

POLICY DOCUMENTS



Estd. 2012



**NILGIRI COLLEGE
OF ARTS & SCIENCE**

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1. POLICY ON EDUCATION AND CURRICULUM

The education and curriculum policy of the institution consists of designing, promoting, and offering various programmes related to the effective execution of the syllabi provided by the university. It is also conducting certificate/ diploma courses to professionally equip the students along with the regular courses. Following are our policies with regard to education and curriculum delivery.

1. The curriculum is designed to make the students fast learners and responsible citizens of the nation empowering them with the knowledge, understandings, capabilities, and values so that they can join in the venture of various developmental programmes organized for the integral development of the state. It includes various educational resources to select appropriate teaching and learning resources.
2. Measures are taken to ensure that classrooms are safe and classroom activities are conducted safely.
3. The curriculum is designed to include the innovative techniques relevant and useful to the higher education sector.
4. Special attention is given to evaluate the ongoing certificate courses and Add-on courses offered as part of the skill development policy to address the changing requirements of the job market.
5. Reappraisal of the already introduced supplementary programmes for slow and advanced learners as part of the policy requirement of inclusive learning is to be periodically done.
6. Regular feedback which ensures the parental support is taken for a consistent track
7. Compulsory conformity with the proposed academic calendar of the college is insisted upon.
8. The proposals of the academic calendar are revised, evaluated and modified each year with help of the heads of the department, class tutors, and mentors.
9. Meeting the proposed outcomes of different programmes is constantly monitored and strictly adhered to.

2. INTERNAL EVALUATION

The Institution has an exclusive policy for internal assessment and evaluation which is committed to track, measure, and assure the quality. Apart from the University exams, the college adopts several types of assessment methods to ensure consistency of quality quotient.

1. The internal evaluation is designed to be fair, consistent, unbiased, transparent, valid, reliable and accessible to all students.
2. Assessment is to be robust and substantial to provide a fair gauge of student ability and achievement to support progress.
3. The assessment method must efficiently produce valid, consistent and reliable results.
4. The College conducts two steps of internal examination and a model examination prior to the university examinations.
5. Valued answer sheets are promptly returned to students and effective intervention is ensured by a face-to-face interaction with the concerned teachers and students.
6. Supplementary tests/ Class Tests/ Surprise Tests/ Modular assignments are periodically conducted to ensure performance.
7. Seminars and assignments are given to the students to ensure their active participation in the learning procedure.
8. Along with the above modalities, work-based assessment, formative and summative assessments, assessment of functional skills are also to be evaluated with creative methods.
9. Measures are to be taken to allow action planning against the assessment criteria/learning outcomes.
10. The entire system of internal assessment is often reviewed to make it easily interpreted and understood by students and assessors.

3. RESEARCH

Research and related activities constitute the pivot of the academic policy of the institution and the research policy should provide a guideline for the conductance and publication of the research work.

1. The Research Promotion Council is supposed to sustain the research tempo of the institution consistently. The council should be constituted to support the decision making for every research discipline that is critical to the institution.
2. The institution should strive to equip more departments with research facility.
3. Regular research programmes like seminars, conferences, workshops etc. should be conducted.
4. The institution acknowledges the achievement of its faculty in different disciplines.
5. The areas for research to be conducted in the college should be defined and prioritized. The research departments should ensure that the research focus of the institution is contemporary and relevant.
6. The college should provide essential infrastructure support for the research work.
7. An objective, transparent, merit based decision-making systems for the allocation should be established by the college for financial and other support for research.
8. Researches done by faculty members can be directly incorporated into teaching, making and outcomes.
9. Any difficulty regarding the research programme should be reported to the principal through the advisory/monitory cell.

4. FINANCIAL SUPPORT FOR RESEARCH PROMOTION

Nilgiri College of Arts and Science aims to impart quality higher education through innovative teaching and learning practices. To impart holistic development for students, the teachers need to evolve into erudite scholars. We strongly believe that the development of the teachers plays a crucial role in the student life as well as the development of the institution. For the same, it creates a centre of excellence and an ambience in the college that the staffs are encouraged and motivated to attend periodic Professional Development Programs.

The management of Nilgiri College of Arts and Science supports the faculty in their professional and academic development by providing financial support. The need for this policy is to assist the faculty members in improving performance in teaching, scholarly activity and service to the institution as well as the society.

The management of Nilgiri College of Arts and Science is extending financial support for the teaching faculty of the college to encourage them to pursue research and publish papers and to mould themselves into erudite scholars. The financial support is provided for the staff for the following:

1. Registration amount to the faculty for presenting and attending seminars, conferences, guest lectures and any academic and research related programs on submission of the registration receipt.
2. Seed funding will be provided to the faculty for minor/major research projects to encourage the spirit of research. For receiving the funds, research proposals have to be submitted in the prescribed format to the Research Promotion Council (RPC) and the final decision for the selection will be done by the management and the Academic Council.
3. The college will pay or reimburse the faculty the membership fee of professional bodies for which he/she applies to be a member. The amount will be granted for academic purposes only.
4. The faculty can avail On Duty Leaves to attend seminars, conferences, guest lectures, any academic and research related programs.
5. If any question arises relating to the interpretation of this policy, it shall be referred to the college whose decision shall be final.

5. FACULTY EMPOWERMENT

It ensures the greater participation of the teaching faculty in the planning, decision-making and implementation of policies in the college. It aims at making the structures more democratic that offer employees greater autonomy, confidence and freedom to make decisions. The empowerment will help the teaching faculty to work comfortably with their colleagues. The faculty becomes responsible to the assigned duties without supervision. The teachers acquire the confidence and ease to provide varied learning experiences to students.

The faculty empowerment is achieved through:

1. Conducting sessions on the plans, mission and goals of the college.
2. Updating the latest policies and demands in the higher education sector through seminars and group discussions.
3. Disseminating information through regular meetings, office letters and office advisory or memorandum;
4. Involving faculty members in the planning process and decision making.
5. Providing conducive working environment.
6. Promoting the inner drive, the job with inner satisfaction, competence and self- fulfilment.
7. Constant feedback from the faculty is taken in order to ensure the conscientious performance of the routine works.
8. Special meetings are arranged to impart the consistency in realizing the mission of the college in the change and challenging trends of the society.

6. MENTORING

Mentoring includes listening, encouraging, sharing the experience, giving help, advice and guidance to students and pointing them to other sources of support or referral.

1. The mentors have to act on behalf of the college to support learners who are enrolled on a course of study.
2. The mentor will act within an agreed range of confidentiality and will ensure they have the best interests of the young learner in mind at all times.
3. The mentors should be good communicators, excellent and active listeners. They should have sympathetic approach to sensitive issues and should be able to maintain confidentiality.
4. They should have regular meetings with their mentee and keep records
5. They should make the young learners work for them and take advantage of the young person in anyway.
6. The college is responsible for providing training, advice and on-going guidance to the mentors
7. The department heads, tutors and the mentors will meet as a group once every month to discuss development ideas and to look at up-coming events and possible pressure points which their mentees might be facing.
8. Any complaint regarding mentors from students should be submitted to the principal directly. And the principal should take due measures to provide the student with other suitable mentors.

7. STUDENTS ACTIVITIES

The students are given special care and attention during their academic career, ensuring the holistic development of the students and their participation in the nation building. The policy of the college thus gives priority to mould excellent citizens with high intellect, integrity and human values.

1. The policy is designed ensuring the rights and duties of the students and supporting the
2. The policy regarding students is strictly adhered to the norms and regulations of UGC, Government, Bharathiar University, Coimbatore, and the higher education policies of the Career and Development Foundation Trust, Thaloor.
3. The policy is reviewed annually to ensure that it complies fully with any changes in legislation, aspires to best practice in the sector, and continues to support the vision and values of the college.
4. The college is committed to providing clear, comprehensive and accurate information on its programmes and courses and entry requirements which is accessible to all enquirers and applicants.
5. The college promotes the academically able and motivated students irrespective of their backgrounds without any discrimination based on caste, creed, region, religion and so on.
6. Matters relating to the recruitment, admission, mentoring, and academic formation will be supervised by the teachers. HODs, mentors, IQAC, College Council and the Principal. Students have the right to bring to the attention of the principal any issues regarding these topics.
7. Students with disabilities have the right to get all the special services provided in the campus. Any fall regarding the matter is directly dealt by the authorities.
8. The students are obliged to keep the rules and regulations of the college and conduct of behaviour which is provided in the handbook of the college.
9. In addition to this, the following points are considered to ensure a pro-student atmosphere in the campus.
 - (i) Transparency in admission, examination, campus placements, etc.

- (ii) Sharing of infrastructure facilities among various departments and various sections of students.
- (iii) Value/ moral education to all students.
- (iv) Career guidance to all students.
- (v) Financial support to needy students
- (vi) Psycho-somatic wellness of every student.

8. EXTENSION ACTIVITIES

The College has a centralized approach towards the extension activities which serve to sensitize the students to social issues and needs and also imbibe a sense of social responsibility for the holistic development of their personality.

1. All the extension activities organized by the College through NSS, NCC, YRC and other clubs, Cells and Departments are designed to contribute to the holistic development of students and for the upliftment of the community to bring about social change.
2. All the departments undertake extension programmes either independently or jointly with other disciplines in collaboration with government or non-government organizations in the areas of consultancy and need-based training programmes.
3. The College focuses on educationally enriching activities to school children and community development activities.
4. The various outreach and extension activities provide hands on experience in specific areas to the students of the college.
5. It provides ample opportunities for students to display their talents and to utilize their knowledge and skills for the development of the society.
6. We co-operate also with Govt. agencies and local bodies for communal enhancement.
7. Extension programmes directly interface the College with the corporate sector, the medical industry, social welfare organizations, government agencies, and private educational institutions.

9. CONSULTANCY AND COLLABORATION

1. The College encourages the faculty in research, consultancy, extension and supporting student start-ups apart from teaching.
2. The College extends all support to faculty members for taking up research projects and to file for patents.
3. The College follows the policy of extending the expertise available in the College for the benefit of society. The College offers consultancy services to industry, Government and Non-Government Organizations.
4. The faculty members of the College are encouraged to render consultancy services and are provided with infrastructural support. The revenue generated is utilized for infrastructural development.
5. The College also encourages faculty to visit different Universities and establish collaborations and linkages.
6. For getting national and international exposure to faculty members and also to enrich their quality, the College encourages mobility of faculty between institutions for research, teaching and learning.
7. For preparing the students to achieve competencies for jobs and career requirements and to face the global challenges successfully, the College takes all efforts to provide internships and on-the-job training in reputed industries and organisations by establishing collaborations with them.

10. POLICY ON INDUSTRIAL VISIT/STUDY TOUR

The College has adopted the following procedures to guide faculty and students in organizing industrial visit/study tour programs to enhance the experiential learning of students.

1. The industrial visit/study tour must be conducted in accordance with government rules and policies.
2. The purposes and specific educational objectives of the industrial visit/study tours should be carefully developed.
3. The industrial visit/study tour should provide an orientation, which helps the participants in achieving appropriate personal, social, and academic development.
4. The industrial visit/study tour should have adequate faculty staff supervision, both in terms of students/staff ratio and in terms of staff expertise to deal with contingencies.
5. All the arrangements of the industrial visit/study tour (such as transportation, accommodation, food, and finances) and other support services should be well planned and managed effectively.

11. SCHOLARSHIPS

The college provides a number of scholarships to develop a culture of equality, secular outlook, all-inclusiveness and impartiality. The following are the objectives of providing scholarships:

- To embrace innovative curricular, co-curricular and extracurricular activities from the globalised world.
- To set an exceptional academic ambience ensuring the collaboration and contribution of all stakeholders.
- To promote scientific temperament and rationale thinking as envisioned in the Constitution of India.
- To empower the vulnerable sections of the society through committed and unswerving programmes.
- To provide a life-oriented education to students, making them agents of transformation for the wellbeing of the Nation.

The students entitled to various scholarships and fee concession. The following schemes are available at present. The details and application forms can be obtained from the college office.

1. Minority Scholarship

- a. Eligibility
 - i. Minimum of above 60 % in Higher Secondary.
 - ii. The candidate Should be from financially backward family.
- b. Documents to be Submitted
 - i. Higher Secondary Certificate
 - ii. SSLC Certificate
 - iii. Conduct Certificate
 - iv. Community Certificate
 - v. Recommendation Letter
 - vi. Management Approval Letter

- vii. Scholarship Application Form
- c. No of Seats
 - i. Selected 2 students will get 100 % Concession in Course Fees
 - ii. Selected 4 students will get 50 % Concession in Course Fees
 - iii. Selected 8 students will get 25 % Concession in Course Fees
 - iv. Selected 10 students will get 10 % Concession in Course Fees
- d. Scholarship Renewal
 - i. One-year scholarship will be provided at the time of admission and then the scholarship will be renewed only as per the performance evaluation result by the scholarship committee.
 - ii. The Scholarship will be renewed in the Second Year & Third Year Respectively.
 - iii. The candidate should clear all the paper in each semester.

2. ST & Physically Challenged Scholarship

- a. Eligibility
 - i. Minimum pass percentage in Higher Secondary
 - ii. The candidate should belong to ST community
 - iii. The Candidate should be recommended for Scholarship Study
- b. Documents to be Submitted
 - i. Higher Secondary Certificate
 - ii. SSLC Certificate
 - iii. Conduct Certificate
 - iv. Community Certificate
 - v. Physically Challenged Certificate
 - vi. Recommendation Letter
 - vii. Scholarship application form
- c. No of admission
 - i. Two 100 % Concession in Course Fees
- d. Scholarship Renewal

- i. One-year scholarship will be provided at the admission time and then the scholarship will be renewed only as per the performance evaluation result.
- ii. The Scholarship will be renewed in the Second Year & Third Year Respectively.
- iii. The candidate should clear all the paper in each semester.

3. Merit Scholarship

- a. Eligibility
 - i. Minimum of above 95 % in Higher Secondary.
 - ii. The Scholarship will be for 1 semester and will only be renewed if the candidate scores 85% or more in every semester
- b. Documents to be Submitted
 - i. Higher Secondary Certificate
 - ii. SSLC Certificate
 - iii. Conduct Certificate
 - iv. Scholarship application form
 - v. Recommendation Letter
 - vi. HoD Approval Letter
- c. No of admission
 - i. One 100 % Concession in Course Fees in each department
- d. Scholarship Renewal
 - i. Semester base scholarship will be provided at the admission time and then the scholarship will be renewed only as per the performance evaluation result.
 - ii. The Scholarship will be for 1 semester and will only be renewed if the candidate scores 85% or more in every semester

4. Sports Scholarship

- a. Eligibility
 - i. Minimum pass percentage in Higher Secondary

- ii. The candidate Should not have Year Gap
- iii. The Candidate Should Have District/State/National Level Achievements
- b. Documents to be Submitted
 - i. Higher Secondary Certificate
 - ii. SSLC Certificate
 - iii. Conduct Certificate
 - iv. Individual Achievement Certificate
 - v. Scholarship application form
 - vi. Recommendation Letter from related sports association
 - vii.
- c. No of admission
 - i. One 100 % Concession in Course Fees
- d. Scholarship Renewal
 - i. One-year scholarship will be provided at the admission time and then the scholarship will be renewed only as per the performance evaluation result.
 - ii. The Scholarship will be renewed on his code of Conduct, University Achievements or Special concern from Department of physical education and the concern department.
 - iii. The candidate should get minimum pass marks in each semester

5. Management/Special Scholarship

- a. Eligibility
 - i. Minimum 60 % in Higher Secondary
 - ii. The Candidate should be recommended by the management
- b. Documents to be Submitted
 - i. Higher Secondary Certificate
 - ii. SSLC Certificate
 - iii. Conduct Certificate
 - iv. Scholarship application form

- v. Recommendation Letter
- vi. Management Recommendation Letter
- vii. Certificate/ Proof Specifying the necessity
- viii.
- c. No of admission
 - i. Four 50 % Concession in Course Fees
- d. Scholarship Renewal
 - i. One-year scholarship will be provided at the admission time and then the scholarship will be renewed only as per the performance evaluation result.
 - ii. The candidate should get minimum pass marks in each semester

6. Appreciation Scholarship

- a. Eligibility
 - i. The Candidate should be Recommended by HoD/Faculties of NCAS
 - ii. The Scholarship will be for special award winnings and achievements

7. NTSE Scholarship

*Application form will be available at NCAS office and should be signed by the specified authorities

*Recommendation Letter Should specify that the student will pass in each subject in every semester

*The Scholarships will only be retained on the Basis of Code of Conduct and University exam performances

12. QUALITY

The college is committed to provide highest quality education and training in the field of higher education.

1. The students will be given the opportunity to realise their full potential, enabling them to achieve the highest standards in their programmes of learning.
2. In order to ensure the quality, the college communicate with the students that they are safe and feel safe in the campus.
3. All the students are treated equally and fairly without any discrimination on the basis of caste, creed, race, region, religion or language.
4. The college designs the dispersal of the courses in which the skills and attitudes of the students are mended in such a way that they become effective employees and good citizens.
5. The college is committed to continuous improvement to our quality assurance and enhancement processes.
6. The college is committed to establish and maintain quality systems and procedures which enable us rigorously to evaluate the strengths and weaknesses and thereby respond to the necessary improvements in different fields effectively.
7. The system ensures monitoring, reviewing, developing and enhancing standards of learning, teaching and assessment.
8. It ensures quality of the student experience and the service to employers by taking feedbacks and direct interactions. The responses from students, employers and other stakeholders are included in decision making of the management.
9. Periodic review is designed to ensure the academic standards of the college in par with the requirements of Higher Education sector so that the quality of learning opportunities provided for students on these programmes is enhanced through these sessions.
10. The college regularly maintains the quality of its infrastructural facilities by timely addition and renovation and maintenance.

13. FINANCIAL MANAGEMENT AND RESOURCE MOBILISATION

The institution has a very transparent and frequently audited system of managing and mobilising its financial resources. The college has to provide the best resources to the students and faculty to meet its requirements in the academic field. The Resource mobilization policy of the college focuses on achieving the goals and target of the institution ensuring accountability and transparency.

1. The Institution is managed by non-profit organization with honorary governing body members which ensures the income generated is spent optimally in the institution itself. A financial advisory body is in place to manage the managed funds.
2. Funds are provided to meet the infrastructure requirement of the institution while starting new programmes and centres.
3. The management provides financial supports to conduct seminars, workshops, expert talks, association activities, Faculty Development programmes.
4. The institution encourages each department to find sponsors while conducting seminars, fests and conferences.
5. The involvement of Alumni Association and PTA are ensured while implementing various developmental programmes in the campus.
6. Apart from the customary government aid, the financial and monitoring committee should study various ways to channelize funds for the development of the institution.
7. All the construction and maintenance works are undertaken by the management after conducting a feasibility study with the help of financial and monitoring committee.
8. The members of the faculty are encouraged to avail themselves of different research incentives/ funds/ aids by various agencies.
9. Contribution from the public should be channelized with the help of implementing programmes that convey awareness about the value and challenges of higher education programmes.
10. The financial resources in the institution are:
 - a. Tuition Fee

- b. Hostel Fee
 - c. Grants and Donations from individuals and philanthropist
 - d. College Development Fund
 - e. Alumni Contribution
11. Grants and funds sanctioned by Management
- a. The institution has a strong financial advisory board for Management of accounts and all the accounts sanctioned are audited internally as well as externally. On behalf of the Management, all daily transactions are verified by the financial advisor of the college.
 - b. The internal audit of Management accounts is done periodically by the *Faisal and Co*. They verify all financial transactions and submit a detailed report of observations based on the observations given by internal auditor. The financial advisor of the college modifies the statements of accounts.
 - c. The Management has appointed *Boss and Charles* as the external auditor of the Management accounts. At the end of every financial year, they prepare annual financial statements and audit reports.

14. PHYSICAL FACILITIES - SHARING AND MAINTENANCE

The College has a policy for creation and enhancement of infrastructure ensuring a good teaching-learning environment

1. The infrastructure of the college, including labs is used by the faculty and students in their research and academic exercises. This ensures optimum utilisation of the resources for the nation building effort.
2. Common facilities like Ground, Auditorium, and Multipurpose Indoor Stadium etc. are provided to the public and to the neighbouring institutions on prior request.
3. The facilities are being used by staff, students and the public (members) for maintaining their physical fitness.
4. The college provides venue for conducting examinations such as recruitment drives, TRB, and PSC examinations.
5. The auditorium and premises have been used as a venue for the Centralized Valuation Camp.
6. The college functions as a centre for Distance Education programmes under Bharathiar University. The services of electricians, mechanics and plumber and gardener are available in the college to ensure proper maintenance of the premises, instruments and equipments.
7. Electrically sensitive equipments are provided with necessary back up to ensure steady functioning and to safeguard against voltage fluctuations.
8. The Advanced and Expensive Equipments are maintained by Annual Maintenance.
9. The college is pleased to share its infrastructure facility for the betterment of the society.

15. POLICY FOR PERSONS WITH DISABILITIES

For inclusion of PWDs in HEI's and to provide the facilities to Persons with Disabilities under UGC Scheme, it was decided to frame a Policy for Persons with Disabilities. A Committee is formed for drafting a policy for PWDs. The policy was submitted to the management council and approved it. The policy is drafted as follows:

1. Introduction

Rights of Persons with Disabilities Act, 2016 prohibits discrimination against individuals with physical and mental disabilities. Nilgiri College of Arts and Science is against all kinds of discrimination on any grounds including disability. The aim of the college is to promote an inclusive learning, teaching and working environment in which disabled students and staff are not disadvantaged or treated adversely. The college aims to create each of its programs, services and activities practicable and accessible to all persons with disabilities. All the stakeholders of college share the obligation for assisting people with disabilities to secure the benefits of campus programs, services, and activities. These guidelines apply to all faculty and staff at Nilgiri College of Arts and Science.

2. Objectives

- To create inclusive culture, to avoid discrimination, exploitation and exclusion of Disabled Students and Staff from all spheres of work and education.
- To create a suitable regulatory mechanism for effective delivery of services to Disabled Students and Staff in affiliated colleges, recognized institutions and research centres.
- To ensure the implementation of all legislation for persons with disabilities.
- To ensure full participation of persons with Disabilities and to provide them equal
- opportunities for development.

3. The Disability Provisions under the Act of 2016

A. Disability

Disability is a term that includes motor and sensory limitations (e.g., mobility, vision, or hearing impairments). It also includes disabilities resulting from chronic illnesses and syndrome, invisible disabilities such as psychological and emotional disorders, learning disabilities, heart disease, diabetes, asthma,

arthritis, epilepsy, Acquired Brain Injuries (ABI), and Acquired Immune Deficiency Syndrome (AIDS) are also incorporated in the term disability. Countless disabilities vary in degree and type of limitation; therefore, accommodations must also vary and should be modified to the needs of the individual.

B. Qualified Person with Disability

The term "qualified person with a disability" refers to an individual with a disability who is qualified to participate in any given university program or activity.

1. For enrolment, a qualified person with a disability must satisfy the academic standards required for admission and meet the academic requirements established for any given course, degree, or certificate program.
2. For employment, training, work assignments, and promotion, a qualified individual with a disability must be able to perform the minimum essential functions of the job.
3. However, relaxation shall be allowed as per the Government rules.

C. Provisions under the Policy

1. To provide counselling on the required areas
2. Ensure admission in HEI
3. Fee relaxation and Scholarships
4. Support for examination¹, career counselling, and employment
5. Provision for Assistive Devices
6. Ensure participation all curriculum and extra-curriculum activities

D. Scribe for Examination

The college will provide or allow the students with disabilities to take the help of scribe in the examination. As per the direction of Government, the following guidelines are to be followed:

1. The blind students may choose the scribe
2. A physically disabled/blind/hearing impaired candidate and the scribes shall be allowed an extra time of 20 minutes per hour in the examinations.
3. As the hearing-impaired students are having language problems,

possibilities of grammar mistakes, mistakes in building the sentences are there. Hence, the answer papers shall be identified separately and evaluated with additional care.

E. Grace Mark

The college helps the disabled students to apply for grace marks in the programmes they are studying.

Sl No	Category	Criteria	Grace Grade Points	Percentage of Grace Marks on External Examinations
1	Deaf and Dumb	Candidates with 75% and above disability (Certified by an ENT specialist not below the rank of a Civil Surgeon)	10.0	25% (of the marks scored)
2	Blind	Candidate with the more than 60% blindness (Certified by an EYE specialist not below the rank of a Civil Surgeon)	10.0	25% (of the marks scored)
3	Mental Disability including Autism	Candidate with the more than 60% Mental Disability (Certified by a specialist concerned not below the rank of a Civil Surgeon)	6.0	15% (of the marks scored)

If any question arises relating to the interpretation of this policy, it shall be referred to the management whose decision shall be final.

16. ALUMNI ACTIVITIES

Alumni of the college include all students who left the college after the completion of the courses of graduation and post-graduation. The overall objective of the Association is to maintain a lively relation between the alumni and the alma mater. The Alumni Association is governed by the stipulations of its own constitution.

1. The Alumni Association has an important role in advancing the institution along with its vision, mission and core values.
2. The Association maintains mutually beneficial relationships between the parties, the alumni and alma mater. Each alumnus represents the institution in his or her respective vistas of life.
3. The Association should embark its own initiatives in the fields of academic activities, job-orientations, training programmes and various other human resource developments in the campus.
4. The alumni also participate in various academic and non-academic advisory bodies of the college. Their participation helps to bring their professional experience to these bodies and is found to be very beneficial.
5. The institution is eager to recognise the accomplishments of its alumni in various fields every year. The members of the Alumni Association should inform their achievements promptly to the office. The alumni who reach positions of eminence are otherwise role models to the students and are generally recognised by the college by bestowing them with distinguished alumnus/alumna and other similar awards.
6. The college maintains the contact information of its alumni on a centralised database with confidentiality. Any information from this database will not be provided to any third-party organizations.
7. The Alumni Association plans various initiatives and programs to coordinate the activities of alumni. The Association is responsible for fundraising from alumni and other well-wishers. The Association keeps highest level of transparency in the utilisation of these donations. The list of donors and utilization of the funds will be published in the annual statement of the Association.
8. The college should conduct Alumni meeting once a year and various batches of alumni can conduct their private gatherings in the campus with prior permission from the principal.

17. IT, E-GOVERNANCE, AND ADMINISTRATION

The academic process of Nilgiri College shall be implemented through the updated and innovative IT infrastructure that is secure to manage cyber risks. The introduction of Information and Communication Technology in the field of education has become a boon to the academic institutions as it helps in maintaining the quality in education as well as in the governance of the institution. The concept of effective governance is the ability to confront the new changes and adapt to the needs of the present situation. With the institution developing into a well-established institute of higher learning, the management understood the need to have an e-governance system in place to integrate the administration of the college. Having an e-governance system will help in integrating all the stakeholders of the institution and to automate various functionalities of the institution. E-governance will bring transparency in the system and will empower the management in better administration of the college

Objective of the Policy

- A. To implement e-governance in various functionalities of the institution
- B. To create transparency
- C. To achieve efficiency in the teaching-learning process
- D. To ensure accountability
- E. To unite various stakeholders and establish the institution global

Policies

1. The IT Policy includes IT administration, hardware, software, networking, IoT, AI, database management, electronic communication system, IT usage, cyber security and maintenance guidelines.
2. Sufficient annual budget allocation is made for the creation and maintenance of IT infrastructure. IT policy is implemented to develop facilities and update them periodically to keep abreast of changing times.
3. E-governance is implemented at various levels in order to provide simpler and efficient system of governance within the institution.
4. The website of the college is functioning full-fledged. Separate login facilities are provided for staff and students. The full profile of the college is provided in the website.
5. Admission process is made hassle-free with the help of the college website. The students can download application form from the website. About the hostel, admission process and payment of monthly rent are all digitalized. Students can operate their accounts through mobile phones.

6. The accounts of the college are maintained with help of the accounting software Tally.
7. The system administrator is appointed to handle the technical issues related to digitalized operations of the college.
8. The library is computerised. Students can search the books in the computers in the lobby. The library data is integrated to the website of the college. E-learning facilities like N- List, e-journals and periodicals are made available in the library. Proper training to the staff and the students for using the digitalized library is also provided.
9. Attendances of the students are taken with the help of learning management application. The data of the students are provided with their photographs so that the teachers can conveniently take attendances of the classes.
10. The alumni portal in the website provides facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects.

Process of Implementation

- A. The management of the College is the complete authority to select the vendors for e-governance according to the need of the institution.
- B. The management calls various vendors who provide various e-governance services. The criteria for selection of the vendors are - user friendly, time
- C. saving and cost saving software along with meeting the requirements of
- D. the institution.
- E. The vendors can demonstrate and explain the special features of their services.
- F. Based on the inputs from various vendors and their terms of service provided, the management selects the vendor.
- G. The management signs an agreement with the selected vendor and their services will be provided to the institution for the mentioned period unless terminated earlier.

Administration

The institution needs smooth functioning of its governance system for its improvement. To improve on its functioning, technology needs to be adopted. The e-governance should take care of providing information to the stakeholders, the staff and student's data should be maintained, maintenance of attendance, internal communications should be enabled and students also should be able to

get the benefits by providing certificates, leave forms and so on without any trouble.

The administrative policies aim at enhancing operational efficiencies, best practices, laws and regulations, strengthening internal controls, and promoting operational efficiency.

1. Complete transparency is ensured.
2. Policy of decentralization is strictly adhered in effecting high quality administration.
3. Pro-student administrative mechanism is implemented.
4. Inclusive approach is elegantly followed in all administrative matters.

Finance and Accounts

The e-governance software provides support for maintaining the accounts and finance of the institution. It should be able to provide e-copies of the staff salary certificates, support in tax deductions and also support the students' fee payment.

Student Admission Support

The admission of the college made online and the e-governance partner should provide a platform for the admission process and the college also encourage online payment of the fees of the students.

Library

The library is inducted with management software for books maintenance. More online sources and databases are pulled in to create a pool of knowledge in the campus. Facilities for online database of books in the library are made in the due course.

Examination Support

The college conducts internal and model exams at regular intervals and the college wants the e-governance partner to maintain the marks of the internal assessments

and exams for easy reference and maintenance. The college also wants to print hall tickets for the model exams to give a feel of the semester exam to the students. This also should be supported by the e-governance partner. The platform also gives options for conducting online exams and quizzes.

Website

The website is the mirror of the college and will be revamped from time to time to keep it updated. The website contains the details of programmes offered, facilities available, activities happening and information regarding the college.

18. HUMAN VALUES AND PROFESSIONAL ETHICS

For providing a quality education to all students in the classroom, teachers treat their students with love, care, affection and commitment and inculcate good values among them without favouritism and discrimination.

1. The teachers are role models to the student by showing concern for students and motivating them.
2. The teachers are fair in assigning marks/grades to the students for internal and external assessments.
3. Teachers respect the right and dignity of the students in expressing his/her opinion.
4. Teachers recognize the difference in aptitude and capabilities among students and try to meet their individual needs and aspirations.
5. The College provides all students equal opportunities for accessing all the facilities available in the campus.
6. Classrooms and examination rooms for the differently abled are arranged at convenient places.
7. The College entitled to provide the service of scribes as well as additional time for physically challenged students during examinations as per the rules of Government and University. Ramps are provided for easy access to all the buildings of the campus.
8. Special toilet is set apart for the disabled.

19. PERFORMANCE APPRAISAL

Performance Appraisal is based on meticulously designed Card System.

1. Details of card system
2. It is applicable to various sections of the college including the management, faculty, students and non-teaching staff.
3. The methodology is linked to the UGC guidelines incorporated by the internally developed index and factors.
4. It is done regularly and performance index is published yearly.
5. The findings are communicated to the concerned stakeholders without delay.
6. If there is significant progress for a particular department/person, it will be specially mentioned.
7. Areas to be focused for serious improvement whether it regards to a department/person will be given along with a supervising authority.
8. Data will be analysed quantifiably based on the documents produced and feedbacks.
9. The performance appraisal will be carried on with constant comparison with other colleges under the university.

20. STRATEGIC PLANS

The Strategic plan document is made through a participatory process ensuring the involvement of all the stakeholders for meeting future challenges in the field of higher education.

1. The Institute has created the Strategic Plan through a detailed consultation process with stakeholders for five years.
2. It is constituted with the involvement of key Institute leaders and faculty representatives.
3. The draft document is presented in an open meeting with students, staff and faculty for feedbacks.
4. The revised document is presented to the higher governing body before framing the final document.
5. It aims at creating an ambience in which new ideas, research and scholarship flourish, and from which the leaders and innovators of tomorrow emerge.
6. It tries to address problems faced by the nation and the global community as a whole. It aims at providing an education that transforms students through rigorous coursework and by providing an understanding of the needs of society.
7. It aims to collaborate with other academic and research institutes around the world to strengthen the education and research ecosystem.

21. ANTI-RAGGING

In consonance with the UGC regulations of 2009 regarding ragging, the college maintains the policy of keeping the campus ragging free.

1. All the requirements as per the regulations of the Central and State governments, UGC and court orders including anti-ragging undertaking by students and parents, awareness programmes, etc. are satisfied.
2. The college strictly observe the provisions of the acts of the Central Government and the State Governments, if any, or if enacted and /or for the time being in force, considering ragging as a cognizable offence.
3. The principal of the college directly supervises the Anti- ragging Cell.
4. Any student who is found guilty of ragging is seriously dealt with as per the university regulations. The case should also be reported to the law-and-order department of the state immediately at the reception of the complaint at the college office.
5. The Anti-ragging Cell shall ensure strict vigilance on activities of students especially during the arrival of new batches in the beginning of the academic year.
6. Counselling facility is provided once a week in the college, and if necessary, any time professional counsellors are made available in the campus.
7. Regular reports from the Anti-ragging Cell and Counsellors are submitted to the principal.
8. The class tutors will help to identify potential violators and students with stress, tension and other troubles and personally meet them, and if necessary, take the steps to have them sessions with professional counsellors.
9. Regular updating of the instructions from the Central, State, UGC, and court orders are maintained well.
10. Special sessions are arranged for the newcomers in the first weeks of the academic year
11. The college should identify all vulnerable locations, and ensure a constant vigil and watch at such locations.

12. Hostels/accommodations, where freshers are admitted, are required to be carefully guarded.
13. The institution ensures the participation of all the students during the cultural festivals and celebrations to erase the senior- junior distinctions
14. The prospectus and other admission related documents of the college should contain the anti-ragging policy. There should be the display of anti-ragging slogans with the help of electronic and print media in the campus.
15. The anti- ragging policy of the college ensures the presence of teacher squads which take turns to maintain the customary discipline of the campus.
16. Special sessions should be conducted to sensitize the parents of the students about the rights and safety of the students.

22. ANTI-HARASSMENT

The college is committed to maintaining an environment that encourages and fosters appropriate conduct among all persons and respect for individual values. The institution makes it a point that none of its stakeholders undergoes any sort of harassment. Thus, it enforces Anti- Harassment Policy and Complaint Procedures at all levels in order to create an environment free from discrimination, harassment, retaliation and/or sexual assault.

1. The college prohibits discrimination, harassment (including sexual/gender harassment), sexual assault and retaliation against employees, interns, contractors and other third- parties conducting business with the college.
2. The college specifically expects management level personnel to serve as models of appropriate conduct for other employees, and will hold them to a higher standard of accountability.
3. The college has a committee constituted in response to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redress) Act, 2013
4. Legal aid classes are regularly provided to the students to conscientize them about the sexual and gender-based violence.
5. To ensure gender equality female students are adequately represented in the various bodies of the college.
6. In handling claims made under this policy, the college may incorporate behavioral standards that are established by related policies.
7. Any student/employee who believes that they have been subjected to harassment (including sexual/gender harassment) prohibited by this policy, or any employee or student who has witnessed such harassment, retaliation or sexual assault, should immediately report the circumstances to the principal who is the head of the Anti- Harassment Committee or to the immediate superior authorities as fast as possible.

23. GRIEVANCE REDRESSAL

The management is keen on implementing various measures for the proper handling of the grievance redressal. The Grievance Cell should be constituted and maintained at the level of departments and closely follows the regulations of UGC (Grievance Redressal) Regulations, 2018.

1. The college provides adequate and ample platforms for its different stakeholders to raise their grievances. The college insists on convening regular open houses for all the departments.
2. In order to resolve any confusion and grievance related to admission to various academic programmes special helpdesk should be arranged. Any breach in the reservation policy in admission should be directly informed to the principal.
3. Grievance related to fee payment, caution deposit, etc. should be dealt by the respective heads of the department, and should be reported to the principal according to the seriousness of the issues.
4. Complaints related to various offices of the college including the principal can be informed directly to the manager of the college.
5. The concerned authorities namely Principal, Vice-principal, IQAC Coordinator and respective heads of the department are obliged to make their presence in the open forums conducted for all the departments.
6. Adequate measures should be taken to address the suggestions regularly gathered from the suggestion boxes placed at different blocks of the college.
7. Prospectus of the college should be published in print form and online.
8. Grievance Cell convenes frequent meetings to monitor the grievance redress activities of the institution.

24. ENVIRONMENT AND SUSTAINABILITY

The college is committed to implementing, maintaining and continually improving environmental management processes to reduce its environmental footprint. Ecological consciousness rising from notions of sustainability is embedded in the basic ethical outlook of the institution.

1. The college is obliged to protect the environment through the prevention of pollution and waste, and through the sustainable development, and maintenance and improvement of the natural and environment.
2. The college should formulate its policies complying with all relevant environmental legislation, standards, agreements, policies and procedures demarcated by the central, state governments.
3. The college is committed to maximise sustainable resource use and minimize the use of hazardous substances.
4. Special measures should be taken to protect and improve biodiversity of the campus.
5. Practical steps should be shown in developing and implement research and teaching initiatives related to sustainability.
6. The college should design programmes to foster the quality of the environment and protection of the biodiversity throughout the region.
7. Objectives and targets should be established for improving our environmental performance in the areas of energy consumption, greenhouse gas emissions, potable water consumption, waste to landfill, sustainable transport, and biodiversity.
8. The campus has to be made plastic free to a possible extent. Abiding by the principle of green protocol, the institution insists on the use of cloth items replacing plastic made ones.
9. Reservoirs for rain water harvesting should be constructed in the campus.
10. The college should take steps to harness solar power.
11. The college should attempt to become a paper free one by promoting electronic platforms for academic and administrative purposes.

25. WASTE MANAGEMENT

In consonance with the institutional principle of green protocol, the college should maintain a very strict and eco-friendly waste management mechanism.

1. The college admits its environmental responsibilities and recognises its obligations to contribute to the resolution of global and local environmental issues by minimising its environmental impact.
2. The entire stake holders are directed to take the ethical responsibility in reducing individual waste generation based on the waste management motto of the college: Reduce, Reuse and Recycle.
3. The policy binds all the institutional activities to the dual principles of plastic reduction and lowest waste generation.
4. Innovative and practical measures for waste management introduced by various departments of the government, and scientific agencies should be implemented in the campus after making studies on its plausibility.
5. Communicate the waste management policy of the college with staff, students, and other stakeholders in the campus to ensure all are aware of the waste management strategy followed by the college.
6. Identify and enable the reuse of waste items wherever feasible, either internally or in association with third parties.
7. Onsite treatment options such as composting, bio-manure, etc. should be used in the campus.

26. POLICY REFORMS

The policies of the college are never meant to be static. It is constantly evolving and dynamic suiting the time. The governing body recognizes and promotes the usefulness of planning and policy making.

1. Policies reforms are based on the findings and requirements of UGC, NAAC, affiliating University, state and central Governments and the changes demanded by the changing world.
2. The governing body of the college ensures the process of updating policies from time to time.
3. Appraisal of the policies of the college is done with the help of feedbacks from the faculty, students and office staffs
4. The competent authorities review and approve the policy making and reform process and hold the responsibility for its execution.
5. If any question arises relating to the interpretation of this Policy, it shall be referred to the MANAGEMENT whose decision shall be final.