

Veena Memorial College of Education

(Affiliated to University of Kota, and Recognized by NCTE)

Village – Padewa, Kailadevi Road, Karauli – 322241(Rajasthan)

Strategic Plan

1. Administrative Setup

The institute's administrative setup is divided into pyramid shapes. On top of the pyramid is a management society that is in charge of the establishment task as well as arranging physical facilities and providing full support to the institute's smooth operation. In the middle, the head of the institute "Principal" is responsible for understanding the management policies and developing a plan to implement them. Furthermore, the principal is also responsible for decentralising the whole process into departments, different cells, teaching and non-teaching setup, and the development of "Codes of Conduct" for the staff as well as students. Finally, the overall working of the institute depends on the principal's vision. So the principal is the key person who runs the institute according to management policy and government guidelines. At the bottom, the workforce, which consists of teaching and non-teaching staff, students, and other bodies, stands. The human resources at the bottom level are the actual implementers of the policies and the guidelines. They provide quality education, organise academic or co-curricular activities, examinations, and other work.

2. Dealing with affiliation & approval bodies

Affiliation and approval are the main parts of an organization. The approval from the NCTE and affiliation from the University of Kota assures a student regarding his future that his degree or diploma is availed from a recognised institute. A special committee is setup to deal with the affiliation or approval process. Every year, the committee applies to the council, university, and state government to receive affiliation and approval for the coming session. The committee is also responsible for clarification or removal of the deficiencies raised by the above bodies.

3. Appointment of workforce

The appointment of qualified personnel to the institute is a difficult task. The institute management has a fair policy for the recruitment of teaching and non-teaching staff

members. In the appointment of the work force of the college, the norms laid down by UGC/NCTE/State Government are as follows. The requirement for human resources is published in national level newspapers and applications are invited online. The scrutiny committee shortlists the qualified candidates and calls them for an online or offline interview. After the successful interview, an offer letter is issued to the selected candidates and asks them to join at the earliest. The salary and other perks are given as per norms and through bank accounts only.

4. *Student Support System*

There is a well managed system for the support of students from admission to passing out of final exams. A committee monitors the admission process after the allotment of students who are shortlisted through a centralised process, i.e. the common admission test PTET organised by a state university. The committee calls on the allotted students to understand the counselling process and the document requirements for admission. The fee is directly received by the central body, who is responsible for the admission. At the college, the committee members help the students fill out the admission form and other formalities.

5. *Curriculum delivery & Examinations*

The in house curriculum committee is responsible for developing an academic calendar and for the curriculum delivery through conventional methods as well as with ICT. The committee monitors the syllabus breakup on a weekly or fortnightly basis and the content delivered to the students. Internal assessment is the key to evaluating the learning level of the students. As per university norms, internal assessments are taken and remedial classes are arranged for the needy students. The examinations are taken by the affiliating university, so the institute is only responsible for informing the students regarding the process.

6. *Co-curricular activities and Community Responsibilities*

Academic activities alone are insufficient for total personality development. The institute promotes co-curricular activities with the teaching and learning process. A special cell is setup to arrange sports and cultural activities where the different activities

and competitions are organised from time to time. The institute also participates in community responsibilities like sanitization programmes, environmental protection, Swachchh Bharat Abhiyan, girl child protection, education in rural areas etc.

7. Employee welfare

Staff welfare schemes are important to assure employees of their future safety and security. At present, the institute covers its employees with EPFO and ESIC schemes. Whereas the EPFO is an investment and savings scheme for old age, the ESIC provides medical coverage for employees and their dependents. As per government rules, the employee-employer contribution is deposited to the concerning agencies. Apart from economic and medical cover, the institute also offers some other schemes to its employees to boost their knowledge and professional skills with the help of refresher programmes for teaching staff and training programmes for non-teaching staff. Because the institute is located 12 kilometres from Karauli, employees are provided with free transportation. Several other facilities are also available for the staff's welfare.

8. Student welfare & scholarships

The scholarship facilities for the eligible students are provided by the Social Justice & Empowerment Department, Govt. of Rajasthan. The institute helps the students to apply on the online portal of the department and to clarify any objections. The scrutiny committee in the institute verifies the student's application and forwards it to the government body for the disbursement of the scholarship.

The institute is committed to provide quality and value education to its society and to change its planning as and when required.