



**KOTTAKKAL FAROOK**  
**ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

# PACE POLICY

## **(Meeting No 8)**

**Extract of Decisions ,Resolutions & Suggestions made by the advisory Committee to strengthen the implementation, Monitoring & Evaluation of EXL &VSBL taken on [Meeting Date ,Meeting notes]:**

**Resolution No:**

**Meeting Date:**

The advisory committee strongly recommended a administrative body for implementation, monitoring and evaluation of the programme in its totality.This supervisory body has to be formed under an office named as PACE (Programmes, Activities, Community Engagements) within the college.PACE has to focus on the implementation of both EXL and VSBL . This integral initiative stands as a beacon of our institution's commitment to comprehensive education and dynamic community collaboration.

The advisory committee recommended that the administration and governance of PACE (Programmes, Activities, Community Engagements) office should entail the following components:

Leadership Structure: At the helm of the PACE office is the Director, who provides strategic vision, oversight, and decision-making. Under the Director are two Coordinators who manage distinct branches:

1. Community Engagement, Extension, and Outreach Activities Management.(EXL)
2. Add-on courses and Certificate Courses Management (VSBL)

## **IMPLEMENTATION OF BEST PRACTICES**

### **Instructional procedures of PACE**

#### **PACE**

The Programmes, Activities, Community Engagements (PACE) office is the flagship initiative of our college, underpinning our dedication to holistic student development and robust community involvement. PACE spearheads two key branches: the management of add-on and certificate programs, and the orchestration of community engagement, extension, and outreach activities. Pioneered by a team of dedicated leaders including a director and two coordinators, PACE functions as the backbone of our academic and community outreach programs. By bridging the gap between theoretical knowledge and real-world experience, it brings a dynamic and practical edge to our students' learning journey. Furthermore, our community-oriented programs foster a

spirit of social responsibility, empowering our students to engage actively and constructively with society. Therefore, the PACE office is not just an integral part of our college, but a distinguished component of our identity and our commitment to creating a transformative educational experience.

At the heart of our institution lies the PACE (Programmes, Activities, Community Engagements) office, a shining beacon of our commitment to comprehensive education and dynamic community collaboration. Seamlessly integrating traditional academic pursuits with innovative community outreach, PACE serves as our college's dedication, reflecting our ethos of holistic development of the students. Divided into two main branches managed by dedicated coordinators, it offers a blend of add-on and certificate programs, and a wide array of community engagement, extension, and outreach activities. PACE embodies our resolve to keep our students at the pulse of practical, real-world applications of their academic knowledge while fostering a spirit of civic duty through hands-on involvement in the community. In essence, PACE stands as a testament to our unwavering dedication to creating well-rounded individuals ready to significantly impact society.

## ADMINISTRATION OF PACE

The administration and governance of PACE (Programmes, Activities, Community Engagements) office entails the following components:

**Leadership Structure:** At the helm of the PACE office is the Director, who provides strategic vision, oversight, and decision-making. Under the Director are two Coordinators who manage distinct branches: the Add-On and Certificate Courses Management and the Community Engagement, Extension, and Outreach Activities Management.

## ROLE OF THE DIRECTOR PACE

The Director of the PACE (Programmes, Activities, Community Engagements) office would have a role that involves leadership, oversight, strategy, and decision-making.

The key responsibilities and functions of Director:

**Strategic Planning:** The Director would be responsible for creating and executing the strategic vision for the PACE office. This might involve identifying new areas for certificate programs or community engagements, setting goals, and making plans to reach those goals.

**Management & Oversight:** The Director would oversee the work of the two Coordinators (ACC and CCEO). They would be the person that the coordinators report to, and the Director would be responsible for ensuring that the two branches of the office

are functioning effectively and meeting their objectives.

**coordination & Collaboration:** As the head of an office that spans multiple functions, the Director would likely have a key role in coordinating between the branches, facilitating collaboration, and ensuring a unified approach. This might also involve liaising with other parts of the college, such as academic departments or the finance office.

**Policy Development & Implementation:** The Director would be involved in developing policies and procedures for the PACE office, in areas such as program development, community engagement, financial management, student attendance tracking, and certification. They would also be responsible for implementing these policies and ensuring compliance.

- a) **Resource Allocation & Budgeting:** The Director would be responsible for the allocation of resources, including staff and budget, across the two branches. They would need to ensure that resources are used effectively and that the office's work is financially sustainable.
- b) **Stakeholder Management:** The Director would likely be the key point of contact for external stakeholders such as community partners, funding bodies, or regulatory authorities. They would need to manage these relationships and ensure that the PACE office is meeting any external obligations or requirements.
- c) **Problem-Solving & Conflict Resolution:** Given their senior position, the Director would likely be involved in resolving any major issues or conflicts that arise within the PACE office, or between the office and other parts of the college.
- d) **Evaluation & Review:** The Director would be responsible for regularly reviewing the performance of the PACE office, assessing progress towards goals, and identifying areas for improvement. This might involve collecting and analysing data, conducting audits, or commissioning evaluations

### **Overall Office**

PACE (programmes, activities, community engagements) - This would be the common office that oversee: A) add on and certificate programmes management B) Community Engagement, Extension, and out-reach Activities Management. Two coordinators are appointed to manage these two branches and their roles are identifiable by staff and students split into two main branches:

- 1) **Coordinator Add-On and Certificate Courses Management.** (Coordinator ACC) This person would oversee and manage all the add-on and certificate courses offered by the college. will take care of student attendance, finance, and periodic reviews of the courses. Here are the suggested subdivisions:
  - **Course Development and Review:** This section focuses on the creation and

review of the course content.

- **Finance:** This section handles the financial aspects of the course, such as fees, payments, budgeting, etc.
- **Student Attendance:** This section takes care of student attendance tracking for the respective courses.
- **Certification:** This area is responsible for certification matters, including certificate creation, issuance, and records.

2) Coordinator Community Engagement, Extension, and out-reach Activities Management. (Coordinator CCEO) This person would be responsible for managing the community engagement programs and extension activities across various departments. They will also handle the coordination of NSS events, other events, and community programs at the college. Here are the proposed subdivisions:

- **Program Coordination:** This section handles coordination among various departments for the extension activities.
- **NSS and Event Management:** This area is responsible for coordinating and conducting NSS events and other programs.
- **Community Engagement:** This section will work on developing, implementing, and evaluating community engagement programs.

Both persons have defined responsibilities, and remain within the same office for efficient collaboration and communication. It also allows for a clear chain of command, which can aid in decision making and conflict resolution.

- This design also creates room for future growth or changes. If, for example, a new responsibility or function needs to be added in the future, it can be incorporated into the relevant branch or even a new branch can be created if needed. This flexibility can help our institution adapt to changing needs or conditions over time