



## 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.



### GOVERNANCE POLICY

The Institution has a well-defined e-governance policy on Academic, Administration, Student Support, Finance, Examination and Website. It enlightens the use of e-Governance systems in an elaborate manner. Its intended audience includes Management, Academicians and Non-Academicians, Technical Designers, Accountant, Controller of Examination and in general any entity that needs to set up and interacts with an API based e-Governance system.

In order to provide a simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance with maximum activities. In higher educational institutions e-Governance has become a significant tool in advanced management. The institution has already started with e-governance in some aspects of functioning Administration Finance and Accounts, Student Admission Support and Examination. Digital and Social media assist the institution to promote the events and reach the higher chances of success.

#### Objectives

- Establish, evaluate, regulate and accomplish vision and mission of the college.
- Shape robust, systematic and participative leadership.
- Create strategic framework that ensures the implementation of institutional plans.
- Ensure knowledge to every student which transmutes them to good citizens.
- Endorse and protect the privileges and autonomy of staff and students.
- Achieve academic excellence by endorsing teaching, research and integrity of staff
- Develop proficient aptitude through ability building ingenuities.
- Ensure fairness and transparency in organizational functioning.
- Provide consistent and dependable data for systematic functioning.
- Ensure equality and ethical values among students.
- Build a nationally renowned institution.
- Develop a dutiful culture among students to preserve the environment.

#### The purpose for development of Governance Policy is to

- Classify powers of the Institution and outline the controls delegated.
- Develop a strategic plan for directing the stakeholders to achieve the organizational vision and mission.

Criteria: 6.2.1



Dr. R. MUTHUKUMARAN  
M.A., M.Phil., B.Ed., Ph.D.,  
PRINCIPAL

N.G.M. College, Pollachi - 642 001  
Coimbatore District

Page | 1



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- Composing a complete, accountable and dedicated management system.
- Ensure legal and ethical functioning of the college.
- Guarantee advancement and accomplishments of academic activities planned and implemented.
- Evaluation and confirmation of eminence in actions within the scope of the institution.

Nallamuthu Gounder Mahalingam College (Autonomous), Pollachi, functions in specific verticals as detailed below, which is inclusive yet not exhaustive.

### SCOPE OF GOVERNANCE

- Strategic Plan
- Administration
- Admission
- Academics
- Infrastructure and Facilities
- Student Support and Progression
- Recruitment, Career Progression and Capacity Building
- Collaboration and Influence
- Finance Management

#### • Strategic Plan

##### Purpose

- To develop a holistic framework for the welfare of the institution's stakeholders.
- To nurture students through dynamic and experiential learning by reinforcing values.
- To support learning, research and skill development by strengthening physical facilities.
- To focus on employability, entrepreneurship and skill development to aid students in achieving goals.
- To upgrade faculty competency through capacity building activities and research.
- To maintain sustainable financial status to ensure academic stability.
- To augment administration, faculty and student connectivity.

**Scope:** Stakeholders of the institution

Criteria: 6.2.1



Dr. R. MUTHUKUMARAN,  
M.A.,M.Phil.,B.Ed.,Ph.D.,  
PRINCIPAL  
N.G.M. College, Pollachi - 642 001  
Coimbatore District

Page | 2



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### • Administration

#### Purpose

- To manage and supervise academic and administrative function of the institution.
- To develop and revise policies and procedures.
- To operationalize policies and implement strategic plans.
- To ensure compliance with rules and regulations of Government, Statutory bodies and Regulatorybodies.
- To guide, recognize and regulate on financial matters of the institution.
- To have standards and evolving curriculum and teaching process respectively.
- To provide safe, secure and eco-friendly campus.
- To audit, evaluate and reassess the institutional activities.

**Scope:** Stakeholders of the college

#### List of Areas and their activities

- Policies and Procedures Governance - HR Management, Academic Perspective, Infrastructure facilities, Decentralization, Collaboration, Admission, Research, Utilization of Academic support facilities, Finance, Audit, Student and Staff programmes, Welfare measures, Operation of councils and committees, Maintenance and replenishment, Examination, Audit and evaluation, Career and guidance.
- Controller of Examinations (CoE) - BoS, Fee payment, Exam commencement, Question Paper setting, Conduct of exams/Supplementary exams, Malpractice prevention, Evaluation/Re- evaluation, Result declaration, Mark sheets and Degree certificates provision.
- Filling of regular/re-appear examination forms, revaluation forms.
- Scheduling/ allocation of seats for examinations.
- Receiving/submission of examination papers, uploading of marks.
- Maintaining of secrecy and confidentiality.
- Issuing of online admit cards to students.
- Continuous Internal Assessments under the guidance and supervision of the Office of Controllerof Examination.
- Transparent and unbiased Evaluation/ Digitized Evaluation.
- Students can avail benefit from maximum services in mode like Mark sheet etc.,

Criteria: 6.2.1



Dr. R. MUTHUKUMARAN, <sup>Page | 3</sup>  
M.A.,M.Phil.,B.Ed.,Ph.D.,

PRINCIPAL

N.G.M. College, Pollachi - 642 001,  
Coimbatore District



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- Internal Quality Assurance Cell (IQAC)- Strategic quality analysis plan, Assessment, Evaluation,Audit, Accreditation, Review, Feedback system-student, Teachers, Employer and Alumni.
- Data Management - Student records, Staff records, Resources data, Infrastructure and facilities, Library and Student registration /enrollment, Facility for students to make fee payments in onlinemode.
- Career Guidance and Counseling Cell, Placement, Institution Innovation Council, Entrepreneurship development cell.
- Audit and Accreditation - Green audit, ISO, NAAC, ARIIA and NIRF.
- Inclusive environment- Eco-friendly campus, Discrimination and Harassment free initiatives,Observing national/international days and festivals.

### • Academics

#### Purpose

- To provide student-centric Outcome Based Curriculum.
- To expose students to research and technology to induce independent critical thinking.
- To focus on prompting societal learning through social immersion activities.
- To promote unified and need specific academic culture.

**Scope:** Students benefit from a tailored curriculum, research exposure, social immersion, and a unified academic culture, fostering critical thinking and societal understanding.

#### List of Activities

- Curriculum - OBE, Experiential/Participative Learning, Feedback system.
- Tutorial system - Bio-data, student activity records, Advance level/slow learners-methods tosupport learning, Problem solving, student performance appraisal.
- Academic flexibility - Eg: CBCS, Inter-disciplinary and Intra-disciplinary, value added courses.
- Use of ICT - E-resources, online evaluation - general awareness, LMS, Wi Fi, Smart classrooms.
- Supplementary Enrichment Programmes - Trainings, Internships, MOOC, Cross cutting programmes- Eg: Workshop/seminar/guest lectures/conference.
- Research - Funded Projects and Non-funded projects.

Criteria: 6.2.1



**Dr. R. MUTHUKUMARAN,**  
M.A.,M.Phil.,B.Ed,Ph.D.,  
PRINCIPAL

N.G.M. College, Pollachi - 642 001  
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- Academic culture - Discrimination free campus and Gender equality and equity.
- Teaching Learning Process and Evaluation - Methods of delivery, Lesson Plan, feedback on teachers.
- Research and Inter-disciplinary and inter-departmental activities, resource sharing, Innovativeecosystem.

### • Admission

#### Purpose

- To attract student population from various geographical areas.
- To provide undivided merit based, fair and transparent admission.
- To support the increase in rate in higher education as a contribution to national development.
- To aid finance mobilization for institutional development.

**Scope:** Students and Management/Administration

#### List of Actions

- Demand Ratio - Total number of candidate's registered, total number of candidates admitted.
- Enrolment - Enrolment percentage - Transfer students - Course transfer within college -Drop outs.
- Student diversity record (Regional/Nationality/Community/Religion/Minority).
- Data of students - Differently challenged students - Sports person - Economically weakerstudents -Ex-service/military.

### •Infrastructure and Facilities

#### Purpose

- To cope with the evolving needs of student-centric learning system.
- To foster the demands in research and career aspects.
- To provide supportive facilities to conduct academic and extra-curricular activities.
- To render safe and secure campus environment.

**Scope:** Stakeholders and community

#### List of Amenities

- Physical facilities - Office, Blocks, Pathway and Pavement, Washrooms, Power room, watermanagement, emergency exit and Fire safety.
- Classrooms, Laboratories and Research Facilities.

Criteria: 6.2.1



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M.A.,M.Phil.,B.Ed.,Ph.D.,  
PRINCIPAL  
N.G.M. College, Pollachi - 642001  
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- ICT infrastructure - Eg: computers, Wi-fi bandwidth, LAN, LMS, smart classroom, e-content development facility.
- Library/Resource Facilities - Digital section, Books, Journals, Competitive exam section, Back volumes.
- Sports and Cultural facilities - Indoor and out-door facilities- Games, yoga intra/inter-college cultural and sporting events.
- Maintenance and Replenishment - Building, Equipment, Furniture, Campus Cleanliness, ICT tools.
- Facilities for energy and water conservation and Solar panels, solar grid tie, Rain water harvesting, Bore well/open well recharge.
- Facilities for Waste Management - Solid and liquid wastes, e-waste, Waste recycling, water conservation, waste water recycling.
- Additional in-campus provisions - Cooperative store, Hostel for boys and girls and canteen and medical facilities.
- Facilities to support people with special need Scribe, Differently-abled friendly washrooms.

### Student Support and Progression

#### Purpose

- To equip the students with domain specific and non-domain specific skills.
- To inculcate value system among students.
- To support the students financially via scholarships.
- To motivate and help in upward progression of students in career.
- To nurture and transform the capacity of all students.
- To develop facilities for bracing the needs of Special students.

**Scope:** Students benefit by acquiring both domain-specific and transferable skills, instilling values, receiving financial support through scholarships, career advancement assistance, and facilities catering to special needs.

#### List of Activities

- Mentor-mentee system - Remedial Classes, Counseling.
- Grievance Redressal and Welfare measures - Grievance Committee, ragging, financial support-scholarship, freships, part-time campus job, insurance, medical assistance.

Criteria: 6.2.1



*[Signature]*  
**Dr. R. MUTHUKUMARAN, 6**  
 M.A., M.Phil., B.Ed., Ph.D.  
 PRINCIPAL  
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- Competency building programmes - Academic programmes. (Seminars/workshop/guest lecture/conference and Advanced and Slow learner based supportive actions) - Linguistic development programmes - Competitive exam coaching (NET/JAM, etc.,)
- Modules on Human Values – Human Rights, women studies, language classes, Gender equity club, community service-extension activity.
- Participatory Engagements in social immersion activities, Cultural activities, Leisure/Clubs and Forum events and Publications - Student Magazines.
- Feedback system and student satisfactory survey - Curriculum enrichment, faculty capacity building and infrastructure and facilities.
- Alumni engagement and Trainings, motivational talks, scholarship, feedback, employment and conduct of events.
- Career building engagements - Career Counseling, Skill trainings, Innovation, Entrepreneurship programmes, Placement/Recruitment actions.
- Collaboration - Research, Internship activities.
- Students' performance (Curricular and extra-curricular activities) recognition of Regional/National level participation- Awards, rewards, certificates and medals.
- ID Card for identification through online application.
- Availability of timetable/class schedule.
- Enhanced Teaching Tools – Online Assignments, Quizzes, Teaching Plan, Teaching Content, Mentoring, Attendance records etc.
- Communication of academic details of students to their parents.
- Notifications via ERP, WhatsApp.

### Recruitment, Career Progression and Capacity Building

#### Purpose

- To appoint proficient and dedicated Faculty members and Support staff.
- To improve learner centric teaching methods through trainings and orientations.
- To support faculty members in meeting the needs of evolving education for upgrading curriculum.
- To enhance staff capabilities for fostering students towards higher order thinking.

Criteria: 6.2.1



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- To upraise competency of faculties to meet technological and digital evolution in education.
- To provide trainings, wellness programmes and welfare measures to boost the productivity of faculties and support staff.
- Career development programmes - Faculty Development Programmes, ICT Trainings, Refresher courses and Skill Trainings.
- Yoga, wellness programmes and Welfare Measures - cultural and sporting activities, Loans, Maternity Leave, etc.
- Biometrics and automation of attendance.
- Recruitment and work allotment
- Leave management of staff/Faculty members
- Performance-based appraisal system.
- Communication with staff through e-media like College domain email, WhatsApp
- E-circulars/Office Orders/Notices.
- Financial support - Conferences, workshops, trainings and membership fee for professional bodies.
- Teachers day celebrations - Awards, Honouring the retired staff.
- Aiding research- Seed money, Incentives for publications/Ph.D, support from government and nongovernment agencies, Publications.
- Performance Appraisal - Incentives, salary increment, promotions

### Collaboration and Influence

#### Purpose

- To diversify knowledge through Academia-Academia/Industry collaboration
- To capitalize and generate uncontested innovative ideas and outputs in alliance with research centres.
- To promote cross-skilling through Inter-departmental and Intra-institutional partnership
- To take up social responsibility by sharing expertise with community

**Scope:** Faculty members, Support staff and students

### Financial Management

#### Purpose

- To ensure adequate availability of finances

Criteria: 6.2.1



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- To mobilize and utilize funds effectively and efficiently
- To maintain sustainable financial flow for concrete institutional development
- To prepare budget and analyze income and expenditure

**Scope:** Planning, Allocation and Controlling Institutional Finances.

### List of Activities

- Review and decision making on fund mobilization
- Financial decisions and budget from each departments Budget and Expenditure, Infrastructure and Physical facilities, Academics (Eg: BoS, Lab, Seminars, etc.) - Students (Placement, trainings- soft skills, communication skills, life skills, technology trainings, scholarship/freeships), Administration (Aided and self-financing offices, audit) - Seed Money for Research - Faculty Development programmes - Maintenance Stationeries, Salary and Contracts, Equipment - Staff and student trainings - Cultural and Sports events - ICT (Hardware and Tools investment)
- Mobilization - Government Agencies (Infrastructure, research, etc.) – Non-governmental agencies - Individuals/ Alumni sponsors - Management - Student Council and Department Association and Admission.
- Training to the existing staff and updating of the existing software, Exclusive payment gateways for fee payments, Receipts generation system for Academic, Examination, Transport, Hostel, and Dues etc.

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