

**NMSM GOVERNMENT COLLEGE KALPETTA**  
**PUZHAMUDI P O, KALPETTA, WAYANAD**  
**AFFILIATED TO THE UNIVERSITY OF CALICUT**



**DECENTRALISATION AND PARTICIPARORY  
MANAGEMNT**

**2019-2020**

# **NMSM Government College Kalpetta**

## **Policy of Decentralization and participatory management**

### **1. Introduction**

NMSM Government College Kalpetta adopts a decentralized and participatory approach to its governance and management. This policy promotes collaboration, transparency, and accountability across all levels of the institution by distributing authority and responsibility among its various departments, committees, and stakeholders. The decentralized governance structure ensures that decisions are made efficiently, and it empowers faculty, students, and staff to contribute to the institution's growth and development. Additionally, the **Parent-Teacher Association (PTA)** plays a vital role in maintaining collaboration between parents, teachers, and the administration.

### **2. Objectives**

- **Distributed Authority:** Decentralize decision-making processes across various academic and administrative units, allowing each entity to have the autonomy required for innovation and efficiency.
- **Inclusive Participation:** Ensure that all stakeholders, including faculty, staff, students, and parents, actively participate in the decision-making process.
- **Improved Efficiency:** Streamline operations by delegating decision-making powers, thus allowing departments and committees to function autonomously and promptly.
- **Accountability and Ownership:** Encourage a sense of responsibility and ownership among departments, committees, and faculty members, ensuring that they contribute actively to the college's overall mission.

### **3. Key Components of Decentralized Governance**

#### **3.1 Principal**

The Principal serves as the key figure in coordinating decentralized governance, overseeing both academic and administrative processes. The Principal acts as a liaison between the various committees, ensuring that decisions are aligned with institutional goals. Through delegation of authority to heads of departments, committee chairs, and staff, the Principal enables participatory management, fostering a culture of collaboration and transparency.

#### **3.2 College Council**

The College Council, comprised of the Principal, heads of departments (HODs), faculty representatives, non-teaching staff, and student representatives, functions as the executive body responsible for guiding the strategic direction of the college. The Council's role is to ensure that all decisions reflect the college's mission and values, while also promoting innovation and efficiency in both academic and administrative affairs. The Council is a key forum for decentralized decision-making, as it incorporates diverse viewpoints from across the institution.

#### **3.3 Internal Quality Assurance Cell (IQAC)**

The IQAC is central to maintaining and improving the quality of education and administration at the college. It works independently to develop quality benchmarks for academic and administrative processes. The IQAC is empowered to make decisions regarding academic improvements, infrastructure development, and the use of technology for teaching and learning. The cell also oversees the assessment of quality assurance parameters, ensuring that the institution continually strives for excellence.

#### **3.4 Heads of Departments (HODs)**

Each department operates under the leadership of the HOD, who has the authority to manage academic schedules, internal assessments, workshops, seminars, and student-related activities. The HOD ensures that departmental operations are aligned with the broader goals of the institution. They are also responsible for mentoring faculty members and guiding research activities. This

decentralized structure enables departments to function autonomously, taking decisions tailored to the needs of their respective students and faculty.

### **3.5 Faculty Members**

Faculty members participate actively in decentralized governance by taking on roles in various committees and task forces. They contribute to decision-making processes related to academic planning, student development, research, and extracurricular activities. Faculty members also mentor students, engage in research, and contribute to institutional committees on a rotational basis. This participatory approach ensures that every faculty member plays an integral role in shaping the direction of the college.

### **3.6 Administrative Office**

The Administrative Office, led by the Office Superintendent, plays a key role in ensuring the smooth functioning of the college's non-teaching operations. The administrative staff are organized into specialized teams—such as the ERP Team, Finance Office, and Technical Support Team—each of which is responsible for different aspects of college administration. The decentralized nature of administrative tasks allows for quick and efficient decision-making in areas such as finance, procurement, and technical support. The administrative staff report directly to the Principal on academic matters and to the Secretary for administrative duties.

### **3.7 Parent-Teacher Association (PTA)**

The **Parent-Teacher Association (PTA)** exemplifies decentralization by fostering collaboration between parents, teachers, and the college administration. The governing body of the PTA, elected during the annual general body meeting, consists of a President, Vice-President, Secretary, and executive members. The College Principal serves as the President, while the Vice-President is elected from among the parents. The Secretary is chosen from the faculty. The executive committee includes representatives from parents and teachers of various departments.

The PTA actively contributes to the smooth functioning of the college, including decision-making processes related to student welfare, college development, and maintaining discipline. Financial

support provided by the PTA enhances the college's ability to conduct academic and extracurricular activities. The PTA's involvement ensures that the concerns and perspectives of parents are considered, promoting a sense of shared ownership and responsibility in the educational journey of the students.

### **3.8 Clubs and Forums**

NMSM Government College Kalpetta has a vibrant network of clubs and forums that support the institution's decentralized governance model. These clubs—such as the **Research Promotion Council, Electoral Literacy Club, Ek Bharat Shreshtha Bharat Cell**, and others—provide platforms for students to pursue their academic and extracurricular interests. Faculty members act as mentors and coordinators of these clubs, guiding students while allowing them to take leadership roles. This model of participatory governance ensures that students have a voice in the development and execution of campus activities.

### **3.9 Students Union**

The **Students Union** is a representative body that advocates for the interests of students in institutional governance. The union works closely with faculty advisors and administration to organize literary, cultural, and sports events on campus. As a decentralized entity, the union ensures that students' opinions are considered in decision-making processes related to academic, extracurricular, and welfare activities.

## **4. Financial Autonomy**

In line with the principles of decentralized governance, various departments and committees are granted financial autonomy:

- **HODs** have the authority to make budgetary decisions for academic purchases, organizing events, and department-level activities.
- **Library Committee** manages its own budget for purchasing resources and ensuring that the library remains updated with relevant materials.

- **PTA** plays a significant role in financial planning, particularly in areas related to student welfare and infrastructure development. The funds raised by the PTA through contributions from parents are used to support various academic and extracurricular activities.

## 5. Mechanisms for Decentralization

To ensure effective decentralization, the following mechanisms are in place:

- **Committee Meetings:** Regular meetings are conducted at department and committee levels to discuss and finalize decisions. These gatherings ensure that all stakeholders participate actively in governance.
- **Delegation of Responsibilities:** Each academic and administrative unit is assigned specific roles and responsibilities, enabling decision-making to happen at the appropriate level.
- **Feedback Loops:** Committees and departments report back to the College Council and Principal, ensuring that decisions are in line with the institution's goals and allowing for course corrections if needed.
- **Student Leadership Opportunities:** Students are encouraged to take leadership roles within clubs and the Students Union, promoting participatory governance from the student body.

## 6. Scope of Decentralization

The scope of decentralization in NMSM Government College Kalpetta includes:

- **Academic Planning:** Departments are responsible for planning academic schedules, assessments, and co-curricular activities in consultation with the College Council.
- **Student Development:** The Students Union, in collaboration with various forums and clubs, organizes activities that contribute to the overall development of the student community.
- **Infrastructure Planning:** The Planning Committee, in collaboration with the PTA, HODs, and IQAC, identifies and addresses infrastructure needs for academic and administrative improvements.

- **Quality Assurance:** The IQAC plays a vital role in assessing and maintaining quality standards across all departments, ensuring that the decentralization process does not compromise the quality of education and administration.

## 7. Conclusion

The decentralized management structure of NMSM Government College Kalpetta promotes efficiency, collaboration, and inclusivity by delegating responsibilities across various departments, committees, and stakeholders. With the active involvement of the PTA, IQAC, HODs, faculty, and students, the college fosters an environment of shared governance and participative management. This approach not only enhances the college's operational efficiency but also promotes a sense of community ownership and shared responsibility.



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02/9/2019

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