



**KAHM UNITY
WOMEN'S
COLLEGE,
MANJERI**

ADMINISTRATIVE OFFICE

Korambayil Ahamed Haji Memorial
Unity Women's College, Manjeri
Narukara Post, 676122
Manjeri, Malappuram



www.unitywomenscollege.ac.in

**Korambayil Ahamed Haji Memorial
UNITY WOMEN'S COLLEGE MANJERI
SILVER JUBILEE BLOCK-2016**

OFFICE AT A GLANCE



Aim

- Ensure efficient office operations
- Support academic and administrative coordination
- Maintain accurate student and staff records
- Promote a welcoming and supportive office environment.
- Uphold transparency and accountability.
- Facilitate communication and information flow.
- Support institutional goals and women's empowerment.
- Encourage staff development and efficiency.



Objectives

- Ensure efficient and timely administrative support for all college functions.
- Maintain accurate and confidential records of students and staff.
- Facilitate smooth communication between departments, students and external bodies.
- Support students with essential services like certificates, ID cards and scholarships.
- Promote a student-friendly and inclusive environment in all interactions.
- Adopt digital tools to improve office efficiency and reduce paperwork.
- Follow with institutional and government regulations in all processes.
- Contribute to the college's mission of women's empowerment through effective administration.



**ADMINISTRATIVE
OFFICE**

Our Team



Ms. Rabeeba Kormath
Jr. superintendent



Ms. Zulaikha M.
Head Accountant



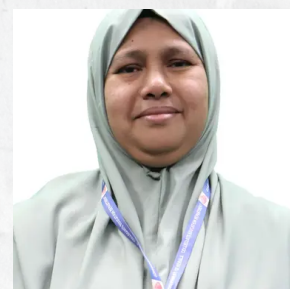
**Mr. Muhammedali
Kanniyar**
Senior Clerk



**Mr. Mohamed Ashraf
Cheeranthodi**
Senior Clerk



Mr. Adham Thanari
Senior Clerk



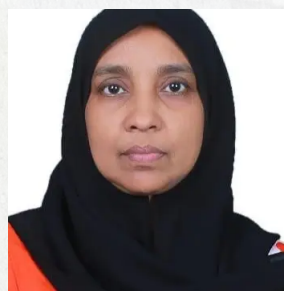
Ms. Babitha K.C.
Clerk



Mr. Ajmal Jawad K.
Clerk



Ms. Saleena M.
LD Store keeper



Ms. Mymoona K.V.
LD Computer Assistant



Mr. Sadikhali K.
Office Attendant



Mr. Muhammed Rafi Kodakkadan
Office Attendant



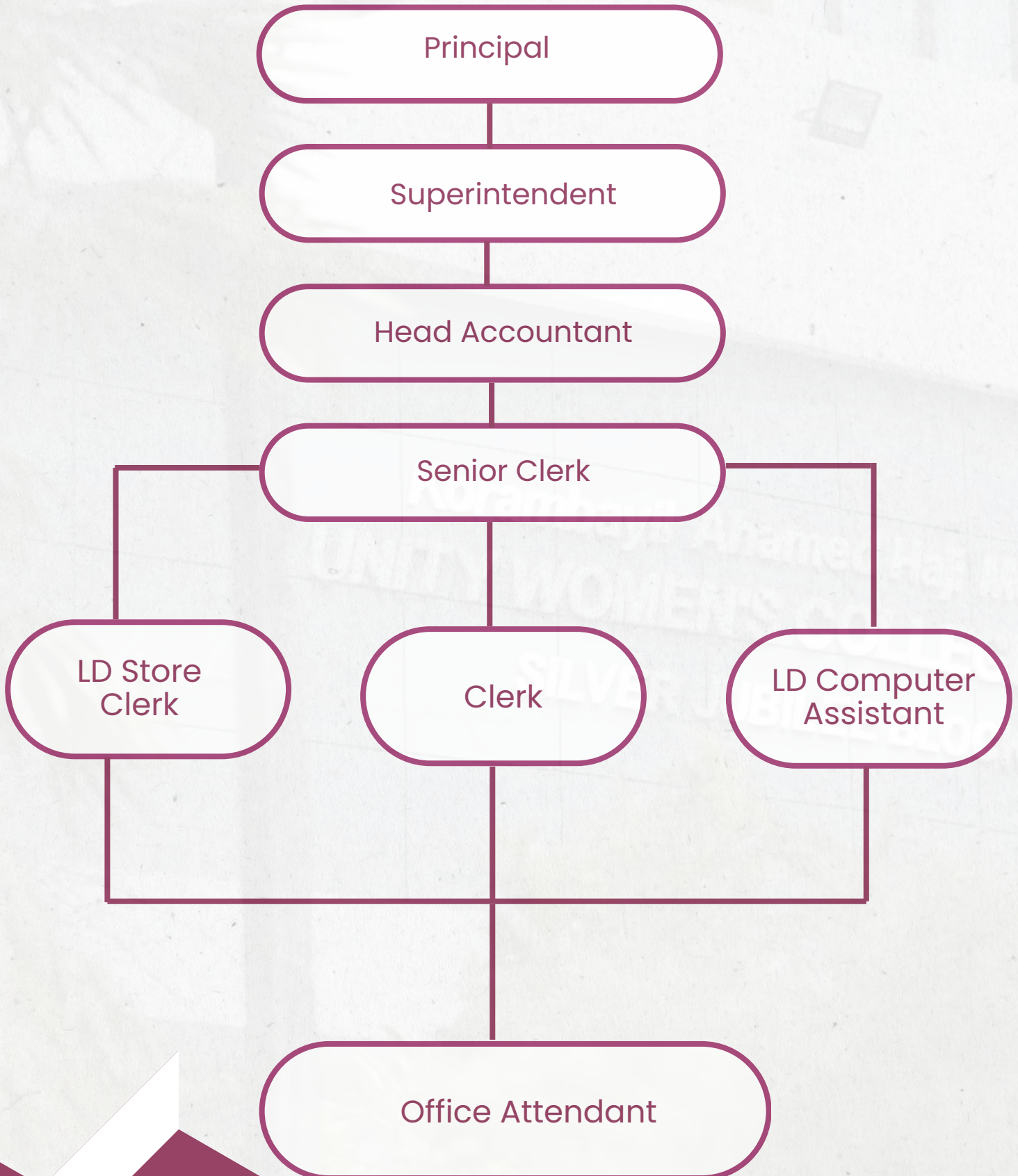
Mr. Muhammed Iqbal V.
Office Attendant



Mr. Shafeequali T.
Office Attendant



Office Structure





Sections

A1

Budget, Audit, Managing of all accounts, Furnishing financial data, Cash, Cheque, Caution Deposit, Fee Concession, UGC, Grant, RUSA, Women cell .

A2

Salary bills, Increment orders, LPC, Pension, DCRG, Loans, Probation, Medical re imbusement, Bill E submission .

G1

Establishment of TS and NTS, Staff fixation, Post sanction, Service book, Course affiliation, Placement, Seminar, General election, Magazine, Competition.

G2

Fee collection, Admission, TC, DCB, PTA, Alumni, Association, Anti ragging, NSS, NCC, Student affairs, College union, Sports, College calendar.

G3

Syllabus, University Exams, Library Correspondence, Co operative Store, Career guidance, Sc/ST Special coaching, SAF, Internal assessment of marks.

G4

Scholarships, Leave and attendance of Staff, Internal examination, All notices, Tapal, PF, Course certificate, Medisep .

G5

E grantz, SC/ST correspondence, Income Tax, LIC, SLI, GIS Guest Lecturer's work load and bills, NPS, Professional tax .



Achievements

- Departmental and Local audit updated up to 31-03-2025.
- Calicut University syndicate approved new programmes (M.Sc. Home Science and B.Sc. Zoology) and forwarded to Higher Education Department of Kerala for approval.
- Eligible for promotion for level grade D to grade C and application forwarded to Higher Education Department.
- Approval of CAS promotion of Teaching staff at Calicut University and Dy. Director of Collegiate Education, Calicut within 3 months.
- 80 % of students enjoy educational concession.
- Successfully Implemented ERP System and minimized paperwork.
- Timely affiliation renewals and approvals.
- Improved Grievance Redressal Mechanism.
- Increased Use of Digital Communication Tools.
- Maintained punctual issuance of TC, Bonafide Certificate and other essential documents.
- Introduction of E-Governance Practices.
- Upgraded Office Infrastructure.
- A dedicated examination room near the office



Achievements

- Centralized Notice and Communication System.
- Provide Higher Education Scholarship for all brilliant students.
- Salary processing through SPARK online management system.
- Successfully facilitated various scholarships and financial aid programs such as E-Grantz, Prathibha, Snehapoorvam, CH Muhammed Koya, Post-Matric, management and private bodies scholarships, and free laptop support, benefiting SC, ST, OEC, minority, orphaned, BPL, and academically deserving students.
- Upgraded administrative operations with high-specification devices to enhance speed, accuracy and overall efficiency.
- Computerized fee collection system through Embase pro suit.
- Insurance coverage for staff.
- All University examination through the online facility.
- Updated all sections with Personal Register.
- Organized separate office sessions for aided and self-financed courses.
- Ensured that salaries for all staff were disbursed by the 2nd working day of each month.
- Digital documentation system.



Services

- Admissions & Enrollment Support.
- Managing fees, scholarships and financial support for students and faculty
- Maintaining academic, personal and professional records for students and faculty.
- Internal and University examination coordination.
- Addressing grievances from students, faculty and staff.
- Processing leave applications for both students and staff.
- Always-On Help & Query Desk
- Appointment and Approval & CAS promotion of academic & administrative staff.
- PF, GIS, and Superannuation benefits of academic & administrative staff.
- Financial controlling and documentation of management and government aid funds.
- Managing hostel allocations, facilities and transportation services for students and staffs.
- Reception & Instruction Counter.
- Easy, Paperless & Student-Friendly Admission Process.
- Complete Academic Services through ERP – from Admission to TC
- Processing of UGC, RUSA and all grant files.
- Student friendly management system.
- Support for Meticulous scholarship for SC& ST students.
- Railway concession arrangements for field trips.
- Provide Orientation Session on Office and Library Procedures for first year students.
- Managing of whole accounts and statements for government and governing body.
- Evaluation and Action on Affiliation and Course Matters.



Distinctiveness

- Continuous in-service training and capacity building initiative for administrative staff.
- Conduct annual tour and cultural events for Administrative staff and family.
- Active Non Teaching Staff Club.
- All administrative staff attended orientation, refresher course and training programme conducted by Universities, Government of Kerala and Management.
- Running a Chit fund in NTS club by participating Teaching and Administrative staffs.
- Provide financial support for administrative staff for special events and retirements by NTS club.



Equipment and Facilities

- High-Performance, Sophisticated Computers - 15 Nos
- High-Speed, High-Performance Multifunction Printer and Scanner Systems- 4 Nos
- High speed internet and LAN connectivity.
- Efficient Intercom Communication System.
- UPI Online Payment System
- Comprehensive CCTV Surveillance System.
- Conference hall
- Public announcement system with microphone.
- Notice board and digital display.
- Record room.
- Front desk.
- Cash counting machine.
- Partitioned office sections with name and designation labeled.
- 125 kVA Generator and UPS Systems



E-Governance Implementation

- Embase pro suit
- SPARK
- PRISM
- BiMS 2.0
- E grantz 3.0
- GAIN PF
- Medisep
- CAP
- Microsoft Office
- Google Workspace



Administration

- ERP for staff leave and students attendance and continuous evaluation



Student Support & Administration

- Online application for admission and TC processing, Centralized allotment through University admission portal, E payment facilities.



Finance and Accounts

- ERP for fee demand, collection and tracking, SPARK for payroll processing, BiMS for cash distribution.



Quality Policies

- Prioritize students' needs by providing quick and efficient services.
- Supporting Teachers and Staff.
- Maintain clear and open communication with students, faculty, staff and management.
- Regularly evaluate and improve office services based on feedback from students, staff and faculty.
- Use modern technology and equipment to improve office work efficiency and accuracy.
- Encourage new ideas to improve office work and the college experience.
- Ensure the office follows college rules and legal guidelines for smooth operations.

Professional Development Programmes Participated

SI No.	Name of the Programme	Duration	Period
1	Professional Development Training for Non- Teaching Staff titled "Workplace Professionalism, Ethics & team Building."	5 days	02-03-2022 to 06-03-2022
2	Orientation for Administrative Staff on " NAAC & Quality Assessment Framework HEIs"	5 days	05-02-2023 to 09-02-2023
3	Professional Development Training for Administrative Staff on "Enhancement of IT Professionalism in the Current Scenario, KSR and Office Automation."	5 days	25-09-2020 to 30-09-2020
4	Faculty Development Programme and Administrative training on Quality Management system in HEIs.	5 days	03-10-2023 to 04-10-2023 08-03-2024 to 10-04-2024



Future Plans

- Autonomous status.
- Digitize all records.
- Complete office automation.
- DDFS enabled office.
- Zero paper office.
- Achieve a level of A or B grade for college.

