

6.1.1

Institutional Vision

ADIWASI SAIKSHANIK SANSHODHAN SANSTHA, SADAK ARJUN'S

**S. CHANDRA MAHILA MAHAVIDYALAYA, AMGAON**

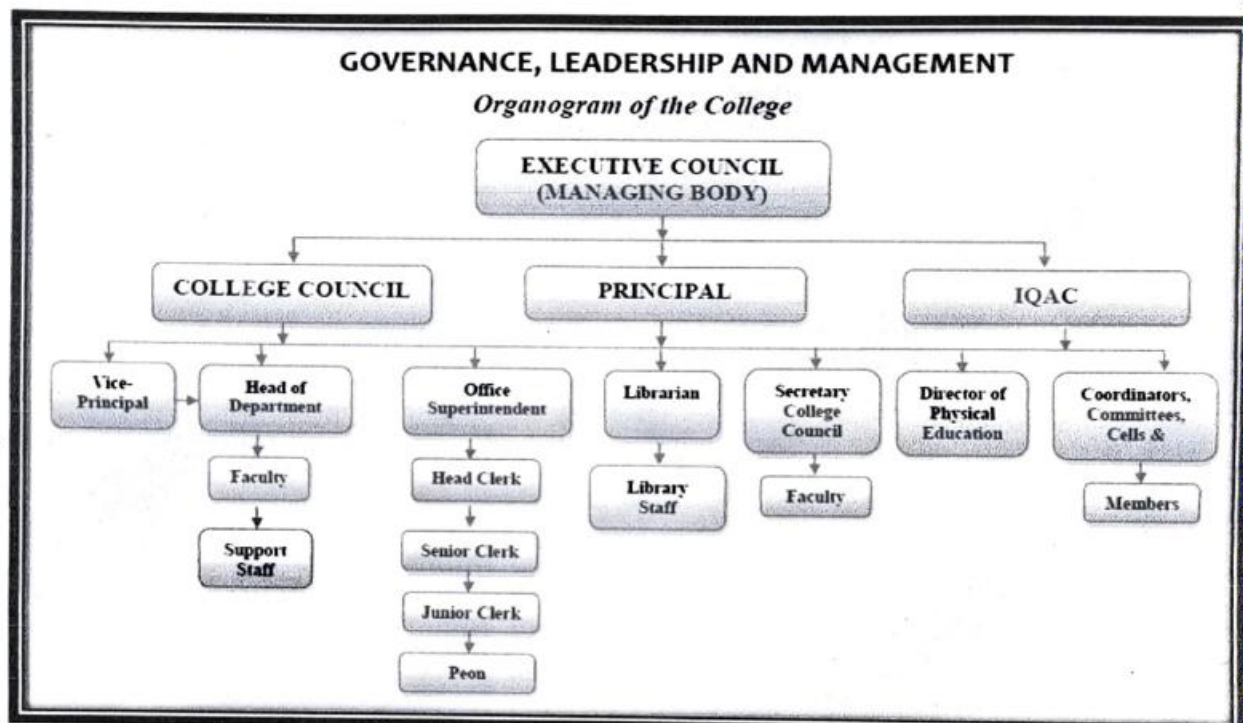
DIST. GONDIA - 441902



*Shalabe*  
Officiating Principal  
S. Chandra Mahila Mahavidyalaya  
Amgaon.

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### Organogram of the College



*S. Chandra Mahila*  
Officiating Principal  
S. Chandra Mahila Mahavidyalaya  
Amgaon.



**Governance, Leadership and Management**  
**ADIWASI SAIKSHANIK SANSHODHAN SANSTHA, SADAK ARJUNI'S**

Adiwasi Saikshanik Sanshodhan Sanstha, Sadak Arjuni one of the prominent education societies, was established in the year 2009 under the able guidance of visionary, Shri Sanbhaji Ramchandra Lanjewar, an eminent educationist and philanthropist.

**Vision:**

Our vision is to provide quality education to the women students of this region and empower them to stand on their own feet.

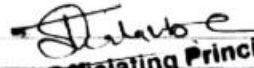
**Mission:**

Our mission is to create a society where educated women will act as a true liberator and capacity-builder, and unite people on the anvils of peace, tolerance and understanding, and where the benefits of education will reach every one, enabling them to live with self-respect, dignity and enlightened awareness.



Adiwasi Saikshanik Sanshodhan Sanstha, Sadak Arjuni, a socially conscious educational institute is set up for providing advanced academic and extra-curricular education to the students coming from the rural classes of the society and further, to empower them to become successful, sensitive and high-valued citizens of the nation.

Late Shri Sanbhaji Ramchandra Lanjewar, Founder Member of the society. He prominently focused on the education for upliftment of the Tribal, Poor, Illiterate people of the society.

  
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The current leadership under the aegis of Hon. Dr. Ajay Sambhaji Lanjewar, President of Adiwasi Saikshanik Sanshodhan Sanstha, Sadak Arjuni, has accelerated the growth and progress of the institution. His leadership is directed towards organizational objectives to fulfill the need of time. The schools and colleges offer education to the students from all the classes of society, its motto being educate to each girls of the society. The institution has a futuristic vision with integrated approach for overall development of students. It encourages students in their pursuit of knowledge. The college offer academic courses in arts, commerce and science. The competent, qualified and experienced college faculty helps students explore their potential fully. The institution has a vision for quality education for overall development of students. It encourages students in their pursuit of knowledge and offers all facilities for making that possible.



The institution has a great academic and research atmosphere and provides infrastructure with excellent laboratories, library and well-equipped modern amenities. The vibrant and stimulating atmosphere on campus is conducive for overall development of the students.

#### **Governance and Leadership**

The policies and decisions are taken through hierarchy shown above. The institution established, S. Chandra Mahila Mahavidyalaya, Amgaon in 2010 in order to provide higher education to students from rural and naxal-affected area in Gondia district. During the last 12 years, the achievements of the college have been noteworthy. All academic and administrative units of the college are governed by the principles of participatory management and transparency. The academic and administrative planning of college has been progressing with time. The funds of the college are optimally allocated and efficiently utilized by proper budgeting system. The college has adopted the best practices for effective leadership and governance which led to the achievement of administrative and academic excellence. The principal takes the major decisions regarding the college and is finalized through its meetings.

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## **Administration**

### **The General Body -**

The General body of the association shall consist of all persons who have obtained the membership of the association under the provisions of the association. The annual general meeting of the association shall be held once in every calendar year. The President of the association shall preside over the annual general meeting. The general meeting takes decision on the following.

- ✦ To elect governing council and its office bearers for a period of three years.
- ✦ To read, adopt and pass the audited statements of the accounts of the association to get her-with annual report.
- ✦ To sanction the annual budget of the association.
- ✦ To appoint auditor or auditors, legal advisors for the association for the succeeding year and to fix the remuneration.
- ✦ To transact such other business that may be regularly brought before the meeting with the previous permission of the president.
- ✦ The governing council of the association, whenever it thinks desirable and necessary and on a requisition made in writing by at least twenty-five members of the association, council a special general meeting.

### **Administration of the College -**

S. Chandra Mahila Mahavidyalaya, Amgaon is established by Adiwasi Saikshanik Sanshodhan Sanstha, Sadak Arjuni in the year 2010. Local Administration of the college is as follows:

### **College Development Committee (Formerly Local Managing Committee) -**

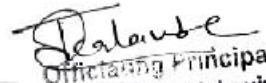
The College Development Committee was constituted in place of local managing committee (LMC) through Maharashtra Public Universities Act, 2016 to monitor the entire academic and administrative functioning of the college on behalf of the Executive Council (Managing Body) Adiwasi Saikshanik Sanshodhan Sanstha, Sadak Arjuni.

  
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**The following are the Members of CDC:**

- (a) Chairman of the Management (Shri Dr. Ajay Sambhaji Lanjewar)
- (b) One Member, to be nominated by the management (Smt. Laxmibai Patil)
- (c) One head of department, to be nominated by the Principal (Dr. Pramod Sardar)
- (d) Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be woman [Prof. Diksha Badole, Dr. Dewanand Khobragade, Dr. Ajay Moon]
- (e) One non-teaching employee, elected by regular non-teaching staff amongst themselves [Shri Hemkrushna Kathane]
- (f) Three local members, nominated by the management in consultation with the principal, from the fields of education, research and social service of whom at least one shall be alumnus [ Shri Bhola Gupta, Shri Raju Funde, Shri Chaitanya Rahangdale]
- (g) Co-ordinator, Internal Quality Assurance Committee of the college [Prof. Swapnil Bhagat]
- (h) University Representative of the College Students Council (Ku. Dipali Tembhare)
- (i) Principal of the college as Member Secretary [Dr. Trushna Kalmbe]
  - ✦ The College Council shall meet at least two times in a year.
  - ✦ Nominated members shall have a term of one year from the date of nomination.
  - ✦ The College Council shall,
    - (1) Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and Enable College to foster excellence in curricular, co-curricular and extra-curricular activities;
    - (2) Decide about the overall teaching programmes or annual calendar of the college;
    - (3) Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
    - (4) Take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
    - (5) Make specific recommendations to the management to encourage and strength on-research culture, consultancy and extension activities in the college;
    - (6) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
    - (7) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
    - (8) Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;

  
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- (9) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
- (10) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget);
- (11) Make recommendations regarding the students' and employees' welfare activities in the college or institution;
- (12) Discuss the reports of the Internal Quality Assurance Cell and make suitable recommendations;
- (13) Frame suitable admissions procedure for different programmes by following the statutory norms
- (14) Plan major annual events in the college, such as annual day, sports events, cultural events, etc.;
- (15) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
- (16) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;
- (17) Recommend the distribution of different prizes, medals and awards to the students.
- (18) Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

#### **Internal Quality Assurance Cell**

- 1) There shall be an Internal Quality Assurance Cell (IQAC) in the university to plan, guide and monitor quality assurance and quality enhancement in all the academic activities of the university.
- 2) The Internal Quality Assurance Cell in the university shall be constituted and function as per the guidelines of the University Grants Commission and State Government issued, from time to time.
- 3) The Annual Quality Assurance Report shall be approved by the Management Council of the University for the follow up action for the necessary quality enhancement measures. The university shall regularly submit the Annual Quality Assurance Report to the National Assessment and Accreditation Council.
- 4) There shall be an Internal Quality Assurance Committee in each college and recognized institution that shall be constituted and function as per the guidelines of the University Grants Commission and State Government issued, from time to time.
- 5) The colleges and recognized institutions shall regularly submit their Annual Quality Assurance Reports to the affiliating university, State level quality assurance bodies and national accreditation bodies.
- 6) The university shall monitor the functioning of Internal Quality Assurance Committees in the colleges and recognized institutions within its jurisdiction.

  
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**The IQAC Coordinator is responsible for the**

- ✓ Development and application of quality benchmarks / parameters for the various academic and administrative activities of the College.
- ✓ Dissemination of information on the various quality parameters of higher education
- ✓ Organization of workshops, seminars on quality related themes and promotion of quality cycles.
- ✓ Documentation of the various programmes/activities leading to quality improvement
- ✓ Acting as a nodal agency of the institution for quality-related activities
- ✓ Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

**Principal -**

The Principal of the college is the head of the institution and always caters to offer essential direction to the system.

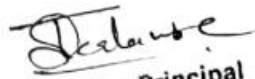
The Principal controls and directs the activities of the college and its staff and has responsibility through the different committees for the efficient and proper management and administration of the college. She is the link between the Management and the College.

The Principal ensures that the values and relevant strategic management plans are reflected in the mission, vision and quality assurance system of the College. The Principal of the College performs an important role by imparting smooth functioning of administrative and academic activities. For smooth functioning of administrative, co-curricular and extracurricular activities, she forms different committees and appoints an in-charge and members from the staff. The committees coordinate and execute the activities assigned to them and report to the Principal.

The Principal coordinates with the external agencies like the University, the UGC, Joint Director Office and other government bodies to comply necessary regulations. Her safe-guards the interests of teachers/non-teaching staff members and the management.

She Observes and implements directives issued by Government authorities' viz. Director of Education/ Higher Education / University and other concerned authorities.

She also performs any other work relating to the College as may be assigned to him by the Management from time to time.

  
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#### **Head of the Departments -**

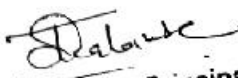
- ✓ The Heads of the departments act as front runners of their departments.
- ✓ They monitor activities of the departments and report directly to the Principal
- ✓ They are responsible for the overall management of the department(s).
- ✓ Manage the day-to-day functioning of the department
- ✓ Propose and Administer the development of new courses
- ✓ Organize the periodic review of courses.
- ✓ Coordinate the academic and administrative staff within the department.
- ✓ Coordinate the examination schedule.

#### **The Heads ensure that:**

- ✓ The programmes are delivered to a high standard in terms of learning outcomes, curricula content, quality of learning opportunities, maintenance and enhancement of standards and quality.
- ✓ Co-ordination of the annual and ongoing monitoring of programmes, the self-evaluation of programmes is done.

#### **Librarian -**

- ↓ The College Librarian ensures them on it oaring of the following functions of the college Library.  
Allocation of budget with the aid of Library Advisory Committee to each department as per the norms.
- ↓ Forwarding it for approval and sanction to the Principal.
- ↓ Inviting list of text books, reference books, Journals, Books for extra reading etc from each department and after the approval from the Principal, sending it to the respective vendor.
- ↓ Besides ordering, cataloging, assembling and indexing databases of library
- ↓ materials, helping students and the staff to locate the information that they need.
- ↓ He holds Book Exhibition annually and invites dealers to display their latest collection.
- ↓ Checking the Readers' Club and finalizing the Best reader's award.
- ↓ Monitoring the Book Bank Scheme.

  
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#### **Physical Director -**

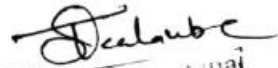
- ✦ The Physical Director has the following responsibilities for the Sports and the Gymkhana section (indoor and outdoor).
- ✦ Training students for various sports and forming teams.
- ✦ Monitoring students coaching, ground preparation, purchasing sports material and scheduling of the games.
- ✦ Implementing a mechanism for motivating the students for participation in games and sports activities and organizing inter-departmental, inter-collegiate sports and games events.
- ✦ Making arrangements for the participation of students at university tournaments,
- ✦ Regional/state/national level sports events.
- ✦ Organizing Annual Sports Day at the End of the Academic year.
- ✦ Executing any other activity related to sports and NSS activities.

#### **College Committees -**

The various Statutory, Academic and non-academic committees constituted, monitor and comply to key Academic policies, Extension activities and recommend, suggest and take actions related to their respective committees. Each committee is headed by an in-charge who works with the assistance of the members taken from teaching and administration staff.

Following is the list of the committees that are operative during 2017-18 and 2021-22 form on it oaring and governing various activities:-

1. Internal Quality Assurance Cell (IQAC)
2. Shift in- Charge Committee
3. Election of S.R.C. Extra-curricular & Inter-collegiate Committee
4. Games and Sports Committee
5. Unit Test and Annual Test Examination Committee
6. Career and counseling cell, Coaching and guidance of competitive Examination, Student information and guidance centre
7. RUSA/U.G.C. Planning Board
8. Infrastructure Committee
9. Plantation and college Beautification Committee
10. Parent teachers Association
11. Alumni Association

  
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12. N.S.S. Committee
13. News editing and Advertisement committee
- 10| Governance, Leadership and Management
14. Up- gradations of website Committee
15. Continuous Education Extension and Service Center
16. Anti-ragging cell & Student Redressal cell and college campus Disciplinary Action Committee
17. Task force for protection of Girls at College Campus, Sexual Harassment & Women's Grievance cell
18. Entrepreneurship & Skill Development cell
19. Research Innovation cell for Student, Teacher and Academia Journal
20. Library Advisory Committee
21. Feed - Back Committee
22. Time Table committee
23. Prospectus Committee
24. Magazine Committee
25. Students Welfare Officer
26. Equal Opportunity Cell for Divvying and S.C., S.T., & O.B.C. Students

#### **Administrative Staff -**

Administrative Staff comprises of Head clerk, Senior clerk, Junior clerks and manual staff working under the guidance of the office superintendent.

Role in design and implementation quality policy and plans:

#### **Quality policy of the College -**

S. Chandra Mahila Mahavidyalaya, Amgaon is committed to provide quality education to the students enabling them to excel in the field of science, commerce and humanities as well as to cater to the changing and challenging needs of the society, education sector and industry by

- 1) Contributing to the overall knowledge and personality development.
- 2) Maintaining the excellent infrastructure and learning environment.
- 3) Inculcating moral and ethical values among the staff and students.
- 4) Enhancing the competence of faculty to adopt modern and innovative teaching and learning process.
- 5) Promoting research among students and faculty.
- 6) Organizing co-curricular and extracurricular activities to enhance students' leadership qualities.

Role of top management, Principal and Faculty is vital in overall development of the college.

**Role of top Management -**

- (a) Support for academic and infrastructural growth of the College.
- (b) Appointment of teaching and non-teaching staff.
- (c) Monitoring of overall administration of the college.
- (d) Observance and implementation of directives issued by Government authorities' viz. Director of Education/Higher Education/ University and other concerned authorities.
- (e) Assessment of requirement of new programs to be started.

**Role of the Principal -**

The Principal of the college is the head of the institution and is always there to provide requisite leadership to the system.

- (a) Admission of students and maintenance of discipline in the College.
- (b) Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.
- (c) Observance of provisions of Accounts Code.
- (d) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time.
- (e) Co-respondent relating to the administration of the College.
- (f) Assessing reports of members of the non-teaching staff, maintenance of their service books and looking after the general welfare of the non-teaching staff.
- (g) Supervision of the College and Examinations, setting of question papers for the College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
- (h) Observance and implementation of directives issued by Government authorities viz. Director of Education/Higher Education/University and other concerned authorities.
- (i) Administration and supervision of curricular, co-curricular/extra-curricular or extra mural activities, and welfare of the College, and maintenance of records.
- (j) Safe-guard the interests of teachers/non-teaching staff members and the management.
- (k) Any other work relating to the College as may be assigned to him by the Parent society from time to time.



#### **Role of IQAC Coordinator -**

The IQAC Coordinator is mainly responsible for development of a system for conscious, consistent and catalytic improvement in the overall performance of the institution.

Coordinator is responsible for the following functions

- (a) Application of quality benchmarks / parameters for various academic and administrative activities of the institution
- (b) Arrangement for feedback response from students, parents and others take holders on quality-related institutional processes;
- (c) Optimization and integration of modern methods of teaching, learning and evaluation.
- (d) Dissemination of information on various quality parameters of higher education
- (e) Development of Quality Culture in the institution;
- (f) Documentation of various programmes/activities leading to quality improvement.
- (g) Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC with the help of IQAC members.
- (h) Coordinating with other Cell coordinators and HODs.
- (i) Suggesting budgetary provisions for activities related to the cell.

#### **Role of Committee Chairman -**

The Committee Chairman of each committee has the following functions

- (a) Prepare the list of activities to be taken in the academic year
- (b) Send proposal to the Principal and get the budget approved.
- (c) Coordinate with all the team members.
- (d) Send notices for timely meetings and prepare agenda for the same.
- (e) Carry out all the activities related to the respective committee.
- (f) Submit the accounts of the Expenditure incurred for the activities held.

#### **Role of Head of Department -**

The Head of each department has to

- (a) Monitor day to day teaching learning activity of the department.
- (b) Distribution of workload among the teachers of the department.
- (c) Purchase of books, equipment in the department.



(d) Coordinate co-curricular activities for the students.

**Role of Faculty -**

The faculty of the college is actively involved in teaching learning, evaluation, co-curricular and extra-curricular activities.

- (a) Implementing the teaching-learning schedule and taking part in evaluation process.
- (b) Assisting the administration through the participation of different academic committees.
- (c) Assisting in planning and implementation of academic programmes such as seminars, workshop, conferences, and National service scheme.
- (d) Under take research and consultancy / extension, co-curricular and extra- curricular activities.

**The involvement of the leadership in ensuring:**

↓ **The policy statements and action plans for fulfillment of the state admission**

The authorities collect information about the various aspects of the functioning of the College through a number of ways. The management encourages the participation of the staff in the process of decision-making in institutional functioning. Both teachers and non-teaching staff have their representatives in the College Development Committee of the College. College Council in its meetings collects the information regarding the new policies to be implemented. The policy decisions regarding the college functioning are decided by the College Development Committee.

↓ **Formulation of action plans for all operations and incorporation of the same in to the institutional strategic plan**

The Principal prepares the agenda for College Council meetings and presents before the College Council, academic and administrative matters requiring the College Council approval and he is responsible for executing its decisions. He is also responsible for all correspondence with the College Development Committee, Government of Maharashtra, the Central Government, University Grants Commission, and the Nagpur University. On the basis of policy decisions of College Development Committee, the action plans are prepared by the Principal. With the prior permission of College Development Committee, the plans are implemented by the Principal.

↓ **Interaction with stakeholders**

The Principal provides information to the stakeholders such as students and faculty at the beginning of the academic year. He also provides information about the college through first address lecture in the Induction Programme to the first year students of all faculties. The prospectus itself contains the rules and regulations of the college. The Principal arranges meeting with staff, parents, alumni, and other members of the society. The College has constituted different committees of teachers and members of the non-teaching staff which



play an important role in the planning and implementation of activities in different spheres of institutional functioning.

**☐ Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**

The college takes regular feedback from the stake holders about the college. These feedback forms are analyzed and on the basis of these the policies are formulated and planning is done by the college. The personal interaction of the Principal with the faculty, the non-teaching staff, the students, the parents play an important role in this. Apart from this, information available in student feedback forms and information available in self-appraisal forms of teachers help the authorities to plan proper support for the policies.

**☐ Rein forcing the culture of excellence**

The college provides all the guidance to the students to create the culture of excellence. The library timing is decided. Various committees are formed to implement and monitor various activities. Teachers are actively involved in the research and publishing their research articles in the journals. With support of management research facilities are augmented as and when required.

**☐ Champion organizational change**

The college has taken initiative for additional infrastructure like modernization of laboratories, purchase of additional equipment, furniture etc. The college has created virtual class room for the students and faculty. Faculties are maintaining teaching dairy for every year. Performance appraisal forms are filled up and collected by the college from all faculties. The work of non-teaching staff is distributed every year.

Performance Appraisal System

**Teaching Staff -**

The "Performance Based Assessment System" (PBAS) is monitored by the institute. It's a two-tier process whereby the teacher has to fill up the form containing the information of

1. Teaching-Learning and evaluation
2. Curricular and extra-curricular activities, and
3. Research.

**The teacher forwards it to the IQAC.**

The IQAC of the college assesses and validates the report submitted by the faculty and validates the scores. This report is given to the Principal. The performance appraisal is also used for Career Advancement Scheme (CAS).

The teachers are updated about their performance at each level. If there is a scope for improvement on the part of the teacher, the faculty members are advised to upgrade themselves. This is crucial for later promotions as per the norms.



Teachers fulfilling the required parameters are appraised by a committee consisting of experts appointed by the University and then the list is advanced to the Joint Director's office and the University.

**Non-Teaching Staff -**

The performance appraisal system for Non-Teaching is channelized through confidential report. Every member of the Administrative staff has to fill this form and hand it over to the Office Superintendent of the college. The Office Superintendent forwards it to the Principal for the final remark. After the Principal's remark it is advanced to the parent institution for further scrutiny and assessment. Action is taken accordingly.

Thus the Institution has Performance Appraisal System for teaching and non-teaching staff which aids in improvisation of the standards of the staff members.

**Financial Audits**

**Internal Audit -**

Adiwasi Saikshanik Sanshodhan Sanstha, Sadak Arjuni has a policy related to Internal and External Audit. Internal audit is a continuous process which ensues after each and every financial transaction. The auditor is responsible for checking official letters, official funds, receipts of students' fees and Bank statements. The payment vouchers are signed by the office superintendent and finally by the Principal.

**External Audit -**

The external audit takes place annually after the completion of every financial year. The Chartered Accountant is appointed by the college.

The external auditor checks Accession records.

The nature of the payment is categorized into

- 1) Revenue Expenditure
- 2) Capital Expenditure

**This is also checked by the auditor.**

The bills and vouchers of the revenue expenditure is checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified.

Departmental Accession Register, Purchase Registers are physically checked. After final checking of records, the external auditor signs the receipts and payment.

For the grants received from the UGC, utilization certificates are prepared according to the allowed expenditure under various heads. This is duly checked by the CA and submitted to the corresponding authorities.

Statutory external audit and assessment of Income-Expenditure and Receipt-Payment is also done by the Auditor General of the Government of Maharashtra periodically after every five years.



## **Institutional Strategies for Mobilization of Funds**

### **Recruitment procedure**

#### **Service Rules and Recruitment -**

For the service conditions and rules, the college follows the rules and regulations laid down by R.T. M. Nagpur University, UGC, New Delhi and Government of Maharashtra. The candidates are interviewed by the Selection Committee appointed by the university, which comprises of the Vice Chancellor's Nominee, Subject Experts, Reservation Nominee, Management Office Bearers, Principal and Head of the respective department.

#### **Promotional Policies -**

All the promotional policies follow the career advancement scheme (CAS) as per the UGC norms for the up-gradation of the faculty. The promotion of non-teaching staff caters to the Government of Maharashtra norms. For Non-grant posts Adiwasi Saikshanik Sanshodhan Sanstha, Sadak Arjuni follows Government of Maharashtra rules.

### **CODE OF CONDUCT FOR THE COLLEGE**

1. Code of Conduct for Students
2. Code of Conduct for Teachers
3. Code of Conduct for Non-Teaching Staff
4. Code of Conduct for Principal
5. Research Policies for Ethics and Plagiarisms

#### **Code of Conduct for Students**

- 1) All students should observe the rules of discipline and are expected to be of dignified behavior and good character within the college.
- 2) Students should wear the college uniform every day.
- 3) Students should stay wear their identity cards inside the campus daily.
- 4) All the students must gather at 10:45 am daily at the ground for National Anthem.
- 5) Students are warned that they must not bring with them un-authorized persons in the college premises. Strict disciplinary action will be taken against the students who violate this rule.
- 6) Students should not wander around the college premises when they have no classes. They should not disturb the classes that are going on.
- 7) During class hours a student cannot go out of the classroom without the permission of the teacher concerned.
- 8) Students are warned against destroying the college property.
- 9) Students are expected to obey all the orders and to behave respectfully with all the members of the college

staff.

10) Students are expected to be punctual and fully responsive in the college.

11) Students should not unnecessarily loiter in the college premises or seat/stand in the corridors.

12) Students should use the college furniture, fans, books or any other college property with utmost care.

The cost of the damage done will be recovered from the students individually or collectively, as the case may be.

13) Students are not authorized to form unions like morcha, boycott of classes, strikes etc. without prior intimation of at least 5 days prior to the principal and without any just or legitimate cause or grievance will be resulted in rustication of the concerned students.

14) Any change in the subject/subjects, or faculties will not be allowed.

15) Any change in the local or permanent address of students should be communicated promptly in writing.

16) Election of University Students Council will be held as per the provisions and directives from the RTM Nagpur University, Nagpur.

17) Students are expected to keep their vehicles properly locked at the space provided in the college. No complaints regarding loss of vehicles kept unlocked or not kept at the space provided shall be entertained.

18) Only special notices are will be disseminated through the class rooms. Students are, therefore expected to see the notice that may be displayed on notice board from time to time.

19) Students should use suggestion box for their suggestions/complaints/grievances etc. in writing.

20) Parents/Guardians shall fully and directly responsible for the behavior of their wards in the college.

21) Students found involved in the activities which are not in interest of the college will be expelled without any kind of enquiry. The right of giving T.C. or expelling the students from the college is reserved with the principal.

22) Students granted admission on the basis of caste reservation is required to submit caste certificate along with domicile certificate.

23) If any incident of ragging comes to notice of the authority, the concerned student will be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution, as per order of Supreme Court of India in SLP (c) No. 24259/2004.

24) College premises, Library & classrooms are under the CCTV surveillance. In case of the breach of the rule, behavior and conduct within or outside the college, the students name is liable to be removed from the college rolls.

#### **Code of Conduct for Teachers**

Teaching is a noble profession. It shapes the character, caliber and future of an individual. Besides the teachers have to



- 1) Report to duty at least 10 minutes in advance.
- 2) Adhere strictly to the laws and regulations of the college.
- 3) Remain on duty during college hours.
- 4) Respect and maintain the hierarchy in the Administration.
- 5) Maintain honesty, integrity, fairness in all activities.
- 6) Leave should be enjoyed only after the prior sanction from the principal, otherwise leave application will not be entertained.
- 7) Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- 8) Uphold the honor and dignity of the teaching profession.
- 9) Provide an innovative and quality education to the students.
- 10) Be impartial and discriminative against students.
- 11) Interact with the students in a friendly manner.
- 12) Abide by the rules and regulations of the institution.
- 13) Be responsible and interact positively with parents and other stakeholders in educating the students.
- 14) Be good counselors and facilitators.
- 15) Help, guide, encourage and assist students in their learning.
- 16) Be aware with social responsibilities.

**Code of Conduct for Non-Teaching Staff**

- 1) Report to duty at least 30 minutes in advance and shall not leave the college premises without prior permission of principal and should mention motive on register before leaving the college.
- 2) Remain on duty during college hours.
- 3) Adhere strictly to the laws and regulations of the college.
- 4) Respect and maintain the hierarchy in the Administration.
- 5) Maintain honesty, integrity & fairness in all activities.
- 20| Governance, Leadership and Management
- 6) Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- 7) Must not disclose official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- 8) Must not intercept or misappropriate college money.
- 9) Leave should be enjoyed only after the prior sanction from the superintendent/ principal, otherwise leave application will not be entertained.



- 10) Must not be absent from duty without official approval or approved sick leave.
- 11) Avoid social networking sites such as Facebook, WhatsApp etc. during the working hours.

#### **Code of Conduct/ethics for Principal**

- 1) The Principal of the college should always be honest, supportive, protective and law abiding.
- 2) The Principal of the college should ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- 3) The college principal should monitor, manage and educate the administration of the college and take remedial measures / actions based on the stakeholder's feedback.
- 4) The college principal should conduct regular meetings with Heads of the Department and various committees
- 5) The college principal should participate in extension, co-curricular and extra-curricular activities, including the community service.
- 6) The college principal should implement any other qualitative and quantitative work for the welfare of the institution.

The college principal should empower all his teaching, non-teaching staff and students to reach their maximum potential.

#### **Research Policies for Ethics and Plagiarisms**

- 1) The aims of this guidelines is to promote scientific research by providing the code of ethical practices for individual and collaborative work, guidelines for author, Patenting policies, human subjects care for life forms and environment.
- 2) It focuses on the disciplines that learn norm and standards of conduct such as Science, philosophy, law, psychology or sociology and distinguish between suitable and objectionable conduct that suit their particular aims and goals.
- 3) There should be truthfulness in collection of data, data analysis, interpretation, methods and procedures, results writing, publication.
- 4) Status and other aspects of research activities where impartiality is expected or required should not affect the research work which is opened to criticism and new ideas.
- 5) It should be done confidentially, sincerely besides; there should be consistency of thoughts and actions.
- 6) A proper honor is given to patents, copyrights and other forms of intellectual property. One should not use unpublished data, methods, or results without any prior permission. Give proper acknowledgement or credit to all contributions to research.
- 7) Proper respect and care should be given to life things when using them in research. Avoid unnecessary or poorly designed experiments. Give importance to relevant laws and institutional and governmental



policies.

8) The research should not be in the form of wrongdoings or FFP i.e. "fabrication, falsification, or plagiarism".

9) Severe punishment to researcher will be given if he/she is found to be guilty of plagiarism.

#### **Vision, Mission & Objectives of the Institution**

Vision File Link- <http://scmmamgaon.com/aadiwasi-shaikshanik-sanshodhan-sanstha.php>

Mission File Link- <http://scmmamgaon.com/aadiwasi-shaikshanik-sanshodhan-sanstha.php>

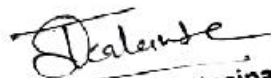
#### **Under Graduate Courses in Arts & Science Faculties**

##### **Name of the Courses & Eligibility**

##### **UG Courses:**

☒ B.A. after XII Passed Students

☒ B.Sc. [Home Science] after XII Passed Students in Science Faculty

  
Officiating Principal  
S. Chandra Mahlia Mahavidyalaya  
Amgaon.