



Nallamuthu Gounder Mahalingam College

(An Autonomous Institution, Affiliated to Bharathiar University)

90, Palghat Road, Pollachi - 642001, Coimbatore, Tamil Nadu, India.

95th Rank in NIRF - 2023 among Colleges in India.



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.

Document showing the Code of Conduct for Students, Teachers, Governing body and Administration

Code of Conduct for Principal

 NALLAMUTHU GOUNDER MAHALINGAM COLLEGE (AUTONOMOUS AND AFFILIATED TO BHARATHIAR UNIVERSITY) Re-Accredited by NAAC An ISO 9001 : 2015 Certified Institution Aided by the Government of Tamilnadu POLLACHI - 642 001. Estd : 1957 Phone : 04259 - 234868, 234870 Mobile : 99429 06687	 NGMC EXPANSION WITH EXCELLENCE E-Mail : ngm@ngmc.org
DATE :	
CODE OF CONDUCT	
Code of Conduct for Principal	
1. The Principal the Institution should always be fair, honest, objective, protective, supportive and law abiding. 2. The Principal of the institution has to outline policies and plans to execute the vision and mission of the institution. 3. Ensure that the long-term and short-term development plans of the Institution are duly processed and implemented through relevant authorities, bodies and committees. 4. Provide leadership, direction and co-ordination within the Institution. 5. Plan the budgetary provisions and go through the financial audited statements the Institution 6. Direct and monitor the administration of the academic programs and general administration of the Institution. 7. Ensure that quality in education and academic services is maintained for continuous improvement. 8. Form various college level committees which are necessary for the development of the Institution 9. Promote industry institution interaction and inculcate research development activities. 10. Ensure that the staff and students are aware of rules, policies and procedures laid down by the College and enforce them fittingly. 11. Listen to the students' ideas and set a supportive tone. 12. Empower all the staff and students to reach their maximum potential 13. Carry himself with the highest integrity and exhibit outstanding and strong leadership skills.	
 SECRETARY N. G. M. COLLEGE, POLLACHI	



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14. Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students
15. Monitor, manage and educate the administration of the institution and take remedial measures/actions based on the stakeholder's feedback
16. Submit Annual Report on the progress achieved in different developmental and collaborative programmes to the various Committees and Management.

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Code of Conduct for Director/Dean



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Code of Conduct for Director/Dean

Director

Responsibilities

He is the whole responsible person for all functional activities of all SF Departments. Explicit responsibilities of Director are: Recruitment, work load, attendance, leave particulars of all SF Faculty, placement of students and all academic activities of all SF Departments and also implementing the policies proposed by the management

To whom to report

President / Secretary / EO/ any other Dignitary deputed by the Management of the NGM College through The Principal of NGM College

Dean Research

Responsibilities

He is the whole responsible person for

- (a) All Research activities of all SF departments
- (b) the functional activities of all SF PG Departments.

Explicit responsibilities are the following: Motivating all the SF faculty

- (a) To publish research articles,
- (b) To apply to external agencies to get funds for research activities,
- (c) To kindle interest in faculty to conduct seminar, conferences and workshops and other scientific activities with funds from internal and external resources.
- (d) Guiding PG departments in their Research and development activities
- (e) Motivating all SF faculty to apply to external funding agencies
- (f) Fixing target and monitoring of all kinds of research activities by all SF Faculty and carry out the assignments proposed by the Director.

To whom to report: Director (SF)

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Dean Academic

(a) Responsibilities in Commerce Departments

He is the whole responsible person for all academic and administrative activities of all Commerce and management SF UG departments viz. B.Com, E.Com, CA, PA, BPS, Finance, B&I, IB, BBA, BSW

Explicit responsibilities are the following:

- (a) Class handling by faculty
- (b) attendance of students
- (c) Faculty attendance
- (d) Faculty workload
- (e) Motivating and monitoring faculty for their achievements in academic, teaching, learning and research activities and carry out the assignments proposed by the Director.

(b) Responsibilities in Computer Departments

He is the whole responsible person for all academic and administrative activities of all Computer SF UG departments viz. BCA, CT, IT, C.S, AI&ML, DA

Explicit responsibilities are the following :

- (a) Class handling by faculty
- (b) Attendance of students
- (c) Faculty attendance
- (d) Faculty workload
- (e) Motivating and monitoring faculty for their achievements in academic, teaching, learning and research activities and carry out the assignments proposed by the Director.

To whom to report:

Director (SF) for Administrative activities and Dean Research for Research Activities

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Code of Conduct for HOD's



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Code of Conduct for HODs

Academic administration of the respective department is under his/her control.

The Head of the Department should:

- Prepare the Faculty timetable and workload and ensure that all classes are held as per the time table. Should make alternate arrangement for the classes of teachers absent on that day.
- Contribute in evolving strategies and action plans for the development and quality improvement of the department.
- Introduce innovative features in the curriculum and periodically revise the curriculum befitting the current trends and demands of the industry and the employment market.
- Be aware of the various requirements of different courses as per the Bharathiar University guidelines and ensure that such norms are fulfilled whenever inspection commissions of the University or other agencies visit the College.




PRINCIPAL
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- Work out the manpower requirements as per work load of the department and recommend the staff requirement to the Principal through the Dean.
- Ensure the quality and effectiveness of teaching – learning process.
- Organize guest lectures, seminars, conferences, industry visits and encourage the staff to bring out publications.
- Depute staff to participate in seminars, conferences and workshops and motivate them to undertake research by tapping funding sources.
- Oversee and monitor the faculty particularly the new entrants during the lecture hours and offer suggestions for their improvement.
- Ensure effective conduct of stay back hours, extra classes, Remedial classes, career guidance and placement programs in coordination with Training and Placement Cell.
- Interact with students periodically, review the student performance in the internal and End semester examinations, regularity in attendance and monitor general discipline of the students inside the campus.



PRINCIPAL
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