



HANUMAN VYAYAM PRASARK MANDAL
SHARDCHANDRA PAWAR KALA MAHILA MAHAVIDYALAYA,
CHAMORSHI



MAHAVIDYALAYAA CODE: 042
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(AFFILIATED WITH GONDWANA UNIVERSITY GADCHIROLI)
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POLICY DOCUMENT

Our institute is committed to maintaining the highest standards of education to ensure a quality learning environment. Our academic policy encompasses various aspects to uphold academic accountability and enhance the overall quality of technical education. The key components of our academic policy are as follows:

1. EDUCATIONAL ACCOUNTABILITY:

- i. The institute/department takes responsibility for monitoring and evaluating the academic performance and outcomes of its programs. This involves tracking metrics such as student success rates, graduation rates, and learning outcomes to ensure continuous improvement.
- ii. The institute/department commits to upholding academic regulations and standards established by accrediting bodies.

Quality of Technical Education:

i. Prescribing 30 Hours Value Added Courses:

The institute identifies and implements 30-hour value-added courses aligned with societal and professional needs, enhancing students' skills beyond their core curriculum.

ii. Preparation of Course Materials:

Course materials are developed to meet academic and industry standards, ensuring students receive relevant and up-to-date content.

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iii. Delivery of Course Contents:

Utilizing appropriate resources and methodologies ensures effective delivery of course content, optimizing students' learning experience.

iv. Assessment for Quality:

Robust assessment mechanisms are implemented to ensure fair and accurate evaluations of students' understanding and proficiency.

v. Continuous Improvement:

The institute commits to ongoing enhancement through quality assurance measures and regular review of educational practices based on feedback, trends, and advancements. This ensures a dynamic and relevant learning environment.

The academic policy underscores the institute's commitment to fostering a learning environment that aligns with academic standards and equips students for professional challenges. Emphasizing adaptability, relevance, and continuous improvement ensures top-quality technical education.

Roles and Responsibilities of:

Internal Quality Assurance Cell (IQAC):


- Assess quality of education in Arts and ensure outcomes.
- Regularly evaluate education quality and implement measures for improvement.

Head of Department:

- Ensure implementation of academic calendar.
- Oversee department functioning, coordinate faculty schedules.

Various Committees:

Address tasks aligned with academic/administration plans as follows:

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Academic Monitoring:

- Oversees academic progress, intervenes when necessary.

Workload and Timetable:

- Allocates tasks, schedules classes efficiently.

College Examination:

- Conducts assessments, evaluates student performance.

Teacher Guardian:

- Provides mentorship, academic guidance to students.

Industrial Visit and Internship:

- Facilitates real-world experience, industry connections.

Workshop and Guest Lecture:

- Organizes skill development sessions, invites experts.

Result Analysis:

- Analyzes student performance data, identifies trends.

Admission Committee:

- Manages enrollment process, ensures fairness and transparency.

Each committee plays a crucial role in the overall functioning and development of the college, contributing to its academic excellence and the well-being of its students and staff.

Cells:**Women's Cell:**

- **Goal:** Make sure women are treated fairly and equally.
- **What They Do:** Fix problems like unfair treatment or bullying to make sure everyone feels safe and included.

Anti-Ragging Cell:

- **Goal:** Stop students from doing bad things like bullying.

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- **What They Do:** Watch out for bad behavior and teach students why it's wrong.

Grievance Cell:

- **Goal:** Solve any problems people have in the college
- **What They Do:** Listen to complaints and make sure everyone is treated fairly.

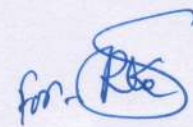
Alumni Cell:

- **Goal:** Help current students learn from past students.
- **What They Do:** Set up events where students can meet successful past students and learn from them.

NSS Cell (National Service Scheme):

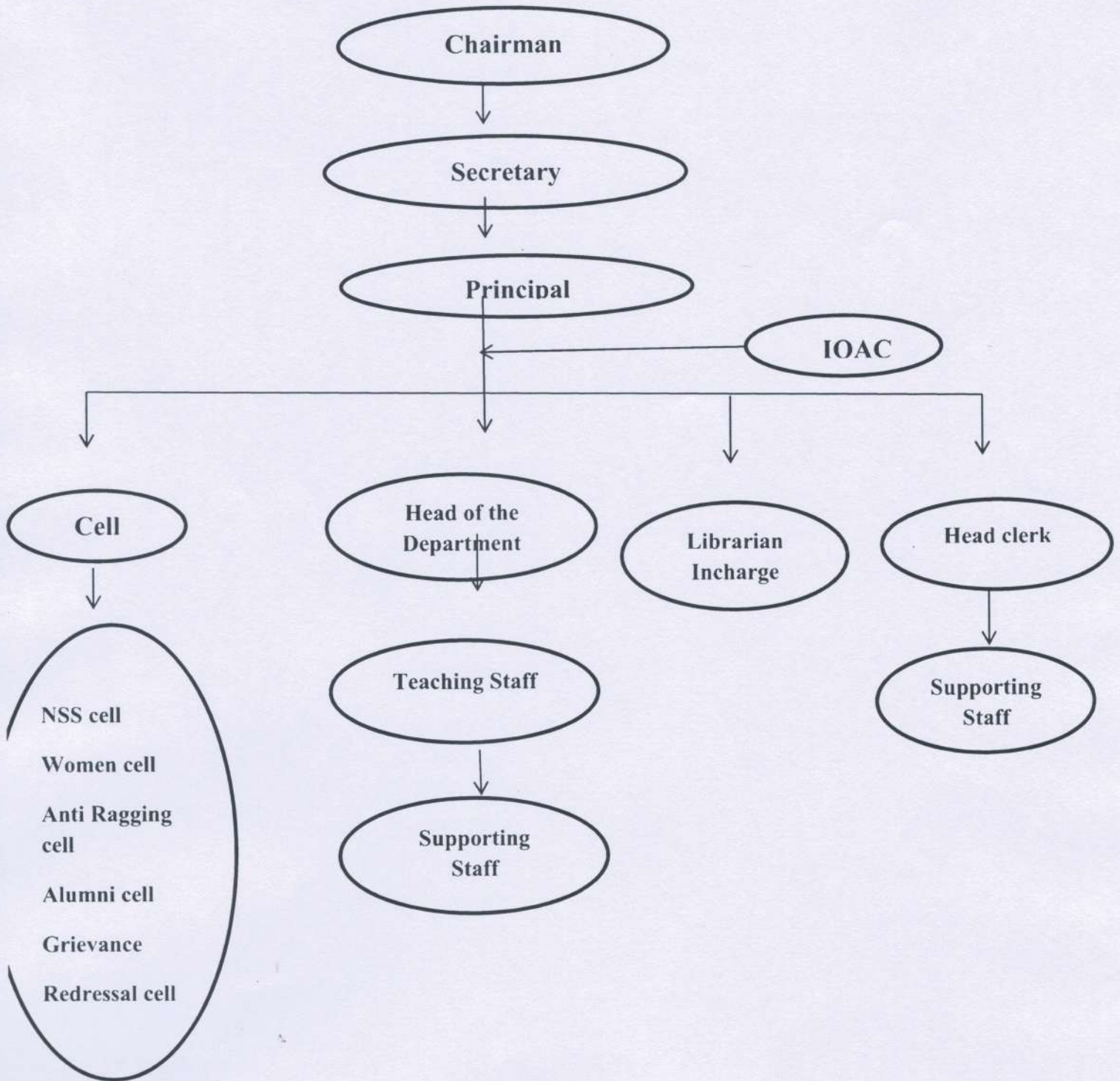
- **Goal:** Make students care about helping others.
- **What They Do:** Plan activities like cleaning up streets or teaching others about important issues.

These groups make sure everyone in the college is treated right and helps students learn and grow.



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Organizational Structure



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2. ADMISSION POLICY

College Affiliation and Approval:

- The college is affiliated to Gondwana University.

Admission Details:

Number of Seats (Intake): 120

Fee Structure:

- The fee structure will be determined based as per Gondwana University in accordance with government-approved norms.

Eligibility for Admission:

- Specific eligibility criteria will be outlined by the Gondwana university.
- Applicants must meet the prescribed academic qualifications and any other criteria specified.

Application Process:

Registration on University Website:


- Prospective students need to register on the Gondwana University website.

Sale of Prospectus:

- The prospectus containing detailed information about the courses, eligibility, and admission process will be made available for purchase.

Submission of Application Form to College:

- Applicants must complete the application form and submit it to the college within the specified deadline.

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Display of Merit List and Waiting List:

- The college will publish a merit list and a waiting list based on the received applications.

Finalization of Admissions from Merit List:

- Admissions will be finalized based on the merit list, and selected candidates will be notified.

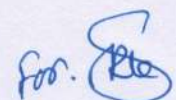
Counselling and Spot Admission:

- A counselling session may be conducted for selected candidates, and spot admissions may be offered based on availability.

Uploading of Admissions on University Portal by College:

- The college will upload the details of admitted students on the university portal, ensuring transparency in the admission process.

Prospective students are encouraged to carefully follow the outlined steps and adhere to the specified deadlines to ensure a seamless admission process. Detailed information regarding eligibility criteria, fees, and other relevant details can be found in the college prospectus. It is essential for students to familiarize themselves with the admission requirements and procedures outlined in these resources to avoid any complications during the application process. By staying informed and meeting the specified deadlines, prospective students can facilitate a smooth transition into their academic journey at the college .



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3. CODE OF CONDUCT POLICY

A code of conduct establishes clear principles and rules for employees and students, shaping expected behavior and ethical standards. It sets a framework for acceptable conduct, fostering a positive and respectful environment. Covering areas like professional ethics, interpersonal relationships, and legal compliance, it ensures adherence to guidelines vital for the organization or educational institution's well-being and success. By outlining these standards, the code promotes integrity, accountability, and a culture of mutual respect, contributing to a harmonious and productive community.

Code of conduct for Staff:

The staff code of conduct encompasses essential guidelines for professionalism and ethical behavior:

Professional Dedication:

- Allocate dedicated hours for learning, training, and teaching to uphold the standards of the profession.

Timely Syllabus Completion:

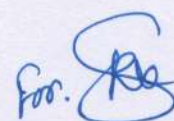
- Ensure syllabi are completed punctually, striving for excellent outcomes and taking responsibility for results.

Mentorship and Record-Keeping:

- Provide robust support and mentorship to mentees, maintaining accurate records of their progress.

Career Guidance:

- Offer students guidance on career paths and emphasize the importance of value-based education.



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Continuous Professional Development:

- Pursue ongoing professional growth through higher studies and continuous knowledge updates.

Cell Phone Etiquette:

- Refrain from using cell phones during classes to maintain an undistracted learning environment.

Respect for Colleagues:

- Treat colleagues with respect, fostering a harmonious and cooperative workplace.

Non-Discrimination:

- Avoid any form of discrimination based on caste, creed, religion, race, or gender in professional activities.

Attendance and Leave Policy:

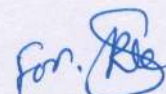
- Adhere to prescribed working hours, seek approval for leave, and ensure responsibilities are managed in absence.

Leave Management:

- Submit leave requests in advance, coordinate class adjustments with colleagues, and inform the Head of Department about unplanned absence.

Portfolio Responsibilities:

- Execute assigned portfolios diligently and effectively to contribute to institutional goals.



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Cooperation and Collaboration:

- Collaborate with authorities and fellow staff members to enhance the institution's effectiveness and reputation.

Respect for Student Rights:

- Uphold the rights and dignity of students, encouraging open expression of opinions and concerns.

This code ensures a professional and conducive environment for staff and students, fostering growth, respect, and equality within the institution.

Code of conduct for students:

The student code of conduct outlines essential guidelines for maintaining discipline and integrity:

Attendance Requirement:

- Maintain a minimum attendance of 75%, with potential detention for irregular attendance.

Academic Integrity:

- Face dismissal for any involvement in fraud or malpractice.

Preservation of College Reputation:

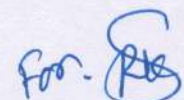
- Avoid activities detrimental to the college's reputation and interests.

Meeting Regulations:

- Attend only authorized meetings and seek permission for organizing gatherings.

Prohibition of Strikes:

- Refrain from participating in or inciting strikes within the college premises.



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Cell Phone Etiquette:

- Avoid using mobile phones during classes to maintain focus and respect for the learning environment.

Dress Code Compliance:

- Adhere to the prescribed dress code for a professional appearance.

Leave Protocol:

- Obtain prior written approval from the class teacher for any absences, with leave granted only for valid reasons.

Internal Evaluation:

- Participate in internal exams to assess academic progress.

Exam Attendance:

- Attend all departmental exams and tests, seeking principal approval for any unavoidable absence.

By adhering to these rules, students contribute to a positive learning atmosphere, ensuring academic integrity and upholding the college's reputation

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


- Non-teaching staff should demonstrate professionalism in all interactions and duties.

Diligence:

- Perform assigned tasks efficiently and diligently, contributing to the smooth functioning of the institution.

Respect:

- Treat all colleagues, students, and visitors with respect and courtesy.

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Confidentiality:

- Maintain confidentiality regarding sensitive information related to students, faculty, or the institution.

Compliance:

- Adhere to all rules, regulations, and policies of the college.

Attendance and Punctuality:

- Maintain regular attendance and punctuality in reporting for duty.

Safety:

- Prioritize the safety and well-being of students, staff, and visitors within the college premises.

Cooperation:

- Collaborate with other staff members and departments to achieve common goals.

Professional Development:

- Pursue opportunities for professional growth and skill enhancement.

Conflict Resolution:

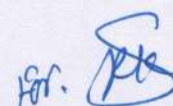
- Handle conflicts or disagreements professionally and seek resolution through appropriate channels.

Ethical Conduct:

- Uphold ethical standards in all actions and decisions.

Care of College Property:

- Take responsibility for the proper care and maintenance of college property and resources.



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Customer Service:

- Provide prompt and courteous service to students, faculty, and visitors.

Professional Appearance:

Present oneself in a neat and professional manner while on duty.

Adherence to these guidelines ensures a positive work environment and contributes to the overall effectiveness and reputation of the college.

4. INTERNAL / PRELIMINARY EXAMINATION POLICY

The internal examination guidelines ensure fairness and efficiency in the assessment process:

Centralized Examination:

- Conduct one internal or preliminary examination centrally for consistency.

Preparation of Question Papers:

- Prepare question papers in advance and submit them to the designated email address for scrutiny.

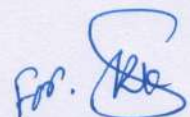
Timely Invigilation and Evaluation:

- Ensure invigilation during exams and complete valuation promptly to maintain schedule adherence.

Transparency in Marking:

- Maintain transparency in awarding internal marks, following standardized criteria and procedures.

Guidelines for invigilators ensure the integrity and smooth conduct of examinations:



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Arrival Time:

- Invigilators must enter the examination hall at least 15 minutes before the exam begins.

Pre-Exam Instructions:

- Instruct students to place their belongings at the front or outside the hall, use blue/black ink, and sit according to seat numbers.

Seating Arrangement:

- Verify that students are seated as per the seating plan.

Distribution of Answer Books:

- Hand out answer books at least 10 minutes before the exam starts and ensure students fill in correct details.

Distribution of Question Papers:

- Provide question papers to students at the start of the exam.

Verification of Student Identity:

- Check student identity cards and sign answer books if details are correct.

Attendance Recording:


- Record attendance, mark absent students, and maintain attendance records.

Maintaining Discipline:

- Ensure discipline by monitoring the exam hall, preventing malpractices, and discouraging copying.

Collection of Answer Books:

- Collect answer books at the end of the exam and arrange them sequentially.

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Handover Process:

- Hand over the answer books to the Chief Examiner (CE) for further processing.

These instructions help uphold the integrity of examinations and ensure fairness for all students.

5. CULTURAL ACTIVITIES POLICY

Event Planning and Approval:

- All cultural events must be planned and organized in advance with the approval of the designated authorities, ensuring adherence to college guidelines and policies.

Inclusivity and Accessibility:

- Cultural activities should be accessible to all members of the college community, regardless of background, ability, or status. Efforts should be made to accommodate diverse needs and preferences.

Respect for Cultural Sensitivities:

- Organizers and participants are expected to demonstrate respect for cultural sensitivities and avoid activities or performances that may cause offense or discomfort to any individual or group.


Safety and Well-being:

- The safety and well-being of participants and attendees are paramount. All cultural activities must adhere to health and safety regulations, with appropriate measures in place to address emergencies or contingencies.

6. GRIEVANCE REDRESSAL POLICY:

Grievance Redressal Committee:

- The college shall establish a Grievance Redressal Committee (GRC) for students.

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Submission of Grievances:

- Individuals with grievances shall submit their complaints in college complain box.

Confidentiality:

- The college shall maintain strict confidentiality regarding the identity of individuals involved in the grievance process, except where disclosure is necessary for the resolution of the grievance.

Investigation and Resolution:

- The GRC shall promptly investigate each grievance, gathering relevant information, interviewing involved parties, and exploring potential resolutions. The committee may recommend mediation, conciliation, or other appropriate measures to resolve disputes amicably.

Fair and Impartial Process:

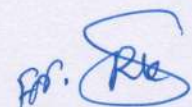
- The grievance redressal process shall be conducted in a fair, impartial, and unbiased manner, ensuring that all parties have an opportunity to present their perspectives and evidence.

Timely Resolution:

- Every effort shall be made to resolve grievances in a timely manner, with clear communication provided to all parties regarding the progress and outcome of the grievance process.

7. FINANCIAL AID POLICY:**Financial Assistance for Academic Activities:**

- The college provides financial assistance to faculty members to attend seminars, conferences, and publish research papers in reputable journals.



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Study Leave Facility:

- Teaching staff members are eligible for study leave to pursue higher studies, enhancing their academic qualifications and professional development. This provision reflects the college's commitment to supporting lifelong learning and continuous improvement among its faculty.

Prior Festival Advance:

- Both teaching and non-teaching staff members are entitled to receive festival advances in advance of upcoming festivals. This financial aid helps staff members meet their festive expenses and enjoy the celebrations without financial constraints.

8. WELFARE/MEDICAL SCHEMES POLICY:

Maternity Leaves:


- Female staff members are entitled to maternity leave, providing them with the necessary time and support for childbirth and early childcare responsibilities. This policy acknowledges the importance of supporting working mothers during this significant life event.

Free Health Check-up Camp:

- The college organizes regular health check-up camps, offering free medical screenings and consultations to all staff members. This initiative promotes preventive healthcare and ensures early detection of potential health issues among the college community.

Flexible Attendance Policy:

- Staff members are allowed two instances of early departure and two instances of late arrival per month for personal matters. This flexibility recognizes the diverse needs and responsibilities of staff members outside of their professional duties.


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Xerox facility:

- The college provides Xerox facility to teaching staff, nonteaching staff and students

Wi-Fi Campus:

- The college campus is equipped with Wi-Fi connectivity, accessible to teaching staff , non-teaching staff and students. This infrastructure supports academic and administrative activities, fostering a digitally-enabled learning and working environment for all stakeholders.

Through these welfare and medical schemes, the college demonstrates its commitment to promoting the health, well-being, and overall quality of life of its staff members, contributing to a positive and supportive work culture within the institution.

9. TEACHER GAURDIAN POLICY:

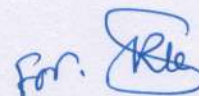
The Teacher Guardian Policy is designed to establish a supportive and mentoring relationship between faculty members and students. Each faculty member serves as a mentor to a designated group of students, fostering a personal connection and providing guidance and support throughout their academic journey. The policy aims to address the individual needs of students, offering them a trusted confidante and advisor on campus.

Key Components:**Mentorship Assignment:**

- Faculty members are assigned a group of 8-10 students by the head of the department.

Personalized Support:

- Mentors collect personal information from students to better understand their individual needs and concerns.



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Regular Meetings:

- Mentors meet with their assigned student group at least twice a month to provide guidance and support.

Academic Guidance:

- Mentors offer academic advice, including assistance with course selection, and study strategies.

Behavioral Monitoring:

- Mentors monitor students' behavior and academic progress, intervening when necessary to address issues such as academic irregularities or negative behavioral changes.

Parental Communication:

- Mentors may contact parents or guardians if there are concerns about a student's academic performance or behavior.

Career Counseling:

- Mentors provide guidance on career development and professional opportunities, helping students plan for their future.


Record Keeping:

- Detailed records of mentoring sessions and student interactions are maintained for reference and documentation purposes.

The Teacher Guardian Policy aims to create a supportive and nurturing environment where students feel valued and supported in their academic and personal growth.

10. ENVIRONMENT SUSTAINABILITY, WASTE MANAGEMENT, AND GREEN INITIATIVES POLICY:

The Environment Sustainability, Waste Management, and Green Initiatives Policy outline the college's commitment to promoting environmental sustainability,

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implementing effective waste management practices, and initiating green initiatives on campus.

Objectives:

Environmental Responsibility:

- To promote awareness and instill a sense of environmental responsibility among students, faculty, and staff.

Resource Conservation:

- To conserve natural resources, reduce energy consumption, and minimize waste generation.

Waste Reduction and Recycling:

- To implement waste reduction strategies and encourage recycling and proper disposal of waste materials.

Green Initiatives:

- To initiate and support green projects and initiatives that contribute to the preservation of the environment.


Key Components:

Waste Segregation:

- Implement a waste segregation system to separate recyclable, organic, and non-recyclable waste.

Recycling Programs:

- Establish recycling programs for paper, plastic, glass, and other recyclable materials across campus.

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Composting:

- Promote composting of organic waste to produce organic fertilizers for campus gardens and landscaping.

Energy Efficiency:

- Implement energy-efficient practices such as using LED lighting, solar panel and promoting energy conservation measures.

Water Conservation:

- Implement water conservation measures, including rainwater harvesting, efficient irrigation systems, and water-saving fixtures.

Green Transportation:

- Encourage the use of eco-friendly transportation options such as cycling, carpooling, and public transit among students and staff.

Green Spaces:


- Develop and maintain green spaces on campus, including gardens to enhance biodiversity and improve air quality.

Environmental Education:

- Integrate environmental education and awareness programs into the curriculum and extracurricular activities to educate students about environmental issues and sustainable practices.

Community Engagement:

- Engage with the local community and stakeholders to raise awareness about environmental issues and collaborate on environmental conservation projects.

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Continuous Improvement:

- Regularly review and assess the effectiveness of environmental sustainability initiatives and make continuous improvements based on feedback and evaluation.

By adhering to the Environment Sustainability, Waste Management, and Green Initiatives Policy, the college demonstrates its commitment to environmental stewardship and contributes to building a more sustainable and eco-friendly campus environment.

11. ANTI RAGGING POLICY:

According to the UGC Regulation on Curbing the Menace of Ragging in Higher Institutions, 2009, ragging constitutes one or more of any of the following acts:

What is Ragging

Verbal or Written Teasing or Rudeness:

- Any behavior, whether spoken or written, that involves teasing, treating, or handling a fresher or any other student with rudeness or disrespect

Rowdy or Undisciplined Activities:

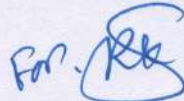
- Engaging in rowdy or undisciplined behavior that causes annoyance, hardship, or harm, either physically or psychologically, to a fresher or any other student, or instills fear or apprehension in them.

Causing Shame or Embarrassment:

- Asking a student to do any act that they wouldn't normally do, which results in a sense of shame, torment, or embarrassment, adversely affecting their physique or psyche.

Disruption of Academic Activities:

- Any action by a senior student that prevents, disrupts, or disturbs the regular academic activities of another student or a fresher.


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Exploitation of Services:

- Exploiting the services of a fresher or any other student to complete academic tasks assigned to an individual or group of students.

Financial Extortion:

- Any form of financial extortion or forceful imposition of expenditure burden on a fresher or any other student by fellow students.

Physical Abuse:

- Engaging in physical abuse, including sexual abuse, homosexual assaults, stripping, gestures, causing bodily harm, or posing any other danger to health or person.

Verbal Abuse and Insults:

- Any act of abuse through spoken words, emails, posts, or public insults, which includes deriving pleasure from actively or passively participating in the discomfiture of a fresher or any other student.

Discrimination-based Abuse:

- Any act of physical or mental abuse, such as bullying or exclusion, targeted at another student (fresher or otherwise) based on factors such as color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence, or economic background.

These elements collectively provide a comprehensive understanding of what constitutes ragging, ensuring a zero-tolerance approach towards such behavior and promoting a safe and inclusive environment for all students.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- Suspension from attending classes and academic privileges.
- Withholding / withdrawing scholarship / fellowship and other benefits.



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- Debarring from appearing in any test / examination or other evaluation process
- Withholding results.
- Suspension / Expulsion from the hostel and mess (in case of a hosteller).
- Cancellation of admission.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

12. APPRAISAL POLICY:

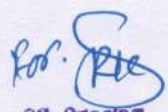
Faculty Performance Appraisal is based on the following Process:

- In the beginning of the academic year, all the faculty members familiarize with Academic Performance Indicators (API) along with various Appraisal Parameters.
- In the end of the academic year, all the faculty members are asked to submit the Academic Performance Indicator (API) which is filled based on the guidelines.
- The Performance appraisal attributes will be framed based on the API submitted by the faculty.

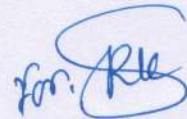
Academic Performance Indicator (API) scoring system for the faculties:

- Faculty will fill the appraisal form and send it through HOD to Principal .
- HOD and Principal discuss with the faculty member about their Performance with respect to the Appraisal Performance Report (APR) and future plans for the expansion of department and institution.
- Based on the discussion with the faculty members and API score, the management decide the Promotion and Increments for the faculty and also give suggestions for the betterment of their future.
- The Performance Appraisal Category is based on the scoring for Teaching, Learning and Professional development and Research & Academic contributions.

Appraisal of Nonteaching staff


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- The performance Appraisal of non-teaching is based on their professional competence and Performance throughout the year



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