



MANNAR THIRUMALAI NAICKER COLLEGE

A Co-educational, Autonomous and Linguistic Minority Institution

Affiliated to Madurai Kamaraj University

Re-accredited with "A" Grade by NAAC

Pasumalai, Madurai – 625 004 Tamil Nadu.

CODE OF CONDUCT

ADMINISTRATIVE HEADS



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ADMINISTRATIVE HEADS

PRINCIPAL

The Principal of a college has a wide range of roles to play and has to take on these multilateral responsibilities with the characteristics of patron, guardian, supervisor, administrator, evaluator, protector, and inspirer and so on. The Principal remains responsible for adhering to certain ethical codes of conduct in his/her capacity as the Academic and Administrative Head of the Institution.

- ✓ Maintain and support academic programs in the College through all existing pathways and thus promote the development of new pathways for further academic pursuits.
- ✓ To ensure the fundamental principles of social justice are upheld and preserved for the benefit of all stakeholders regardless of their caste, religion, race, gender, and so on as per the Indian Constitution.
- ✓ To ensure, maintain and enforce discipline in the behaviour of all the institution's stakeholders to maintain campus-level tranquility required for academic purposes.
- ✓ To ensure the functions of various committees performance.
- ✓ To create a space for academic conversations that are focused on research and thus support research efforts in the institution to add more knowledge.
- ✓ To encourage and sustain the practice of extracurricular activities among students and other staff of the institution to contribute to the social dynamic.
- ✓ To Ensure that all teaching staff and non-teaching staff (both Aided and Self-financing) are aware of the relevant job description, responsibilities and authority, and that the same information is communicated.



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- ✓ Responsible for Students admission in accordance with the rules and regulations.
- ✓ To connect people from different industries and organizations, leading to the creations of Memorandum of Understanding through the academic departments, Research dean and placement cell.
- ✓ To attain academic excellence, the head of the institution needs to collaborate with the managing committee to develop and implement policies and decisions.
- ✓ To implement provisions to maintain campus clean and green.
- ✓ To meet the standards set by UGC, Government and University Managing Committee, NAAC, IQAC, NIRF and AISHE in addition to other statutory and non-statutory bodies.

REGULATORY BODIES

- ✓ The governing body shall contribute to the growth and development of the Institution with objectivity, accountability, honesty, integrity, leadership, selflessness, and transparency.
- ✓ The governing body shall decide to approve the institution's mission and strategic plan, as well as its long-term academic goals and objectives, and make sure they're in line with the interests of students, the local community, Government and other stakeholders.
- ✓ The governing bodies shall ensure that the statutes, regulations and provisions governing their institution are adhered to, including those of statutory bodies such as the Union Government College of India (UGC), as well as those of the State Government and affiliated universities.
- ✓ The governing body shall ensure that the Institution adheres to State and National Government regulations for seat reservations and staff positions, as well as providing the necessary assistance to minority groups.



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- ✓ The governing body has to make sure that everyone has equal opportunities, both employees and students.
- ✓ The governing body shall ensure the institution's performance and quality assurance measures.
- ✓ The governing body shall ensure the quality of faculty and management system by approving the various development activities.

DIRECTOR (SELF-FINANCING WING)

The director of Self – Financing Programmes has to perform his/her duties with the assistance and guidance from the college management and Principal of the Institution. He/She is responsible

- ✓ To monitor the admission processes of the students and discipline among the students.
- ✓ To promote a healthy atmosphere among the teaching and Non-Teaching faculty members for the smooth conduction of academic and administrative activities.
- ✓ To address the grievances from students and faculty members
- ✓ To Recommend and forward academic and administrative communication to the authorities.
- ✓ To execute any other qualitative and quantitative work for the welfare of the institution.

CONTROLLER OF EXAMINATIONS

- ✓ To guarantee the privacy, confidentiality, and protection of all examination-related records.
- ✓ To prevent the questions from being leaked before the exams, extra care must be taken to preserve the question papers and to take all necessary precautions.
- ✓ To follow all security procedures while creating mark statements and degree certificates.
- ✓ To avoid violation/unethical behaviour of staff members



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- ✓ To ensure that all of the entries in the mark-statements are accurate, full, and error-free.
- ✓ To ensure that his personal and professional interests do not collide.
- ✓ To guarantee the confidentiality, security, and safety of all examination-related documents.
- ✓ To ensure proper Question Paper audit is done.
- ✓ To ensure that a proper examination paper audit is performed.
- ✓ To ensure proper care to dispose of answer scripts correctly.
- ✓ To inform the awards committee of the results of the final semester exams to periodically assess test results and send findings there from to the Academic Council and the Governing Board
- ✓ To guarantee that convocation takes place on time.

ADDITIONAL CONTROLLER OF EXAMINATIONS

- ✓ Supporting the Controller of Examinations to do the above stated targets.

IQAC COORDINATOR

- ✓ To gather all the data with supporting documentation for the events conducted by all the departments and various committees regularly.
- ✓ To create awareness among faculty members about the parameters of NAAC by conducting various Workshops and Faculty Development Programs.
- ✓ To prepare and submit Annual Quality Assurance Report to NAAC on before the stipulated time period for every year.
- ✓ To prepare and submit Autonomous Report and Self Study Report on time.
- ✓ To review the institution's quality development and approving the college's annual quality assurance report.
- ✓ To ensure the profiles of the faculty members are updated periodically and uploaded on the website.



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ADDITIONAL IQAC COORDINATOR

- ✓ Supporting the IQAC Coordinator to execute the above stated targets.

DEAN OF ARTS

- ✓ Accountable for the creation of new courses, their affiliation and approval, as well as the renewal of their connection with existing courses.
- ✓ To take responsibility for planning and conducting board of Studies (BoS) for the departments of Humanities and Arts.
- ✓ To prepare documents for additional Strength Approval
- ✓ To ensure that the authorized curriculum is distributed uniformly across the departments Humanities and Arts.
- ✓ To prepare the syllabus grid for all programmes of Humanities and Arts

DEAN OF SCIENCE

- ✓ Accountable for the creation of new courses, their affiliation and approval, as well as the renewal of their connection with existing courses.
- ✓ To take responsibility for planning and conducting board of Studies (BoS) for the Science departments.
- ✓ To prepare documents for additional Strength Approval
- ✓ To ensure that the authorized curriculum is distributed uniformly across the Science departments.
- ✓ To prepare the syllabus grid for all programmes of Science.

DEAN OF RESEARCH, UNIVERSITY AFFAIRS AND UGC AFFAIRS

The Dean of Research, University Affairs and UGC Affairs should follow the rules and regulations framed by UGC and University for Autonomous Colleges. His / Her duties and responsibilities are given below:



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- ✓ To accumulate track of current research programmes, fellowship programmes, etc.
- ✓ To recommend new research centers, if they meet certain university criteria and are responsible for the renewal of existing research centers.
- ✓ To encourage faculty members to apply, obtain and register patents.
- ✓ To Update and keep a record of all Seminars, Conferences, and Workshops related to Intellectual Property Rights (IPR) and Research.
- ✓ To keep a record of Research article publications done by the faculty members, scholars and Students.
- ✓ Providing the updated UGC Care listed journals to the Heads of the Research Centres to ensure tranquil publication of research articles.
- ✓ To encourage the faculty members to apply for Institution funded Projects and to send research proposals to various funding agencies.
- ✓ He/ She is responsible for UGC and University affairs like sending proposals and further follow up related to UGC and University queries

DEAN OF ALUMNI AFFAIRS

The Dean of Alumni Affairs should follow the rules and regulations framed by UGC and University for Autonomous Colleges. His / Her duties and responsibilities are given below:

- ✓ Liaison officer between the institution and alumni.
- ✓ Making the students as members of the alumni association.
- ✓ Creating an official website and an exclusive mobile app for alumni
- ✓ Online registration of Alumni
- ✓ Forming department alumni chapters
- ✓ Opening chapters in major cities and countries
- ✓ Identifying ionic and distinguished members
- ✓ Identifying members for special membership as patron members, standard members and life members.



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- ✓ Identifying prominent alumni industrialists for execution of MoU's and Internship.
- ✓ Conducting reunion meets regularly.
- ✓ Creating endowments and subscriptions.
- ✓ Tapping financial and academic contributions.
- ✓ Creating scholarships to adopt students.
- ✓ Creating a web page, and accounts on Facebook, Twitter, Instagram, WhatsApp and other Social Media to connect alumni.
- ✓ Conducting virtual meetings if necessary.
- ✓ Rendering financial support for augmentation of infrastructure.
- ✓ Coordinating various alumni engagement activities.
- ✓ Offering intensive training to students through alumni.
- ✓ Developing effective policies and procedures.
- ✓ Documentation, maintenance and submission of records.
- ✓ Other innovative initiatives.

DEAN OF STUDENT AFFAIRS

The Dean of Student Affairs should follow the rules and regulations framed by UGC and University for Autonomous Colleges. His / Her duties and responsibilities are given below:

- ✓ Serving liaison between students and administration.
- ✓ Developing effective policies and procedures.
- ✓ Monitoring the academic progress of the students.
- ✓ Coordinating student activities such as sports and cultural events.
- ✓ Overseeing disciplinary actions of the students.
- ✓ Providing support services to the students.
- ✓ Coordinating with class representatives.
- ✓ Ensuring student safety on campus.
- ✓ Ensuring compliance with higher education rules and regulations.



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- ✓ Creating a positive culture on campus to attain the student's full potential.
- ✓ Collaborating with management, faculty and offices of both the streams for a supportive learning environment for all students.
- ✓ Overseeing the management of student records, academic admissions, registrations and financial aid processes.
- ✓ Keeping abreast of developments in the field of student affairs and higher education.
- ✓ Serving as a resource to parents and families of students.
- ✓ Offering personal and academic counselling.
- ✓ Nurturing Leadership Skills.
- ✓ Performing other duties as assigned.
- ✓ Documentation, maintenance and submission of records.
- ✓ Other innovative initiatives.



PRINCIPAL
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