NILGIRI COLLEGE OF ARTS AND SCIENCE

Affiliated to Bharathiar University | UGC 2(f) 12(B) Status
Run by CDFT | Established in 2012 | Self Financing Institution

QUALITY INDICATOR FRAMEWORK (QIF)

CRITERION 6

GOVERNANCE, LEADERSHIP & MANAGEMENT

www.nilgiricollege.ac.in

1. INSTITUTIONAL VISION AND LEADERSHIP

Governance and Leadership

Nilgiri is a hilly and remote area in the state of Tamil Nadu where most of the people are socially and economically backward. The literacy rate of males in the region is 78.3 percent, and females is 38.5 percent, which is far below the state and national averages. The majority of the people are engaged in marginal farming. Against this backdrop, a group of philanthropists from the region established a trust named Career Development Foundation Trust (CDFT) in 2009. The objective was to empower people in all spheres through proper education and awareness. Thus, the Nilgiri College of Arts and Science was established in 2012.

Nilgiri College conceived with transformative goal of establishing a higher education destination with quality and affordable education. It is run by eminent icons on board of trustees led by Mr. Rashid Gazzali, a well-known Educationist, Life Coach and Strategic Consultant. His wisdom, acumen and futuristic perception serve as driving force of institutional growth and excellence.
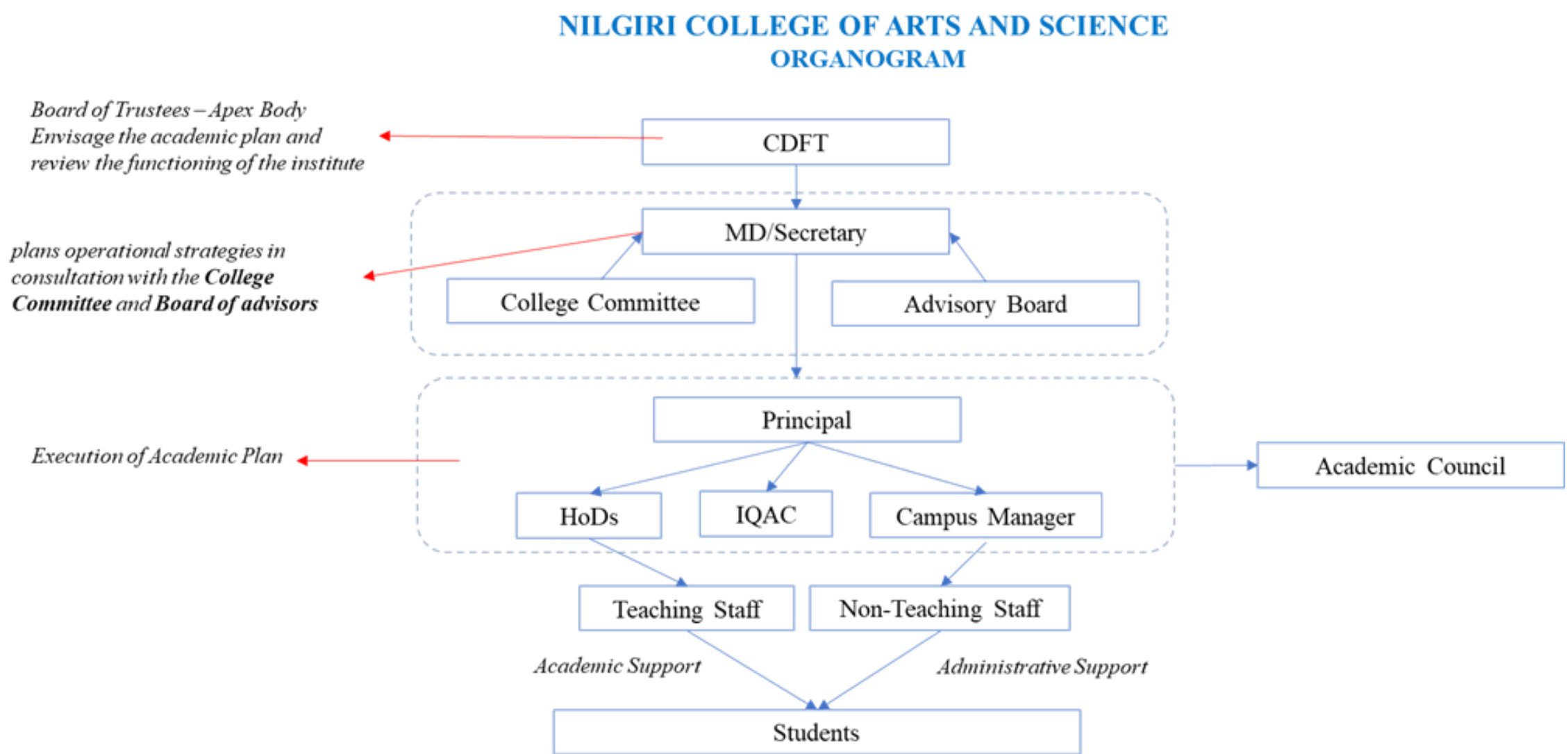
Decentralization and Participation

- The college commenced with the principle of inclusivity to accommodate all segments of society ensuring no one is left behind.

- The Board of Advisors, which is nominated by the Board of Trustees, designs the short and long terms goals and advises the chief functionary secretary of the college to act accordingly
- A dedicated academic team under the leadership of the principal lead the strategic and operational affairs of the institution
- The principal is supported by the college committee, college council, and IQAC to design strategic, academic and operational plans
- The institution ensures strategies for providing operational autonomy to all departments for the effective implementation of the curriculum through innovative teaching and learning practices. It ensures the freedom to conduct extension and outreach programs to fulfil the institutional vision through different Cells, Clubs, and Forums
- The exam cell schedules the internal assessments and makes arrangements for university exams independently
- All the departments, clubs, and cells have a financial budget prepared at the beginning of the academic year to have more financial freedom
- The library committee has the freedom to purchase books, journals, and e-contents based on the requirements
- The IQAC is the body to make decisions on the quality of the overall functioning of the institution.

Institutional Practices

- Leadership vision of the institution is ensured through distinctive practices aligning the core principle of LGMC and entire activities and initiatives are envisioned with the philosophy of L earn, Grow, Mature and Contribute
- Novel practices like Happiness Campus, Skill Bank, Organic Farming, Digital campus are few of the examples for the same

2. STRATEGY DEVELOPMENT AND DEPLOYMENT

Organogram

NILGIRI COLLEGE OF ARTS AND SCIENCE ORGANOGRAM

Board of Trustees – Apex Body Envisage the academic plan and review the functioning of the institute

CDFT

plans operational strategies in consultation with the College Committee and Board of advisors

MD/Secretary

College Committee — Advisory Board

Principal

Execution of Academic Plan

HoDs — IQAC — Campus Manager — Academic Council

Teaching Staff — Non-Teaching Staff

Academic Support — *Administrative Support*

Students

Institutional Bodies

IQAC, Exam Cell, Admission Cell, Grievance Redressal Cell, Women's Cell, Students Welfare Committee, Anti-Narcotic Cell, Anti-Sexual Harassment Cell, Anti-Ragging Committee, Library advisory committee, Research Promotion Council, NSS, NCC, YRC, Alumni association, PTA, Career Guidance and Placement Cell and other committees are the major institutional bodies to materialise the action plan.

Policies and Procedures

Institutional governance is streamlined in accordance with vision, mission, graduate attributes and core values of the college. The academic and administrative policies are framed in compliance with the norms and regulations set by UGC and the University. The college has exclusive and customised policies for Admission, Recruitment, Human Resource, Scholarship, code of conduct etc. Mode of appointment is direct recruitment purely based on applicant's meritorious credentials.

2. STRATEGY DEVELOPMENT AND DEPLOYMENT

Perspective Plan

The Board of Advisors and College Committee developed strategic goals during the 2017 -18 academic year. The perspective planning is aimed at transformational growth of the institution which ultimately results in the overall development of each student. The planning involves dialogues and discussions with stakeholders and well-wishers. It is planned in alignment with the vision and mission statements of the institution.

Education and Academic Excellence, Tie-ups and Collaborations, Human Resource Development, Campus life, Research and development, Community engagement, Student success and placements and Finance are the stated Strategic Pillars of Perspective Plan.

Strategic Goals

- Attract an excellent and diverse cohort of students
- Hire and retain talented and committed staff members
- Introduce and update governance and management systems and structures to support college operations
- Promote Innovations in Teaching and Learning
- Promote learning and professional development of both staff and students
- Enhance student employability and create placement opportunities
- Collaborate with educational institutions and industries on a wide range of themes
- Conduct and engage in nationally and internationally relevant research activities
- Ensure operational sustainability
- Provide attractive learning and infrastructural facilities in the campus

Deployment

- The number of intakes doubled by 200% from 2017 to 2022
- 90% staff retention throughout the assessment years
- 2(f) & 12(b) recognition and ISO certification completed. NAAC accreditation on process
- Add on and Certificate courses, Skill bank, Happiness, AI & Robots
- Introduction of new University programs based on the demand from the applicants. Courses like B.Com PA and B.Sc Psychology commenced as a result.
- Streamlining teaching and learning process in tune with Outcome Based Education
- Renovation of library and learning resource centre with state-of-the-art facilities
- Setting up a multipurpose auditorium and indoor stadium
- 100% ICT-enabled classrooms
- Organic Farming and Green Initiatives
- MoU with Multimedia University Malaysia
- Collaboration with Policy Research Centre Dhaka, Bangladesh
- Google Certifications
- Infosys Training Programs
- Certifications by ICT Academy
- Authorized Training Centre of Tally Prime
- Skill Training in association with KISE Mysore.

E-GOVERNANCE

Sl. No.	Areas of Operation	Name of the Application
1	Administration	Embase Pro Suite
2	Finance and Accounts	Tally Prime
3	Student Admission and Support	Embase Pro Suite
4	Examination	Embase, Testmoz, Kahoot

3. FACULTY EMPOWERMENT STRATEGIES

The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Nilgiri Research Fellowship

As a unique scheme, the college provides financial assistance for the faculties who enrolled in the Ph.D. program. 15 faculties are pursuing their Ph.D under this scheme worth rupees 9 lakhs.

Staff Club

College has an actively functioning staff club to co-ordinate numerous programs and schemes for the welfare of staff. It addresses the grievances and requirements of staff fraternity with the generous support of management. Its activities includes recreational trips, family get together, financial contribution during the marriage and house warming

Awards and Recognitions

Management has instituted various awards like Best Faculty of the Year, Best HoD, Best Leader of the Year, Best Coordinator etc which will be selected on the basis of Systematic Performance Index Method. They are offered different benefits like a family day at 5 star resort besides cash awards and citations.

Welfare Measures

- Privilege Card is issued for the staff to avail cash back and other privileges from important commercial outlets in the region.
- Festival Allowance and Gifts namely Onakkodi, Diwali Sweets, New Year kit, Diary, Bag.
- Canteen food is made available at a subsidized rate and tea and refreshment are provided free of cost
- Free accommodation and food for outstation staff
- The college reimburses medical expenses
- Tuition fee waiver for the wards of staff members who opt to join the college
- Seed money for the research works to support the publications in journals and books
- Free Transportation in the college bus.
- Distribution of Agriculture Products produced in the campus
- Uniform allowance
- Employee Provident Fund
- Happy Mart - subsidised rates at campus store.
- Staff recreation activities

3. FACULTY EMPOWERMENT STRATEGIES

Performance Appraisal System

- IQAC in the college is instrumental in internal appraisal for promoting good practices. It is to improve organizational efficiency by ensuring the best of their ability, developing their potential, and resulting in an appropriate reward. This in turn leads to the overall quality of the system.
- The college introduced an Academic Performance Index (API) system to assess performance at various levels. It includes skill addition and certificate courses, research projects and publications, and invited talks etc. It conducts a 360 degree feedback system and shares the report with individual staff members followed by an FDP.
- The entire staff of the college is categorized into five groups; Violet, Indigo, Blue, Green, and White based on their work experience, qualifications, commitment, and API score. It is to reward them appropriately.
- In addition, the college follows an appreciation card system to acknowledge their performance. The Gold card is issued by the staff council for the extraordinary achievement of the staff and students. The Silver card is issued by the Heads of Department/Club/Cell for any appreciable activity.

3. FACULTY EMPOWERMENT STRATEGIES

Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

	2017-18	2018-19	2019-20	2020-21	2021-22
	10	20	14	24	34
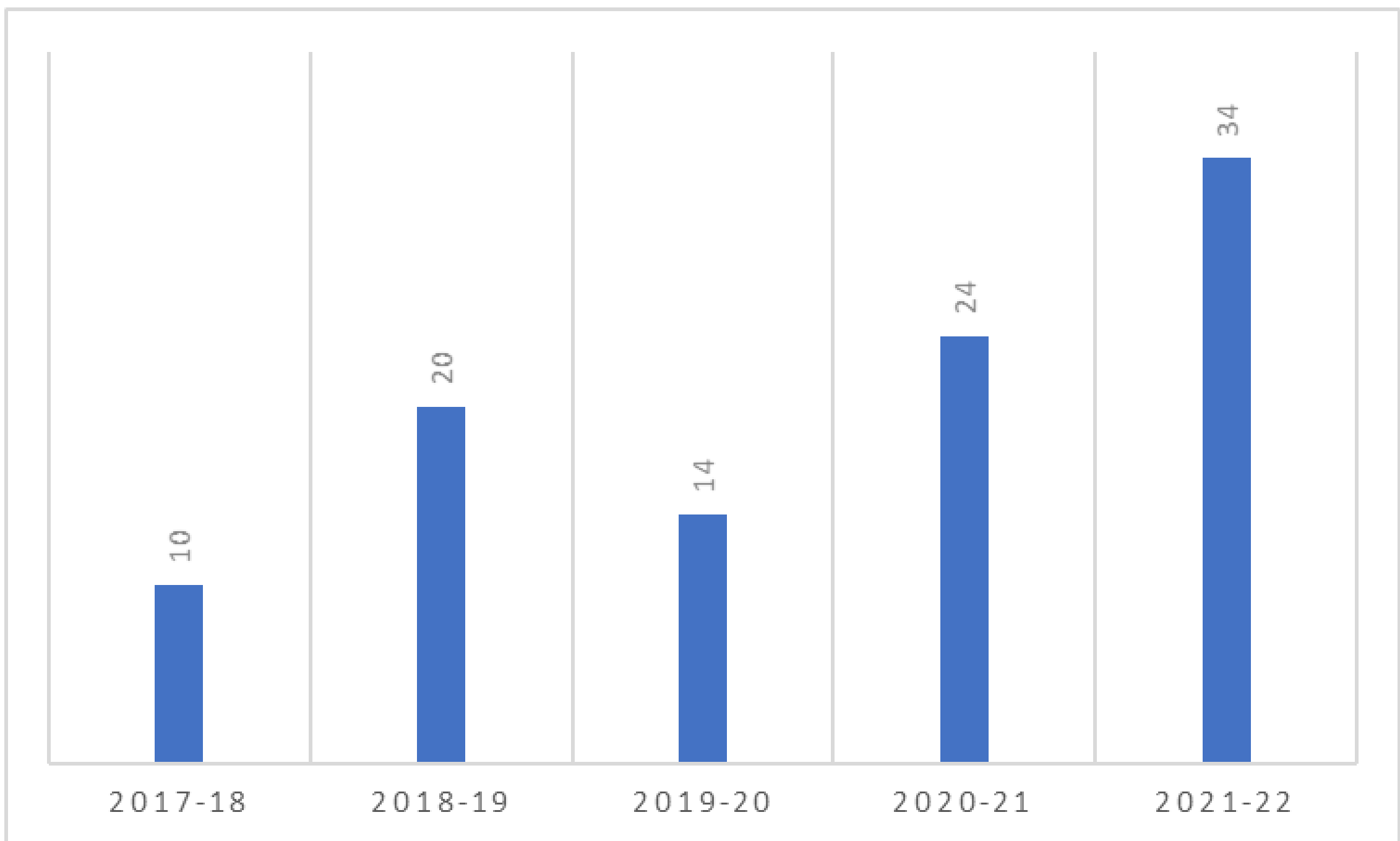
Number of teaching and non-teaching staff participating in Faculty Development Programmes (FDP), professional development /administrative training programs during the last five years.

FDP PARTICIPATION

	2017-18	2018-19	2019-20	2020-21	2021-22
	58	63	79	93	109
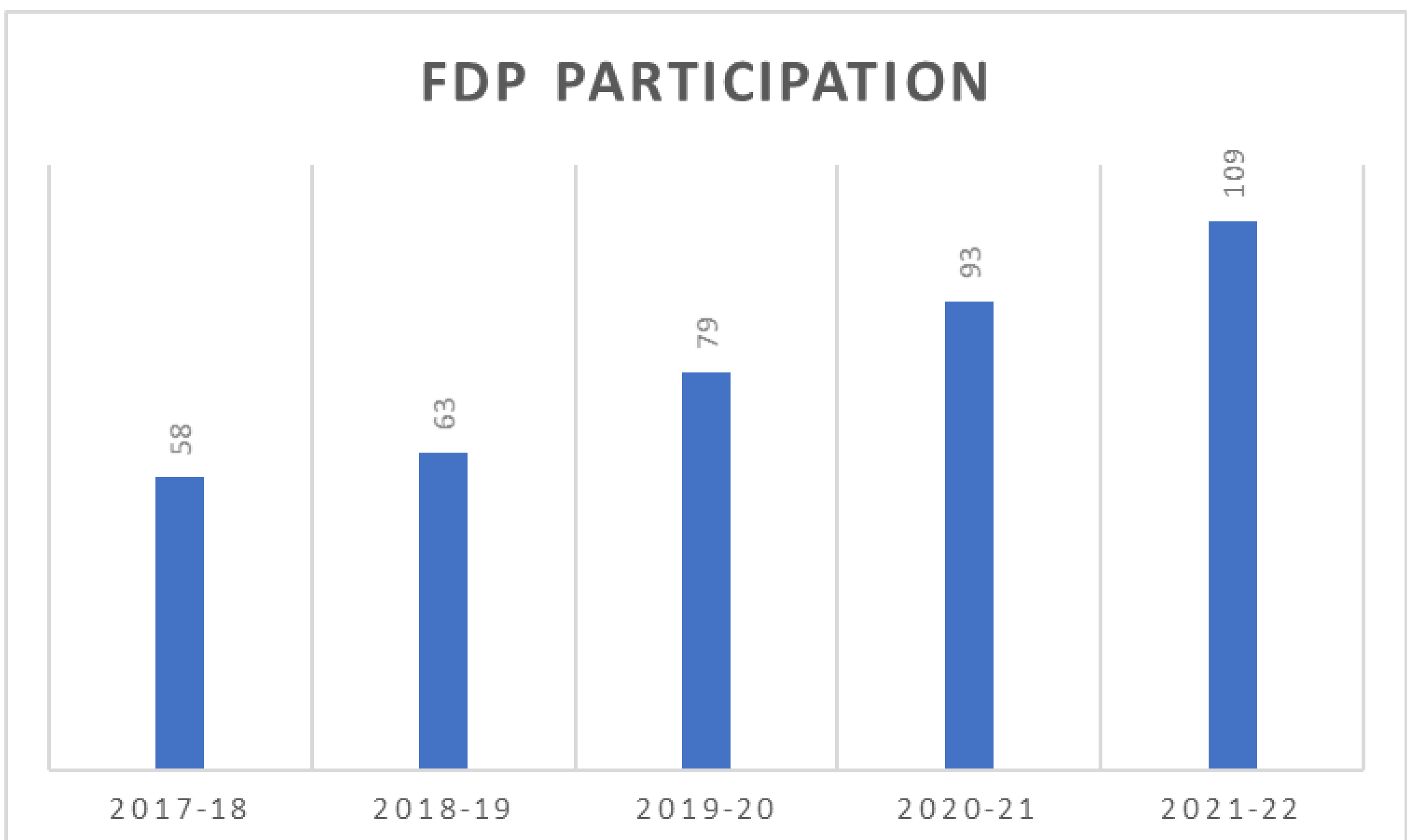
4. FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

The institution has strategies for mobilization and optimal utilization of resources and funds and conducts internal and external financial audits regularly.
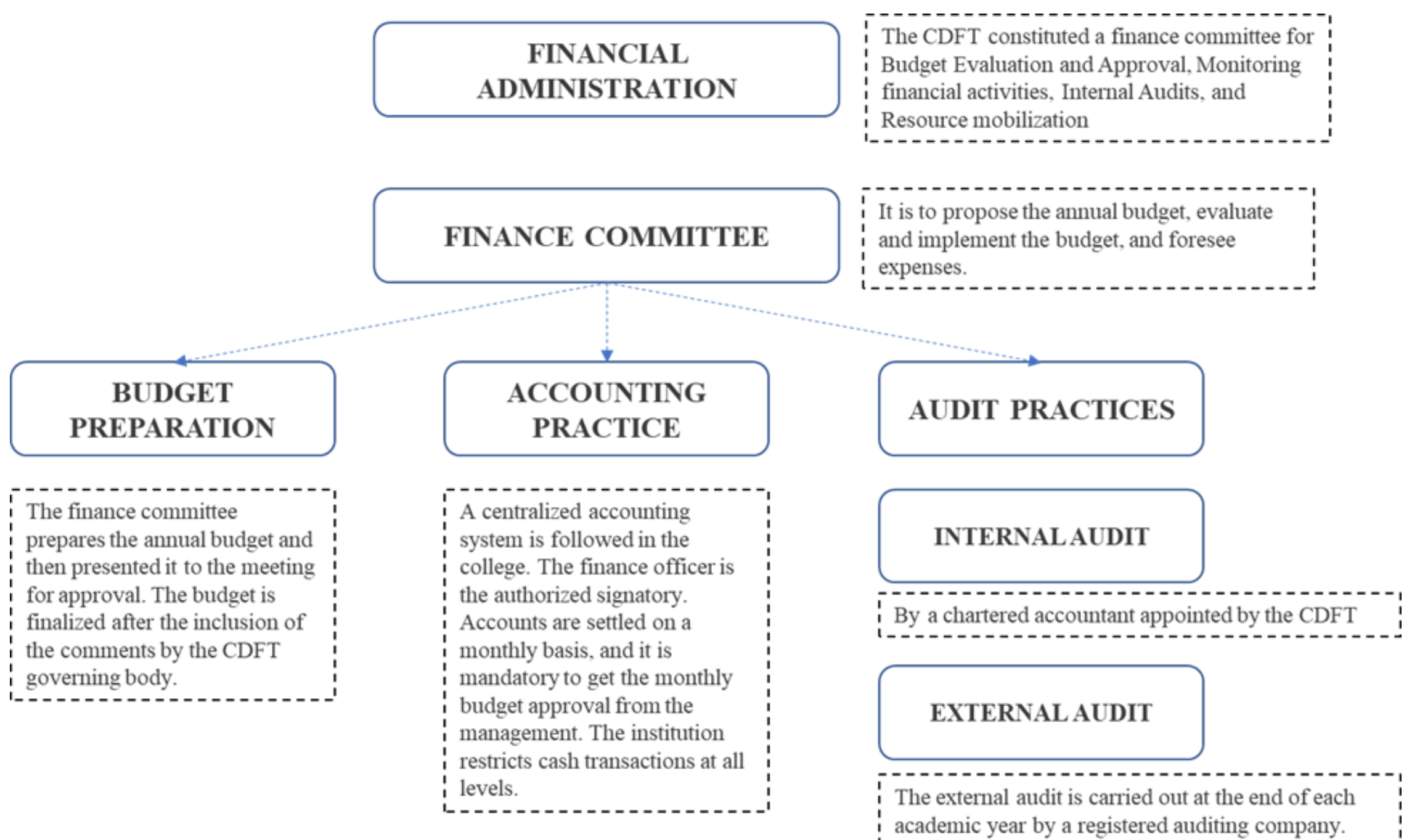
Mobilization of Funds

Being a self-financing institution, NCAS has no financial aid from Union or State Governments. The major sources of funds are the financial support of the trust, tuition fees, agriculture and revenue from renting out facilities.

- The college premises and facilities are provided for the conduct of government and other competitive examinations.
- The college guest house rent out for interns and trainees.
- The college ground and Turf for training and competitions.
- The multipurpose hall for external agencies.
- Computer Lab for competitive examinations.
- Transportation fee, Hostel fee, Mess fee collected from the students

Financial Administration

FINANCIAL ADMINISTRATION

The CDFT constituted a finance committee for Budget Evaluation and Approval, Monitoring financial activities, Internal Audits, and Resource mobilization

FINANCE COMMITTEE

It is to propose the annual budget, evaluate and implement the budget, and foresee expenses.

BUDGET PREPARATION

The finance committee prepares the annual budget and then presented it to the meeting for approval. The budget is finalized after the inclusion of the comments by the CDFT governing body.

ACCOUNTING PRACTICE

A centralized accounting system is followed in the college. The finance officer is the authorized signatory. Accounts are settled on a monthly basis, and it is mandatory to get the monthly budget approval from the management. The institution restricts cash transactions at all levels.

AUDIT PRACTICES

INTERNAL AUDIT

By a chartered accountant appointed by the CDFT

EXTERNAL AUDIT

The external audit is carried out at the end of each academic year by a registered auditing company.
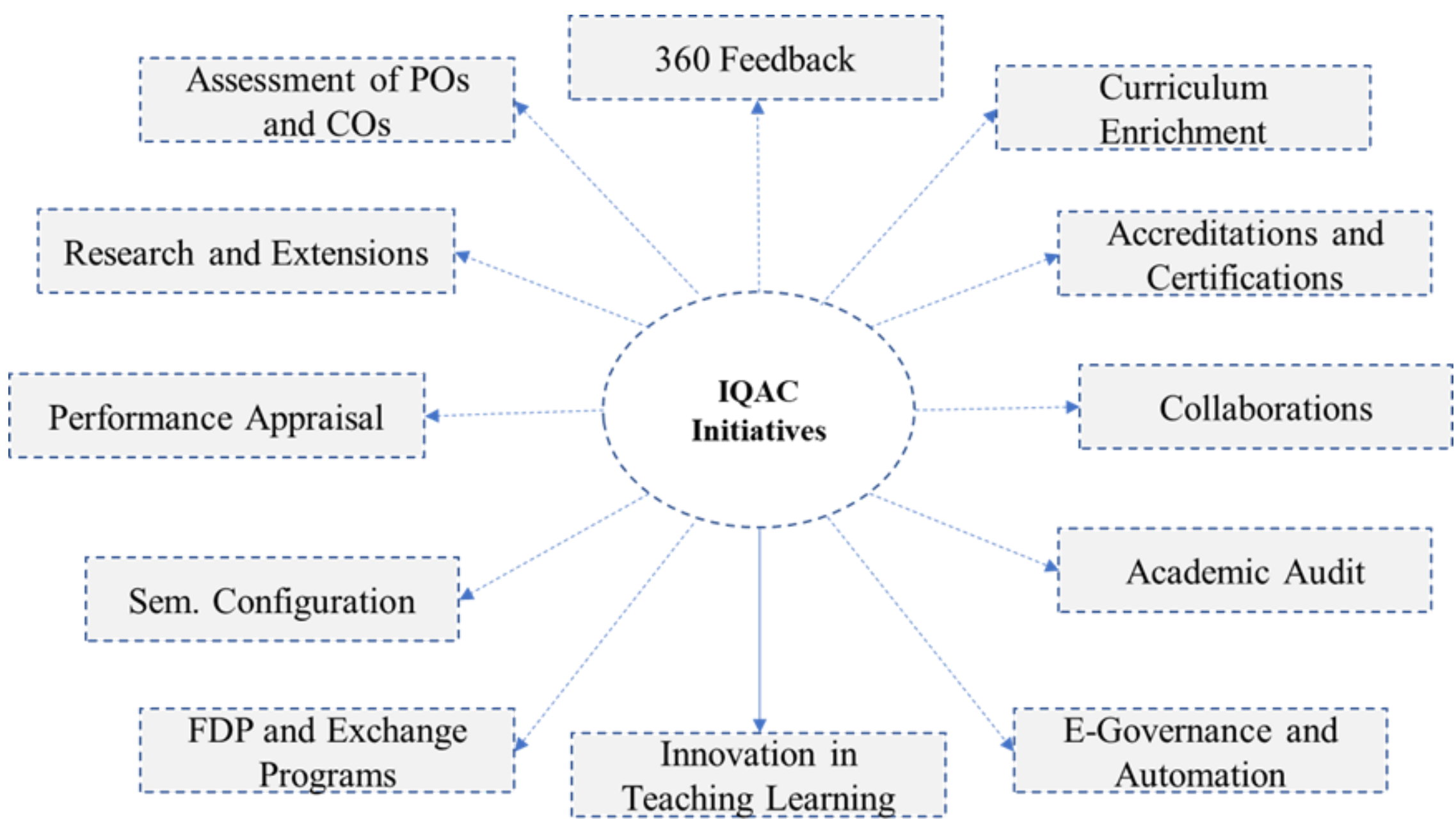
5. INTERNAL QUALITY ASSURANCE SYSTEM (IQAC)

The Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews the teaching-learning process, structures and methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities.

It takes initiatives in enhancing quality through various activities connecting the students, staff, alumni, employers, and community. It ensures the best learning system by integrating innovative technology-driven teaching methods that can prepare the students to be compact with global workplaces.

Diagram: IQAC Initiatives with connected activities: 360 Feedback, Assessment of POs and COs, Curriculum Enrichment, Research and Extensions, Accreditations and Certifications, Performance Appraisal, Collaborations, Sem. Configuration, Academic Audit, FDP and Exchange Programs, Innovation in Teaching Learning, E-Governance and Automation.

5. INTERNAL QUALITY ASSURANCE SYSTEM (IQAC)

Collaborations

- MMU Malaysia
- ENcube Labs, USA
- Infosys Mysore
- Policy Research Centre, Dhaka, Bangladesh
- European International University, Paris
- Innovation Floor, Dubai
- Central University of Kerala
- KiSE Mysore
- St. Joseph University, Bangalore
- ICT Kerala
- Tally Prime, Chennai
- RG Associates

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