



INSTITUTIONAL POLICIES

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NEHRU ARTS AND SCIENCE COLLEGE
(An Autonomous Institution Affiliated to Bharathiar University)
Nehru Gardens, Thirumalayampalayam, Coimbatore - 641 105, Tamil Nadu.
www.nehrucolleges.net





OUTCOME BASED EDUCATION (OBE) - MANUAL

Abbreviations:

| | | | |
|------------|--------------------------------|------------|---------------------------|
| OBE | Outcome Based Education | BTL | Bloom's Taxonomy Level |
| LOT | Lower Order of Thinking | HOT | Higher Order of Thinking |
| PEO | Program Educational Objectives | PO | Program Outcome |
| CO | Course Outcome | PSO | Program Specific Outcome |
| ESE | End Semester Examination | POE | Practical Oral Exam |
| CE | Course Exit Survey | HoD | Head of Department |
| PC | Program Coordinator | DAB | Department Advisory Board |
| PAC | Program Assessment Committee | AY | Academic Year |



1. Vision, Mission and Quality Policy of an Institution

VISION: To mould the character, shape the career, perfect the behaviour and excel in educating the younger generations of today for tomorrow”

MISSION: To offer Innovative and socially relevant job-oriented courses with a view to enhance the employment prospects of the learners. In carrying out educational mission, we endeavour to upgrade the knowledge, skill and behaviour of the students, striving hard towards excellence in all spheres of our activities.

QUALITY POLICY: We at Nehru Arts and Science College aim at transforming our students as Knowledgeable Individuals, Skilled Professions and Well-Behaved Human beings to live as Worthy Citizens to work for the well-being of the society and strive towards building a better India with true spirit of culture, patriotism and nationality to create international brotherhood and global harmony through value based and Man-Making Education.



1. OBE Framework of the Institute

Preamble:

Nehru Arts and Science College, an Autonomous Institution, endeavours to proactively participate in the mission of Indian Higher Education System. The objective is to elevate the competency levels of the Graduates to meet the global demands. The meticulous and stringent educational methodology of Outcome Based Education (OBE) is followed to enrich the student learning through performance outcomes. This curriculum model aims to maximize student learning outcomes by developing their skills. The OBE model supports the graduates to attain intellectual knowledge, skills and attitudes in order to ensure the holistic learning environment with clarity, flexibility, comparison and efficient involvement.

1.1. Scope:

The OBE framework provides the guidelines to enable teaching and learning process of the institution to attain international recognition and global employment opportunities. It leads to enable the graduates to excel in their profession and career accomplishments.

- The guidelines of this OBE policy are applicable to all the students and faculty members of Nehru Arts and Science College.
- The guidelines laid herein are applicable to all the academic programmes, courses, curricular activities undertaken by the members.

1.2 Objectives:

The Objectives of the OBE policy are stated as follows,

- To design Learner Centric and Outcome-Based Curriculum.
- To define Programme Educational Objectives (PEO's) and Graduate Attributes in alignment with the vision and mission of the Institution.
- To define Programme Outcomes (PO's) to achieve the graduate attributes.
- To define Programme Specific Objectives (PSO's) and Course



Outcomes (CO's) for all the programmes based on the benchmarked courses.

- To ensure the development of learner centric course content.
- To empower the facilitators to be effective in OBE Implementation.
- To state the outcome-based assessment rubrics to measure the attainment of outcomes at course and programme levels.

1.3 OBE Committee:

The OBE process in the institution shall be governed by the OBE Committee. The compositions of the committee are as follows,

| | | |
|----------------------------|---|--------------------|
| Principal | : | Chairman |
| Deans | : | Ex-Officio Members |
| Controller of Examinations | : | Ex-Officio |
| Examination | | |
| IQAC Representative | : | Ex -Officio IQAC |
| member | | |
| Coordinator | : | Faculty Nominee |
| Members | : | Faculty Nominee |

1.4 Roles and Responsibilities:

- The committee designs the policies, structure of OBE Curriculum and Evaluation of outcomes.
- The committee shall provide the training and guidelines to implement attain of OBE.
- The committee should have continues monitoring strategies for OBE and conduct annual review to ensure the effective implementation.
- The committee shall define the Programme Educational Objectives and Graduate Attributes.
- The committee will guide the departments to define Programme Outcomes, Programme Specific Outcomes and Course Outcomes.
- The committee shall review the outcome attainments periodically.



- The committee shall ensure the quality assurance of the curriculum, pedagogicalteaching methods of the institutions to attain the outcomes.

1.5 Outcome Based Education (OBE) Framework

1.5.1 Programme Educational Objective (PEO):

The Programme Educational Objectives should be determined based on the mission and vision statement of the Institution. There can be 3-5 Programme Educational Objectives for a Programme. The statements are framed, that describes the student's career and professional accomplishments within 5 years after his/her graduation. These are the statements that describe what the students are expected to know or be able to do by the time they complete an academic degree/qualification. The programme educational objectives are different from the students' learning outcomes in the following perspectives, Degree of



Specificity, Role of Constituents, Purpose of Assessment and Cycles of data collection. The Programme Educational Objectives should be mapped with the Mission and Vision of the Institution.

1.5.2 Program Learning Outcome:

The programme learning outcomes should be determined based on the graduate attributes or the skills. These Programme Learning Outcomes should be mapped against the Programme Educational Objectives and the Blooms Taxonomy of verbs. The abilities (Cognitive, Psychomotor and Affective) that a student should be able to demonstrate at the time of graduation. The Programme learning outcomes are description of student's knowledge, competencies, and value a student display at the time of completion of graduation.

1.5.3 Graduate Attributes

Graduates Attributes (GAs) are the components indicative of the graduate's potential to acquire competence to practice at the appropriate level. GAs forms a set of individually assessable outcomes of the programme.

| S. NO. | GRADUATE ATTRIBUTES |
|--------|---|
| 1 | Subject Knowledge |
| 2 | Problem Analysis |
| 3 | Design and Development of the Solution |
| 4 | Usage of Technology |
| 5 | Application of Knowledge in Society |
| 6 | Environment and Sustainability |
| 7 | Ethics and Values |
| 8 | Individual and Team Work |
| 9 | Effective Communication |
| 10 | Life Long Learning Ability |
| 11 | Culture, Patriotism and International Outlook |
| 12 | Positive Attitude and Open Mindedness |



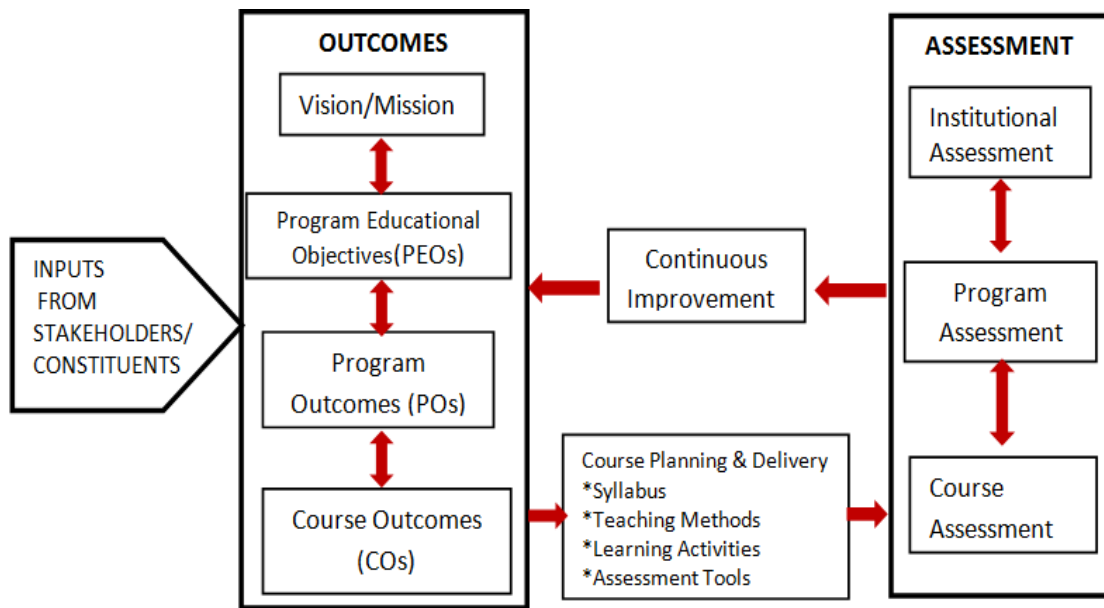
1.5.4 Programme Specific Outcome:

The programme specific outcomes are the statements about what the students should be able to do at the time of graduation. The PSO's are the programme specific. The PSO's are written by the department which is offering the programme.

1.5.5 Course Outcome:

Depending upon the graduate attributes and the mapping of Programme Learning Outcomes, the Course Learning Outcomes will be framed. The Course Learning outcome should follow the Blooms Taxonomy of verbs. Specific statements of what the students are expected to achieve at the end of the course. The course curriculum is measurable, observable and clearly indicates what a student should know and be able to do as a result of learning. The course learning outcome should satisfy the following conditions:

- Each course will address three to four Course Outcome statements
- Should be mapped Learning domains of Blooms or other Taxonomy of verbs
- There should be one to one mapping with the CO and PO statement.
i.e. One CO should be mapped with One PO
- Expressed in terms of measurable and achievable
- There should be an action Verb + Standard or Verb + Condition or Verb + Standard +Condition.
- Multiple PO, CO and taxonomy of verbs should not be reflected in a single CO statement.

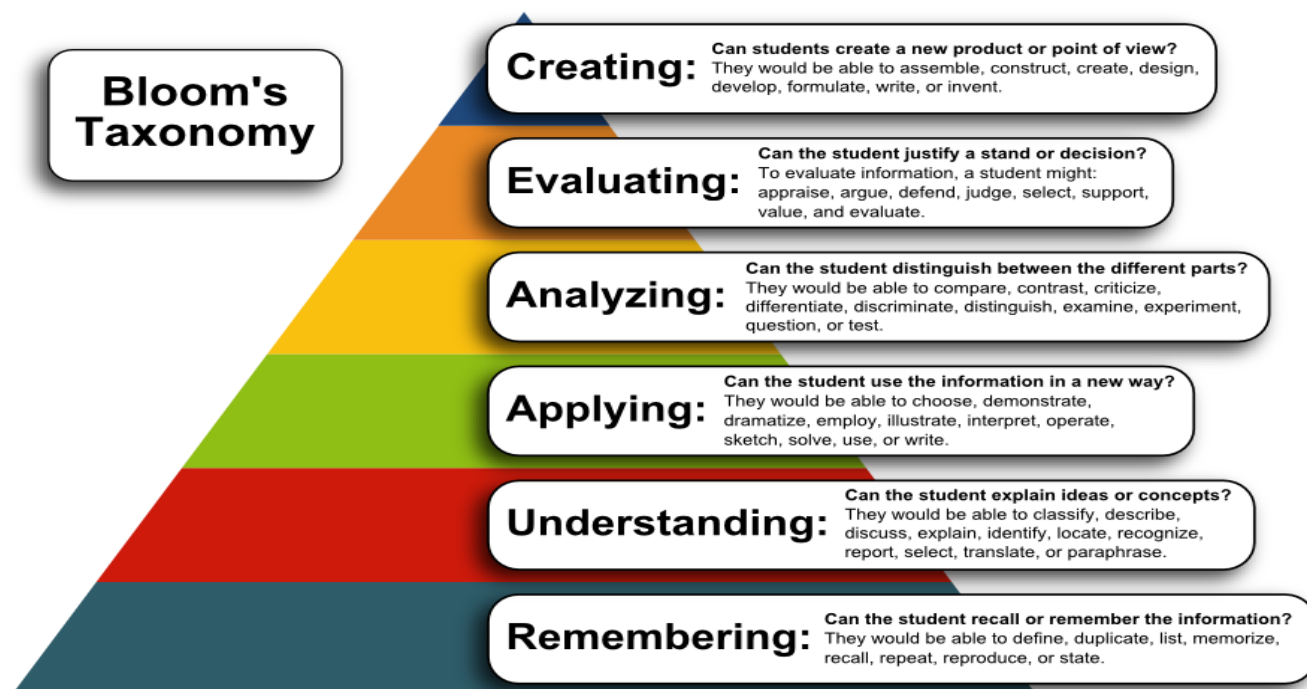




1.6 Revised Blooms Taxonomy

The following alphabet is used to denote the Knowledge Level as per the Blooms Verb,

- K1 – Remember
- K2 – Understand
- K3 – Apply
- K4 – Analyse
- K5 – Evaluate
- K6 - Create



1.7 Action Verbs for Course Outcomes

| Lower Order of Thinking (LOT) | | | Higher Order of Thinking (HOT) | | |
|-------------------------------|-------------------|--------------|--------------------------------|-----------------|---------------|
| Remember | Understand | Apply | Analyze | Evaluate | Create |
| Define | Explain | Solve | Analyze | Reframe | Design |
| Describe | Describe | Apply | Compare | Criticize | Create |
| List | Interpret | Illustrate | Classify | Judge | Plan |
| State | Summarize | Calculate | Distinguish | Recommend | Formulate |
| Match | Compare | Sketch | Explain | Grade | Invent |



| | | | | | |
|----------|----------|---------|---------------|----------|----------|
| Tabulate | Discuss | Prepare | Differentiate | Measure | Develop |
| Record | Estimate | Chart | Appraise | Test | Organize |
| Label | Express | Choose | Conclude | Evaluate | Produce |

Illustration (use of action verb with respect to knowledge dimension and order of thinking):

| Action verbs | Factual | Conceptual | Procedural | Meta cognitive |
|----------------------|--|--|--|--|
| Remember-K1 | List Properties of soil | Recognize Characteristic of material | Explain working of pump | Identify strategies for report writing |
| Understand-K2 | Summarize features of a new product. | Classify adhesives by toxicity. | Explain assembly instructions. | Predict the behavior of member |
| Apply-K3 | Respond to frequently asked questions. | Provide advice to team members | Carry out pH tests of water samples. | Use modern techniques to get solution |
| Analyse-K4 | Explain the selection of tool/activity | Differentiate LOT and HOT | Integrate compliance with regulations. | Assess The project work |
| Evaluate-K5 | Select the appropriate tool | Determine relevance of results. | Judge efficiency of sampling techniques. | Reflect on one's progress. |
| Create – K6 | Generate a log of daily activities. | Assemble a team of experts. | Design efficient project work flow. | Create a learning portfolio. |



| The cognitive process dimensions categories | | | | | |
|---|--|---------------------------|--|--|--|
| Lower Order of Thinking (LOT) | | | Higher Order of Thinking (HOT) | | |
| Remember | Understand | Apply | Analyze | Evaluate | Create |
| Recognizing (identifying) | Interpreting Illustrating Classifying | Executing Implementing | Differentiating Organizing Attributing | Checking (coordinating, detecting, testing, monitoring) Critiquing (judging) | Planning Generating Producing (constructing) |
| Recalling (retrieving) | Summarizing Inferring (concluding) Comparing Explaining | | | | |

1.8 Guidelines for writing Course Outcome Statements

1.8.1 Well-written course outcomes involve the following parts:

- Action verb
- Subject content
- Level of achievement
- Modes of performing task

1.8.2 Illustration: Students are able to

- Design column splices and bases. **Action verb** (underlined)
- Determine the losses in a flow system. **Subject content**
- Use structural analysis software to a competent Level. Level of achievement
- Present seminar on real life problems. Modes of performing **task** with action verb (underlined)



1.8.3 While writing CO's the following questions/points must be addressed properly.

| | |
|-------------------|---|
| Specific | Is there a description of precise behaviour and the situation it will be performed in? Is it concrete, detailed, focused and defined? |
| Measurable | Can the performance of the outcome be observed and measured? |
| Achievable | With a reasonable number of efforts and application can the outcome be achieved? Are you attempting too much? |
| Relevant | Is the outcome important or worthwhile to the learner or stakeholder? Is it possible to achieve this outcome? |
| Time-Bound | Is there a time limit, rate, number, percentage or frequency clearly stated? When will this outcome be accomplished? |

Note: If Laboratory is given as separate course (with course code) then there should be separate course outcomes for Laboratory.

| | |
|---|--|
| Number of COs | 2 to 4 |
| CO essentials | Action Verb, Subject Content, Level of Achievement, Modes of Performing task (If Applicable) |
| Based on BTL | Understand, Remember, Apply, Analyse, Evaluate, Create |
| Number of BTL Considered in one course | Minimum 3 |
| Technical Content/ point of curriculum | All curriculum contents are covered |
| Curriculum gap | Additional CO for gap identified/filling. Adds more weightage |



1.8.4 Quality of Course Outcome

Guidelines/Checklist for Cos:

Consider Any Two Minimum Criteria for Co-Po Mapping Justification

A/ Contact Hours: Lecture, Tutorial and Practical

| Level | Contact Hours in Percentage (including Lecture, Tutorial & Practical) |
|---------------|---|
| No mapping(-) | <5% |
| Low(1) | 5-15% |
| Medium(2) | 15-25% |
| High(3) | >25% |

Description: Number of Lectures = 3 per week * 12 weeks = 36 **Hours**

Tutorial = 1 Hr x 12 Weeks = **12** Hours Practical = 2 Hr x 12 Week

= **24** Hours Total Hrs = 36 + 12 + 24 = **72** Hours

Example: Let, CO1 related points are engaged in 10 lectures + 1 Tutorial and 2 practical Hours Then contact hours = 10+1+2x2 = 15 hours

Therefore, contact hours in percentage = $(15/72) \times 100 = 20.8\%$. Medium mapping (2)

1.8.5 Number of Assessment Tools used:

| Level | Assessment tools used to assess the CO |
|---------------|--|
| No mapping(-) | 0 |
| Low(1) | 1 or 2 |
| Medium(2) | 3 |
| High(3) | 4 or more |



1.8.6 Description - CO assessment tools:

Continuous Internal test, End Semester test, Class test, Surprise test, Oral, Internal assessment (Assignment, Lab practical assessment), Course Exit Survey, Oral Exam/Practical oral exam, External feedback, Activities (Survey, Guest lecture, Workshop, Seminar, Case studies, Mini/Minor projects etc.). Every CO must be correlated with each PO and appropriate mapping may be selected.

1.8.7 Key words: Appropriate keyword is sufficient for mapping.

| Level | Keywords Used in writing CO's |
|---------------|---|
| No mapping(-) | Keywords related with LOT and not related with course or any outcomes |
| Low(1) | Part of PO is reflected through keywords/action verbs |
| Medium(2) | Major part of PO is reflected through keywords/action verbs + moderate level performance is expected from student to achieve PO |
| High(3) | Exact action verb of PO + critical performance expected from student to achieve PO |

1.9 CO-PO Mapping Guidelines / CO Attainment Calculations

The effective implementation of OBE is complete with mapping and attainment level of computation.

- Course Outcomes shall be mapped with Programme Outcomes. One CO may be mapped with more than one PO and vice versa.
- The department shall ensure that all CO's are sufficient to measure the attainment level of PO's.
- The attainment shall be measured at each programme and course level.

The Following template shall be used to implement the mapping of CO with PO and PSO,



| CO/PO MAPPING | | | | | | | | | | |
|---------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|------------------|--------------|
| | PO 1 | PO 2 | PO 3 | PO 4 | PO 5 | PSO 1 | PSO 2 | PSO 3 | PSO 4 | PSO5 |
| CO1 | 3 | – | 2 | – | 1 | 3 | 2 | 3 | 3 | 3 |
| CO2 | 1 | 3 | – | 1 | – | 2 | 3 | 3 | 3 | 3 |
| CO3 | – | 2 | – | 3 | 1 | 3 | 3 | 2 | 3 | 3 |
| CO4 | – | – | 1 | – | 3 | 2 | 2 | 3 | 2 | 3 |
| CO5 | – | 1 | 3 | 2 | – | 2 | 2 | 2 | 2 | 2 |
| WT.AV G | 2 | 2 | 2 | 2 | 1.67 | 2.4 | 2.4 | 2.6 | 2.6 | 2.8 |
| OVERALL MAPPING OF SUBJECT | | | | | | | | | | 2.247 |

| CO | DISTRIBUTION | | | | | | | | |
|------------|--|--|----|---|--|----|--|--|---|
| | 3(HIGH) | | | 2(MEDIUM) | | | 1(LOW) | | |
| | No. of Student s Attained | Total No. of Studs. % | | No. of Stud s. Attaine d | Total No. of Studs. % | | No. of Student s Attained | Total No. of Studs. % | |
| CO1 | 54 | 60 | 90 | 6 | 60 | 10 | 0 | 60 | 0 |

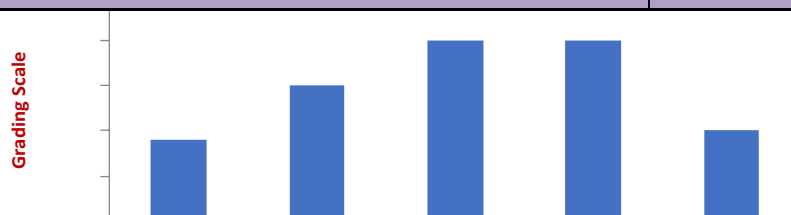


| | | | | | | | | | |
|----------------------------------|--------------|----------------------------|---------------|------------|-------------------|-------------|------------|----|------|
| CO2 | 54 | 60 | 90 | 6 | 60 | 10 | 0 | 60 | 0 |
| CO3 | 57 | 60 | 95 | 3 | 60 | 5 | 0 | 60 | 0 |
| CO4 | 57 | 60 | 95 | 2 | 60 | 3.33 | 1 | 60 | 1.67 |
| CO5 | 56 | 60 | 93.33 | 2 | 60 | 3.33 | 2 | 60 | 3.33 |
| Rubrics | 3 | 70 % of Students above 50% | | | | | | | |
| | 2 | 60 % of Students above 50% | | | | | | | |
| | 1 | 50 % of Students above 50% | | | | | | | |
| COURSE CODE | TEST1 | TEST2 | MODELS | INT | INTERNAL S | ES E | | | |
| CO 1 | 3 | 0 | 3 | 3 | 3 | 3 | | | |
| CO 2 | 3 | 0 | 2 | 3 | 2.67 | 3 | | | |
| CO 3 | 0 | 3 | 3 | 3 | 3 | 3 | | | |
| CO 4 | 0 | 3 | 2 | 3 | 2.67 | 3 | | | |
| CO 5 | 0 | 0 | 3 | 3 | 3 | 3 | | | |
| INTERNAL/UNIV ATTAINMENTS | | | | | | 2.9 | 3 | | |
| | | | | | WEIGHTAGE | 25% | 75% | | |

0.725

2.25

| | |
|--|--------------|
| FINAL CO ATTAINMENT FOR THE SUBJECT | 2.975 |
|--|--------------|





CO ATTAINMENT

| | | | | |
|-----------|------|-----|------|------|
| | 3 | | | |
| | | | 2.95 | 2.95 |
| 2.95 | | | | |
| | | 2.9 | | |
| 2.9 | | | | |
| | 2.84 | | | 2.85 |
| 2.85 | | | | |
| 2.8 | | | | |
| 2.75 | | | | |
| CO1 | CO2 | CO3 | CO4 | CO5 |
| CO | | | | |

PO ATTAINMENT USING CO (DIRECT METHOD)

| | PO 1 | PO2 | PO 3 | PO4 | PO5 | PSO 1 | PSO 2 | PSO 3 | PSO 4 | PSO 5 |
|------------|------|-----|------|-----|-----|-------|-------|-------|-------|-------|
| CO1 | 3 | - | 2 | - | 1 | 3 | 2 | 3 | 3 | 3 |
| CO2 | 1 | 3 | - | 1 | - | 2 | 3 | 3 | 3 | 3 |
| CO3 | - | 2 | - | 3 | 1 | 3 | 3 | 2 | 3 | 3 |
| CO4 | - | - | 1 | - | 3 | 2 | 2 | 3 | 2 | 3 |
| CO5 | - | 1 | 3 | 2 | - | 2 | 2 | 2 | 2 | 2 |



| WT.AV G | 2 | 2 | 2 | 2 | 1.67 | 2.4 | 2.4 | 2.6 | 2.6 | 2.8 |
|---|------|------|------|------|------|------|------|------|------|------|
| PO ATTAIN MENT USING CO (DIREC T METH OD) | 1.98 | 1.98 | 1.98 | 1.98 | 1.65 | 2.38 | 2.38 | 2.57 | 2.57 | 2.77 |

1.10 Indirect Attainment Calculation

The feedback from the following aspects are used as rubrics,

- Current Passing out Students
- Stakeholders
- Alumni
- Survey from Placement Officer

The questions in the survey sheet represented the PO'. All these survey needs to be a quantified one (1, 2, 3) and there must be based on predefined levels like Rubric's defined for direct calculation. Sample rubrics are denoted below.



1.11 Rubric's for Attainment Calculation

| |
|--|
| 60% People are giving above 3 – 1 (LOW) |
| 70% People are giving above 3 – 2 (MEDIUM) |
| 80% People are giving above 3 – 3 (HIGH) |

| Survey | Indirect Attainment | | | | | | | | | |
|-------------------------------|---------------------|------|------|------|------|------|------|------|------|-------|
| | PO 1 | PO 2 | PO3 | PO4 | PO 5 | PSO1 | PSO2 | PSO3 | PSO4 | PSO 5 |
| Current Passing out students | 3 | 2 | 3 | 3 | 3 | 2 | 3 | 2 | 2 | 1 |
| Alumni | 3 | 2 | 3 | 1 | 2 | 3 | 2 | 1 | 3 | 2 |
| Survey from placement Cell | 3 | 3 | 2 | 3 | 3 | 1 | 2 | 3 | 2 | 1 |
| Indirect PO Attainment | 3 | 2.33 | 2.67 | 2.33 | 2.67 | 2 | 2.33 | 2 | 2.33 | 1.33 |

1.12 Student Competency

Base Score for Student Category

- <50% - Slow Learner
- 50% to 65% - Average Learner
- >65% - Advanced Learner

Strategies for Slow, Average and Advanced Learners

1.12.1 For Slow learners

Document/record of remedial classes with timetable & attendance



- Specially designed assignment/ task
- Student study group for peer-to-peer learning
- Individual Counselling
- Student help desk

Note: Remedial sessions should be conducted once in a week.

1.12.2 For Average Learners

- Additional assignment/ task
- Encouraging for timely and effective completion of work
- Conduction of quiz, orals etc.
- Solving previous year University question papers and test papers
- Presentation on technical topics/ case studies/mini projects

Note: Activities should be on continuous basis.

1.12.3 For Advanced Learners

- Encouraging to present & publish papers in Journals/Conferences/Competitions
- Guidance for GATE/ competitive Examination
- Encouraging participating in professional activities.
- Specially designed activities to improve the portfolio of students.
- Individual guidance for career building

Note: Activities should be on continuous basis.

1.13 Rubrics for Assessment

Rubric is a scoring guide with criteria for evaluating students' work in direct relation to one or more of the PO's and a rating scale indicating differing levels of performance. Rubric is,



- Used to examine how well students have met CO or PO rather than how well they perform compared to their peers.
- Typically include measurable descriptors that define expectations at each level of performance for each criterion

1.13.1 Rubrics for Class Participation

| OBE Tool | Evaluation Rubrics | | | |
|----------------------------|--------------------|-----------------|--------------------|----------------------------------|
| Class Participation | Open book test | Flip Test | Instant Assignment | Just a Minute Presentation |
| Seminar | Content | Knowledge | Eye contact | Communication |
| Assignment | Content | Work shown | Completion | Presentation |
| Group Discussion | Content | Knowledge | Communication | Problem Analysis and Suggestions |
| Case Study | Findings | Recommendations | Conclusion | Oral Presentation |

1.13.2 Rubrics for Seminar

| Criteria | Excellent | Very Good | Good | Average |
|------------------|--|---|---|---|
| | 5 | 4 | 3 | 2 or 1 |
| Content | Information presented with logical examples, easy to follow | Information presented in sequence, easy to follow | Most of the information presented in sequence | Quit low relevant information, Hard to follow |
| Knowledge | Demonstrated full knowledge; answered all questions with elaboration | Answered all questions but need to elaborate | Answered most questions but failed to elaborate | Grasped the information; answered |



| | | | | |
|----------------------|---|---|---|--|
| | | more | | basic questions |
| Eye contact | Completely engaged with all the audience | Eye contact Majority of the time | Eye contact at a point | occasional eyecontact |
| Communication | Precise pronunciation, Voice is clear and steady all the time | Precise pronunciation, Voice fluctuations from clear to low | Correct pronunciation, Voice is clear with few fluctuations | Incorrectly pronounces some terms, Audible voice |

1.13.3 Rubrics for Assignment

| Criterion | Excellent | Very Good | Good | Average |
|---------------------|---|---|---|--|
| | 5 | 4 | 3 | 2 or 1 |
| Content | High quality useful information was presented | Correct and most useful information presented | Information presented are mostly correct | Incorrect information presented |
| Work shown | All work meticulously shown | Most work meticulously shown | Few work meticulously shown | Some steps for problem solving are missing |
| Completion | Students submitted before due date | Students submitted on date | Students submitted two days late | Students submitted upto a week |
| Presentation | Precise solution step by step | Easy understanding of solution step by step | Solution is presented in a Logical manner | Solution is difficult to follow |



1.13.4 Assessment Pattern

| S.No. | For Theory - UG Courses | Distribution of Marks | | |
|-------|-------------------------|-----------------------|-----------|-----------|
| 01. | CIAI | 8 | 4 | 4 |
| 02. | CIAII (OnlineTest) | 8 | 4 | 4 |
| 03. | CIAIII | 10 | 7 | 5 |
| 04. | OBE Evaluation – Tool 1 | 8 | 5 | 4 |
| 05. | OBE Evaluation – Tool 2 | 8 | 5 | 4 |
| 06. | OBE Evaluation – Tool 3 | 8 | 5 | 4 |
| | TOTALMARKS | 50 | 30 | 25 |

Three CIA's shall be conducted at regular Intervals. CIA I shall be a 2 hours written test for a maximum of 50 marks and CIA II shall be conducted online for 50 marks. CIA III shall be conducted as Model Examination for ESE. Three OBE Assessment parameters are decided for each course to evaluate the achievement of course outcomes which shall be assessed by the concerned course teacher. The marks allotted to this component will be awarded based on the performance of the candidate.

1.14 Distribution of marks for the Continuous Internal Assessment in Practical Courses

| S.No | For-UG Practical Courses | Distribution of Marks | | |
|------|---|-----------------------|-----------|-----------|
| 01. | Laboratory Performance-Assessment Tool 1 | 8 | 5 | 4 |
| 02. | Laboratory Performance-Assessment Tool 2 | 8 | 5 | 4 |
| 03. | Laboratory Performance- Assessment Tool 3 | 8 | 5 | 4 |
| 04. | Test1: During Mid semester | 10 | 6 | 5 |
| 05. | Test2: As model test at the end of the semester | 10 | 6 | 5 |
| 06. | Observation Note Book | 6 | 3 | 3 |
| | Total Marks | 50 | 30 | 25 |



1.15 Observation Notebook & Regularity

The marks allotted for Observation Notebook & Regularity are awarded based on the performance of students in writing procedure, results of the practical done during every practical class, regularity in attending practical class, which will be accounted based on the attendance maintained separately for practical class, and punctuality in the submission of Observation Notebook.

1.16 Distribution of marks for the External assessment in UG Practical Courses

| S.No. | For UG Practical Courses | Distribution of Marks | | |
|-------|--------------------------|-----------------------|-----------|-----------|
| | | | | |
| 1. | Experiment-I | 15 | 15 | 10 |
| 2. | Experiment-II | 15 | 15 | 10 |
| 3. | Record | 10 | 10 | 5 |
| 4. | Viva Voce | 10 | 5 | - |
| | TOTALMARKS | 50 | 45 | 25 |

1.17 Distribution of Marks for Project and Viva Voce examinations / Industrial Training

| Total Marks | External | | Internal | Overall Passing Minimum for Total Marks (Internal + External) | |
|-------------|------------|------------------------------------|------------|---|------------------------------------|
| | Max. Marks | Passing Minimum for External alone | Max. Marks | | Passing Minimum for Internal alone |
| 100 | 50 | 20 | 50 | 20 | 40 |
| 75 | 45 | 18 | 30 | 12 | 30 |
| | | | | | |



| S.No. | For-UG Project Courses/ Industrial Training | Distribution of Marks | |
|-------|---|-----------------------|-----------|
| 1. | Review-I | 5 | 10 |
| 2. | Review-II | 5 | 10 |
| 3. | Review-III | 5 | 10 |
| 4. | Document, Preparation and Implementation | 15 | 20 |
| | TOTALMARKS | 30 | 50 |
| S.No. | For-UG Project/ Industrial Training Courses | Distribution of Marks | |
| 1. | Record Work and Presentation | 35 | 35 |
| 2. | Viva Voce | 15 | 10 |
| | Total Marks | 50 | 45 |

For the above –mentioned subjects, the examinations shall be only Continuous Internal Assessment (CIA) as prescribed in the syllabus. The marks shall be furnished to the CoE. The courses which have only End Semester Examinations (ESE) have no Continuous Internal Assessment. A candidate who secures **not less than 40%** in the End Semester Examination and **not less than 40%** marks in the Internal Assessment which earns 40% marks in the External Examination and Continuous Internal Assessment put together in any theory course of Part I, II, III & IV shall be declared to have passed the examination in the subject (theory only).



1.18 Practical/ Project /Viva-voce/Industrial Training (Subjects other than theory)

A candidate who secures not less than 40% in the End Semester Examination and not less than 40% marks in the Internal Assessment which earns 40% marks in the External Examination and Continuous Internal Assessment put together in any Practical /Project course of Part I, II, III& IV shall be declared to have passed the examination in the subject. A candidate who passes the examination in all the courses of Part I, II, III, and IV & V shall be declared to have passed, the whole examination. Thus, to obtain UG degree a student should pass in all the courses prescribed in the concerned programme and also, he / she should earn 144 credits.

1.19 Improvement of marks in Continuous Internal Assessment:

There shall be a provision for reappearance for improving the marks in the internal assessment within the duration of the Semester in case of non-attainment of minimum Internal marks. The Course Teacher should monitor the progression of the Students and Department wise Academic Council meeting shall be conducted at the end of CIA II to discuss about the support needed to the student who has not attained the minimum passing level.

1.20 Distribution of marks for External and Internal for theory papers of PG Courses

| Total Marks | External | | Internal | Passing Minimum for Internal alone (50%) | Overall Passing Minimum for Total Marks (Internal + External) |
|-------------|-----------|------------------------------------|----------|--|---|
| | Max Marks | Passing Minimum for External alone | | | |
| 100 | 50 | 25 | 50 | 25 | 50 |
| 75 | 45 | 23 | 30 | 15 | 38 |
| 50 | 25 | 13 | 25 | 12 | 25 |



1.21 Distribution of Internal marks for theory papers of PG Courses

| S.No. | For Theory – PG Courses | Distribution of Marks | | |
|-------|-------------------------|-----------------------|-----------|-----------|
| 01. | CIAI | 8 | 4 | 3 |
| 02. | CIA II (Online Test) | 8 | 4 | 3 |
| 03. | CIA III | 10 | 7 | 7 |
| 04. | OBE Evaluation –Tool 01 | 8 | 5 | 4 |
| 05. | OBE Evaluation –Tool 02 | 8 | 5 | 4 |
| 06. | OBE Evaluation –Tool 03 | 8 | 5 | 4 |
| | TOTALMARKS | 50 | 30 | 25 |

1.22 Distribution of marks for External and Internal for Practical papers of PG Courses

| Total Marks | External | | Internal | | Overall passing Minimum for Total Marks (Internal + External) |
|-------------|------------|------------------------------------|------------|------------------------------------|---|
| | Max. Marks | Passing Minimum for External alone | Max. Marks | Passing Minimum for Internal alone | |
| 200 | 100 | 50 | 100 | 50 | 100 |
| 100 | 50 | 25 | 50 | 25 | 50 |
| 75 | 45 | 23 | 30 | 15 | 38 |
| 50 | 25 | 13 | 25 | 12 | 25 |

1.23 Distribution of Internal marks for PG Practical Papers

| S.No. | For – PG Practical Courses | Distribution of Marks | | | |
|-------|------------------------------------|-----------------------|---|---|---|
| 1. | Laboratory Performance- OBE Tool 1 | 16 | 8 | 6 | 5 |



| | | | | | |
|--------------------|---|------------|-----------|-----------|----------------------|
| 2. | Laboratory Performance- OBE Tool 2 | 16 | 8 | 6 | 5 |
| 3. | Laboratory Performance- OBE Tool 3 | 16 | 8 | 6 | 5 |
| 4. | Test1: During Mid semester | 20 | 10 | 4 | 4 |
| 5. | Test2 :As model test at the end of the semester | 20 | 10 | 4 | 4 |
| 6. | Observation Note Book | 12 | 6 | 4 | 2 |
| Total Marks | | 100 | 50 | 30 | 2 5 |

1.24 Distribution of External Marks for PG Practical Papers

| S.No. | For-PG Practical Courses | Distribution of Marks | | | |
|--------------------|--------------------------|-----------------------|-----------|-----------|-----------|
| | | | | | |
| 1. | Experiment-I | 35 | 15 | 15 | 10 |
| 2. | Experiment-II | 35 | 15 | 15 | 10 |
| 3. | Record | 15 | 10 | 10 | 5 |
| 4. | Viva Voce | 15 | 10 | 5 | - |
| Total Marks | | 100 | 50 | 45 | 25 |

1.25 Distribution of Marks for Project and Viva Voce Examinations and Continuous Internal Assessments and passing minimum marks for the Project / Industrial Training courses of PG Programmes

| Total Marks | External | | Internal | | Overall Minimum For total marks +External) | Passing For total (Internal) |
|-------------|-----------|------------------------------------|-----------|------------------------------------|--|------------------------------|
| | Max. Mark | Passing Minimum for External alone | Max. Mark | Passing Minimum for Internal alone | | |
| | | | | | | |



| | | | | | |
|-----|-----|----|-----|----|-------------|
| 50 | - | - | 50 | 25 | 2 5 |
| 100 | 50 | 25 | 50 | 25 | 5 0 |
| 150 | 75 | 38 | 75 | 37 | 7 5 |
| 200 | 100 | 50 | 100 | 50 | 1 0 0 |
| 250 | 125 | 63 | 125 | 62 | 1 2 5 |

1.26 Distribution of Internal marks for the Continuous Internal assessment in PG Project /Industrial Training Courses

| S.No | For-PG Project Courses | Distribution of Marks | | | |
|------|--|-----------------------|-----------|------------|------------|
| | | | | | |
| 1. | Review-I | 10 | 15 | 20 | 25 |
| 2. | Review-II | 10 | 15 | 20 | 25 |
| 3. | Review-III | 10 | 15 | 20 | 25 |
| 4. | Document, Preparation and Implementation | 10 | 15 | 20 | 25 |
| 5. | Paper Publication in Journals | 10 | 15 | 20 | 25 |
| | TOTAL MARKS | 50 | 75 | 100 | 125 |

1.27 Distribution of marks for the External Examination in PG Project / Industrial Training



| S.No. | For –PG Project Courses | Distribution of Marks | | | |
|-------|-------------------------|-----------------------|------------------------------|------------|------------|
| | | 1. | Record Work and Presentation | 30 | 45 |
| 2. | Viva Voce | 20 | 30 | 40 | 50 |
| | TOTAL MARKS | 50 | 75 | 100 | 125 |

1.28 List of Assessment Tools

All (Direct + Indirect) CO Assessment Tools = PO Direct Assessment Tools

1.28.1 Direct Tools: (Measurable in terms of marks and w.r.t. CO) Assessment done by faculty at Institute level

- | | | |
|--------------------|----------------------|---------------------|
| ➤ CIA Test | Model Exam | End Semester Exam |
| ➤ Quiz | Assignment | Practical/ Lab work |
| ➤ Other OBE tools | Industrial Visit | Workshop |
| ➤ Skill Based Task | Skill Based Activity | Course Exit Survey |

1.28.2 Indirect Tools: (Non measurable in terms of marks and w.r.t. CO) Assessment done at Institution Level)

- Program Exit Survey
- Alumni Survey
- Employer Survey of Alumni
- Parent Feedback

Sample List of Activities with BTL

| Activities | Possible BTL | PO Mapping |
|-----------------------|--|-----------------------------|
| Tutorial-Write-ups | Understand, Apply | Any relevant PO from 1 to 5 |
| Practical-Experiments | Understand, Apply, Analyze, Evaluate, Create | Any Relevant PO |



NEHRU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University)
Nehru Gardens, Thirumalayampalayam, Coimbatore - 641 105, Tamil Nadu.
www.nehrucolleges.net



| | | |
|-----------------------------|----------------------------|---------------------------|
| Test/Quiz | Understand, Apply, Analyze | Any relevant PO from 1to5 |
| Student's Seminar | Understand, Apply, Analyze | Any PO from 1,2, 8 |
| Case Study | Understand, Apply, Analyze | Any Relevant PO |
| Presentation/Oral | Understand | |
| Guest Lecture | Understand | |
| Visits | Understand | |
| Survey & Analysis | Apply & analyze | |
| Workshop/Hands -on Training | Apply, Analyze, Evaluate | |
| Task | Evaluate, Create | |
| Minor Project | Create | |

1.29 Ontinuous Improvement

1.29.1 A) Contribution of CO in PO attainment and Continuous Improvement (Faculty Level)

| Outcome | Action to be taken by faculty |
|--|--|
| High attainment of all CO-PO (>2.5 out of 3) | Frame higher targets or attainment levels for next Academic Year (A.Y.). |
| Moderate attainment of all CO-PO(1.8 to 2.49 outof3) | Record observations, Continue action plan of last A.Y. with plan for improvements. |
| Low attainment of all CO-PO(0.9to1.79 out of 3) | Record observations, assess the target set, Revise / improve action plan of last A.Y. to achieve the attainment with plan for improvements. |
| CO-PO not attained, poor performance(<0.9outof 3) | Record observations, Critical assessment of target with Program Assessment Committee (PAC), Revise action plan of last A.Y. at faculty/department level. |



1.29.2 B) PO attainment and Continuous Improvement (PC and HoD Level)

| Category | Outcome | Action by PC and HoD |
|------------------|------------------------|--|
| Course related | PO attained highly | Include activities with HOT. |
| | PO not attained highly | Identify concerned courses, plan for immediate improvements, guide, support and monitor its execution. |
| Activity related | Activities Conducted | Critical assessment, impact analysis to be done and revise as per the need for improvements. |

All PO's can be adequately addressed through the selection of core courses and their CO's. If assessment is in alignment with CO's, then the performance of the students indicates the CO attainment. These measurements provide the basis for continuous improvement in the quality of learning. The attainment at Course Level, Programme Level and Institutional Level ensures the quality assurance for the stakeholders. All the attainment analysis is made to provide continuous improvement through either in course delivery, assessment and Curriculum.

1.30.3 Review of OBE System

The OBE committee of the Institution shall review the implemented system based on stakeholders' feedback and analysis of corporate demands. Due attention shall be given to incorporate the needs of the students and developmental concerns of nation. The OBE policy shall be updated to incorporate changes in the government policies, new initiatives in higher education and demanding innovations by the Institution.



2. IQAC Policy

Preamble:

Nehru Arts and Science College has a fully functional Internal Quality Assurance Cell (IQAC) to continuously improve quality and sustain the good work of the Institution. IQAC will facilitate the process of internalization of the quality and play a catalytic role in performance improvement of the institution. The IQAC will submit Annual Quality Assurance Reports to NAAC as self-reviewed progress reports. IQAC will create internal awareness on quality issues and also establish credibility for the external quality evaluation. The College has a written mission statement or set of objectives that respects the autonomy, identity and integrity of the stakeholders.

2.1 Policy and procedures for Quality Assurance:

The College has a policy and associated procedures for the assurance of the quality and standards of their programmes and awards. The College commits itself explicitly to the development of culture, which recognises the importance of quality, and quality assurance, in the work. To achieve this, the College develops and implements a strategy for the continuous enhancement of quality. The strategy, policy and procedures have a formal status and publicly available. The procedures include a role for students and other stakeholders.

2.2 Approval, monitoring and periodic review of programmes and awards:

The College has formal mechanisms for the approval, periodic review and monitoring of their programmes and awards.

2.3 Assessment of Students:

Students are assessed using published criteria, regulations and procedures, which are applied consistently.

2.4 Quality Assurance of Teaching Staff:

The College assures that the teaching faculties are qualified and competent to do so. They are available to those undertaking external reviews and commented upon in reports.



2.5 Learning Resources and Student Support:

2.5.1 College ensures that the resources available for the support of student learning are adequate and appropriate for each programme offered.

2.5.2 The College would assure the Training and development on 'quality' as well as other functional competencies of academic and non-academic staff which are crucial to continuous improvement and development of a 'culture of quality'

2.6 Information Systems:

College ensures that it collects analyses and uses relevant information for the effective management of their programmes of study and other activities.

2.7 Public information:

2.7.1 College regularly publishes up to date, impartial and objective information, both quantitative and qualitative, about the policies, procedures, programmes and awards they are offering

2.7.2 The IQAC carries out its evaluations in relation to the institution's own self-assessment and to external reference points. The College evinces independent, impartial, rigorous, thorough, fair and consistent decision-making. The College makes consistent decisions, even if the judgements are formed by different groups, panels, teams or committees.

2.7.3 The College has clear documentation concerning the self-evaluation and the external evaluation. The documentation concerning the self-evaluation the purposes, procedures and expectations of content in connection with the self-evaluation process. The documentation will distinguish clearly between recommendations and requirements. The documentation for external evaluation sets out the matters covered such as the standards used, the decision criteria, the assessment methods, the reporting format etc. If the external evaluation leads to accreditation, the accreditation framework and standards are public and the criteria for accreditation clearly formulated.

2.7.4 The College would take adequate and accessible resources, both human and financial, to be able to organise and run the process of external evaluation, in an effective and efficient manner in accordance with the mission statement.

2.7.5 External quality assurance is a major activity of the College, and that there exists a systematic approach to achieving the mission or objectives.



2.8 Periodic reviews:

External quality assurance of the College and/or programmes would be undertaken on a cyclical basis. The length of the cycle and the review procedures to be used would be clearly defined and published in advance.

2.9 Follow-up procedures:

Quality assurance processes which contain recommendations for action or which require a subsequent action plan, will have a predetermined follow-up procedure, which is implemented consistently.



3. ADMISSION POLICY

3.1 Admissions :

- The admission and enrollment in various programs of the College be in accordance with the procedure and Policy laid down by the State, Central Government and the affiliating University and shall be made strictly on the basis of merits.
- Merit for admission to various programs of the College may be determined either on the basis of marks or grade obtained in the qualifying examination and achievements in co- curricular and extra-curricular activities.
- The College adheres to the criteria of reservation, in admission as per the Policy of the State Government.

3.2 Admission Process

The applications are received directly from an individual or via submitting an application through Post along with the copies of required documents.

3.2.1 Students are required to enclose a copy of the address proof (e.g. Ration Card/ Voter ID/ Driving License/ Passport /Aadhaar Card)

3.2.2 Applicants provisionally selected for admission will be intimated by Post/Message/ Mail and Telephone Calls. They must present themselves for an interview with the Principal along with their Parents/Guardian on the date and the time mentioned. At the time of interview, the student should produce the following documents.

- Original Transfer Certificate
- Conduct Certificate from the Head of the Institution last studied
- Candidates who have passed CBSE or Higher Secondary Examination (XII Standard) conducted by Boards other than the Tamil Nadu Higher Secondary Board of Education shall be required to produce an Migration Certificate
- Mark Statements of Higher Secondary Course or any other qualifying examination in the case of applicants for Undergraduate Programmes, along with 03 photo copies of the Mark Statement
- Degree Mark Statements and Provisional Certificates in the case of applicants for the Postgraduate Programmes



- One Passport size, Colour photograph and one Stamp size Colour photograph
- Demand Draft for the fees to be paid on admission

3.2.3 As per the latest instructions and guidelines of the Government, the College also undergoes the process of making admissions through online process.

3.2.4 The College maintains the records of all student applications and admissions.

3.2.5 The eligible students are given scholarships as per the Government norms and procedures laid by Government of Tamil Nadu and Central Government. The Management Scholarships are given as per the guidelines framed by the College Governing Council.

3.2.6 In case of cancellation of admission within 15 days of completion of admission, the College will refund fee paid by the Student after deducting the application fee and processing fee.

3.3 Scholarships

The given below are the scholarships offered by Nehru College of Educational and Charitable Trust under Management Scholarship Category

| Sl No | Name of the Scholarship | Percentage of Scholarship | Eligibility |
|-------|-------------------------------------|---|--|
| 1 | Single Parent Scholarship | 30% concession in Semester fee | Need to produce proof for single parent (Death Certificate, Divorce) |
| 2 | Siblings Scholarship | 20 % concession in Semester fee | Siblings College ID Card |
| 3 | Ex-Service Man Scholarship | 20 % concession in Semester fee | Ex-Service Man ID Card |
| 4 | Covid Frontline Warrior Scholarship | 20 % concession in Semester fee | Proof of Covid Front Line Worker |
| 5 | School Teacher Referral Scholarship | 20 % concession in Semester fee | Letter of recommendation from Principal/Headmaster of the School and Income Certificate of the Candidate |
| 6 | Nehru Vigyan Scholarship (UG) | <ul style="list-style-type: none"> • Rs. 3000/- Fee concession if HSC Percentage is between 70 – 74 • Rs. 5000/- Concession if HSC Percentage is 75 and above | Attested Copy of HSC Mark Statement |
| 7 | Nehru Vigyan Scholarship (PG) | <ul style="list-style-type: none"> • Rs. 3000/- Fee Concession if Degree Percentage is between 60 – 64 • Rs. 5000/- Concession if Degree | Attested copy of Degree Consolidated Markstatement |



| | | | |
|--|--|----------------------------|--|
| | | Percentage is 65 and above | |
|--|--|----------------------------|--|

Note: The Scholarships will be carried forward to next semester only if the Student maintains 75% marks in End Semester Examinations without Arrears.

3.3 Admission Policy

3.3.1 The College shall be open to all persons irrespective of Gender, Caste, Creed, Religion or Race, and it shall not be lawful for the College to adopt or impose on any person, whatsoever of religious belief or profession in order to entitle him/her to be admitted as a student in the College.

3.3.2 The College shall maintain high standards of teaching and research and shall provide merit based admission in a fair and transparent manner. The merit of a Student will be strictly determined through the exams conducted by various State Boards, Central Boards, International Boards and National Institutes of Open Schooling Exams. The College also conducts One to One Interview to assess the Talent, Skills, Attitude and Future Plans of the Students.

3.3.3 Admission in the College shall be open to Indian Citizens, Non-Resident Indians, and persons of Indian origin. However, the College shall also admit Foreign Students as per the Government of India and State Government and Bharathiar University guidelines. Provided that titles, eligibility criteria and duration of Degree programs shall be strictly as per the specifications of Degrees prescribed in UGC Regulations and Bharathiar University. Provided further that lateral entry shall be allowed only as per the provisions of regulations of Regulatory Bodies, as applicable to each program. The equivalence for entry level eligibility shall be decided as per Bharathiar University norms for Foreign Students.

3.3.4 For NRI/Foreign Students, admission shall be made on merit of marks obtained in the qualifying examinations as per the provisions of Bharathiar University.



4. RESEARCH POLICY

Preamble:

Research constitutes theoretical interpretation and experimental components to reach meaningful conclusions. In an academic Institution, research plays a vital role in inciting scientific temperament in faculties and students. The Government of India through various funding agencies and Management of Self-Financing Colleges offer substantial financial support to carry out research that leads to Publication either in Peer Reviewed Journal or to a Process or a product, which results in Patent or Copyrights.

To avail the funds from various Indian Agencies, the Research Cell circulates the advertisement appearing on the web sites to all members of the faculty. Similarly, the Management circulars for submitting in-house projects and seed funds are also circulated among all members concerned. In addition, advertisements relevant to Students Internship, Summer Research Fellowships, and Visiting Scientist fellowships offered by various Indian Academy of Sciences and Central Institutes like – TIFR, CNeS, IIT's are also disseminated among staff and students. This is to stimulate faculties and students to pursue research at Central Institute under the guidance of a Fellow of the National Academy of Science and Scientists. This paves way for the younger generation to identify, do domain-specific quality research, and get through UGC CSIR-NET exams. Faculties are also encouraged to submit proposals for getting financial assistance for organizing both national and international level Workshops, Conferences, Symposia, Seminars, etc.

Vision:

To empower the faculty and students in the area of Research & Development by providing seed money through in-house projects and guiding them to get government funds for implementing their innovative research and product development ideas.

Mission:

To motivate faculty to undertake seed money projects and assist in filing research proposals for grants from various funding agencies like UGC, DBT, DST, etc.



To encourage multi-disciplinary research internally within the institute and externally with other organizations

To encourage the staff and students to attend and publish papers in various national/International conferences of their specialized areas.

To assist the Faculty, Research Scholars, and Students in the filing of IPRs like Patents and Copyrights.

To facilitate the signing of MOU with Industries and R & D Organizations for research and development.

4.1 Scope and Applicability of the policy:

This document of NASC research policy guidelines applies to all members of faculties involved in any domain-specific research which leads to journal publications/patenting of either product or process/copyrights/trademarks.

4.2 Policy statement:

NASC is committed to being a research and innovation-driven Self-Financing, Autonomous College. The aim is aligned with the vision and mission of NASC. To attain this mission, it is to perform and pursue basic, targeted, and applied research in all domains after adhering to ethics for the advancement of knowledge and development of product or process that leads to quantifiable and quality outcomes. This policy provides a set of rules and regulations for the conduct of research in all domains and applies to all full-time, and part-time research scholars, faculties, and all UG/PG students.

4.3 Rationale:

NASC policy is to ensure that individual Research Scholars are free to select broad and narrow disciplines, either interdisciplinary or multidisciplinary disciplines, and get support from various schools and sister concerns for their research work. They are also free to form their theories, explanation, and findings in their research report where they draw certain meaningful conclusions.



It is important to emphasize that all research reports and publications arising out of the NASC research programme must carry the official address and mail id of contributors in the published book chapters, books, articles, patents, copyrights, and online or offline reports. These reports are open to external and internal scrutiny and comments and criticism.

At the same time, NASC adheres to policies framed by policymakers. As an academic Institution, NASC offers a conducive environment for research in all available disciplines but infrastructure like sophisticated instruments for getting authenticated and meaningful results are accomplished by using SAIL/i-STEM.

It is also mandatory that NASC research platforms are not used to argue against widely acclaimed research positions against the national policies of India or the universally accepted international law and provisions.

4.4 Research Objectives:

- a] Include research as an integral part of syllabi
- b] Enhance and maintain the quality of research
- c] Enhance funding support for research through external and internal funding agencies
- d] Coordinate and motivate Research activities undertaken by students which are aligned with National focused areas
- e] Encourage and facilitate Interdisciplinary and Multidisciplinary Research within different Departments and Institutes

NASC expects all the existing faculty members to undertake research activities in addition to regular teaching and administrative responsibilities and should seek financial assistance from various Indian funding agencies

4.5. Human Resource Development and Management:



4.5.1 Identifying the core competencies, weaknesses, and strengths along with their soft skills to maximize research potential and hidden talents in faculties and offering appropriate development programmes to overcome the weakness and maximize the contribution to NASC

4.5.2 It is essential faculties update their knowledge and skills continuously through workshops/FDP/Refresher programme / Workshop cum lecture. It is expected that faculties generate their funds for research. NASC may also support the research activities. The extent of the support will be decided based on the potential of the research outcome on peer review

4.5.3 There are several distinguished Scientists, Researchers, Academicians, and other eminences that are associated with NASC may be contacted to deliver Guest lectures, Talks during Seminars and Conferences or workshop

4.5.4 Regular international/national conferences should be organized to diversify research capabilities through collaborations

4.5.5 NASC may select and offer a few research Scholars for NASC Research Fellowships

4.5.6 All doctorates are expected to guide UG/PG or doctoral students during their training/research projects/dissertations as detailed separately

4.6 Generation and utilization of funding resources for research:

4.6.1 All members of faculties are expected to seek funds from Government funding agencies to carry out research activities. NASC also offers seed money for testing the feasibility of new ideas/concepts into products/societal benefits as detailed separately as seed money projects

4.6.2 All researchers are updated with information regarding schemes for funding opportunities announced by various national agencies/private agencies from time to time. Various Internships/Summer Research Fellowships/ Young Women Scientist Scheme/INSA- Young Scientist Fellowship programme are been circulated to all concerned through social media

4.6.3 To improve the quality of research proposals, a short-term training workshop for young researchers is regularly organized about the writing of project proposals, selecting appropriate journals for publications, and ethics in research



4.6.4 The quality of the research proposal may be evaluated by subject experts and the proposal may be submitted online from Research Cell

4.6.5 It is the responsibility of the PI/Co-PI to implement the project by recruiting research personnel, and submission of the yearly and final report to the agency for the smooth running of the project

4.6.6 The progress of the research is monitored by committee members and subject experts after a definite period and is evaluated. The suggestions for better outcomes are all disclosed during the review meeting

4.6.7 All funds allocated to the research projects will be utilized for the specific purposes for which it has been sanctioned. All funds are utilized as mentioned in the original sanctioned letter sent to PI

4.7 Dissemination of Research Outcomes:

4.7.1 Protection of IP generated as an outcome of the research, a conversion of the same for commercial benefits/ societal use under the research guidelines

4.7.2 To publish the research outcomes and gain recognition among peers for the quality of research being undertaken in NASC as envisioned in the vision and mission

4.7.3 Presentation of research findings in Symposia/Conferences and similar forums for sharing research outcomes, inviting comments and suggestions from peers in related fields, and doing collaborative research for better understanding

4.7.4 Publications of Books and Book Chapters for dissemination to specific target audiences

4.8 Rules and Regulations:

All research activities are required to be conducted according to the rules and regulations of Bharathiar University/UGC/ethical clearance if any

4.9 Research Policy

The purpose of the Research Policy is to develop the Research Atmosphere and Culture among faculty and research scholars at Nehru Arts and Science College. The Research Policies have



been divided into two criteria 1) Academic Research Policy and 2) External and Internal Research Policy.

4.9.1 Academic Research-Related Policy:

- All eligible members of the faculty (without a doctoral degree) must register for the doctoral program within 6 months / upcoming sessions from the date of appointment
- The existing faculty, who have not registered for Ph. D. must register for the same in the upcoming session
- Faculty publication in either WEB of science or SCOPUS-indexed journals and Book publications are appreciated with appropriate incentives
- All publications and research papers of faculty have to go through a plagiarism check by the Research Expert Committee, constituted internally
- Staff shall be allowed to attend Conferences / Seminars / Meetings for which the Institution may bear the expenses of Registration or Conference fees, travelling and daily allowances/accommodation, and boarding charges subject to the approval of the principal
- All Post Graduate Research Projects (All streams) shall lead to at least one research publication in a High Indexed National Journal
- All Graduate Research Projects (Star Departments and all streams) shall lead to at least one research publication in our College Journal (Nehru e-Journal)

4.9.2 Publication Incentive Norms:

- The affiliation must be Nehru Arts and Science College
- Applicable only for papers published in Science Citation Index (SCI) Journals / Web of Science/ Scopus Indexed/ UGC Referred Journal
- Faculties are advised to publish Joint Research Papers with experts from Leading Institutes / Industries
- If any Research Guide joins NASC from other Institution must transfer their candidates to NASC. Same way, if any Guide resigns from NASC must transfer their Scholars to the Institution they join

4.9.3. Sponsored and Internal Research-Related Policy:



- Every eligible Faculty/ Department must apply for Incubation Facility under NGI
- Every doctorate shall apply for a minimum of one funded project from State / National funding agencies
- To motivate the research aptitude among faculties seed money will be provided by the Institution for internal projects
- All the eligible faculty/departments must apply for Seed Money Projects each semester
- The Institution will provide the basic infrastructure required to conduct either internally funded or externally funded research
- Faculties are encouraged to identify inter-disciplinary research in their chosen field of research
- Principal investigators will be rewarded with 2% of the Received Fund by the management upon submission of the Utilization Certificate (UC)

- Staff Members without a doctoral degree in various Departments are motivated to register for Ph. D in the upcoming session
- Increasing the Number of Research Guides
- Workshop on writing research projects for various funding agencies
- Applying Research Projects, Seminar, and Workshop Grants to various State and National funding agencies
- More Number of Funded Research Projects tie-ups with other Institutes and Industries
- In-house projects (Seed Money) to Faculties
- Increasing the funding amount of the seed money for faculties
- Increasing the number of product-based projects through seed money
- Continue to develop our collaborative links with new Universities globally
- Faculty and Student Exchange Programmes
- Have significant interactions and ongoing projects with other leading universities globally

4.10 ROAD MAP OF THE CENTRE

4.10.1 Research Projects and Funds

Research Project support received from Government and other sponsoring agencies is an important resource for infrastructure augmentation, and faculty and institutional visibility besides



complementary teaching. The Institutions Research committee would identify a list of funding agencies and develop a seed money scheme to conceive research ideas and realize the project. For collaborative research, there will be a formal agreement between the parties involved in the project. Then the proposal can be submitted to the agency for financial assistance. One of the main objectives of this research policy is to mobilize research funding from Government/ Non-government agencies, industries, and others.

a) Seed Money (Internal Funds)

Seed Money support is provided to faculty members to do bench-mark (pilot studies) of their choice and then develop projects for extramural support. Seed money projects are selected based on the advertisement, applications, and project Proposals with presentations.

4.10.2. Selection Procedures

Each year, a circular along with the application format is circulated among all staff members in November with a list of staff. We confirm the reach ability by their signature. We allot fifteen days to submit the proposal. The submitted proposal in PDF format is consolidated and sent to the subject expert for preliminary scrutinization. The short-listed faculties are advised to appear for presentation in presence of the Principal, Research Committee members, and subject experts

The faculties will elaborate for fifteen minutes in the following headings:

1. Title of the project, Name of the faculty, Designation, and Department
2. Introduction
3. The rationale of the project
4. Methodology

Expected Outcomes:

- a) A process that can lead to patent or copyright
- b) Leads to the publication either in SCI or WoS journals
- c) Marketing the product with further financial support from NGI-TBI
- d) Transfer of the standard protocol to industries for royalty



1. The selected faculties are appreciated in a ceremony with an offer letter duly signed and authorized by The Principal of NASC
2. The monitoring Committee closely monitors the progress of the research work done by the faculties once in two months by the same subject experts, the Principal, and Research Committee members for thirty marks. Suggestions are given for the betterment and to fulfill any one the expected outcome
3. At the end of six months the faculties should have fulfilled the objectives of the proposal and attained the outcomes expected from the project
4. The faculties should submit the utilization certificate in the prescribed format after verification by concerned section officer and finance officer within a month time of completion of the project
5. The faculty member should have acknowledged the Management for getting financial assistance by quoting sanctioned letter numbers

Application for Seed Money Project Proposal for the Academic Year 20 - 20

1. Name of the Staff :

2. Department :

Designation

Address

Phone & Mobile number
3. Project Title :
4. Sector : Arts/ Sciences/ Humanities
5. Project Details : (Elaborate write up is to be given for each item including justification for acquiring / fabricating



equipments / apparatus in the budget)

1. Introduction
2. Objectives
3. Methodology
4. Work Plan
5. Budget:

A] Permanent equipment

B] Consumables

C] Contingencies

D] Overhead expenses

Any other details:

6. Has a similar project been carried out in our college/elsewhere? If so, furnish details of the previous project and highlight the improvements suggested in the present one :



UTILISATION CERTIFICATE

This is to certify that two copies of utilization certificate and final report of the project will be submitted to the Centre for Research and Development of Nehru Arts and Science College after completion of the project.

**Signature of the Staff
Principal /**

Signature of the HOD

Signature of the

Head of the Institution

Signature of the Section officer

Signature of the Finance officer with seal

[NEHRU GROUP OF INSTITUTIONS]



External Funds:

All researchers are encouraged to get funds for research through submitting research proposal to Government and Non-government agencies.

4.11 RESEARCH BOARD COMMITTEE MEMBERS AND PORTFOLIOS

- | | | |
|---------------------------|---|------------------------------------|
| 1. Dr. ANIRUDHAN. B | - | CHAIR PERSON |
| 2. Dr. SHANMUGAM. V | - | Director, Research and Development |
| 3. Dr. RAJKUMAR. K | - | Journal Publications |
| 4. Dr. RAMAPRABHA. T | - | Books and Book Chapters |
| 5. Dr. REENA. A | - | Books and Book Chapters |
| 6. Dr. PRATHAPCHANDRAN. | - | Students Project /Fellowships |
| 7. Dr. SENTHILKUMAR. P | - | Seed Money Projects |
| 8. Dr. SELVAKESAVAN. R. K | - | Patent and Copyrights |

Initially we get the concern from each faculty about their contribution at least in any one of the above mentioned activities for one academic year. This is considered as blue print for one academic year. The Board Member consolidates the progress of each activity once in a week and the same is updated to The Chair Person twice in a month. The progress is carefully updated with proof and properly consolidated and interpreted with statistical tools. The lacunas are addressed amicably with concerned faulty members to achieve the promised target. The support and guidance are always given to all members of faculty.



4.12 RESEARCH ETHICAL COMMITTEE

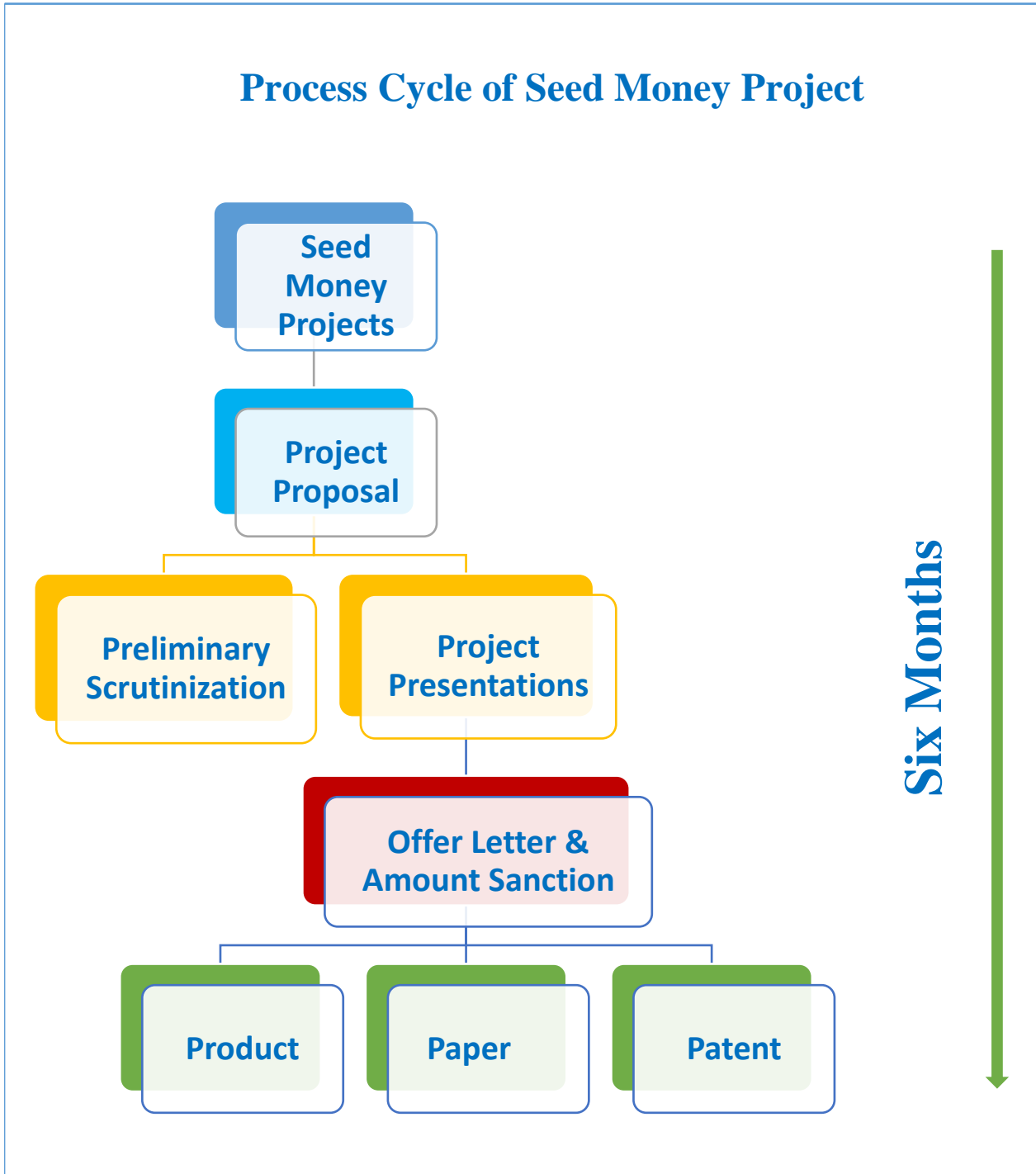
Research ethical committee is constituted to monitor and address the problem faced by research scholars/research guides to settle issues amicably. The committee members are Principal, all Deans and Research Director. Research ethic includes Philosophy, Law, Psychology and Sociology. Committee members discuss explicitly with empathy, socio-economically, following confidentiality and privacy and anti-discrimination. Discussions are recorded in the minutes note signed by all the members. Progressions of researcher are monitored through “Research Scholar Meeting” at least once in six months. Acknowledging the contributors and checking plagiarism through online/Plagiarism Checker Xsoftware.

4.13 RESEARCH ETHICAL COMMITTEE MEMBER:

- | | | |
|--------------------------|---|--|
| 1. Dr. ANIRUDHAN. B | - | CHAIR PERSON |
| 2. Dr. SHANMUGAM. V | - | Director, Research and Development |
| 3. Dr. SHANI. N | - | Dean, School of Management |
| 4. Dr. KANAGARATHINAM. M | - | Dean, School of Commerce |
| 5. Dr. SELVAVINAYAKI. K | - | Dean, School of Computational Sciences |
| 6. Dr. S. Jayapriya | - | Dean, School of Creative Sciences |
| 7. Dr. MALATHI. R | - | Dean, School of Liberal Arts |
| 8. Dr. M. THANGAVEL | - | DeaN, School of Life Sciences |



5. SEED MONEY POLICY



Preamble:



Research and developmental activities create new knowledge, motivate better learning, bring new energy, build facilities and infrastructure, promote innovation, IP generation and Consultancy and develop collaborations. Considering all these features, the institute has conceived and implements the Seed Money Policy. Seed Money support is provided to faculty members to do bench-mark (experimental studies) of their choice and then develop projects for extramural support. Seed money projects are selected based on advertisement, applications and project Proposal with presentations.

NASC has initiated the financial support for the faculty members through Seed Money Projects for various activities including Resource Mobilization for Research Initiatives, Projects and Participation in Technical Events, Conferences and Online Certification. The Faculty members are encouraging to avail the seed money facility for effective utilization and the outcome is monitored through research publications, patents and projects/products

5.1 Objectives:

- The main objectives of providing seed money are to promote research and innovation at the institution
- Enhance the Resource Augmentation
- Develop a prototype model to test the Idea
- Enhance the Multidisciplinary Activities
- Encourage students involvement for innovative projects
- Present findings in various forums and journals
- Encourage Filing Patents and promote generations of IPR
- Attract and retain talented faculty members
- Support a faculty to develop a proof of concepts to a novel idea
- Endorse inter-disciplinary association in emerging areas

5.2 Selection Procedures:

Every year, a circular along with application format is circulated among all Members of Staff. We confirm the reachability by their signature. We allot fifteen days to submit the proposal. The submitted proposal in pdf format is consolidated and sent to the subject expert for preliminary scrutinization. The short-listed faculties are advised to appear for presentation in presence of Principal, Research Committee members and subject experts.

The faculties will elaborate for fifteen minutes in the following headings:



- i. Title of the project, Name of the faculty, Designation and Department
 - ii. Introduction
 - iii. Rationale of the project
 - iv. Methodology
 - v. Expected out comes are:
 - a] A process that can lead to patent or copyright
 - b] Leads to publication either in SCI or WoS journals
 - c] Marketing the product with further financial support from NGI-TBI
 - d] Transfer of the standard protocol to industries for royalty
1. Contribution of the faculties is felicitated with incentives.
 2. The monitoring Committee closely monitors the progress of the Research work done by the faculties once in two months by the same subject experts, Principal and Research Committee members for thirty marks. Suggestions are given for the betterment and to fulfil any one the expected outcome.
 3. At the end of six month the faculties should have fulfilled the objectives of the proposal and attained the outcomes expected from the project.
 4. Faculties should publish their work as Research Paper in UGC CARE listed Journals, and submit for Patent publication
 5. The faculties should submit the utilization certificate in the prescribed format after verification by the concerned section officer and finance officer within a month time of completion of the project.
 6. The faculty member should have acknowledged the Management for getting financial assistance by quoting sanctioned letter number.

5.3 Application for Seed Money Project Proposal for the Academic Year 20 - 20

| | | | |
|----|---|---|--|
| 1. | Name of the Staff | : | |
| 2. | Department Designation Address Phone & Mobile number | : | |
| 3. | Project Title | : | |



| | | | |
|----|---|---|--|
| 4. | Sector | : | Arts/ Sciences/ Humanities |
| 5. | Project Details | : | (Elaborate write up is to be given for each item including justification for acquiring / fabricating equipments / apparatus in the budget) |
| | 1. Introduction | | |
| | 2. Objectives | | |
| | 3. Methodology | | |
| | 4. Work Plan | | |
| | 5. Budget: | | |
| | A] Permanent equipment | | |
| | B] Consumables | | |
| | C] Contingencies | | |
| | D] Overhead expenses | | |
| | Any other details: | | |
| 6. | Has a similar project been carried out in our college/elsewhere? If so, furnish details of the previous project and highlight the improvements suggested in the present one | : | |

UTILISATION CERTIFICATE

This is to certify that two copies of utilization certificate and final report of the project will be submitted to the Centre for Research and Development of Nehru Arts and Science College after completion of the project.

Signature of the Staff

Signature of the HOD

Signature of the Principal /



6. CONSULTANCY POLICY

Preamble:

Consultancy is an effective way to engage with industry and it also promotes and enhances the external profile of the faculty thereby creating a mutually beneficial opportunity for the faculty and the college. However, the balance between consultancy and the traditional role of an academic faculty needs to be managed and the interests of the college must be protected. This Policy outlines the manner for conducting consultancy services so as to ensure that the consultancy engagements undertaken by the faculty (permanent and/or non-permanent) are consistent with the college's strategic and operational objectives and the costs are sustainable for the college as well as that for the faculty engaging in the consultancy activity.

6.1 POLICY

The following principles will have to be adhered to for all consultancy services:

- 6.1.1** The consultancy activity should not damage the college's reputation or be in conflict with the policies, functions, objectives or interests of the College
- 6.1.2** No faculty (permanent and/or non-permanent) will engage in a consultancy activity for any political party including an individual
- 6.1.3** The faculty should not directly or indirectly get associated with any activity which may be unethical or inappropriate
- 6.1.4** By engaging in the consultancy service there should be substantial benefit to the faculty and the College either through Income, Enhanced Reputation, or Expanding the Expertise of the faculty
- 6.1.5** No consultancy services can be commenced or remuneration received without a formal duly executed agreement between the faculty and the service recipient
- 6.1.6** There shall be a prior written permission of the Head of Department and the Principal of the College with respect to all consultancy services rendered. For seeking the permission, the respective faculty will have to furnish information as set out in Annexure A to this policy



6.1.7 All faculties shall twice in a year provide a declaration as to the Consultancy activity undertaken by them

6.2 CONSULTANCY:

6.2.1 Private Consultancy:

- (i) No Faculty should be engaged in any Private Consultancy unless it is approved by the Principal
- (ii) If there is a disagreement on the approval between the Principal and the Head of Department then the Principal's decision shall be final
- (iii) The faculty conducting private consultancy shall ensure that their allocated duties, obligations and responsibilities to the College are not compromised in any manner
- (iv) The College's facility including Library Resources, Power, Internet, Space, Equipment, Consumables and Telephone facilities, can be used by the faculty
- (v) The use of College trademarks such as letterheads, brands, etc., or the College's Intellectual property is strictly prohibited in a private consultancy
- (vi) The faculty undertakes that the college will not be bound by the terms and conditions of the agreement/understanding arrived at between the faculty and the vice recipient
- (vii) The faculty will indemnify and hold harmless the College Management, its Trustees, Staff (Teaching and Non-teaching), Consultants, Agents from and against all actions including but not limited to an action in tort, infringement of intellectual property or breach of contract, claims, loss, damage, costs including attorney's costs, charges, liabilities and demands arising directly or indirectly from or in any respect of the private consultancy activity undertaken by the faculty

6.2.2 College Consultancy:

- (i) This consultancy shall include both Research Consultancy and Non-Research Consultancy, where professional services will be rendered by the faculty for a Consultancy fee. Non-research consultancy includes, but not be limited to, routine laboratory and other testing of materials, devices or products, analysis of data such as market surveys, opinion surveys, training, designing modules, and conducting workshops undertaken by the faculty



- (ii) The faculty or a group of faculties engaged in the consultancy work shall once in a month report the progress of the consultancy work to the Research Director
- (iii) Publication arising from consultancy work shall include the faculty affiliation of the College and the acknowledgement for the facilities used from the College
- (iv) Patents arising from consultancy work, if applicable, shall be jointly published on the name of the Authors and the College. If any other intellectual property is generated from the consultancy work, appropriate acknowledgment of the College is to be given
- (v) Research projects funded by the Government are not to be considered as consultancy services
- (vi) The faculty will indemnify and hold harmless the College Management, its Trustees, Staff (Teaching and Non-teaching), Consultants, Agents from and against all actions including but not limited to an action in tort, infringement of intellectual property or breach of contract, claims, loss, damage, costs including attorney's costs, charges, liabilities and demands arising directly or indirectly from or in any respect of the private consultancy activity undertaken by the faculty
- (vii) Notwithstanding, what is contained herein above, the Head of Department or the Principal or the Management of the College may waive the condition of income to be provided by the third party to the consultant if the consultancy services rendered by the faculty is for a social cause or for certain section of students who are challenged physically and/or mentally

6.3 REVENUE SHARING:

The Faculty Consultants' kindly note that the basis of defining consultancy has been fixed as stated below:

- 6.3.1** Advisory Consultancy; only scientific or technical knowledge and no infrastructure or laboratory facilities used fixed as intellectual fee i.e., members can claim 95% as service charges and remaining 5% can be contributed to the management
- 6.3.2** Usage of only the College premises for consultancy will be considered under as a separate category i.e., members can claim 90% as service charges and remaining 10% can be contributed to the management
- 6.3.3** Research /Technical Consultancy; both scientific and technical knowledge of team and infrastructure or laboratory facilities, expertise and skill, etc., fixed as infrastructural fee i.e.,



members can claim 80% as service charges and remaining 20% can be contributed to the management

Also please note that the service charges can be transferred to the respective personal or official account

ANNEXURE A

1. Name of the Organisation for whom the consultancy is to be undertaken:
2. Nature of work to be undertaken:
3. Probable duration of Consultancy (including extension(s) if any):
4. Consideration money
 - a. Total receivable:
 - b. GST, if any:
 - c. Total Estimated Expenditure:
 - i) Consumables:
 - ii) Travel, if any:
 - iii) Contingency:
 - iv) Any other:
 - d. Net amount (a-b-c):
5. Value of college's resources involved, if any
 - a) Time of other teaching faculty:
 - b) Time of non-teaching faculty:
 - c) Equipment and Consumables:
 - d) Other resources:
6. Explain the substantial benefit that will be derived to the faculty and the college
7. Permission may please be accorded to undertake consultancy activities as outlined above

Name of the Faculty:
Department:

Designation:
Signature:



7. INNOVATION, INCUBATION & START-UP POLICY

Preamble:

Nehru Arts and Science College, Centre for Skill Development (Entrepreneurship Development Cell), IPR Cell and IIC are setup to promote innovation and entrepreneurship by converting and translating technology ideas and innovation in various disciplines of science into products, processes and services for commercial exploitation and the benefit of society to accomplish its goal. It facilitates incubation of new enterprises with innovative technologies by admitting them in Entrepreneurship Development Cell (EDC) and providing them physical, technical and networking supports and services.

The proposed policy will be applicable for all, Innovations, Start-ups, Incubates under Centre for Skill Development (Entrepreneurship Development Cell), Institution Innovation Council managed by Nehru Arts and Science College.

The vision and objectives of the NABC Innovation and Start-up , is as follows.

Vision:

To provide support and conducive environs for students and other innovators in converting their ideas into start-up and creation of successful entrepreneurs.

Mission:

NABC will create an ecosystem that will foster, support innovation and knowledge-based entrepreneurship amongst the students and other incubates to transform

Objectives:

- To create awareness about the importance of entrepreneurship among the students and local community
- To promote new technology/ knowledge/ innovation-based start-ups.
- To promote design thinking process among the incubates and provide the platform for speedy commercialisation of technology
- To enhance the domain knowledge / skills to develop the innovative products / services
- To build a vibrant start-up ecosystem, by establishing a network between academia, financial institutions, industries, and other institutes

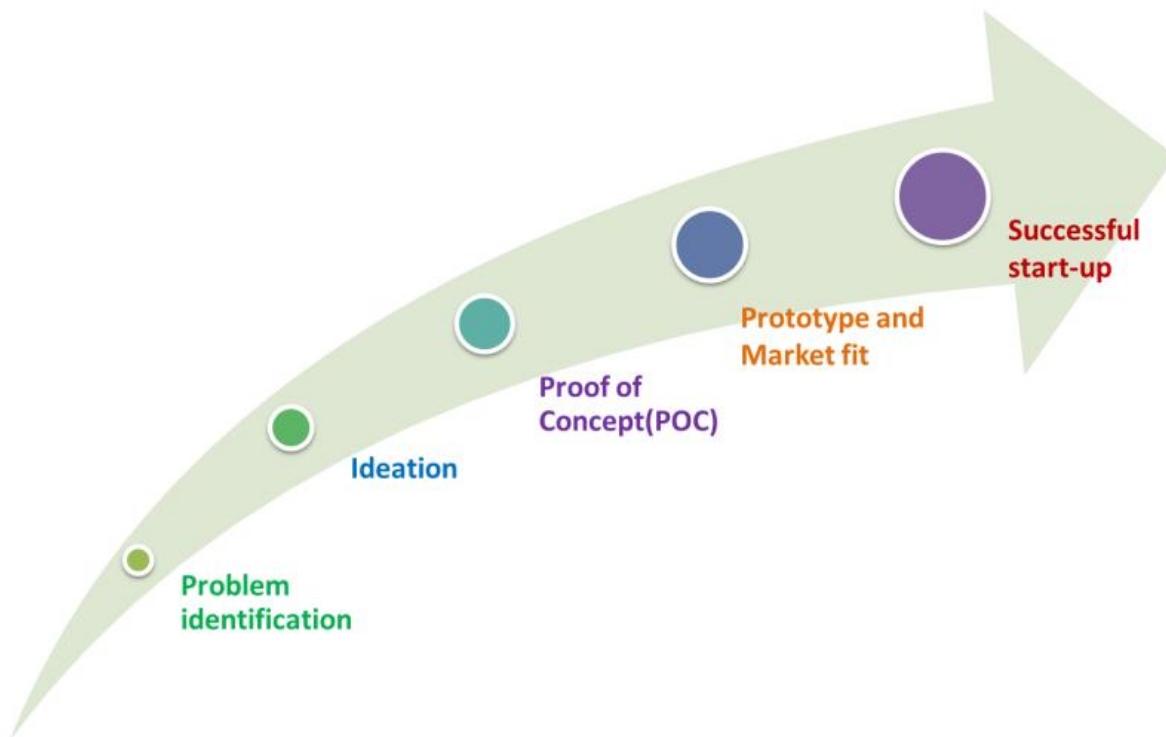


Figure: Journey of a Start up at Nehru Arts and Science College

7.1 Scope of this Policy:

The scope of this document is to define the policies and procedures for the operational matters related to the Incubation, Innovation and Start-Ups.

The scope of incubates entry/exit policy covers all the prospective Incubation candidates, pre-incubates, student, alumni and public incubates (physical and virtual) including existing firms interested in incubating spin-off ideas. It covers the following processes:

- 1. Thrust Areas**
- 2. Eligibility**
- 3. Admission procedure**
- 4. Selection Process**
- 5. Infrastructure and Services provided to incubates**
- 6. Mandatory Mentorship**
- 7. Period of Incubation/ Exit**
- 8. Intellectual Property evaluation**
- 9. Seed funding**



- 10. Periodic assessment**
- 11. Consideration**
- 12. Conflicts of interest**
- 13. Disclaimer**
- 14. Agreements**
- 15. Auditing/Accounting & Compliances norms**

The policy is subjected to periodical review and amendments. It will be the responsibility of the companies admitted to EDC at CBIT to update themselves from time to time on the amendments in Incubation policy and procedures. EDC, NASC reserves the rights to make an exception of all or any of the terms of policy for a particular company or a promoter on a case to case basis.

7.1.1. Thrust Areas

Centre for Skill Development, NASC will support students and innovators who are having an idea with high impact and which has very good opportunity to be a successful start-up. Any Individual / group of people (students or general public or mix of the two) can initially propose an idea (to EDC, CBIT) with prime features as mentioned below

- (a) Innovativeness**
- (b) Commercial viability**
- (c) Technical feasibility**
- (d) Social sensibility**
- (e) Scalability**

7.1.2 EDC accepts ideas from diverse domains as mentioned below

- ✓ Bio Technology
- ✓ Microbiology
- ✓ Electricity, New and Renewable Energy and Environmental sustainability
- ✓ Energy conservation, Energy efficient Motors and Equipments
- ✓ Electronics and Communication
- ✓ Social Impacting ideas
- ✓ Smart Systems
- ✓ Education



- ✓ Information & Communication Technology (ICT)
- ✓ Manufacturing Automation and Engineering
- ✓ Additive Manufacturing
- ✓ Water, Sanitation and Solid-Liquid Waste Management
- ✓ Waste heat Recovery Systems
- ✓ Telecommunication
- ✓ Cyber Security
- ✓ Artificial Intelligence and Remote Monitoring
- ✓ Drone Technology
- ✓ Other emerging areas of social / national importance

7.2 Types of Start-up Ventures/Enterprises

EDC provides support to enterprises that fall under the following categories:

7.2.1 Category I:

Students and/or Faculty of Nehru Arts and Science College having innovative technological idea and interested in developing product, setting up a company and upgrading a proven concept are eligible in this category.

7.2.2 Category II:

Students can establish their Start-ups through IEDC project sanctions, who having innovative ideas proposed projects with NGI-TBI NEW GEN IEDC.

7.2.3 Category III:

Faculties can Register their Business start-ups with MSME through EDC, consider as Faculty CEO.

7.3 Infrastructure of Incubation and Start-Ups, NASC:

The following facilities will be offered to the incubatee on an individual basis:

- Office space
- Computers – up to two on rental basis. More than two can be availed at market rates.
- Internet connection
- Phone connection– Each company will pay the rentals and bills
- Standard Furniture
- Photocopying machine



- LCD Projector
- Document Scanner
- Library Access Facilities
- Meeting/Conference room with projection equipment
- Tele or Video conferencing facilities
- Printer
- Life Science Lab facilities (Basing on the need institute facilities of laboratories might be used which will be decided by the principal of the college on case to case basis)
- All devices used in Life Science Labs.

7.4 IPR CELL

Intellectual Promoter should fill an IP declaration worksheet at the time of admission and declare that the Intellectual Property developed and owned by the incubate. During Incubation will be in association with IPR Cell as per NASC IP Policy

7.4.1 In case the incubatee is desirous of using the Intellectual Property of NASC like patent, software code, copyright, design registration, developed product, etc. Then the incubate shall make such request in writing to NASC. The terms and conditions for such IP licensing shall be decided by the Institute.

7.4.2. The incubatee shall inform if any students have worked on the technology and if their work will be incorporated in the product(s).

7.4.3 The incubatee shall inform if any IP has been generated as a result of collaborative work with faculty members (who are not promoters) is being incorporated into the product(s).

7.4.4 The incubatee shall inform if any EDC, NASC infrastructure (hardware, testing setup, instrumentation, computing resources, processes) has been used in developing the IP or technology that will go into the product(s).

7.5 Funding:

NASC provides seed Money/IEDC Funds subject to the availability of funds/ grants/schemes meant for this purpose.

Purpose of Funding

Seed fund/loan is provided for the promotion of incubator to the next phase of the journey.

The seed loan is provided for the following purposes:

1. Procurement of equipment/ tools/components/parts/consumables.



-
- 2. Procurement of raw material**
 - 3. Machining cost**
 - 4. Fabrication cost**
 - 5. Registration fee**
 - 6. Validation/Testing**
 - 7. Cost of any other relevant item**



8. INFRASTRUCTURE AND MAINTENANCE POLICY

8.1 Maintenance of Buildings

1. The Overall maintenance of the Institutional Infrastructure including the Buildings and the Garden shall be under the direct control of the Administrative Officer of the College, under whose supervision any kind of repair/service/work shall be carried out
2. Procurement of any civil engineering, electrical, plumbing material, books, lab equipment, and furniture shall be allowed only with the permission of the Administrative Officer
3. The Administrative Officer is entrusted with the responsibility of taking periodical preventive measures for the maintenance of the buildings, whitewashing the buildings once in three years, and certain important buildings every year, Plumbing works ,rectifying leakages in pipe lines, providing uninterrupted water facility, maintenance of generator and other electrical works, replacing fire extinguishers on requirement, and ensuring a clean environment on the whole campus with the help of the house keeping staff and other employee appointed by the College for the specific purpose
4. Administrative Officer must ensure the availability of Ramps and Special Toilet facilities for physically challenged, power back up facilities for the entire campus, and the availability of Fire Extinguishers at the appropriate places for complete safety

8.2 Maintenance of Classrooms

- The Heads of the Departments are laden with complete responsibility for proper utilization and maintenance of the classrooms, smart classrooms, Seminar Halls, equipment, furniture, department labs, and libraries
- The Heads of the Departments must ensure that the classrooms have adequate furniture, lights, multiple electrical points, and uninterrupted electrical and water supply
- All furniture, green/white boards, Smart Boards, LCD Projectors, and Podium must be utilized for academic and research pursuits
- The classrooms must be utilized only for academic purpose
- Stock Register /Log Book must be maintained and annual Stock Verification must



be done with the help of the committee instituted by the Principal

- Damage/loss of the goods/leakages should be instantly reported to the Administrative Officer. Any repair work / service must be performed by the College electricians/ plumbers /carpenters for proper functioning
- Cleanliness inside and outside class rooms must be given utmost priority

8.3 Maintenance of Laboratories:

- The laboratories must be utilized for enhancing/demonstrating the pursuers' practical ability, for research activities.
- Proper timetable must be adopted for the exact utilization of the laboratories
- Prior permission from the College Authority must be sought for conducting Science exhibitions/ providing any kind of consultancy services to other institutions
- The equipment for the laboratories should be purchased by inviting quotations as per College norms and orders to be placed with the organisation offering standard equipment at feasible rate after preparing the comparative statements
- The service and maintenance of the equipment should be performed by the respective suppliers through AMC and /or on call basis
- Stock Register for lab equipment must be maintained in the respective departments and Annual stock verification must be done by the committee constituted by the Principal

8.4 Maintenance of Computer Laboratories and Network:

The College's Computer Centre and Purchase Section are entrusted with the responsibility of Computer and Network maintenance.

- The laboratories must be utilized for academic and research purposes, for conducting online quizzes, tests and assignments, and for pursuing online courses
- For ensuring optimum and time-bound utilization of Computer Lab proper timetables must be used as guidelines
- Stock Register must be maintained and updated and verified annually by Purchase Section
- The systems in the computer labs should be maintained with the help of the hardware



technician appointed by the College

- Internet and Wi-Fi facility for the entire campus are to be maintained by skilled technician appointed by the College for this specific purpose

8.5 Maintenance of Library

- The Librarian is the custodian of the College Library
- Library must function from 08:30am to 06:00 pm on all working days
- Photocopying and scanning must be utilized with prior permission
- The racks and furniture in reading hall should always be kept clean
- The books have to be organized subject wise and shelved with clear labelling and numbering systems for the easy access of the users
- The Issue Register must have the record of daily users
- Photocopier machine and scanner must be serviced periodically through AMC and /or on call basis
- Access, issue and return of the books must be under careful vigilance of the Deputy Librarian
- Library must maintain the Accession Register, Circulation Register, Fine Register, Missing Books, No Dues, E- Journal usage Statistics Reports
- Stock verification must be done once in four years

8.6 Maintenance of Sports Infrastructure

The Physical Education Director is the complete in-charge of the proper utilization and maintenance of the Sports Infrastructure.

- Regular practice to students on Athletic events such as, Kabaddi, Kho-Kho, Volley Ball, Ball Badminton and practice for Athletes should be given in the playground.
- Regular practices for Shuttle Cork, Table Tennis, and Chess etc. should be provided to the students in the Indoor Stadium.
- All sports equipment should be maintained in good condition by the Head of the Department of Physical Education for regular use by the students
- Stock Register must be updated with every new procurement /condemnation
- Annual Stock Verification must be performed with the help of the committee instituted by



the Principal

Maintenance of Vehicles

- All College vehicles must be utilized only for official purpose
- All the vehicles are to be maintained in good condition by the drivers and conductors appointed by the College
- Transport Officer is authorized for allocating duty to the drivers and conductors
- The drivers must maintain the log book for diesel and other repair works of the vehicles
- The Fitness Certificate for all the vehicles is to be renewed with the RTO office every year during the vacation period

General Maintenance Procedure

- The heads of departments / section heads shall inform the AO for any kind of repair/breakdown in writing /mail through the Principal
- AO shall depute the technician /electrician to the Department concerned to complete the job within two days



9. IT Policy

Preamble:

Nehru Arts and Science College (NASC) provides and maintains technological products, services and facilities like Personal Computers(PCs), servers, Internet and application software to students and teachers for teaching-learning process. The Information Technology (IT) Policy of the College defines rules, regulations and guidelines for proper usage and maintenance of these technological assets to ensure their ethical and acceptable use and assure safety and security of data, products and facilities. It also provides guidelines for issues like purchase, compliance, IT support and grievance redressal of the students and teachers pertaining to technological assets and services.

9.1 General Rules

All users must comply with Rules, Regulations and Policies, cyber laws, IT Act of Government of India and the terms of (applicable) contracts including software licenses while using NASC IT resources. It may include but not limited to: privacy, copyright, trademark and obscenity; hacking, cracking and similar activities, Scams and pyramid schemes, the NASC Student Code of Conduct etc. Users are responsible for ascertaining the necessary authorizations before using the NASC IT resources. They are responsible for the activities from their accounts. Under any circumstances, Accounts and passwords must not be used by persons other than those to whom they have been assigned by the account administrator. Any detect/suspect of unauthorized use of accounts or resources must be reported to the appropriate account administrator. Users who violate this policy will be subjected to disciplinary action.

9.2 Purchase

All the IT equipment need to be procured will be purchased by the purchase department through proper channel after the approval of the head of the institution. All computer purchases must be made with the supplier(s) approved by the College and conform to a set of College-specified standard models, with the following exceptions

- ❖ Faculty whose teaching and research responsibilities require an alternative to the standard configuration (Must be approved by the Principal)



- ❖ Administrators and staff whose specific technical, environmental, or functional job responsibilities require an alternative to the standard configuration (must be approved by the Principal)
- ❖ All computers purchased with External funds remain the property of the College until disposed of through the Nehru Arts and Science College surplus property programme

9.3. Management of computers

All the computers are secured using strong password. The passwords were changed in a periodic interval. All desktop computers should have the latest version of antivirus and should retain the setting that schedules regular updates of virus definitions from the central server. All Windows desktops should have an administrator account that is not used as the regular login account. The login for the administrator account should be changed from the default. The password should be difficult to break with a minimum of 8 characters including at least one capital letter, small letter, number and symbol (*/@/&). The guest account should be disabled. All users are recommended to use in built firewall of windows. All users should consider use of a personal firewall that generally comes along the anti-virus software, if the OS does not have an in-built firewall. All the software on the compromised computer systems should be re-installed from scratch. When the hard disk of the PC is formatted, the OS and all the application software should be installed from the original CDs of the software. Only the data or document files should be copied from the old hard disk and care should be taken to see that no virus residing in the old hard disk gets into the newly formatted and installed hard disk. Any software installations can be done only in administrator account. Software installation rights of other user accounts are disabled. In addition to the above suggestions, Information Technology Unit (IT Unit) recommends a regular backup strategy. It should be noted that even with all the procedures listed above; there is still the possibility of a virus infection or hacker compromise. Backing up data on a regular basis (daily and/or weekly) will lessen the damage caused by the loss of a machine.

9.4. Management of Internet Facility

Network connectivity provided through the College, either through an authenticated network access connection or a Virtual Private Network (VPN) connection is governed under the



College IT Policy. The Information Technology Unit (IT Unit) is responsible for the ongoing maintenance

and support of the Network, exclusive of local applications. Problems within the College network should be reported to IT UNIT.

All the staff members and students are provided with a unique access ID and password for using college internet through wired (LAN) or wireless (WiFi) network. The user Access ID will not be shared with anyone else. In addition, the Access ID will only be used primarily for educational/official purposes. The User guarantees that the Access ID will always have a password. The user will not share the password or Access ID with anyone. Network ID's will only be established for students, staff and faculty who are currently affiliated with the College. Students, staff and faculty who leave the College will have their Access ID and associated files deleted. No User will be allowed more than one Access ID at a time. On behalf of the College, IT Unit reserves the right to close the Net Access ID of any user who is deemed to be using inordinately large amounts of storage space or whose actions otherwise limit the use of computing resources for other users.

9.5. Licensing and Installation of Software

All computer should have all licensed software (operating system, antivirus software and necessary application software) installed. Respecting the anti-piracy laws of the country, the College IT policy does not allow any pirated/unauthorized software installation on the college owned computers and the computers connected to the campus network. In case of any such instance, the department/individual shall personally be responsible for any pirated software installed on the computers located in their department/individuals' rooms.

Free and Open Source Software (FOSS) Community is “By the Community, For the Community, of the Community, To the Community on No Profit No Loss Basis. Open Source Software, is and will always remain free. There is no license to pay to anybody.” The central and state Governments have introduced policies on the adoption of open source software, which make it mandatory for all software applications and services of the government be built using open source software, so that projects under Digital India “ensure[s] efficiency, transparency and reliability of such services at



affordable costs”. The Government realizes that Free Software presents a unique opportunity in building a truly egalitarian knowledge society. Nehru Arts and Science College encourages all members of its community to use FOSS to the extent possible. There is an immense opportunity to select and develop FOSS based on the requirements of the College.

9.6. IT Security policy

IT Security Incident is an incident that may affect the confidentiality, integrity or availability of the College’s IT infrastructure through unauthorized access, accidental disclosure, or other, including:

- The presence of any form of malicious software (malware, viruses, worms, etc.).
- The presence of any abnormal software that was not previously present on a Computer or Server.
- Suspicion that your user account has been compromised.
- Intentional or accidental exposure of sensitive information.
- Web browsers re-directing automatically or producing popup messages or advertisements unexpectedly.
- File types, formats, or naming conventions changing unexpectedly or files not opening as expected.
- Slow Computer performance, applications hanging, or any unexpected behaviour.
- Notifications that anti-virus or firewalls are not running or are disabled.
- Clicking a link, opening an attachment, or providing credentials in response to a suspicious e-mail.
- Lost or stolen devices including but not limited to laptops, mobile phones, desktop computers, portable storage devices, switches, etc.

Firewall is deployed to monitor the incoming and outgoing network traffic and to restrict the unauthorized access from outside.

9.7. CCTV Surveillance

CCTV cameras has been installed by College with the primary purpose of reducing the threat of crime generally, protecting universities premises and helping to ensure the safety of all staff,



students and visitors consistent with respect for the individuals' privacy. Cameras will be located at strategic points on the campus, principally the key areas of institution such as all the gates, entrance, corridor and passage of all blocks, canteen, library, accounts section. No camera will be hidden from view and all will be prevented from focusing on the frontages or rear areas of private accommodation. Signs will be prominently placed at strategic points and at entrance and exit points of the campus to inform staff, students, visitors and members of the public that a CCTV Camera installation is in use.

8. Email Access

Email ID with institute domain (nehrucolleges.com) will be provided to all staff and students for official communication. For obtaining the College email account, user may contact IT unit for email account and default password. Users need to create a strong password and has to change it in a periodic interval.

In an effort to increase the efficient distribution of critical information to all Faculties, Staff and Students, and the College Administrators, it is recommended to utilize the College e-mail services, for formal College communication and for academic & other official purposes. E-mail for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal official notices from the College will be communicated to faculty, staff and students through College e-mail. These communications may include administrative content, such as human resources information, policy messages, general College messages, official announcements, etc. To receive these notices, it is essential that the e-mail address be kept active by using it regularly. Staff and faculty may use the email facility by logging on to <http://gmail.com> with their User ID and password by submitting an application in a prescribed format.

9.9 Backup and Recovery of Data

Individual users should perform regular backups of their vital data. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible. Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned into two volumes typically C and D. Operating System and other software should be on C



drive and user's data files on the D drive. In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume will protect the data loss. However, it is not a fool proof solution. Apart from this, users should keep their valuable data either on Google drive or CD or other storage devices such as pen drives, External Hard Discs etc.

9.10. IT asset management

NASC System is committed to managing the lifecycle of its IT assets. IT assets include items such as servers, desktops, laptops, and network devices, as well as software, applications, programs and logical processes. Owners have a duty of care to protect IT assets whether they are in use, stored, or in a state of disposal. All devices purchased with College funding will be inventoried and the inventory is kept up to date. IT assets must be protected against physical or financial loss, whether by theft, mishandling, or accidental damage, either through primary prevention (eg. physical security) or remediation (eg. marking).

9.11. Server Management

Servers are Computers explicitly purchased to provide services to other Computers on the network. These services include, but are not limited to, file sharing, printing, database access, e-mail, web services, authentication, and any other applications that are accessible via the network. Servers must be secured to the greatest extent possible, including the disabling of all unnecessary services, configuration of file sharing services to provide reasonable and appropriate security and changing of all default passwords. Appropriate backups of the server's OS, applications, data, and configuration documentation must be maintained, with type and frequency of the backups dependent upon the criticality of service(s) hosted.

9.12. Computer Ethics and Etiquette

The User will not attempt to override or break the security of the College computers, networks, or machines/networks accessible there from. Services associated with the Net Access ID will not be used for illegal or improper purposes. This includes, but is not limited to, the unlicensed and illegal copying or distribution of software, and the generation of threatening, harassing, abusive, obscene or fraudulent messages. Even sending unsolicited bulk e-mail messages comes under IT



Policy violation. In addition, the User agrees to adhere to the guidelines for the use of the particular computer platform that will be used.

9.13. Account Termination and Appeal Process

Accounts on College network systems may be terminated or disabled with little or no notice for a periodic time. When an account is terminated or disabled, IT Unit will make an attempt to contact the user through College administrative office and notify them of the action and the reason for the action. If the termination of account is of temporary nature, due to inadvertent reasons and are on the grounds of virus infection, account will be restored as soon as the user approaches and takes necessary steps to get the problem rectified and communicates to the IT Unit of the same. But, if the termination of account is on the grounds of will full breach of IT policies of the College / Group by the user, termination of account may be permanent. If the user feels such termination is unwarranted, or that there are mitigating reasons for the user's actions, he or she may first approach the Head of the IT Unit, justifying why this action is not warranted. If the issue is not sorted out he/she may appeal to the Head of the College to review the evidence and hear reasons why an appeal should be considered. If the Head of the College recommends revival of the account, it will be enabled. Users may note that the College Network Security System maintains a history of infractions, if any, for each user account. In case of any termination of User Account, this history of violations will be considered in determining what action to pursue. If warranted, serious violations of this policy will be brought before the appropriate College/NGI authorities.

9.14. E- waste Disposal

Electronic waste, also known as E-waste, is electronic products that have outlived their usefulness and are due for disposal. These products have toxic components such as lead, mercury and cadmium. Improper disposal of electronic waste pollutes the environment with hazardous toxins, thereby causing widespread health problems and environmental degradation. The College and group endeavor to ensure environmental conservation and protection from the effects of e- waste. The College recognizes the need to dispose e-waste in a manner that is safe and sound with respect to its staff, students, institutional operations and stakeholders. Any E-waste generated in the campus shall be managed and handled in accordance with the compliance criteria and the procedure laid down in



E-waste (Management & Handling) Rules under the Environment Protection Act 2016 and E- Waste (Management) Amendment Rules, 2018.

9.15. Disclaimer

Security is neither perfect nor permanent. This is even more true for Information and IT infrastructure where change is the only constant - systems change, requirements change, new bugs are discovered, new vulnerabilities are disclosed, new threats arise, old vulnerabilities take new forms - all this as the information and the equipment go through their lifecycles from creation and use to destruction, and from great value for the organization to none. In this Dynamic environment, this document attempts to bring some long-lasting order and balance. Owing to the very nature of its subject, this document, too, is neither perfect nor permanent. The document must necessarily be periodically updated for it to remain effective.



10. FINANCE POLICY

Preamble:

Nehru Arts and Science College is committed to remain accountable to the members of the society. NASC believes in creating and maintaining sound financial and accounting system for safeguarding the interest of stakeholders, by inculcating efficient mechanism to administer the financial system. This manual foresees to provide guidelines to the finance functions with the objective that all NASC activities are carried out in an orderly manner, to safeguard and add value to the assets, facilitate and enhance financial reporting and meet all accreditation standards and statutory compliances.

Objectives of the Manual:

The key objective of this manual is as given below:

- a) To provide guidelines for the orderly functioning of the finance and accounting processes.
- b) To provide basic framework of internal controls including budgetary control
- c) To provide guidelines for the preparation of financial statements and internal audit reports.

10.1 Fund Mobilization Mechanism

10.1.1 The primary source of income earned by the institution is sourced through fee collection, which includes Academic fees, Hostel fee and other related incomes

10.1.2 Funds are also mobilized by the institution for various activities. The other sources include, funds mobilized through Sponsorship, Consultancy Faculty Development Programmes, Workshops and Seminars and Donations/Contributions from individuals and philanthropist

10.1.3 Grants and Financial Aid from Government

10.1.4 Borrow Loans from banks for infrastructure development

Each of the funds is routed through the accounting entities of the college, so that the funds mobilized are utilized for the purpose for which it was mobilized. The sanction and approval authorities approve the utilization of the funds.

10.2 Budgetary Process

10.2.2 The Finance Officer/a person authorized by Finance Committee shall prepare an annual budget on the basis of consultation with various departments or units.



10.2.3 The budget shall include :

- Projected income and expenditure for the subsequent financial year.
- Comparisons with the current financial year.
- Commentary on major deviations if any.
- Cash flow projections
- Projected Capital and Operating Expenses for subsequent financial year.

10.3 The Budget shall equate between the estimated income and estimated expenditure focusing on the vision of RCSS, Term goals and other key performance indicators.

10.4 The Budget shall be submitted by Finance Committee after periodic reviews to the Governing Body of the college for approval, and shall be ratified prior to the commencement of the new financial year.

10.5 Periodic review as recommended by the Finance Committee shall be in place to monitor budget vs. actual, and to initiate remedial steps for achieving the financial goals.

10.6 The autonomy budget is kept before the finance committee/governing council for approval prior to the commencement of the next financial year.

10.7 Management budget is kept before the administrative council for approval prior to amount of the next financial year.

10.8 Internal Controls

10.8.1 The Finance Officer or any person appointed by the Finance Committee shall ensure that the finance regulations, policies and procedures as detailed in this Manual are followed and complied with efficiently by performing periodic internal audits (Internal or through External Qualified Professionals)

10.8.2 The objective of the audit shall be Preservation of Asset, Prevention of Fraud, Mismanagement, and Detection of Errors and to ensure the accuracy and completeness of accounting and financial data.



10.8.3 The Internal audits shall be conducted on regular Intervals-Quarterly or half yearly basis using an Internal Control Questionnaire and the scope shall be reviewed annually by the Finance Committee.

10.9 General accounting policies to be followed:

10.9.1 **Revenue Recognition:** The income is recognized in the books of accounts as and when fees/ contributions are received or in the case of student fees there is considerable certainty that it shall be received provided necessary obligations in terms of course content have already been met.

10.9.2 **Expenditure:** Expenditure shall be accounted as and when it is incurred.

10.9.3 **Depreciation:** Depreciation is charged on the basis of Written down Value Method (WDV) based on the user-life of the asset

10.9.4 **Fixed Assets:** Fixed Assets are stated at cost of acquisition inclusive of inward freight, duties and taxes and incidental and direct expenses related to acquisition. In respect of construction, related direct expenses form part of the value of the assets capitalized.

10.9.5 The Annual Financial Statements shall be subject to audit by the auditors as appointed by the Administrative Council. Audit shall be completed as per prescribed timeline as mandated by the Administrative Council from time to time.

10.9.6 The audit objections pointed out by the auditor are discussed with the finance committee, which enables the management to take remedial action immediately. The objections are rectified by the accounts department and a report with explanation is submitted to the Finance Committee. The report is also sent to the auditor for further ratification, if any, and for final approval



11. Code of Conduct

11.1 Students:

- All students should conduct themselves Honestly, Ethically and with Integrity
- Students should wear their ID card compulsorily while in the College campus and in particular while inside the classroom
- When a student has any doubt in any matter of College discipline, he/she should consult the Discipline Committee
- Students have to be clean and decorous in dress, language and behaviour. Objectionable appearance will not be permitted
- Students are expected to be in Formal Dress Code on all working days
- Students will not be entertained to damage and ruin the College property and if found guilty of any destructive action, will be punished
- Cost of damage will be taken from the students who are found responsible for the damage either through individual fine or by imposing collective fine based on discipline committee enquiry report
- Students travelling by two wheeler should mandatorily wear helmet and should abide by the traffic rules
- Students wearing helmets, having license alone are permitted to park their vehicles inside the campus, on their own risk
- Students should maintain punctuality and regularity in attending the classes
- Taking leave should be reported by submitting leave letter with the consent of Parents or Guardian
- Students should possess 75% of attendance to attend the semester examinations
- Any form of violence is strictly prohibited inside the campus and shall not do anything to offend the harmony and good will of the College
- Usage of drug is strictly prohibited inside the campus and is a highly punishable offence
- Students who violate the campus rules are liable to be punished by the College Disciplinary Committee

11.2 Teaching and Non – Teaching

- Every Teaching and Non–Teaching person employed in the college shall discharge their duties effectively and diligently by adhering and shall confirm to the rules and regulations
- Adhere to the timings of the institution
-



11.3 Teaching

- Teachers should recognize that Education is a public service and therefore should keep the public informed of Educational Programmes which are being provided
- Teachers should be aware of social problems and take part in such activities as would be conducive to the progress of the society and the country as whole
- Teachers should seek Professional Growth through continuous Learning and Research
- Teachers should contribute to knowledge building through meaningful participation and sharing of ideas at Professional Meetings, FDP's, Seminars, Conferences etc
- Teachers should maintain active Membership of Professional Association and building networks according to their Professional streams
- Teachers should perform their duties and carry out all responsibilities assigned by the institution teachers should accord dignity and respect to all students across gender, race and ethnic locations
- He / she should treat all the students, equally with love and compassion
- Teachers should encourage students to become a responsible citizen with empathetic attitude, compassion and cultivate human values
- Members of Faculty should inculcate professional ethics by themselves
- Teachers must avoid open confrontation of whatever nature with co-staff, students or other stake holders

11.4 Non – Teaching

- All members of staff should display the highest possible standards of professionalism
- Punctuality and discipline is of utmost importance
- Every staff member shall maintain the appropriate levels of confidentiality with respect to the students and staff records and other sensitive matters
- Every staff member should be respectful and dignified in interactions with students, teachers and colleague



12. Anti-Ragging Policy

Ragging in any form is strictly prohibited within the premises of Nehru Arts and Science College

Any instance of ragging would attract severe punishment of cancellation of admission, suspension, rustication or expulsion from the Institute /Hostel..

Apart from the institute level punishment, there will be strong police and legal action. Ragging is a cognizable offence under the law of the land, and the Supreme Court has ruled that the punishment to be meted out has to be exemplary and harsh to act as a deterrent. According to relevant sections of the Indian Penal Code (IPC), those found guilty for a ragging related offence can be punished with imprisonment or fine or both. The quantum of punishment varies with the gravity of the crime. For example, Section 323, which deals with the cases of voluntarily causing hurt can lead to imprisonment up to one year or fine or both; Section 306, which deals with abetment to suicide, specifies the punishment to be imprisonment up to ten years with or without fine. Some other relevant sections of IPC in this context include Section 341 (wrongful restraint), Section 506 (criminal intimidation), Section 302 (murder), Section 307 (attempt to murder), etc.

12.1 Ragging:

Anything that may cause a fresher physical or mental discomfort due to an act of a senior. More specifically,

12.1 Physical abuse, for example, forcing to eat, drink or smoke, forcing to dress or undress

12.2 Verbal abuse, for example swear words and phrases, direct or indirect derogatory references to the person's appearance, attire, religion, caste, family or chosen field of study

12.3 Forced activity, for example:

- Chores for seniors, e.g., copying notes, cleaning rooms, etc
- Attending extra-curricular events to cheer hostel teams
- Missing classes; not allowing to study
- Staying awake late or getting up at unreasonable times
- Singing or dancing or performing in any other way
- Using foul language or shouting or cheering loudly



- Misbehaving with strangers, particularly women
- Reading or browsing pornographic/objectionable material
- Lifestyle restrictions, for example
- Not allowing certain kinds of clothing or accessories, e.g. jeans, belts, etc
- Enforcing rules regarding shaving or oiling hair; forcing certain kinds of dresses
- Restricting access to parts of the hostel, e.g., common room
- Requiring certain modes of address, e.g., seniors should be called Sir or Ma'am
- Requiring a particular waking time

Conversational mind-games: Particular forms of interaction in which a senior or set of seniors manipulates the conversation so as to humiliate the first year student or make him/her feel stupid or insecure or generally threatened.

Any interaction between fresher's and seniors where the seniors are friendly, welcoming and non-aggressive is encouraged. Seniors may solicit participation in clubs and other activities by announcing promotional events at well designated times and places. However, no fresher should be forced to attend. Participation by fresher's can only be voluntary. Seniors are requested to maintain self-imposed discipline and restraint.

In particular, they should be careful about:

Any "interaction" outside public areas

Visiting fresher's rooms during the interaction period, or inviting fresher's to their rooms

Forcing fresher's to sing, dance or perform in any way under the guise of "talent search" or "interaction"

The Supreme Court of India has observed that enrolment in academic pursuits or a campus life should not immunize any adult citizen from the penal provisions of the laws of the land. According to the directions of the Supreme Court if any instance of ragging is brought to the notice of the administration or the faculty, it is legally binding on us to report the matter to the local police.



NEHRU ARTS AND SCIENCE COLLEGE
(An Autonomous Institution Affiliated to Bharathiar University)
Nehru Gardens, Thirumalayampalayam, Coimbatore - 641 105, Tamil Nadu.
www.nehrucolleges.net



Please contact members of the Anti-ragging committees or Anti-ragging squads to report any instance of ragging. If you want to leave an anonymous note about ragging that you have witnessed or experienced, please do so at any one of the drop-boxes available in the Academic Block, Hostel and Hostel Mess.



13. Green Energy Policy

Preamble:

In order to achieve the Sustainable Development Goals (SDGs) for any organization, environmental and energy-harvesting practices are of the utmost importance today. Rapidly rising energy consumption is another element of prominence. Nature Science Foundation Energy Policy adheres to promote renewable energy resources, thereby avoiding the depletion of fossil fuels and making the planet Earth more sustainable. The energy policy defines the process of awareness, and conservation of energy by establishing the best practices, such that energy usage is effectively managed in the organization. The energy policy defines a pool of procedure and methods to be followed such that energy conservation is achieved in the organization. It helps the administrators and make the organization sustainable by reducing the cost on consumption of energy. It also defines the roles and responsibilities of stakeholders involved at all the levels of the organization, as because energy conservation is the responsibility of the whole members of the organization and not lies on an individual.

Scope:

In order to provide an eco-friendly and sustainable environment, energy policy applies to all the stakeholders of the organization.

13.1 Policy Statement

The stakeholders at the Nature Science Foundation are responsible for educating themselves about the organization's energy saving efforts, which are monitored and managed by the institute's energy policy. The following objectives to be met in order to implement the energy conservation in the organization:

- Efficient use of energy to save both time and money.
- Use energy-efficient equipment to reduce the amount of energy used.
- Employ daylight and natural ventilation to the fullest extent possible.
- Encourage use of renewable energy sources.
- Purchase and use only high star rated appliances to reduce power consumption.
- Switch off the equipment when not in use.



- Positively motivate the stakeholders regarding the conservation of energy.
- Shift the usage of non-priority loads during non-peak hours.
- Ensure proper backup of the supply.
- Energy efficiency initiatives in the supply and demand systems are part of the campus's overall energy management.
- Sensor-based energy saving is being implemented.
- The gradual replacement of existing incandescent bulbs with LED models.

The organization's policy will be reviewed and updated on a regular basis, and its implementation is guaranteed.

13.2 Effective Measures:

- 13.2.1 Identify the potential energy conservation measures that can be installed in the organizations.
- 13.2.2 Evaluate the energy-efficiency of the appliances.
- 13.2.3 Analyze the electricity consumption through utility bills, and set a benchmark to conserve the energy periodically.
- 13.2.4 Identify one of the members as an energy manager and train him on the aspects of conserving energy.
- 13.2.5 All the stakeholders should follow energy policy and focus on energy conservation. .

13.3 Problem – Solving:

- 13.3.1 Stakeholders are being educated about the organization's commitment to a sustainable energy campus.
- 13.3.2 Organizing seminars and workshops to educate people about the need of energy conservation and management.

13.4 Responsibility:

The Head of the Organization, Department / Division Heads, Deans / Directors, Finance Officers, Senior Managers including Management Representatives are responsible for monitoring the energy conservation measures adopted in the College / University / Industries and maintain the campus, as sustainable in energy. The stakeholders are responsible for the implementation Energy policy in the Organization.



13.5 Implementation

An eco-friendly environment is created for the organization's stakeholders by implementing the Energy Policy in conjunction with the Nature Science Foundation in Coimbatore, Tamil Nadu, India.



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