tangible Infrastructure facilities	Zero plastic & green campus initiatives	2015
	Smart Class rooms and Seminar halls	2015
	Modernization of Laboratory & equipment	2016
	Up gradation of Library	2018
	Women restrooms	From the

	beginning
Constitution of computer labs	2010
 Development of sports (indoor/outdoor) infrastructure facilities 	2000