



NIZAM COLLEGE (AUTONOMOUS)

INSTITUTIONAL POLICIES AND PROCEDURES

The institution has laid down policies and procedures which are implemented as protocols for taking important organizational decisions, alternative mechanisms, programs for the smooth functioning of administration. The institution is particular about maintaining academic quality and maintenance of the infrastructure. Courses are regularly modified to match the needs of the society, industry and market. To maintain cleanliness in the college several house-keeping staff take care of sweeping entire college every day. There are two dedicated care takers in the college to look after all the maintenance activities of the college and whenever required buildings and furniture are repaired. Infrastructure maintenance budget is allocated every year to carry out maintenance related work.

Academics:

The college has six faculties that includes Faculty of Arts, Social Sciences, Commerce, Science, Business Management and Informatics comprising 33 departments. Each department is taken care by the respective In-charge Heads of the Department concerned.

Governing Body is the highest decision making body of the College. It decides matters such as the functioning of the college, and academic programmes. It also ratifies policy matters and the constitution of various Boards of Studies. It also nominates members of the Finance Committee of the college. Academic Council is the body which reviews the academic performance and progress of the college. It meets regularly to ratify the changes in syllabus and other such matters. From the time Nizam College had academic autonomy, all the departments have Boards of Studies duly constituted members both internal and external.

Infrastructure:

Classrooms: All the classrooms are well lit, ventilated, furnished for the smooth and optimal conduct of classes. Regularly fans, tube lights, tables, chairs and boards are repaired and updated. There is a full time electrician available at the college working hours who renders his service immediately in case of any electrical problem faced by any department.

Labs: Laboratories are cleaned everyday by the in-house staff of the college. Equipment is regularly serviced to avoid any sort of damage. Parts of the instruments are replaced as and when required. Repairing of various equipment, scientific instruments, devices, printers and computers undertaken to keep them in good working conditions. Computers labs are equipped with UPS inverters and Air Conditioners that are also subject to regular maintenance and sometimes further servicing and repairing.

Library: It is the knowledge dissemination centre so it is maintained in an efficient manner. Library racks, almaras, furniture (tables, chairs and computer tables), computers, periodical racks, notice boards are regularly checked and repaired as and when required. Vacuum cleaner is used to clean the books and maintain them in a neat and tidy condition.

Sports Complex: It includes gymnasium and other indoor gaming facilities. To up keep the equipment in the gym, regular maintenance is done to ensure the availability of all items every time.

Computer Labs: For maintaining the good performance of computers, licensed antivirus software is installed in every computer. Thus the important information is protected from getting corrupted. Every computer lab is also provided with UPS and ACs to maintain the hardware of the computer and to keep it in working condition for more time. Computer labs are maintained by three full time qualified hardware technicians. When a computer fails for minor reasons, it is dealt promptly by the technicians and brings the system back to its working condition. Components of computers are replaced or repaired when they stop functioning.

Water Purifiers: Most of the departments have water purification systems to provide pure drinking water for the students and staff which are maintained by the college in house staff. There are also water purification systems (RO Plants) installed in the college which are cleaned every week by the college staff.

Sanitation: There are sufficient numbers of washrooms available for male and female staff and students. Sanitation staff members are appointed for the maintenance of washrooms. Garbage is gathered at various points in the college and GHMC collects it regularly.

Security: 35 cameras have been installed throughout the campus for reinforcing security measures for staff and students. Cameras are checked regularly and are repaired or procured whenever required.

Research and Plagiarism:

College Research Committee(CRC) monitors research and development. It creates suitable environment for carrying out research by faculty and students by providing needed infrastructure

to carry on research. CRC encourages good ethics in research and publications to curtail plagiarism.

Finance Committee:

The Finance Committee examines the expenditure of the college. It meets twice a year to review the financial status of the college and to examine the budget presented by the various departments. It decides the fee structure for self-financing programmes periodically. The college has different sections, committees and cells. For instance Administrative office takes care of general administration and maintains records related to both academic and non-academic works. Service rules, procedures, recruitment, and promotional policies are followed as per Government of Telangana service rules, recruitment and promotional policies.

Examination: The Examination Branch takes care of the conduct of the examinations like preparing the question paper, printing the question paper, sending the answer papers for evaluation, maintaining the records of marks etc..

Consultancy:

Institution has consultancy policy. It promotes external cash flow by facilitating consultancy activities, encourages research atmosphere in the College where teachers would be able to obtain extramural grants through research projects, consultancy and training programmes, etc. Facilitating extension of infrastructure & technical skills which would enhance the cash flow. Assisting teachers to file patent applications and obtain patents. Promoting close interaction between the Nizam College, private and public academia to promote R & D activities through MoUs. The College enables Consultancy projects under three categories

Category I: This Category involves only guidance/supervision/intellectual expertise by the Consultant without any utilization of departmental or laboratory assistance.

Category II: This Category involves lab/instrumentation facilities. The Categories I & II projects would operate as per the existing modalities of the College Consultancy Committee.

Category III: This category involves turnkey projects. The Consulter and the Consultant would submit the details of turnkey projects to the College Consultancy Committee wherein College Consultancy Committee would scrutinize the modalities of the projects for implementing them