



## **NEHRU COLLEGE OF MANAGEMENT COIMBATORE**

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### **Annual Quality Assurance Report – (AQAR) 2021-2022**

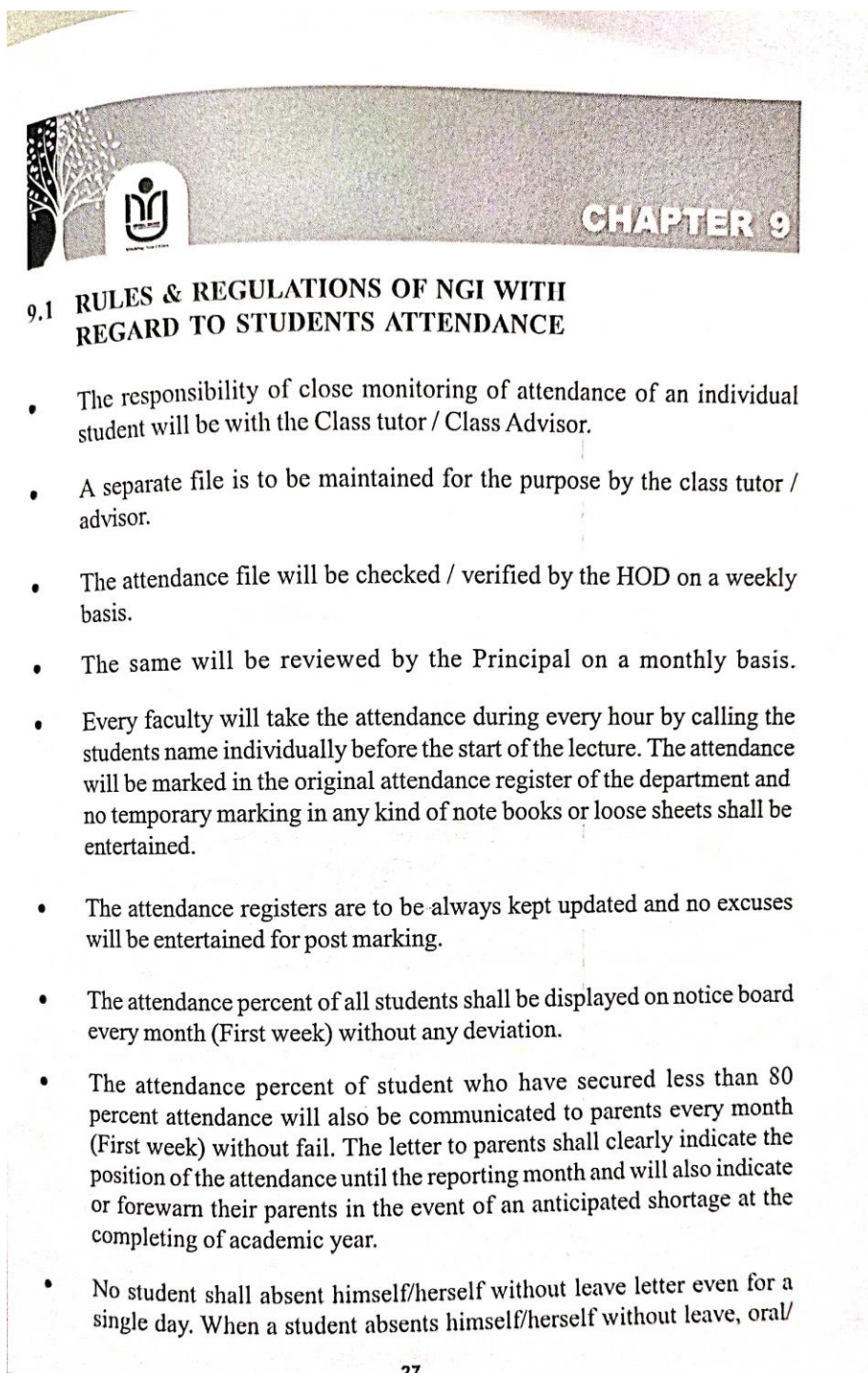
#### **Criteria –VII**

#### **INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard**

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**a) Code of Conduct for students**



written warnings will be issued and the papers shall be filed without fail.

- In case of leave, the letter shall have to be promptly attested by parents/ Guardian/Warden.
- Letter of warning shall be issued to students absenting for more than three days. Letters shall be sent to the parents also if a student absents himself/herself continuously for more than 3 days.
- In case of girl students, intimation to parents / Guardians will be sent even for one day absence without leave letter.
- In case of absenting beyond 3 days, the genuinity and reason for absence need to be established with the class tutor / HOD with proper certificates.
- It is the responsibility of class advisor to offer proper counseling and guidance for the irregular students.
- If a student is absent continuously for one month without leave letter, his name should be removed from the roll with the consent of the management. Re-admission can be allowed with parents appearance, giving undertaking to avoid such failures in future and payment of a re-admission fees of Rs. 1,000/- for a student. However readmission is left to the entire discretion of the Management.
- In the event of removal of a student's name from the roll, on account of unauthorized absence for a period of one month, no claim for refund of fees or other money shall be entertained.
- In the event of a student failing to maintain the minimum attendance of 75% as per University norms despite all such initiatives by the Management, the Principals will disallow them from appearing to the University examinations with intimation to the CEO & Secretary.
- All documents related to attendance are subject to audit at any point of time by the Management without any prior notice.





### 10.1 GUIDELINES ON CONDUCT OF INTERNAL EXAMINATIONS / MODEL TESTS

- Question papers will be set up in the same pattern / model as per the University prescribed format & norms.
- Portion covered / syllabus for the test shall be released at least one week prior to test date.
- Seating arrangements and hall arrangements are also arranged strictly as being followed for University examinations and the same shall be displayed on the notice board.
- If any faculty member on invigilation duty day is on leave, he / she shall make alternative arrangement with some other faculty. The same shall be communicated in writing to the Head of the institution duly mutually signed by both faculty members.
- Strict supervision shall be ensured. Invigilation duty chart shall be prepared by respective Principals / Directors and the same shall be circulated to all faculty members of the faculty at least three days prior to exams.
- No student shall be allowed to leave the hall before the final bell.
- Strict confidentiality of question papers will be maintained.
- A copy of the question paper shall be deposited with the HOD towards Question Bank after the examination and another copy filed in course file.
- The papers shall be corrected strictly within a week and the corrected papers will be shown to the students with suggestions for improvement. Necessary remarks shall be made on papers / notebooks.

- The Internal Note books shall be kept under the custody of HOD for any revaluation as decided by the Principal / Management.
- The copy of all the communications made to the University and Management shall be filed by the examination Committee in the concerned files duly signed by the Principal.
- A separate Accounts file shall also be maintained by the Examination Committee with separate details of internal and external financial transactions.
- The file shall be produced for verification by the Principal/ Management at any point of time without prior notice.
- Examination Committee Coordinator shall be the person responsible for the maintenance of accounts files in the Examination Cell.



### **6.1 CODE OF CONDUCT**

- Every employee shall abide by and comply with the Regulations and Rules framed hereunder by the Management and as amended from time to time, and all orders and directions of his superior authorities.
- The faculty has to desist from entering into unhealthy arguments of any kind and adopt a posture of contradiction with the superiors and elders.
- The faculty has to avoid reprimanding the juniors in the presence of their subordinates & students.
- A teacher should scrupulously avoid smoking, chewing betel leaves and such other undesirable habits in the presence of students and within the precincts of the College.
- No teacher shall encourage or indulge in any form of malpractices connected with examinations or other college activities.
- The faculty has to avoid using harsh and slang languages in the premises.
- The use of mobile phones in the campus during working hours is strictly forbidden.
- Faculty has to develop his / her general and professional knowledge and skills and remain updated in the specific line of work.
- Every teacher shall, by precept and example, inculcate respect for law and order among students.
- Every teacher shall, by precept and example, instill the love of the motherland in the minds of the students.
- Every teacher shall organize and promote all college activities which foster the feelings of universal brotherhood among students.



- Every teacher should try to preserve and promote the dignity and solidarity of the profession.
- Every teacher must be an advocate of freedom of thought and expression.
- A teacher should aim to co-operate and secure the co-operation of the others in all activities, both curricular and co-curricular, which aim to improve the moral, mental, physical, social and economic well-being of students.
- Every teacher must be impartial in the treatment of his/her students. One should be sympathetic and helpful to deserving students, irrespective of their social background.
- Every teacher must regard each individual student as capable of being uniquely creative and must do everything in his/her means to develop these special qualities / talents.
- Every teacher shall consider the College property and funds as if it is his/her own and should exercise great prudence and care in using them.
- Every employee shall endeavor to promote the interests of the Nehru Group of Institutions and shall not act in any manner prejudicial thereto.
- Under no circumstances, a faculty is permitted to collect any money from the students inside or outside the college premises.



### **8.1 DUTIES AND RESPONSIBILITIES OF PRINCIPALS**

- The Principal / Head of the institution shall be solely responsible to the Secretary and Management on all administrative, academic, research and related activities of the college / institution in order to maintain and uphold the academic supremacy and competence.
- Shall formulate and present to the Secretary policies and guidelines on all administrative, academic, research and related activities pertaining to the college in order to maintain excellence in teaching and research.
- Shall provide expert counseling and guidance and high profile academic leadership to the Heads of Departments, Staff and students towards academic excellence.
- Shall effectively coordinate the administrative, academic, research and related activities of all the departments of the institution and ensure smooth functioning of both teaching and research activities.
- Shall be responsible for the successful conduct of all the approved degree programmes of the institute as per the norms stipulated by the University and the AICTE and shall be responsible for carrying out all such instructions and directions communicated from the University/ UGC and AICTE from time to time.
- Shall be responsible for building the state of the art infrastructure and for the maintenance and constantly upgrading the same to facilitate world class teaching, learning and research activities.
- Shall be responsible for monitoring the registration and the progress of students admission to various degree programmes of the institution.
- Shall be responsible for the preparation of annual budgetary requirements of the college as desired by the Management from time to time.



- Shall be responsible for the procurement and purchase of stores, equipments, lab chemicals consumables and such other items as may be necessary from time to time following conventionally acceptable procedures ensuring both quality and economy.
- Shall constantly monitor and review the academic and research programmes through adoption of all such monitoring and evaluation tools like, surprise checks, spot inspections, calling for reports, conduct of critical review meetings of HOD's, faculties and students, feedback from HODs faculties and students and through performance appraisal of both teaching staff and students with due observance of statutes and regulations of Nehru Group of Institutions.
- Shall be responsible for acquiring quality certification from National / International agencies and to that extent take all such academic and research improvement of the campus.
- Shall be responsible for maintenance and upkeep of discipline of both staff and students of the college.
- Shall perform all such other duties as desired by the Management from time to time.

## **8.2 DUTIES AND RESPONSIBILITIES OF DEAN (ACADEMIC & RESEARCH)**

- Shall assist the Principal in academic, research and related activities of the college.
- Shall pursue strongly to promote research projects and to explore the possibilities of fund outsourcing from various agencies both within and outside the country.
- Shall coordinate with the Advisor (NGI) for taking up reviews on the various academic, research and related activities.
- Shall be responsible for the monitoring of staff and students attendance and shall supervise the works of class advisors on monitoring the academic status of individual students.
- Shall undertake constant and surprise checks, spot inspections to ensure

proper conduct of theory and practical classes as per schedule to the satisfaction of both students and Management.

- Shall coordinate the conduct of arrear coaching, placement trainings and overseeing such other students welfare activities.
- Shall assist the Principal in receiving and compiling all reports from the HODs and staff and forward to the Management through the Head of the Institutions.
- Monitoring the offering of bridge courses.
- Shall perform all such other duties and responsibilities as desired by the Principal & Management.

### **8.3 DUTIES AND RESPONSIBILITIES OF HOD**

- The HOD / Head of the Department shall be solely responsible to the Principal and Management on all administrative, academic research and related activities of the department in order to maintain and uphold the academic supremacy and competence in the Department.
- Assist the Principal in formulating policies and guidelines on all administrative, academic, research and related activities pertaining to the discipline / Department in order to maintain excellence in teaching and research in the Department.
- Provide expert counseling and guidance and high profile academic leadership to the staff and students in the department towards academic excellence.
- Solely responsible for the maintenance and upholding of a high degree of technical supremacy and competency in the discipline concerned in teaching, research and all such other related activities.
- Responsible for maintaining close rapport with a stream of high profile academicians in the state and elsewhere on similar specialisation and to use their expertise and input in upgrading the teaching and research standards and in building up of world class infrastructure of all kinds.



- Effectively coordinate the administrative, academic, research and related activities of all the staff of the department and ensure smooth functioning of both teaching and research activities of the department.
- Endeavor to maintain a higher level of attendance, pass percent and University ranks
- Personally inspect and satisfy that the courses / Subjects in the departments are effectively and successfully handled by the staff to the entire satisfaction of students and Management.
- Personally verify and satisfy that the contents provided in all reports including daily, weekly and monthly reports to the Principal / Secretary are correct and true and are duly supported by proper evidence and records.
- Constantly verify the course files, lesson plans and all such other academic records of individual staff and of the faculty and ensure for their quality and content and updating.
- Report on the performance of staff and students to the Principal / Secretary after assessing them through scientifically designed evaluation procedures including students feedback.
- Strive to promote a stream of highly competent and dedicated faculty through induction, faculty development programmes, Internships, higher qualification and all such other HRD means.
- Solely responsible for building the state of the art infrastructure in the department and for the maintenance and constant up gradation of the same to facilitate world class teaching, learning and research activities.
- Assist the Principal in the procurement and purchase of stores, equipments, lab chemicals, consumables and such other items as may be necessary from time to time.
- Responsible for the preparation of annual budgetary requirements of the department as desired by the Principal from time to time.
- General supervision of the works of both staff and students in the department and review the performance of staff in respect of teaching, research and other related activities.