

NIRMALA COLLEGE FOR WOMEN (AUTONOMOUS)

Accredited with 'A' Grade by NAAC in the 3rd Cycle with CGPA 3.62

Accorded Star Status by DBT

Recognized by DST-FIST at level '0'

Red Fields, Coimbatore -641018, Tamil Nadu, India.

BOARDS AND COMMITTEES **MANAGEMENT COUNCIL (CORE GROUP)**

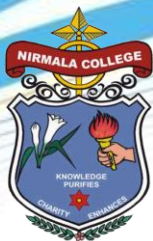
Composition

1. President of Nirmala Education Society
2. Secretary of Nirmala College for Women, Coimbatore
3. Superior of Nirmala Convent, Coimbatore
4. Principal of Nirmala College for Women, Coimbatore
5. Vice-Principal of Nirmala College for Women, Coimbatore
6. Controller of Examinations, Nirmala College for Women, Coimbatore
7. One Religious Senior Staff member of Nirmala College for Women, Coimbatore
8. One senior most religious non-teaching staff member of Nirmala College for Women, Coimbatore
9. Warden of Nirmala College Hostel, Coimbatore.

Meeting: The Management Committee meets atleast once a month.

Functions:

1. The Management Committee is the final decision making body regarding the administration of the Institution. This body takes major policy decisions.
2. The Management Committee takes care of the minority status of the institution and provides the necessary infrastructure to the institution.
3. The Management Committee safeguards the purpose for which this college was established, namely to impart an integral and personalized education to the poor catholic students in general and to the rural youth in particular.
4. The Management Committee provides a catholic atmosphere and strives to produce intellectually competent, morally upright, socially committed and spiritually inspired citizens.
5. The Management Committee meets, once a month and reviews the working of the institution and plans for the progress of the institution & its development.
6. The Management Committee decides about the membership of various bodies.
7. The Management Committee is responsible for generating funds from different sources for the development of the college.



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AUTONOMOUS GOVERNMENT BODY

Composition

01. Chairperson- The Very Rev. Superior General of the Franciscan Sisters of the Presentation of the Mary.
02. Five members from the Management as per the Constitution of the congregation
 1. General Co-ordinator – Education Commission
 2. Provincial – Ravel Province
 3. Secretary – Nirmala College for Women
 4. Principal - Nirmala College for Women as ex-officio member
 5. Vice Principal - Nirmala College for Women
03. Two members from the teaching staff nominated by the Principal based on seniority.
04. One member nominated by the Management (either educationist or industrialist)
05. One member from the University Grant Commission
06. One member from the State Government (Joint Director of Collegiate Education)
07. One member from the Bharathiar University

Terms

Term of office for nominated members shall be for the period of three years and the term of UGC nominee thereon will be six years.

Meeting

The meetings are conducted ordinarily in the month of September and in the month of March or 1st week of April. The Principal of the College, functions as the Secretary of the Autonomous Governing Body as well as the Governing Body of the Nirmala Education Society. She convenes the meetings, prepares the agenda and keeps the record of all the proceedings of the Governing Body Meetings.

Functions

1. Fixes the fees and other charges payable by the students of the college on the recommendation of the Finance Committee.
2. Institutes scholarships, fellowships, studentships, prizes and certificates on the recommendations of Academic Council.
3. Approves new programmes of study leading to degrees and diplomas.
4. Performs other functions and institutes committees, deemed fit for the proper development and to the fulfillment of the objectives for which the College has been declared as autonomous.



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GOVERNING BODY OF NIRMALA EDUCATION SOCIETY

Composition

1. President : Very Rev. Mother General
2. Vice President : Asst. Mother General
3. College Secretary
4. Secretary : Principal of the College
5. Treasurer : Vice Principal
6. Members:
 1. Provincial of Ravel Province
 2. University Representative.
 3. Two sisters from the Congregation selected by the President.

Functions

1. The Principal convenes the meetings, prepares the agenda and keeps a record of all the proceedings of the Governing Body Meetings.
2. The meetings are conducted four times in a year (July, October, January and April)
3. The emergency meetings may be called for and notified by the Secretary of the Governing Body three days before the meeting.
4. Important decisions, planning for the new academic year, evaluating and evolving policies will be taken in the Governing Body meetings.
5. Finance matters, documents, important projects, appointments of the vacancies will be decided here.
6. The members discuss, make recommendations on policies and programmes and review their implementation. They ensure that the orientation of higher education is a reflection of the overall vision of the Congregation.
7. The Governing Body meeting strives to translate the vision of the college into concrete action plans.
8. The Governing Body meeting provides an occasion for sharing of information and new initiatives taken, problems faced and issues to be tackled.
9. The Governing Body meeting makes regulations regarding the admission of students to different programmes of study in the College. It also makes regulations for sports, extra –curricular activities, proper maintenance and functioning of the playgrounds and hostels.



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ANNUAL BODY OF THE NIRMALA EDUCATION SOCIETY

- | | |
|--------------------------------|--|
| 1. President | : Very Rev. Superior General |
| 2. Vice President | : Asst. Mother General |
| 3. College Secretary | |
| 4. Secretary | : Principal of the College |
| 5. Treasurer | : Vice Principal |
| 6. Superior of Nirmala Convent | |
| 7. Members: | |
| | 1. General Co-ordinator of Education |
| | 2. Provincial of Ravel Province |
| | 3. Principal of any Arts and Science College |
| | 4. Senior most teaching staff (Religious) |
| | 5. Legal advisor of the congregations |

Term of Office:

1. Term of office for all nominated members shall be for a period of three years. The Principal convenes the meetings, prepares the agenda and keeps a record of all proceedings.

Functions:

1. Appointment of auditor and approval of audited report.
2. Approval of Appointment of teaching and non teaching staff.
3. Providing an occasion for sharing of information and new initiatives taken, problems faced and issues to be tackled.

ACADEMIC COUNCIL

Constituted as per the UGC's Revised Guidelines (Oct.1995)

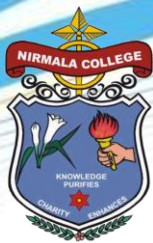
Structure:

Chairperson: Principal

Members:

Secretary

1. Vice –Principal
2. All Heads of Departments
3. Controller of Examinations
4. Dean-Academics
5. Dean-Student Affairs
6. IQAC Coordinator
7. Three staff members by rotation on the basic of seniority/efficiency in the college.
8. Four experts from outside the college representing industry, Commerce, Law nominated by the Management Committee, and three Nominees of the University.
9. Two student representatives



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Term of Office:

The term of office for the nominated members will be two years.

Meetings:

The Academic Council meets at least once a year.

Functions:

1. Scrutinizes and approves the proposals with or without modification of the Boards of Studies with regard to courses of study, the academic regulation, curriculum, syllabi and modification thereof, instructional and evaluation arrangements, methods and procedures relevant thereto etc. If the Academic Council differs on any proposal it will have the right to return the matters for reconsideration to the Board of Studies concerned or reject it.
2. Frames regulations for conduct of examinations and initiates measures for improving quality of teaching, students' evaluation and student advisory programme in the College.
3. Recommends to the Governing Body proposal for institution of new programmes of study.
4. Recommends to the Governing Body, institution of scholarships, fellowships, prizes and medals and frame regulations for the award of the same.
5. Give suggestions to the Governing Body pertaining to the academic affairs.
6. Performs other functions as may be assigned by the Governing Body.

RESULT PASSING BOARD

Composition:

Chairperson: Principal

Members

1. Secretary
2. The University nominee
3. Controller of Examinations
4. Chief Examiners (Both UG and PG)

Term of Office:

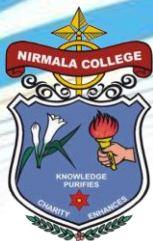
The term of office is as applicable for the Academic Council.

Meetings:

The committee meets after every Semester Examination.

Functions:

Scrutinizes the examination results and decides on moderation wherever necessary and passes the result.



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BOARD OF STUDIES

Constituted as per the UGC's revised guidelines.

Composition:

1. The Head of the Department concerned.
2. The faculty members of the Department.
3. Two Experts in the subject from outside the college nominated by the Academic Council.
4. One Expert nominated by the Vice-Chancellor of University.
5. One Postgraduate Meritorious Alumnae member co-opted with the approval of the Principal.
6. Chairperson, Board of Studies with the approval of the Principal of the College.
7. Co-opt experts from outside the college whenever special courses of studies are formulated etc.

Term of Office:

Term of Office shall be two years.

Meeting:

The Dean of Academics convenes the meeting in consultation with the Principal. The meeting may be scheduled as and when necessary but necessarily once a year.

Functions:

1. Prepares syllabi for various courses, keeping in view the objectives of the College and the national requirement, for consideration and approval of the Academic Council.
2. Suggests methodologies for innovative teaching and evaluation techniques.
3. Suggests panel of names to the Controller of Examinations for appointment of examiners.
4. Co-ordinates research, teaching, extension and other academic activities in the Department / College.

FINANCE COMMITTEE

The Finance Committee presents the financial implications and the audit report to the Governing Body. It also serves as an advisory team, which would receive timely suggestions from the Governing Body to use the funds with discretion.

OBJECTIVE: To ensure proper utilization of funds in the Institution.



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COMPOSITION OF THE FINANCE COMMITTEE

1. The Principal (Chairperson).
2. Vice Principal
3. Finance Officer of the Institution
4. One senior-most faculty of the college to be nominated in rotation by the Principal for two years.

TERM: Term of the Finance Committee will be two years.

MEETINGS: The Finance Committee will meet at least twice a year.

MEETING SCHEDULE AND PROCESS OF CONVENING A MEETING

The senior faculty is expected to issue a circular with the schedule and agenda one week in advance, with the consent of the Chair person. However, the Chairperson reserves

the right to convene any emergency meetings under circumstances that can be deemed to be an emergency situation.

QUORUM AND OTHER STANDARD TENETS

1. Attendance of all the members is considered the quorum for the meeting.
2. The committee may prepare a draft plan for items to be presented for further processing by the relevant bodies.
3. If any member comes up with an innovative proposal, she may be advised to prepare a full-stretch document of the project put forward with projected financial commitment with relevant documents failing which such open suggestions can be deferred to the next meeting by requesting the members to be more focused in their approach.
4. The deliberations are strictly confidential and shall be confined to in-house circulation, and if any member is found exposing the information to external agencies, the matter shall be reported for correctional administration.



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FUNCTIONS OF THE FINANCE COMMITTEE

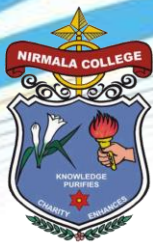
The Finance Committee shall act as an advisory body to the Governing Body, and executes the following functions:

1. To examine and scrutinize the annual budget of the Institution and to make recommendations on financial matters to the Board of Management;
2. To consider all proposals for new expenditure and to make recommendations to the Board of Management;
3. To examine the periodical statement of accounts, review the finances of the Institution from time to time, preparation of re-appropriation statements and audit reports and to make recommendations to the Board of Management;
4. To recommend fixation/revision of fees and other charges payable by the students to the College.
5. To check whether the expenses incurred have budgetary provision and to scrutinize whether all the necessary ordinances have been followed while incurring the expenses.
6. To recommend financial proposals made by other Committees with or without modification for approval.
7. To check process bills placed for payment.
8. To consider proposal for enhancement of wages/allowances or engagement of temporary staff.

POLICIES & PROCEDURES

In order to ensure financial transparency, in the following system, practices and procedures have been put in place:

1. Enterprise Resource Planning system is used to track the financial status on various payments and receipts.
2. All the financial transactions of the institution are routed through Public Financial Management System (PFMS) of the Central Government.
3. Students can generate their fee challan from the student's portal. It helps the parents and wards to have a complete view of details of the fees.



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4. All payments are done only through crossed cheques or account transfers by NEFT or RTGS.
5. All receipts of funds in the form of contributions, endowments and sponsorship are done only through bank transactions.
6. Concessions, scholarships and any other aid from the college are always done through account transfer.
7. Filing of tax returns is done regularly.
8. All utilization certificates are promptly submitted to the funding agencies concerned, on time with approval from the certified auditor.
9. The statement of income and expenditure are presented before the governing body for approval.
10. The appointment of auditor should be finalised by the Governing Body.

RECEIPTS

I FUNDS FROM UGC

1. Receipt of funds from UGC should be utilised for the specific purpose for which it is received.
2. Any payment from the UGC should be done only through fund transfer to the concerned beneficiary account after proper verification about the authenticity of the transfer
3. On completion of the said purpose, utilisation certificate along with the Statement of Expenditure duly certified by auditor must be devised within the stipulated period.

II AUTONOMOUS FUND

1. There must be a prelude meeting at the beginning of the academic year to plan for the allocations for spending the autonomous fund.
2. Allocation should be made according to the provisions for autonomous fund as laid down by UGC.
3. The Departments through the Head of the Department should be informed about the allocation of funds, purpose for which it should be spent, time frame within which it should be spent.
4. Funds should be transferred to the vendors or to the Head of the Department as advance through PFMS



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5. On completion of the said purpose, utilisation certificate along with Statement of Expenditure duly certified by auditor, must be devised within the stipulated period.

III FUNDS FROM MANAGEMENT

1. Receipt of funds from the Management should be done through fund transfer or by cheque.
2. Proper receipt should be given for any amount received and a copy to be maintained by the college office.
3. Funds should be utilised only for the purpose meant for the same.
4. Release of fund should be against the proper authorisation by the Principal.

IV FUNDS FROM TNSCST /GOVT AGENCIES

1. A fund received from any Government organisation/agencies is always by way of fund transfer/cheque.
2. It should be intimated to the person for whom it is meant, in writing. Purpose of utilisation, duration within which it should be spent should be clearly specified
3. Release of fund should be made to the person's account directly or by cheque.
4. On maturity of the period, audited utilisation certificate along with Statement of Expenditure should be obtained from the individual/s.

V STUDENTS FEE CONCESSIONS

1. List of Students seeking fees concession should be collected from the Head of the Department.
2. It should be thoroughly analysed to check the eligibility of the student for the Concession.
3. The maximum number of students who can avail fees concession per semester should be decided by the Finance Committee well in advance.
4. Proper record of students availing fees concession should be maintained in the department and in the college office
5. A letter in this regard duly signed by the student, the parent and the Head of the department, should be maintained in the department and a copy in the college office.
6. By the end of the semester, students availing concession should submit a copy of the semester mark statement to the department and the college office.



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VI STUDENTS' FEES (Tuition Fee/Exam fee)

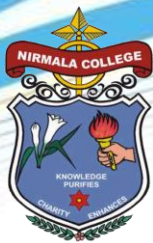
1. Tuition fee is collected twice in an academic year, at the beginning of every semester.
2. An exam fee is collected once a semester before the Examination.
3. Students should be well informed and communicated to the parents well in advance about the payment of tuition fee/exam fee.
4. The last date for the payment of fees (both Tuition and Exam fee) should be displayed on the College website.
5. A Minimum of 30 days to be given for them to pay the fee. Students can pay the fees online through Net banking/Google pay/Paytm and can download the receipt from the portal.
6. The College Office will monitor the fees collection on a day-to-day basis, and inform the class tutors to follow-up with the students to pay the semester fees on time.
7. On payment of the fees, college office will provide the receipt.
8. Late fee of Re.1 per day can be collected for the delayed payment of tuition fees.

VII DONATIONS/FUNDS FROM TRUSTS

1. Donations or any contribution from Trust or any other body for the payment of the fees for the under privileged students of our institution, can be received.
2. Due receipt should be given to the donor.
3. Receipt of money, should be allowed only through cheque or fund transfer in favour of "Principal, Nirmala College for women".
4. Amount should be utilised only for the purpose for which it is meant.
5. An acknowledgement letter from the beneficiaries should be obtained and forwarded to the donor.

VIII CONTRIBUTIONS FROM STAFF

1. Contributions may be received from the staff members for charity, fees payment, scholarship, or any other purpose.
2. Contributions should be invited only through cheques or money transfer in favour of "WE CARE" account.
3. Due receipt should be given to them for the amount received.
4. Amount should be utilised only for the specific purpose for which it is meant.



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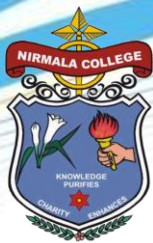
5. When the amount is meant for charitable purpose and after the amount has been spent, proper receipt should be received from the payee.
6. If the amount is meant for the payment of fees for a student, it should be informed to the student and an acknowledgement letter from the student signed by the parent should be received by the department.
7. In all the above cases, the beneficiary should be paid through cheque or money transfer

IX CONTRIBUTIONS FROM STUDENTS

1. Contributions from students for charity, to meet the medical expense of any student or parent may be received
2. Collections can be made only for the purposes announced by the Principal. Any other collection from the students is prohibited within the campus
3. Collections may be made from the students through their class representative and handed over to the Dean of Student Affairs along with the list of contributors and their signature.
4. Dean of student's affairs will consolidate the collected amount and hand it over to the Principal
5. Principal, Dean of student affairs and the Accounts officer will make the necessary arrangements for the disbursement of the amount to the concerned beneficiary
6. Disbursement should be made by cheque or fund transfer to the beneficiary account
7. Due receipt should be received from the beneficiary and the original to be maintained in the college office and a copy to be maintained by the Dean of student's affairs.

X MISCELLANEOUS RECEIPTS – SALE OF PAPER/SCRAP/E Waste

1. College may receive some amount through sale of old papers or scrap.
2. As far as possible, receipts should be assured through cheque or fund transfer to Nirmala College for women account.
3. Due receipt must be given by the college office to the concerned party and a copy of the same may be maintained in the college office.
4. Ensure the necessary certificate for the recyclable portion of the scrap - paper/electronic waste from the concerned vendor.



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PAYMENTS

I PAYMENT TO BHARATHIAR UNIVERSITY

1. Payment to Bharathiar university by way of registration, recognition, matriculation (other board students) , library, autonomous fees, administrative fees, NSS, Sports, migration, convocation fees, starting of new course, etc. should be done before the stipulated time.
2. Ensure correct amount is paid based on the number of students admitted.
3. Check the relevant entries in the bank pass book.

II PAYMENT TO GOVT/ARMY/GOVT. RELATED ORGANISATIONS

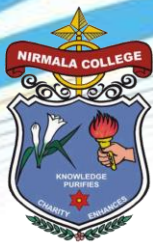
1. Flag day fees should be paid to the Deputy Director, Armed force, Coimbatore on the stipulated date.
2. Tuition fees collected from the PG students(aided) should be paid to the Tamil Nadu Government on time.
3. Payment to Govt. organisation /any govt. establishment to be checked for its authenticity.
4. There must be proper bank entries.
5. Ensure the receipt for the payment transaction.

III PAYMENT TO CMC/TANGEDCO/OTHER ORGANISATIONS

1. Payment to CMC - namely water tax, property tax, should be made on time.
2. Electricity bill payment to TANGEDCO should be paid before the due date.
3. Payment to Govt. organisation /any govt. establishment to be checked for its authenticity.
4. Payment of phone bill to be made on time.
5. There must be proper bank entries for the above transactions.
6. Ensure the receipt for the payment transaction.

IV MAINTENANCE OF CAPITAL ASSETS

The purpose of this policy is to make responsible for marking, recording, and/or safeguarding of any assets owned by Nirmala College for Women. Capital assets (Computers,



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Laptops, LCD Projectors, Xerox machines, Generator, Vehicles printers, furniture, fixtures, electrical equipments, television, smart boards, interactive panel, camera, buildings) are the properties that have a value greater than or equal to Rs.5,000 and have an estimated life of more than one year.

1. Repair charges to all the capital assets duly authorised can be incurred.
2. Insurance premium for the vehicles should be renewed on or before the due date.
3. Annual maintenance of the capital assets (AMC) wherever needed should be duly authorised and paid on time.

V RECURRING PAYMENTS

The college incurs the following recurring payments like advertisement, internet charges, audit fees, postage/phone charges, printing and stationery, traveling expenses.

1. Payments like salary, honorarium, workshop/seminar expenses, wages will be incurred on a regular basis
2. Salary should be paid only to the faculty whose names appear on the roll.
3. Ensure salary is paid to the regular employees of the Nirmala College for Women
4. Check the total amount of salary paid is the same every month except the month of increment
5. Amount of increment should be approved in the finance committee meeting
6. Payment to ESI, PF should be made through cheque and ensure there are due bank entries for the same.
7. Research guides are entitled to remuneration as per the finance committee's decision.
8. Ensure other payments should be made to the right person.
9. As far as possible all payments should be made through cheque/fund transfer.
10. Proper receipts should be obtained for the payment made.

IV PURCHASE OF CAPITAL ASSETS

The term Capital assets includes Computers, Laptops, LCD Projectors, Xerox machines, Generator, Vehicles printers, furniture, fixtures, electrical equipment, television, smartboards, interactive panel, camera, buildings, Laboratory equipment, water purifier. This procedure identifies the evaluation of transactions in excess of Rs.5,000 and the policy requirements for various payment mechanisms are as follows:

1. The need for purchase of capital asset must come to the notice of administrative officer (Principal)



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2. Written requisition from the concerned person should be received for the purchase of capital asset.
3. Discussion in the finance committee meeting about the purchase.
4. Invite quotations from different vendors and finalise the vendor with whom the order will be placed.
5. Arrange a demonstration session before the authorities and get the opinion about the working of the capital asset from atleast two or three persons.
6. Decision on the vendor with whom the item is to be purchased, number of items to be purchased and the mode of payment should be discussed and approved by the finance committee.
7. Place the order for the purchase of capital asset.
8. Payment should be made through cheque in favour of the vendor or through fund transfer.
9. Collect the receipt for the payment made.
10. Ensure the after sales service for the capital asset.

VI CHARITY

1. Any payment to charitable purpose must be approved by the finance committee.
2. Payment should be made in favour of the person/organisation.

VII PRIZES

Several endowments have been created out of the funds provided by the staff members both retired and currently working, philanthropists, alumni and well-wishers, which are invested in the commercial banks. The annual interest collected will be distributed as prizes to the eligible students based on the terms and conditions of the endowment. These will be distributed during the college day celebration, sports day celebration and valedictory function.

VIII RESEARCH

To promote research atmosphere in the campus, faculty are given seed money assistance every year. Staff members are asked to submit proposal about the projects focusing on various social issues. Received proposals will be evaluated by a panel to short list the eligible awardees. Selected project proposals will be given the seed money assistance to carry out the same. On completion of the project, a copy of the project, audited utilisation certificate



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and a copy of the paper published should be submitted to the Principal. The seed money will be disbursed to the awardees by cheque/bank transfer.

IX INCENTIVE SCHEME TO TEACHING STAFF

Staff members are provided financial assistance of 50% of the cost involved, subject to a ceiling of Rs.5,000/- per faculty per year for the following purposes

1. To participate and present research papers in seminars, conferences, workshops, hands on training conducted by various educational institutions and commercial establishments.
2. To publish quality papers in SCOPUS/WEB OF SCIENCE, PUBMED, UGC care journals.
3. To publish books and contribute to book chapters.
4. All the payments to be done through bank transfer.

X FINANCIAL ASSISTANCE TO NON -TEACHING STAFF

1. Short term loans are provided to the needy non teaching staff on request.
2. Advance to non-teaching staff to meet out the medical expenses of self and their family are provided.
3. The payments are to be made through bank transfer.

XI MISCELLANEOUS

Items of toiletries, maintenance of garden, upkeep of ground and other petty payments are made by the college accountant through bank transfer or by cash with proper receipt.

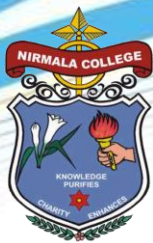
FINANCE COMMITTEE FOR UGC AUTONOMOUS FUND

Composition:

1. Principal
2. Vice Principal
3. Senior Staff
4. Senior Non-teaching staff (religious)

Functions:

1. Prepares budget for autonomous fund



NIRMALA COLLEGE FOR WOMEN (AUTONOMOUS)

Accredited with 'A' Grade by NAAC in the 3rd Cycle with CGPA 3.62

Accorded Star Status by DBT

Recognized by DST-FIST at level '0'

Red Fields, Coimbatore -641018, Tamil Nadu, India.

COLLEGE COUNCIL

Composition of College Council

1. Principal
2. Vice – Principal
3. Controller of Examinations
4. Deans
5. Heads of Departments
6. Faculty in charge of co-curricular activities
7. Directress of Physical Education
8. Librarian

Meetings : The College Council meets at least once a month.

Functions:

1. The College Council takes stock of the general campus atmosphere and discipline, public relations and other matters of interest and importance to the college.
 2. Suggests possible ways for improvement.
 3. Helps in fixing important dates for celebrations in the College.
 4. Evaluates the existing curriculum and suggests revision.
 5. Does the Curriculum designing and its organization.
 6. Studies the Industrial and global trends.
-
1. The Secretary sanctions loans to the teaching and the non-teaching staff in the unaided category of the college after the Principal and the Secretary have confided with each other about the loan application. Fixed norms must be followed regarding a ceiling on the loan with academic and administrative growth of the individual staff over the years.
 2. The Secretary and Principal should work in Close collaboration and cooperation, exercising mutual trust and help. Only then Administration of the college will be effective and credible.
 3. The loan must be payable within the financial year.
 4. The loan must be such that employee takes home 1/3 of her salary.