



# NIRMALA COLLEGE FOR WOMEN

(AUTONOMOUS)

Accredited with A GRADE By NAAC in the 3rd Cycle with CGPA 3.62  
Red Fields, Coimbatore - 18.

Phone : 2223469, Fax : 0422-2223222,

E-mail : nirmalacollege@rediffmail.com website : nirmalacollegeonline.ac.in

Ref. No.

Date

## ANTI- DRUG COMMITTEE

The Anti-Drugs committee was started in the academic year 2021 at the decree of the Principal, Rev. Sr. Dr. Helen, Nirmala College for Women, Coimbatore. To ensure a drug- free campus by imposing a total ban on the possession or consumption or use of drugs and alcohol by students of the college, within or outside the campus/hostels.

### VISION:

1. Purify and strengthen the personality through guidance against Drugs

### MISSION:

1. To spread awareness to ensure a drug/ substance free campus
2. To engage the students in anti- drug activities
3. Motivate students to become volunteers of anti-drug activities
4. Ensure no sale of drugs or alcohol in college premises

### OBJECTIVES:

1. To figure out the dangers and consequences of drugs and inhalant abuse
2. To make the future citizens drug free
3. To Enhance the potential of Youth with drug free world

### POLICIES:

1. The policy aims to build safe and healthy communities by minimizing drug related health, social and economic harm among students.

### PRACTICES:

1. Creating practical strategies to reduce the negative effects of drug use
2. Formation of Anti-Drug Squad of the students' volunteers at institution and hostel.
3. Carrying out regular as well as surprise visits in Hostels and other places.
4. To protect the health and welfare of all students by solving the drug problem
5. Organizing various awareness programmes to educate the students about the ill effects of the use of drugs as well as the penalties for violation of the laws.
6. Displaying of Anti-Drug posters at prominent places for awareness of the students.
7. Organizing various programmes against the use and possession of drugs/alcohol.



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## **OUTCOMES:**

1. Drug free campus.
2. Staff and students will see no drugs in and around campus and family.

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## CAREER GUIDANCE AND PLACEMENT CELL

From the student perspective, high quality placements can bring a range of benefits and positive impacts. There is strong evidence to suggest that placements and work experience are extremely valuable to students, both in terms of their academic performance and their employability skills. Keeping in mind the students of Nirmala College for women to get placed in reputed industries, MNCs, educational institutions or to become successful entrepreneurs Career guidance and Placement cell was established. The main objective of the Career Guidance and Placement Cell is to bridge the gap between the stringent employers and potential students.

### Policies:

1. To provide career guidance and making training mandatory to all the final year Students.
2. To facilitate guidance to students in career planning, resume preparation, group discussion and all other aspects related to career.
3. To develop employability skills of the students through workshops lead by human resource team of various Companies.
4. To mentor and guide students to choose the right career which suit their short and long-term career goals through individual counseling and group sessions.
5. To maintain industry-institute linkage to educate the employability skills of the students.

### Practices:

1. Placement cell maintains database of companies providing employment opportunities and provides logistic support in collecting data base of the students and in the conduct of on campus and off campus placement drives.



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2. Job fairs are organized inside the campus and students are permitted to take part in interviews organized in nearby colleges.
3. Placement Cell maintains good rapport with recruiters and placement officers of other colleges to provide more employment opportunities to students.
4. The Cell provides training for Aptitude tests, Group discussions, and other Soft skill training through trained professionals and it is scheduled for 48 hours during 5<sup>th</sup> semester
  - Syllabus and content of the training programme is tailor made based on the requirements of the industry. Study materials will also be provided
  -
5. Feedback from the students about training are collected from the students on a regular basis to understand the effectiveness of the training programme.
6. Special session on LinkedIn profile creation and Resume building is arranged every year.
7. Facility to understand the Job requirements are made available to the students through online registration in the job portals.
8. The placement cell arranges for pre placement talks if necessary. During the pre-placement talk the recruiting team can interact with the students and explain them what the company requires.
- 9.
10. Certifications are offered about the students who got selected by the employers and seeking reference from the institution.
11. Maintains proper record of the students placed, and students opted for higher education during the academic year.
12. Mock test and interviews are periodically conducted.
13. An education app "Test Factory" is available to students to have self-assessment.
14. To organize programmes to create awareness about the importance of higher studies in India and Abroad.



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## Outcomes:

1. Students face the recruitment process with high level of confidence
2. Students are aware of the career options which help them in identifying right career.
3. Students are well informed of the opportunities in Government organizations and other sectors.
4. Students acquire knowledge on the options for overseas higher education.
5. Oral and written communication skills of the students are enhanced.
6. Potential Students for employment prepare their own resume in a standardized style.
7. Students are aware of expectations of the employer and they are able to prepare themselves accordingly.
8. Good rapport is maintained with the alumni so that they support their educational institution which helped them to grow.

*M. H. hmv*

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## CONTINUOUS INTERNAL ASSESSMENT COMMITTEE (CIA) Date

CIA Committee ensures the quality of the Internal assessment, lays down the procedure to conduct the assessment and guides the students preparedness to meet the assessment procedures. The primary aim of this committee is to determine whether a student meets the requirements with regard to knowledge, insight and skills, which are laid down in the program and examination regulations, for obtaining internal marks.

### POLICIES:

1. To have uniformity in conducting the Continuous Internal Assessments in the institution
2. To ensure that CIA is conducted in fair and just way that there is no chance of malpractice possible during the conduct
3. To ensure that questions are adhered to Bloom's Taxonomy and is capable of evaluating the expected knowledge levels as per syllabi
4. To make equitable and conducive to the faculty as far the supervision is concerned
5. To create a congenial atmosphere for the students to write the CIA

### PRACTICES:

1. Controller of Examinations sends a circular 20 days in advance to all the departments to submit the soft version of question papers to COE's office within 10 days of the circular
2. Question paper format is provided to all the departments in advance.
3. Members of CIA committee to meet 10 days in advance of CIA to decide the conduct
4. of the same
5. Collect the timetable of CIA from all the disciplines to decide the seating arrangement
6. Decide the seating arrangement of the students
7. Prepare and display an overall supervision duty list.
8. Prepare overall time table schedules based on the schedule given by the departments and Students' attendance sheets
9. Ensure that adequate stationary -Answer sheets, Drawing Sheets, charts, graph paper trays, thread and other items required for the conduct of CIA is made available before the start of the CIA
10. Paste the seating arrangement of the students in all the classrooms on a daily basis based on the requirement.
11. Provide comfortable seating for the physically challenged and students with temporary difficulties
12. Collect the answer scripts of the students from the invigilators with due care and check the authenticity and total of the answer scripts.
13. Handover the answer scripts to the faculty handling that paper after the exam



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Ref. No. 4. Prepare the absentees list and inform the department

Date

15. Conduct CIA separately for the students who miss the CIA on account of official duty /Program (i.e.NSS, NCC,etc)
16. To provide necessary assistants and support for the students with sickness /ailments.

## OUTCOMES:

1. Faculty will be able to complete the portions on time and prepare the students for CIA
2. There will be uniformity in the start and end date of the assessment dates in the institution
3. Students will be well informed about the dates, venue of the CIA in advance
4. Students will be able to prepare for the CIA well
5. Hassle-free examination procedure both for staff and students
6. Error free, deceit free system of conducting CIA.

*P. J. Jay*  
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## DISCIPLINE COMMITTEE

Nirmala College for Women, an esteemed Institution located at the heart of Coimbatore, is committed to make students as disciplined citizen besides excelling in their academics. The Discipline Committee of the college ensures that students follow strict rules and regulations. Disciplinary Committee maintains discipline, dignity, decorum and rapport of the institute.

### Policies:

1. To create a safe and motivating environment in our institution and to bring professionalism among students by the inculcation of best practices.
2. To pursue the prevalence of a healthy environment by regulating discipline among the students in the campus and to develop mechanism to regulate the behavior of students.
3. To create awareness against improper actions and to prevent any untoward incidents taking place in the campus.
4. To provide a medium through which the committee can monitor and control the regulation of its students.

### Practices:

1. The committee is responsible to maintain and enforce strict discipline within the college campus.
2. All the students should wear their ID Cards while they are in the campus and in their respective class rooms.
3. In case of any violation of rules is found, the ID card will be confiscated from the student which will be handed over to the student on the same day, with a warning from the Disciplinary Committee Members.
4. The committee ensures silence and discipline to be observed during the General Assembly as well in the auditorium.
5. The committee along with class tutors will restrict the mobile phone usage by the students in the college premises.
6. The committee ensures the presence of the students on time to all the classes.
7. The committee monitors the movement of the students in the college and prevents students loitering around in the corridors during the college working hours.
8. The committee makes certain that students maintain complete silence in the library.



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9. If any damage is caused to the college property by any student or by the group of students, the cost of the same will be recovered with a fine from the said student or group by the Disciplinary Committee.
10. If the committee finds any in-disciplinary activities among the students, warning will be issued to them on the first instance. If the pattern of misconduct continues, disciplinary action based on the rules and regulations of the committee will be taken.

### Outcomes:

1. The committee encourages students to take personal responsibility for their learning and behavior.
2. The committee nurtures young people to transform themselves into responsible citizens.
3. The committee ensures that all the students are aware of the discipline of the college and campus.
4. The committee ensures that strict discipline is followed during the programs organized by the college.
5. The committee scrutinizes and takes actions to prevent any in-disciplinary activities such as tardiness, late coming, misbehaving with Staff and students and violation of dress code.

*M. H. Gov*

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## ENTREPRENEURSHIP DEVELOPMENT CELL (EDC)

The Entrepreneurship Development Cell (EDC) was inaugurated in the month of October 2020 with the aim of developing and strengthening entrepreneurial skills of young women students interested in setting up an enterprise with innovative ideas. The EDC acts as morale booster to the student community who consider entrepreneurship as a career choice. The following policies, practices and outcomes provide a better comprehension about the EDC of Nirmala College.

### Policies:

1. To create awareness about entrepreneurship, provide skill development programs, conduct innovation contests and to mentor students to consider self-employment as a career.
2. To organize various activities such as exposure visits liaising with industries and to facilitate expert talks by successful entrepreneurs.
3. To provide space and basic infrastructure for student community to discuss, to develop their innovative proposals and to execute their business plans.
4. To provide an opportunity to learn about the income generation through collaboration with whole sale manufacturers and producers.
5. To create awareness about various financial aids and schemes available for women entrepreneurs to achieve the policies of Make in India.

### Practices:

1. Entrepreneurship culture among the students is promoted by organizing various activities such as Entrepreneurship Awareness Camps, Competitions, Training Programs, Guest Lectures and Workshops.



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2. Training Programs are organized to provide specialized skills including Aari Work, Embroidery Work, Tailoring, Wire-Basket Making and Web-Designing to equip the students to be self-employed.
3. Assistance is given to potential entrepreneurs in the process of setting up, growing and managing a new business and guide them to become a versatile entrepreneur.
4. EDC provides a platform for interaction between professional entrepreneurs and student entrepreneurs.
5. MoU with industries are established to facilitate industry- institute interaction and exposure visits which help students understand better the functioning of a business.
6. The student operated cafeteria and stall under EDC helps students acquire necessary managerial skills to run an enterprise effectively.
7. The importance of waste management, recycling and reusing are emphasized with the aim of creating socially responsible entrepreneurs.

## Outcomes:

1. Women students develop the spirit of entrepreneurship and are encouraged to start their own enterprise.
2. The interaction with successful entrepreneurs, and various skill development programs motivate students to consider entrepreneurship as a career choice.
3. Students are equipped with entrepreneurship skills and managerial skills through the EDC stall to cope up with the current trends in the market and are able to run an enterprise effectively.
4. Exposure visits to industries help students to gain practical knowledge on starting, growing and managing a new business.
5. Students acquire specific skills in their area of interest which enable them to become entrepreneurs.



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6. Awareness on the financial aids and special schemes enable women students to start a fruitful business or enterprise or small-scale industry.
7. As EDC instills the qualities of social responsibility, through activities such as wealth from waste program and compost making from bio-waste, the student entrepreneurs are encouraged to implement sustainable and eco-friendly policies in their future business.
8. By participating in the various activities and competitions of the EDC, students become confident and self-motivated to become future entrepreneurs.

*M. H. Mary*

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## ETHICS COMMITTEE

Nirmala College for Women right from its inception takes a special care of the code of conduct to be followed by the staff and students of the college. The Ethics Committee was initiated to provide guidelines to ascertain the protection and safety of women in the campus and to become responsible citizens of the country.

### POLICIES:

1. To protect the rights, safety and well being of the students, physically challenged students, scholars, teaching fraternity, non-teaching and supportive staff.
2. To act as a source of mediation for a congenial working culture between staff and students.
3. To identify and understand ethics relevant for the institutional activities.
4. To establish procedures to deal with ethical deviations/misconduct.

### PRACTICES:

1. The committee supervises the dissemination, promotion and implementation of code of conduct in the institution adhering to the code of dress both for the staff and students.
2. The committee investigates and enquires the complaint involving ethical standards.
3. The college imparts ethics and moulds the character and personality of the students regularly through moral instruction and catechism classes across different religions for an hour on every Friday.
4. The physically challenged students are given due importance and care in the campus. Students in the campus are safe and taken care them and with affection.
5. Fee concession is given to them in the college to enhance their studies.
6. The ethics committee assists the researchers in the usage of laboratory resources, pursue field work, submit the research work on time and check for plagiarism
7. The Ethics committee conducts regular meetings to monitor the implementation of ethics in various activities of the Institution.



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8. The committee imparts prudent guidelines in the administration of discipline in the Institution. Students should avoid expressing anything by word or deed that may disturb the unity and harmony in the premises.
9. Unauthorized books, magazines and other materials are not permitted to be circulated in the College Campus.
10. Students must show due respect to their teachers and other staff of the college. Students are forbidden from organizing any meeting in the college or collecting money without the knowledge of the Principal.
11. It also assists the stake holders in implementing the norms of the Institutions impartially through the guidelines provided in the prospectus, college calendar and website.
12. The committee ensures cleanliness in the campus, especially in rest rooms and proper disposal of sanitary napkins. Students are expected to take proper care of the College property.

## OUTCOMES:

1. Students are able to imbibe values to lead a noble life through moral instruction and catechism classes. The students benevolently help the poor and needy through their charity.
2. The scholars are able to produce qualitative research free from plagiarism which is systematically published on time in reputed journals.
3. The staff and students develop the ability to articulate the values that contribute to a positive environment within the campus.
4. The staff and students utilize the guidelines provided in various resources to implement the norms of the Institution.
5. The staff and students imbibe the quality of being responsible in handling public property and to maintain cleanliness and hygiene in their environment.
6. Ensures a competent and consistent atmosphere in the Institution for the staff and students.

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## GRIEVANCE AND REDRESSAL COMMITTEE

Grievance and Redressal Committee serves as a platform for students to raise their needs and complaints that would facilitate the holistic growth of the students. This committee's purpose is to give students an easy way to bring up troubling or sensitive issues within the college.

### Policies:

1. To maintain the safety and security of the students within the institution.
2. To be vigilant and disciplined in all the activities of the college.
3. To maintain the holistic environment with the campus.

### Practices:

1. It is realized that the Grievance and Redressal Committee will be formed with the Principal, Vice Principal, Dean of Student Affairs, two senior members of the committee, College Union President and College Union Vice President.
2. It is stated that the Committee will organize the meeting once in a month compulsory; if it is necessary any time the committee may conduct the meeting.
3. The college has framed a set of rules to address the students' grievances.
4. New rules and changes implemented will be intimated to all departments through circulars.
5. It is instructed that the students may register their grievances in Grievance & Redressal Committee at any time in written or recordable motion or non-motion picture in reasonable manners.
6. It is instructed that if any complaint related with racial, religious or communal discrimination given against a student or group of students, strong action will be taken according to Indian Penal Code.



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7. There are grievance boxes placed in the prime areas of the college and the boxes are opened monthly in the presence of the Principal, the Dean of Student Affairs, Two Senior members of the Student Affairs Committee along with the Union President.
8. Students are thus facilitated to submit their grievances in the complaint box and also through Student Union representatives.
9. Grievances are also collected via Students Affairs mail ID ([deansanirmala@gmail.com](mailto:deansanirmala@gmail.com)) and via college mail ID ([nirmalacollege@rediffmail.com](mailto:nirmalacollege@rediffmail.com))
10. Students violating any of the college rules will be warned initially and if the situation persists, the Principal will take action depending upon the severity of the issue and the discretion of the committee.
11. In case of legal issues, it will be legally forwarded to the concerned authorities as necessary.
12. It ensures transparency, consistency and fairness in handling the issues or complaints.
13. The matters concerning the same are settled at the earliest.

## Outcomes:

1. The complaints are enquired within a week's duration and suitable actions taken resolve the issue.
2. Counseling enables students to come out of their issues and handle any crisis efficiently.
3. Students get the freedom of boldly expressing their grievances and get the issues sorted.
4. Students develop the attitude of being zero tolerant towards their problems.

  
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## Ragging Curb Committee

Government/University Grants Commission (UGC), guidelines notified vide no.F.1-16/2009 (CPP-II) dated 21-10-2009 on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Under Section 26(1) (g) of the University Grants Commission Act, 1956) are strictly implemented at our institution.

According to the Hon'ble Supreme Court of India Ragging constitutes one or more of any of the following acts which may cause or is likely to cause physical or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student.

### Policies:

Anti-Ragging Committee will be the supervisory and advisory committee in preserving a culture of Ragging Free Environment in the college campus. The main objectives of this cell are as follows:

1. To make the students aware of the dehumanizing effect of ragging inherent in its perversity.
2. To keep vigilant over ragging so as to prevent its occurrence and recurrence.
3. To promptly and stringently deal with the incidents of ragging brought to our notice.
4. To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

### Practices:

As per the order of Supreme Court of India and subsequent notification from the University Grants Commission (UGC), ragging constitutes one or more of any intention by any student or group of students on:

1. Any act of indiscipline, teasing or handling others with rudeness.
2. Any act that prevents, disrupts the regular academic activity.
3. Any activity which is likely to cause annoyance, hardship, psychological harm or creates fear or apprehension.
4. Any act of financial extortion or forceful expenditure.
5. Any act of physical abuse causing assault, harm or danger to health.
6. Any act of vertical abuse, emails, SMS or public insult etc.
7. Any act of injury or infringement of the fundamental right to human dignity.
8. Any act of wrongful confinement, kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.
9. Any unlawful assembly or conspiracy to ragging.



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## **Punishments:**

Any student or a group of students found guilty of ragging in the campus or even outside the campus shall be liable to one or more of the following punishments

1. Warning, writing apology letter.
2. Suspension from attending classes and academic privileges
3. Debarring from appearing in any sessional test / End Semester Examination.
4. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
5. Suspension/ expulsion from the hostel
6. Withdrawing scholarships and other benefits
7. Withholding the results.
8. Rustication from the institution for period ranging from one to four semesters.
9. Suspension from the college
10. Cancellation of the admission.
11. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

## **Powers and Functions: Anti ragging**

1. To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging.
2. To publicize to all students, the prevalent directives and the actions that can be taken against those indulging in ragging.
3. Conduct workshops against ragging menace and orient the students.
4. To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls.
5. To offer services of counselling and create awareness to the students.
6. To take all necessary measures for prevention of Ragging inside the Campus
7. To consider the complaints received from the students and to constitute a member committee to conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders
8. Oversee the procedure of obtaining undertaking from the students in accordance with the provisions



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## Outcomes:

1. There is perfect discipline in the campus when the freshers arrive.
2. Seniors welcome their juniors with open arms.
3. Seniors are ready to help the freshers
4. There is no sense of fear in fresher's when they come to college
5. Perfect harmony is maintained among the students.

*M. A. Gov*

*Principal*

*Nirmala College for Women*

*(Autonomous)*

*Coimbatore - 641 018.*



# NIRMALA COLLEGE FOR WOMEN

(AUTONOMOUS)

Accredited with A GRADE By NAAC in the 3rd Cycle with CGPA 3.62  
Red Fields, Coimbatore - 18.

Phone : 2223469, Fax : 0422-2223222,

E-mail : nirmalacollege@rediffmail.com website : nirmalacollegeonline.ac.in

Ref. No.

Date

## RESEARCH COMMITTEE

Having realized the importance of Research and keeping in mind the current need in Higher Education, Nirmala College for Women, Coimbatore has formed Research Committee in the year 2019 to enhance the Research programmes and its related activities. The beneficiaries of the research programme would include all the faculty members, the research scholars and postgraduate students.

### Policies:

1. To inculcate research culture both in basic and applied domains of science and humanities
2. To encourage the research scholars to publish in reputed journals, indexed in Scopus/Web of Science and /or with impact factor
3. To foster an environment which is socially fruitful and able to potentially commercialize
4. To ensure quality, integrity and ethics in research
5. To provide professional guidance for obtaining financial assistance from various funding agencies
6. To collaborate with industries, universities, and other institution of higher education
7. To offer the platform to become successful entrepreneurs

### Practices:

The following best practices are practiced for promoting conducive research atmosphere and to develop good infrastructural facilities:

1. Research committee meets once in a month to discuss about paper publications and funding agencies to attain innovative and creative outputs.
2. Under the aegis of Research committee, Management provides the Seed money annually to the faculty for the promotion of research in the college.
3. Admission to the Ph.D program is made on the basis of the written examination



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4. as determined by the research committee of the college
5. Research committee insists on the proper governance of the regular attendance system of the college for full time research scholars as well as in the meeting of the part time scholars with their guides twice in a month
6. The committee creates applied and learning environment to promote Internship and experimental learning practices for the personal academic and professional skills among research scholars of the college
7. Research committee fosters participation, publications and presentation of papers in the peer – reviewed journals UGC care, Scopus, Web of science indexed and in national and international conferences and forums
8. The committee initiated and oversees the multi-disciplinary peer reviewed in house journal IJHS, for the knowledge upgradation, for learning the process and the publication of their original research findings.
9. The committee encourages the faculty and the scholars to apply to the extramural research funding agencies so as to explore new avenues and to enhance their expertise and research facility
10. Collaboration and MOUs are encouraged and facilitated by the research committee for extending the scope of the research beyond the college and into the industry and field level.

## Outcomes:

1. Able to perform research and innovation activities in the institution under conducive environment
2. Published the research findings in the peer reviewed international journal
3. Resource availability and funding support effective and efficient research output
4. Provided professional guidance and technical support for the quality research
5. Received major and minor research projects from various funding agencies, developed the infrastructure of the college with advanced laboratories and equipment's which open gates to infinite learning possibilities

*M. J. W.*  
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