



National School of Management Studies Durgapur Chapter
(A duly registered trust for charitable purpose)

National School of Management Studies

Durgapur Chapter

(A duly registered trust for charitable purpose)

**Nachan Road, P.O-Kamalpur, Durgapur, Dist- Burdwan,
PIN-713204, (West Bengal)**

Phone: (0343) 2645650 / 2645350 / 2603009, Fax: (0343) 2603914

Compliance Manual



Compliance Requirements

This compliance manual intends to provide detailed guidelines for conducting courses at all centers under National School of Management Studies Durgapur Chapter (NSMSDC). It deals with the teaching methodology, examination & gradation procedures, recruitment and faculty training program. It also provides directives regarding the day to day administrative routine.

1. Teaching Technology

- i. Theory & Practical classes will be conducted according to syllabus and prescribed terminal competencies.
- ii. Before the commencement of each module an assessment test must be conducted to assess competencies of the trainees. The revision classes will be recommended to bridge the gaps.
- iii. Extra Practicing Session facility will be given to students for clearing their doubts.
- iv. Special theory classes will be conducted every week, to allow students to clear their doubts. These classes should be free of charge and all eligible students wishing to attend may register their names. A special class will cover any one subject and will be of duration equivalent to a theory class.
- v. Free Practicing Time facility will be given to every student to avail one hour free individual computer time per week for enhancing their skills. Free computer practicing slots will be allotted for the existing students subjects to be availability of vacant slots. These slots will be allotted subject to certain guidelines given below:
 - a) Once in a week, the vacant slots (day and time for the next week) will be put up on the notice board for booking in advance.
 - b) The booking will be cancelled if the student reaches late.
 - c) The time slots will be provided on first come first served basis.
 - d) All students must carry their ID card at the time of practice.
 - e) Faculty member will not be present at the time of practicing.

2. Recruitment of faculty members

The recommended student and faculty member ratio is 20:1 Faculty members will be recruited from time to time, as and when required. The planning for recruitment of faculty members will be in advance period of 1 month. To recruit faculty member(s), an advertisement has to be published in any one of the leading dailies and a copy of the advertisement has to be sent to the corporate office for approval prior to release the same. The respective centers will follow the norms and guidelines for conducting preliminary round of selection. The interview board for final selection of faculty members consists of representatives from NSMSDC and others as per HR Manual.

3. Faculty Training

As detailed in HR Manual

4. Monthly Faculty Meetings

A meeting of faculty members' will be conducted at least once in every month and all faculty members, practical instructs and the center in-charges should attend this meeting. All monthly objectives should be



discussed and an exchange of ideas & views that are required to streamline the training and administrative processes will be done. Minutes of the meetings should be maintained.

5. **Norms for Class Scheduling**

A proper scheduling is very essential for smooth functioning of a center. The following norms should be maintained at the time of scheduling:

- i. Faculty members should be present both in theory and in practical classes.
- ii. The presence of two faculty members is required if there happens to be in morning batch.
- iii. The same faculty cannot take classes of two different batches simultaneously.
- iv. All the relevant notices for a month should be put up on the notice board on the last working day of the previous month.

6. **Maintenance of the Library**

A well-equipped library must be maintained from the day of inauguration and periodically updated with necessary purchases. All existing students are eligible to become members and must fill up a library membership form. Members are required to make a fully refundable deposit amount and will be issued a library membership card. A single book will be issued against a card. A fine will be charge for every day of delay in returning the issued book. The maximum period of issuance will be 7 days. Library membership rules are specified in detail on the library membership form.

7. **Career Development Program**

A special Career Development Program should be conducted for every batch where necessary skill to impress an interview board will be imparted. The composition of a slandered bio-data, supplementary technical knowledge like installation of software etc. will be covered. Students will be tested on their communication skill and an overall assessment of their technical abilities will be made. This assessment will serve as a basis for recommendation by the placement division, as and when situation are found. All reports related to placement should be sent by 5th of every month to the central placement division. A register should be maintained for CDP. The register will contain the dates of all CDP classes for all batches running at present in the center. As soon as a batch starts, the respective faculty should note the schedule date of all CDP classes according to the syllabus which will be very helpful at the time of preparing the routing. The same format has to be maintained for all printing classes in the same register.

8. **Placement Planning**

- i) Special Classes
- ii) Extempore
- iii) Mock Interview
- iv) Special Training for industry relates
- v) Campus Drive

9. **Examination Procedure norms**

Exams and Tests will be conducted as per the norms laid down by the Certifying Agencies e.g. AICTE, NCVT, SSC etc. Prior to final examination, a “Verisimilar Examination” is to be conducted for the benefits of the students. Any issue arising out of such Verisimilar Examination should immediately be addressed quickly for better performance of the trainees in the final examination.

Immediately on publication of results the trainees will be handed over the certificates.