



## Nallamuthu Gounder Mahalingam College

(An Autonomous Institution, Affiliated to Bharathiar University)

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

95<sup>th</sup> 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

|                                                                         |                                                                                                                                                                                                                                                                                                  |                                  |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <p>Estd : 1957</p>                                                      | <p><b>NALLAMUTHU GOUNDER MAHALINGAM COLLEGE</b><br/>         (AUTONOMOUS AND AFFILIATED TO BHARATHIAR UNIVERSITY)<br/>         Re-Accredited by NAAC<br/>         An ISO 9001 : 2015 Certified Institution<br/>         Aided by the Government of Tamilnadu<br/> <b>POLLACHI - 642 001.</b></p> | <p>EXPANSION WITH EXCELLENCE</p> |
| <p>Phone : 04259 - 234868, 234870<br/>         Mobile : 99429 06687</p> | <p>Fax : 04259 - 234869</p>                                                                                                                                                                                                                                                                      | <p>E-Mail : ngm@ngmc.org</p>     |

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)

**SECRETARY**  
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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.



  
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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.



  
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# Code of Conduct for Teaching Staffs



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### Code of Conduct

#### TEACHERS

Shaping young minds is a revered pursuit, requiring unwavering professionalism and commitment. Educators, entrusted with unique duties, find fulfilment in embodying these virtues and also the nobility of teaching lies in its call for professional integrity and dedication. Teachers discover profound satisfaction through their distinct responsibilities through such conduct.

#### DRESS CODE

All Teachers are expected to present themselves professionally. Formal attire such as shirts and pants with shoes for men and sarees and churidars for women is preferred. Department level uniform is required for special occasions like Republic Day, Independence Day and Special Day of the Department concerned.

#### LEAVE

1. Teachers must submit leave requests using the official form of the college atleast one day before availing of any kind of leave/leave on Other Duties.
2. Twelve days of casual leave are allowed per calendar year.
3. Medical leave follows the guidelines set by the Tamil Nadu government.



  
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### GENERAL RULES

1. College teachers are expected to demonstrate exemplary conduct both inside and outside the college through integrity, professional commitment and active participation in academic and extension activities.
2. Teachers are expected to maintain professional conduct and refrain from engaging in activities like smoking, drinking or gambling within the college campus.
3. Teachers must be punctual and arrive before their working hours at the college. Late arrival without prior approval will result in a half-day leave. If a teacher is not punctual at the commencement of the first-hour class, the HOD should make alternative arrangements to protect the interests of students. The concerned teacher NGII be marked absent for half a day and must submit a leave letter accordingly.
4. Signing the attendance register is mandatory for all teachers at the start of the FN and AN sessions. Neglecting to do so will be considered an absence for the corresponding day. In case of an exceptional circumstance, the teacher must inform the Head of Department immediately to avoid an absence mark. For the



  
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AIDED teachers, Tamil Nadu Government Rules will be applicable in this regard. DATE: .....

5. Teachers must arrive on time with engaging lessons and maintain a conducive learning environment for the entire class period. Early dismissal and schedule changes must be approved by the Principal for seamless learning continuity.
6. Teachers must prepare detailed lesson plans for each semester, covering all topics as per the syllabus of the courses. Plans include specific activities and assessments within allocated hours and submit the scheme of lessons to cloud based Enterprise Resource Planning.
7. Teachers are expected to prioritize the curriculum and dedicate their efforts to fostering meaningful learning experiences within the designated subject boundaries by using Information and Communication Technology (ICT) tools wherever applicable.
8. Maintaining neutrality on sensitive issues such as religion, politics or community is crucial. Personal beliefs and biases should not influence classroom discussions.
9. Teachers must be mindful of diverse backgrounds and viewpoints. Disrespectful or discriminatory language or behaviour is strictly prohibited.
10. Teachers should teach subjects allotted to them. No change should be introduced in the timetable and distribution of work without the permission of the Principal.



  
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11. Teaching the assigned courses as per the approved timetable and workload is mandatory. Prior approval from the Principal is required for any changes.
12. Teachers are encouraged to actively engage in extracurricular and co-curricular activities assigned by the Principal, contributing their expertise and enthusiasm to enrich the student experience.
13. Teachers are expected to fully participate in college functions, diligently and efficiently fulfilling their assigned duties to ensure the success of these events.
14. Efficient and effective invigilation is crucial during continuous Internal Assessments (CIA) and Comprehensive External Examination (CEE). Malpractice will not be tolerated. Principal approval is required for any changes to exam arrangements.
15. Teachers should prepare the Continuous Internal Assessment (CIA) question papers as assigned by the Principal in the prescribed format and the same should be submitted on time to the COE section.
16. Teachers are expected to diligently conduct practicals, compositions, tutorials and seminars as per the established scheme by thorough preparation, quality instruction and enriching experiences for students in practical course work, writing assignments and delivering seminars.



  
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17. Teachers are instructed to schedule additional tests and assignments for slow learners to enhance student learning. These assessments can be held outside regular working hours.
18. If feasible, teachers may conduct tests during allocated working hours, after completing relevant portions, either individually or collaboratively. Prior intimation to the Principal and Head of the Department is necessary to ensure appropriate supervision and resource allocation.
19. Teachers should aim to achieve good outcomes (passing percentage) and gain credit for their Department and the College through effective teaching and learning. Exam results should be examined regularly and presented to the College Committee for consideration.
20. Teachers are expected to carry out all directives and departmental tasks issued by the Principal efficiently and sincerely.
21. The hourly attendance book shall be within the custody of the concerned teachers. It should be updated within 3 working days in the College ERP.



  
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22. Teachers must maintain and use equipment and records under their supervision and submit accurate Stock, Acquaintance and Equipment Maintenance Registers to the Principal when required.
23. Any communication to authorities by a Teacher must be routed through the HOD, the Principal and the Secretary of the college.
24. Teachers must stay in their department during working hours except when teaching or in the library. They must record their movement in the register, which is kept in the Department and submitted to the Principal when needed.
25. Each teacher must perform their duties diligently and conscientiously. Any slack, disobedience or violation will result in serious consequences.
26. HODs must maintain discipline among students. In the teacher's absence, students must be informed of their responsibilities and never be allowed to disturb other classes.
27. Teachers serve as strong role models for their students, confidently upholding the values that the institution holds in high regard.



  
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28. The teacher is required to regularly organize seminars, Field Work and Workshop / Conference Participation for the benefit of students and for professional development.
29. The teacher is expected to teach all allotted periods. Any missed periods must be made up after class hours.
30. The teacher is responsible for maintaining discipline and creating an environment conducive to learning in their classes.
31. Teachers will conduct special coaching classes outside of regular college hours to support slow learners in improving their academic performance and learning skills.
32. Teachers must seek written permission from the Principal/Head of the Department before accepting any external paid work such as tutoring, examiner ship or public speaking.
33. Teachers are instructed to get written permission from the Principal to publish books or other publications.
34. Teachers are not allowed to collect money from students without written permission from the Principal.



  
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35. No visitor or guest shall be received or entertained by Teachers while working in classrooms or laboratories.
36. Teachers must attend College celebrations on National holidays (Republic Day and Independence Day) before taking the day OCC
37. HODs must prevent class cancellations due to teacher absences from casual or other leave.
38. Teachers on leave must complete all allotted portions. Special classes may be held after college hours to complete the syllabus and protect students' interests.
39. Teachers are advised to avoid visiting the college office during working hours to prevent interruptions in the office staff work.
40. It is mandatory for any teachers who wish to arrange a meeting with the JDCE/DCE to obtain prior permission from the College Secretary. This prerequisite must be fulfilled to ensure a smooth and organized procedure.
41. Teachers on examination duties must ensure accurate execution of their tasks, avoiding errors like incomplete data entry, missing answer scripts, wrong totalling and clerical errors in data entry.



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42. Every teacher must promptly submit any required individual or departmental data to the Principal within the stipulated time.
43. Teachers must immediately read out circulars from the Principal/Controller of Examinations, etc. to students. The signature of the class representative or council member must confirm that the circular was read and returned through the messenger.
44. All teachers are required to view E-mails sent by college officials or the Principal using their assigned official E-mail addresses.
45. Teachers make optimal use of the Enterprise Resource Planning System for student profiles, attendance, lesson plans, teaching materials, Outcome Based Education attainment and mentor-mentee records, etc.



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# Code of Conduct for Non-Teaching Staffs/Administrators



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### Code of Conduct for Non-teaching Staff/Administrators

#### Non-Teaching staff should:

- Remain on duty in the college from 8.30 am to 5 pm. They shall not leave the college premises without permission before 5 pm.
- Shall discharge his/her duties meticulously and efficiently and shall conform to the rules and regulations of the college.
- Respect and maintain the hierarchy in the Administration and carry out their duties as instructed by the authorities to whom they are attached.
- Wear their identity cards during working hours.
- Maintain honesty, integrity and equality in all activities.
- Exercise self-discipline and deal positively with staff, students, parents and public.
- Be responsible for the cleanliness and maintenance of the labs.
- Carry out any work assigned with regard to examinations conducted by the college or University as directed by the Principal.
- Take prior approval if he/she wants to avail leave. In case of sickness, a medical certificate should be produced.
- Avoid personal calls and social networking sites such as Facebook, Whatsapp, etc during the working hours.



  
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# Code of Conduct for Students



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### Code of Conduct for Students

#### BEHAVIOUR

- The foremost objective of education is moulding the character. The college lays great emphasis on decent behaviour of every student.
- Any student found guilty of offending a staff member will be dealt with seriously and if necessary, the punishment may lead to suspension or dismissal from the college.
- Students should attend classes well on time.
- In the intervals or during the unexpected absence of the teacher concerned, students should remain silent in the class rooms.
- Students should not loiter in the verandas or sit on the steps of the portico and staircases.
- Students are not allowed to roam about the campus when a class is cancelled. They should remain in the class room or in the library reading silently
- Smoking /using intoxicating substances is strictly prohibited inside the college premises.
- Students who are found using drugs or in a drunken state will be summarily dismissed from the college.
- Students should abstain from participating in party and communal politics.
- Students should park their vehicles in the space meant for parking.



  
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### 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.

Fax : 04259 - 234869



E-Mail : ngm@ngmc.org

DATE : .....

#### ATTENDANCE

- Every student is required to have 75% attendance to be permitted to write End semester examinations.
- Attendance is taken separately for each hour. Leave and OD applications should be duly submitted at the respective departments through CAMU ERP.
- Students should be in their seats in the respective classes before the teacher enters the class
- Students coming late by five minutes or more will not be allowed to attend the class without the permission slip from the Head of the Department.
- Absence for one or more hours during a session will be treated as absence for half a day.

#### IDENTITY CARDS

Students should wear their identity card duly signed by the Principal. The cards will be issued to them immediately after admission in the college. They should wear the ID cards in the college premises. They must be able to produce the ID cards on demand by the Principal or Teachers.



  
PRINCIPAL  
NGM COLLEGE, POLLACHI



## Nallamuthu Gounder Mahalingam College

(An Autonomous Institution, Affiliated to Bharathiar University)

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

95<sup>th</sup> Rank in NIRF - 2023 among Colleges in India.



Estd : 1957

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#### LIBRARY

- The Library will be kept open on all working days from 8.30 am to 5.30 pm.
- Silence should be maintained in library.
- Students should not remove/tear pages from the book and should not underline or write in the books.

#### Books will be issued to the students as per the following rules :

- Students can use their ID cards to borrow books from the library.  
Undergraduate students are allowed to take 2 books Post graduate students, 3 books and research scholars, 4 books.
- Books should be returned on or before the due date. If a student fails to return the book on time, he/she will have to pay a fine of 1 Rupee for each day of delay.
- Magazines, dailies, booklets and reference books should not be taken out of the library.
- Students should check the books when they receive them from the Librarian. If there is any damage it should be reported at once.



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- Students should take great care of library books. If a student happens to lose any book, he / she should pay the current price of the book and a fine decided by the Principal.
- No belongings of the student like bags, personal books, bound notebooks and 'MOBILE PHONES' will be allowed inside the library. That should be kept outside the library in the property counter.
- Students, before they go on vacation, should return the library books.



  
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