



**ANTYODAY MAHAVIDYALAYA, DEVGRAM**  
Tah. Narkhed, Dist. Nagpur-441301 (M.S.)

## **College Policies & Directives**



Permanent Affiliated to  
**Rashtrasant Tukadoji Maharaj**  
**Nagpur University, Nagpur**



# ANTYODAY MAHAVIDYALAYA, DEVGRAM

**Tah. Narkhed, Dist. Nagpur-441301 (M.S.)**

(Permanent Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

**College Code: 341**

**(NAAC Accredited in Cycle II with 'B++' Grade, CGPA 2.93)**

ISO 9001:2015 Certified, NIRF Participated

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JVMD/Policies/2023

Date: 01/07/2023

## Declaration

This is to declare that the following **Policies and Directives** have been made and sanctioned by the college authorities. It will be implemented by the college and will be applicable to the concerned stakeholders.

**Convener**  
Internal Quality Assurance  
Cell (I@AC), JVM Thugaondeo  
Dist. Nagpur (M.S.)



**Principal**  
Jeevan Vikas Mahavidyalaya  
Devgram (Thugaondeo)  
Tah. Narkhed, Dist. Nagpur

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# 1. Maintenance Policy

The purpose of this policy is for maintenance and upgrading physical and academic facilities including college building, laboratory equipment, furniture, library, sports facility and allocation of budget for the same.

## **Policy:**

1. Perform maintenance of college owned and controlled assets on periodic basis to keep assets functional.
2. Identify potential maintenance requirements early within the context of the planned maintenance so that corrective action may be planned.
3. Develop a plan for continuous evaluation of college campus facilities to ensure that college facilities are up to date and ready to use.

## **Daily maintenance:**

Classrooms, offices, corridors, entrances, and stairs are to be cleaned on a day-to-day basis by sevaks and sevikas. Restrooms to be cleaned and serviced daily by the appointed sweepers.

Electrician appointed under AMC for maintenance purpose has following responsibilities:

- Supply and fitting of light tubes and bulbs
- Minor repair of classroom and laboratory fans.
- Replacement of electrical wiring.
- Maintenance of electric meter room and UPS batteries.

Renovation, alteration, and improvement of the existing academic, research, and support buildings as required to accommodate new or reformed programs will be decided by the principal in consultation with the concerned head of the program. The requirement for this is to be made to the Management of the college and after their permission the work will be carried out.

## **IT Infrastructure and Electrical Maintenance and Replacements:**

The college has an ongoing renewable AMC under which a computer technician looks after technical needs as well as replacement and repair requests. The requests come from the Head of Departments, faculty and staff. Requests are to be taken care of immediately, wherever possible. Computer technician must look after maintenance of IT resources like computers, printers, replacement of tonners, software problems, networking problems.

Small type of replacements in the computers needs to be made by the technician.

College has to have a renewable contract for Website Updates and Maintenance. All the ongoing activities, examination schedules etc needs to be posted regularly through in-house website committee. Problems regarding electrical wiring, new electrical connections in college as well as departments are to be handled by electrician

Electrician will also be responsible for replacement or fitting of light tubes, bulbs, switches, MCB boxes. Technicians are available throughout the day.

### **Maintenance of Laboratory Equipment:**

This document provides policy for maintenance of all types of equipment held throughout departments. Maintenance policy ensures that equipment are always in ready and reliable condition as well calibrated to provide good quality outputs.


The requirement of laboratory equipment and software needs to be requested annually as a part of the College budget process. Head of the department have to make a list of equipment to be purchased in the year and submit it to the administrative office. When equipment will be received, the Head of the departments are responsible for inspecting materials and equipment to ensure quality and safety standards as per requirement and their intended use. Heads and faculty in the departments are accountable for proper use of equipment. If maintenance or repairing of equipment is necessary, head of department will take care of this. If there is replacement of small part of the equipment, head of the department will make arrangement for that.

### **Maintenance of Furniture and Fixtures:**

The college authority seeks feedback from faculty and staff regarding their requirements to ensure that we maintain existing classrooms. As part of this, items such as blackboards, fittings and furniture may be identified and renewed as part of the ongoing periodic budget

  
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## 2. IT Policy

### **Purpose:**

College maintains IT Policy to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established on the campus. This policy establishes the strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed by college,

While college is providing access to Internet to the faculty(teaching/non-teaching), students and staff with Limited Internet bandwidth, limited infrastructure like computers, computer laboratories to utilize.

This Policy applies to Students (UG and PG), Faculty (Teaching/Non-teaching) and Administrative Staff (Non-Technical/Technical).

### **IT Usage:**

Following are the list of offences liable while using college IT infrastructure:

1. Tampering with computer source documents, records & developed software.
2. Hacking with a computer system.
3. Usage of the password. digital signature or other unique identification of another person
- 4 Acts of cyber terrorism
5. Publishing information which is obscene/defaming someone or any organization in electronic form.
6. Downloading of illegal software..
- 7 Attachment of any device that could bring viruses or damage to college computers.
8. Formatting of any computer in the college without permission.
9. Installation of software in college computers without permission
10. Usage of computer peripherals (printers, scanners etc.) for personal work.

11. Photography of any material from the college computers, particularly during online exams, practicals & practical examinations.

To secure our college network, a firewall device is used that monitors incoming and outgoing network traffic and permits or blocks data packets based on a set of security rules. Its purpose is to establish a barrier between internal networks and incoming traffic from external sources (such as the internet) in order to block malicious traffic like viruses and hackers.

Firewalls carefully analyze incoming traffic based on pre-established rules and filter traffic coming from unsecured or suspicious sources to prevent attacks. Firewalls guard traffic at a computer's entry point, called ports, which is where information is exchanged with external devices.

For internal security, to protect our data from malicious attack we use antivirus 'Quickheal' for all devices and provide username and password for each user to access their data.



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### 3. Laboratory Policy

#### **Purpose:**

The laboratory classes at St. Mira's College provide students with first-hand experience with course concepts and with the opportunities to explore methods used by scientists in their discipline. The laboratory session has particular challenges and opportunities that differ from those in a standard classroom environment. The College shall therefore take steps to protect the resources from unauthorized access, misuse or removal and shall promote measures commensurate with the potential risks.

The following regulations are enforced in the laboratories of all practical based subjects (B.Sc. -Computer Science and B.C.A Electronics Lab, Psychology lab, Language Lab, IT Lab) of College.

1. No students will be permitted in the laboratory without an instructor. No visitors are permitted.
3. Replacing, swapping, or moving any equipment, Downloading, installing, removing, modifying software on the computers; Browsing the Internet for non-lab related information is strictly prohibited.
4. Eating and drinking are not permitted in the laboratory unless having a medical condition already notified to the instructor.
5. Students will not be permitted on the laboratory with sandals, or shoes.
7. Personal belongings must be kept outside the working area and the aisle must be kept open all the times.
8. All the equipment and furniture must be placed in the place and state as it was when you entered the lab. The working area must be free of debris
10. Students must know the evacuation routes, lab emergency safety procedures, and emergency phone numbers (pasted on specified places in the laboratory). In case of emergency, the students must switch off any running equipment and follow the standard laboratory safety procedures.
11. The student must accept responsibility and pay for any damage s/he causes to any equipment in the laboratories.
12. Silence should be maintained by all inside all the laboratories, except when instructors permit otherwise.



13. Adhere strictly to any other additional information provided by the instructors of respective departments.

14. Students who do not follow the laboratory safety rules will be suspended from the laboratory and from college on further non-compliance.

To help ensure the smooth operation of the computer labs the following activities are strictly prohibited

- Removal of documentation, software, or equipment
- Commercial use and personal business interests

Account sharing

- Waste, misuse, or abuse of information technology resources

Making information technology resources inaccessible or compromising the integrity thereof through malicious destruction or alteration

- Compromising the security, rights, or privacy of the college, people, or their information technology resources

Illegal reproduction of music, movies or other copyrighted material

- Downloading of films, songs, videos
- Use off personal emails, social networking sites
- Playing games


**For maintaining the laboratories & computers in the college:**

- It is the joint responsibility of the concerned teaching staff & lab assistants to ensure the smooth functioning & security of their respective laboratories.
- Laboratories are to be utilized only for the conduction of the practical and activities scheduled in the curriculum. Utilization for any other activity requires the prior person of the authorities.
- Students found damaging lab equipment will be required to pay for the repairing and replacement expenses.

- Maintenance -We have a computer technician available on campus throughout the working hours and proper maintenance and up gradation is ensured. Prompt attention is given to needs identified for purchase or repair and handled by the purchase committee of the college.
- The lab assistants should maintain complete record of the equipment the stock, damages, repairs & replacements etc.

  
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## 4. Classroom Policy

### **Purpose:**

To develop classroom ground rules that are applicable to students and teachers, ground rules that will guide the class for the entire time they are together.

### **Procedures and policies for maintaining classrooms:**

Classrooms are maintained jointly by the office staff, class teachers & student class representatives

Classrooms are to be utilized only for the conduction of lectures, examinations as scheduled and also for guest lectures.

Electric power supply/internet/ smart boards/ LCD projector/ computers & accessories etc. provided by the college are to be utilized only for college related activities.

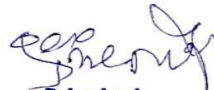
Students found scribbling on the walls or benches or causing any kind of damage to the college property will be required to pay for the repairing expenses.

All requirements, repairs & servicing of the equipment/furniture in the classroom or any problems detected on the building infrastructure are to be reported in writing by the class teacher to the office staff in charge. who in turn shall attend on these issues after obtaining the necessary sanctions from the Principal.

No equipment/furniture/objects which are a part of college property can be shifted from one part of the college to another without the permission of the Registrar.

  
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## 5. Library Policy

### **Purpose:**

College Library strives to achieve the educational directives of the College by providing an environment that is productive and conducive to individual and group learning. The following policies are in place to ensure that the library environment facilitates learning and collaboration.

### **Policy:**

#### **Library Membership and Borrowing Privileges**

- Students and staff need to register with the library for membership by presenting the Fee Receipt and Appointment Order respectively. Student Membership is valid for one academic year and needs to be renewed every year.
- I-cards are a must for all library transactions.
- Students are entitled to borrow two books for a period of seven days.
- Late return of reading material will attract a fine to the tune of Rs. 2/ per book for the first week and Rs.5/ for the rest of the period.
- Re-issuing facility is available provided the item is not already reserved by other students.
- Members must return all the library material issued to them for consultation before leaving the reading room.
- The Employee who leaves the College due to retirement or other reasons should return all their borrowings and procure No Dues certificate from the library
- If any book is not available in our library, institutional membership facilities can be used.
- Relaxation of Issuing Limit: Issuing Limits will be relaxed in cases of students participating in competitions like debates, elocution, essay writing, article writing, etc.
- Use of Audio-visual Material: Students can view CD/DVDs in the library only.

## Other Library Members

Apart from current St Mira's College faculty-staff and students, others who can be members of the library are: Ex-staff, Ex-students, Parent

## Access to E-resources

Members can access E-resources under NLIST and EBSCO Databases-Academic Search Elite, Literary Reference Centre and Master File Elite.

They need to get a login ID and Passwords from the library.

## Loss/Damage of Reading Material

- Members are responsible for the physical condition of any items checked out on their card. Before leaving the circulation counter please check the sound condition of reading materials. If any damage is found, please bring the matter to the notice of the library assistant.
- In case of loss or damage of reading material, members are liable to replace the copy or pay the designated fine for the book in print.

## Record of Visits

- Students and staff are expected to enter their roll numbers in the attendance register provided at the entrance of the library.
- Bags shall be deposited at the property counter without fail and members are requested not to keep their cash, mobiles and other valuable items in their bags.

## Special Services


Special services services are available to Divyaang such as provision of free Braille Papers, readers, writers, personal assistance and reserved seating arrangement.

## Terms of Use for Online Resources"

Use of all library online resources (e-journals, databases, and e-books) is subject to copyright laws and contractual license agreements between the College and the publishers/suppliers.

  
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## 6. Sports Policy

### **Purpose:**

To motivate students to become part of the ongoing recreational and competitive sports programme. Students need to be informed about the benefits of being involved in an active lifestyle. Also to involve faculty members to assist the Department of Physical Education and Sports Management in promoting, organizing and supervising the college Sports and Active Life" programme

### **Policy:**

1. The College Director of Physical Education shall organize, supervise and administrate competitive, recreational and leisure time sports activities.
2. The student should take pride in associating themselves with sports activities and in motivating/promoting fellow students to take part in Sports
3. Students shall take advantage of a GYM with modern physical exercise and fitness equipment.
4. The college playground will be used for games like Handball, Kabaddi, Throw ball/ Volley ball, Basketball Half court, Badminton open court, Taekwondo, Athletics (Javelin throw, Discus throw, Shot Put, Hammer Throw, long Jump pit, Hurdles, 50 meters running track) and football ground.
5. Indoor sports like Table tennis and chess shall be encouraged as college has indoor sports facility available
6. Students participating in different sports activities shall practice daily for two hours. Special coaches to train these students in their respective events will be appointed.
7. During Physical Education lectures, Yoga, self-defence, various fitness activities & games will be taught.
8. The College Director of Physical Education shall look after Scholarships, fee concessions, free medical check-up, free nutritious breakfast (Protein) powder), vitamins, travelling and refreshment allowances during matches, T-shirts and tracksuits are provided to students participating in inter college/university/state/national level sports
9. Academic support in the form of special concession in attendance, flexibility in examination schedules shall be awarded to encourage sports.
10. The College Director of Physical Education shall organize Annual Sports day every year.

## 7. E-Governance Policy

### Introduction

E-Governance is a set of activities involving the effective use of Information and Communication Technology (ICT) for strengthening administration and management. E governance aims at ensuring transparency and enhancing efficiency.

### Policy Objectives:

1. To have a policy for use of ICT for strengthening administration and management at College in the areas of planning and development, finance and accounts, student admission & support and examination.
2. To strengthen the institutional systems and enhance administrative efficiency.
3. To bring transparency and absolute clarity in admission process and better delivery of services to the students
4. To enhance the confidentiality and security of examination system includes:

### A. For efficiency of operations in the areas of:

#### 1. Administration: Computerization of MIS covering

- Data of Curriculum and Syllabus Revised every 5 years
- Faculty Data
- ICT enabled teaching
- Records of Statutory and Non-Statutory Meetings
- Scholarships Awards and Prices
- Academic and Extra Curricular Activities
- Classroom mapping
- Infrastructure Maintenance and Log books
- AMCS

- IT. Policy for usage of electronic devices in the college campus applicable to all employees.

## **2. Finance and Accounts**

Financial Records: Use of established software in the areas of:

1. Salary administration and disbursement
2. Grants related records and statements
3. Maintenance of accounts-Budgets and Audited Statements

## **3. Student Admission and Support**

Computerization of Student Data

- a. Admission Process
- b. Fee Records

## **4. Examination**

### **Computerization of Student Evaluation Records:**

Use of in house software for all the aspects related to effective planning and execution of examinations for eg Exam form filling and exam fees payment.

Result Analysis, Marksheets Generation and result related communication with the parent university.

## **B. For effective Control**

- Physical documentation of feedback to be substituted by an inhouse software.
- Feedback to be collected from all stakeholders... students, parents, Alumni, employers, annually, on predefined parameters, ensuring, as far as possible, 100% participation of students in the feedback process



- A Student Satisfaction Survey be conducted for overall institutional performance as per NAAC guidelines



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## 8. RESEARCH POLICY

### Preamble

The College is committed to promote a culture of research among its Faculty as well as students. The focus on research is to provide a strong foundation for the academic and professional development of Faculty as well as the Students and the progress of the Institution as a whole as a premier academic institution.

### Purpose

- The Purpose of the Research Policy of the College is To create a vibrant environment for research, promote a scientific temper and a research aptitude among all learners as well as faculty.
- To identify research areas of academic, practical and socially relevant significance thus contributing to community as well as national development,
- To ensure that the research activities of the college conform to all applicable rules and regulations of the affiliating University and as well as other educational and academic agencies as well as to the established standards and norms relating to safe and ethical conduct of research.

### Objectives of Research Policy

#### Primary Objectives

- To provide a proper coordination of all research activities of the college and aligning these to the vision and missions of the college:
- To identify and inform young student researchers as well as faculty about the appropriate research opportunities announced by different academic, research, industry or government organizations,
- To promote interdisciplinary research and establish and encourage joint research projects across departments, involve more than one knowledge domain as well as involvement of external experts and agencies,
- To encourage and facilitate presentation of the research works at reputed forums through various academic activities such as

workshops, conferences, panel discussion, etc. and publication of the research work in reputed

- academic International / National journals; To initiate research with a strong community-orientation and to transfer the research findings for the social and economic development of the
- community: To ensure the quality of all research activities of the college and to observe the highest standards of ethics and integrity in the conduct of their research.

### **Other Objectives**

- To establish necessary modalities for preparing and undertaking joint research ventures to involve external agencies and experts or to cover more than one knowledge domain especially in multidisciplinary projects
- To identify and establish linkages including MOUs for long term relationships with national and international research organizations for widening the scope of research opportunities and funding options available
- to faculty as well as students of the college. To create an ecosystem for innovations including Incubation centre and other
- initiatives for creation and transfer of knowledge To promote collaborations with International and national academic
- institutions of higher learning and promote linkage with Industry To create awareness among students as well as faculty about research outcomes in the form of Policy documents, Patents and Intellectual Property Rights and motivate them to propose policy documents or apply for patents, as and when applicable,
- To ensure that the research undertaken by the faculty under various subjects, departments and areas/fields serves the needs of the society in terms of equity, inclusivity, sustainable development and spirit of national consciousness.

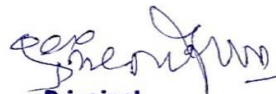
## CODE OF ETHICS FOR RESEARCH

- Every attempt would be made to ensure that Research carried out by the Students and the Faculty of the College will fulfil the Standards of Integrity, Honesty and Professionalism
- Every effort to be made by all the Departments and faculty to integrate various aspects of research in the curriculum at the undergraduate as well as post-graduate programmes.
- All learners across streams who would be pursuing research in any and every form (whether in the form of a class assignment or the form of a full-fledged research project or a dissertation) are expected to maintain high standards of integrity in respect of all the work undertaken by them, avoid falsification fabrication and ensure fairness in practices and procedures.
- In the case of learners, the necessary requirements to be fulfilled regarding Plagiarism/ Similarity of Material before it is accepted as submission in the form to fulfil requirements of any course/ programme, such as a class assignment or a research project or a research paper.
- In the case of faculty, the necessary requirements to be fulfilled regarding Plagiarism/ Similarity of Material before the paper is submitted for publication, Every Journal/ Publisher does have a mechanism to check the originality of content, yet, the faculty should follow the requirements followed w.r.t. the publication ethics as prescribed by the Affiliating University- RTM Nagpur University
- **A Research and Ethics Committee is constituted** and a Standard Operating Procedure (SOP) to be adopted for monitoring research activities of the college.
- The Research and Ethics Committee to put in place the necessary Standard Operating Procedures (SOP) for the various functions/activities under the purview/scope of the Committee.
- The objective of the SOPs is to contribute to the effective functioning of the Committee in order to ensure a consistent review mechanism of the quality of research undertaken at various levels at the college.

- The Committee to ensure that all academic research work undertaken provides proper acknowledgment and credit to resource sources and to be free from plagiarism.
- The Committee to enhance and improve the professional growth of both learners and faculty by upholding high standards of conduct in all endeavours of research. The Committee to develop, review and revise SOPs for the following research- related activities from time to time-
  - Research Centre
  - Faculty Research Activities
  - Research Publications
  - Research Projects
  - Student Research
  - Student Research Associate

  
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## **9. POLICY FOR FINANCIAL ASSISTANCE TO FACULTY MEMBERS**

### **1. For attending Conferences, Seminars and Workshops**

#### **Objective of the Policy:**

1. To promote faculty members to undertake research activities, publications, networking, professional development activities by providing financial assistance to them in pursuing such activities,

#### **Guideline:**

Financial assistance will be provided with respect to 50% of registration fees of Conferences Seminars/Workshops attended subject to approval by Principal of the college.

#### **Eligibility:**

The assistance will be provided to all the faculty members including the librarian.

#### **Process for granting financial assistance:**

1. The faculty member intending to attend a UGCSPPU/NAAC sponsored Conference Seminar/Workshop must submit an application 3 days in advance addressed to the Principal of the college, routed through the HOD attaching a copy of the brochure of the conference
2. Financial assistance will be provided on submission of proper documents in proof of the expenses claimed.
3. After attending the conference, the faculty member should submit certificate of attendance, copy of paper (if presented) and receipt of registration fees.
4. Principal after considering the application and documents will sanction the amount of financial assistance judiciously

#### **Process for availing the financial assistance:**


1. The faculty member intending to attend /present a paper at UGC/RTMNU/NAAC/any other reputed national organisation must get the

duty leave sanctioned preferably 3 days prior to the Conference/Seminar/Workshop by submitting an application, addressed to the Principal of the college, routed through the HOD, attaching a copy of the brochure of the conference.

2. The Registration fees will initially be paid by the faculty.
3. 50% of the fees paid will be reimbursed by the College, on submission of
  - a. Attendance Certificate
  - b. A Certificate of Attendance/ Paper Presentation
  - c. A copy of Paper Presented
  - d. Receipt of registration fees paid.
4. The financial assistance will be capped at Rs. 3500 per faculty per year.
5. The assistance will only be availed for registration fees and not for TA/DA.

  
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## 10. Policy for Performance Appraisal for Teaching Staff

Performance Appraisal is a method to ensure the performance-orientation of Staff in the organization and helps the staff to achieve the set objectives and contribute in the progress of the institution and its students.

### **Policy Objectives:**

To ensure quality contribution by each staff member to achieve the college's vision and mission while adhering to UGC and RTMNU guidelines.

### **Guidelines:**

The IQAC initiates the annual performance appraisal mechanism.

The Head of Department and Principal recommend the faculty for promotion to next grade.

### **The Appraisal Mechanism for Teaching Staff:**

The institute has structured an objective performance appraisal mechanism with scope for improvement. The three-tier appraisal involves:

- Self-Appraisal by the faculty
- Evaluation by the Heads of Departments
- Student's Feedback

### **Process:**

The performance appraisal process includes:

1. Annual Self Appraisal filled by each Faculty and submitted to their respective Head of Department.
2. Evaluation and discussion by HoD with suggestions for improvement confidentially and encouragement for better performance.



3. Evaluation of performance of HoDs and single faculty departments will be done by Principal with suggestions for improvement and encouragement for better performance.

4. The Action Taken Report to be prepared by HoDs on the basis of suggestions.

The above appraisal mechanism is aimed at the teaching staff in understanding and getting acquainted about:

- Teaching abilities from the feedback of Principal, HoDs and the students.
- Scope for improvement in teaching resources and methodologies
- Relevance of the academic, corporate and research work being done with the current developments in the respective fields.

Appraisal for teachers in the Aided section due for promotion to a higher grade is initiated by the IQAC as per the CAS guidelines laid down by UGC and RTMNU.

The college rewards and recognizes staff by commending them for their research initiatives and committed service which helps them to work with renewed zeal.

#### **The Appraisal Mechanism for Non-Teaching Staff:**

The work of the non-teaching staff of the Administrative office, Exam department and Library are assessed periodically through a structured two-tier mechanism:

- Assessment by the Principal and Vice Principal
- Assessment by the Registrar:

The above assessment mechanism is aimed at the Non-teaching staff understanding and getting acquainted about:

- Discipline and regularity
- Work efficiency; commitment and team work
- Initiative towards learning newer trends in their respective areas.

The Principal and Vice Principal conduct the performance appraisal of the Registrar.



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## 11. Learning and Identifying learning levels Policy

Learning and assessment being intertwined cannot be viewed in isolation from each other. At St. Miras College for Girls we recognise the nature of learning and assessment in order to understand how students learn at the various level of their course, as this, in turn, will determine how they can be assessed during the teaching- learning process.

Assessment serves to promote learning by reinforcing the efficacy of teaching- learning when teachers can customise their teaching plans through relevant information on students' interests, abilities and learning progress with constant involvement and inputs from students.

### **Objectives:**

The purpose of assessment is to gather relevant information about student performance or progress, or to determine student interests to make judgments about their learning process. After receiving this information, teachers can reflect on each student's level of achievement, as well as on specific inclinations of the group, to customize their teaching plans.

### **Guidance for identifying the learning levels of students**

- Entry level marks are used as the base for identifying the levels of students whether advanced learner, average or slow learner.
- Mentoring: teacher mentors get to know their mentees to understand their abilities
- Continuous internal assessment provides feedback about the learning and teaching process of every student.
- Subject teachers are sent the pass-fail report by the exam cell which help teacher to determine their level of achievement and provide them with feedback on their strengths and weaknesses.
- Prepare an questionnaire to identify the understanding levels of students.
- At the beginning of the term written internal assignments are given to students, allowing teachers to gauge their ability.

- Each department will select and develop assessment methods that are appropriate to their departmental goals and objectives.

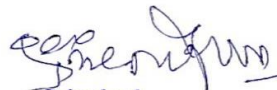
**Process:**

**GENERAL PROCEDURE FOR CATERING DIVERSE LEVELS of LEARNING**

- Provide guidance to advanced learners for research projects and in writing and publishing research papers.
- Train and motivate the advanced learners to participate in the state/regional level competitions and MILE.
- For Below Average Learners identify the subjects which requires extra classes/tutorial classes. Such classes are held by the faculty for the entire section, they are handling.
- Conduct seminars and conferences and extra credit courses.
- Encourage Buddy systems for the average and slow learners Using which students get information from their classmates about what areas they should revise and what areas they're good at.
- Conduct special tests and improvement tests for slow learners.
- Design different syllabi into higher level and lower level to cater to the diverse needs of students (example English dept)
- Hold special sessions to understand problems of students with backlogs.
- Provide video recordings of the practical for revision.

  
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## 12. STUDENT SATISFACTION SURVEY POLICY

### **Introduction**

This policy aims to identify the areas for improvements so as to be able to help our students more efficiently. It also aims to understand the strengths of being a distinctive educational institute. It aims at making ourselves aware of the weaknesses so as to make teaching learning process more meaningful.

### **Objectives:**

- To ensure that every student in the college is benefitted by all the facilities made available so as to make it a meaningful learning experience..
- To get feedback on various aspects such as teaching learning experience, students awareness about various student centric methods, infrastructure facilities, use of ICT tools in teaching etc.
- To get feedback on curriculum, teacher and teaching qualities, Library, Value based education, campus life, various schemes and scholarships etc.
- To get feedback on the employability skills achieved through different subjects, personality development traits offered by the college, exposure to the subjects apart from syllabi etc.
- To understand the strengths and weaknesses of the institute with respect to above aspects and realize the scope for improvement.
- To include feedback in the appraisal process as a quality initiative.

### **Guidance**

It is vital that the college receives regular feedback from student so as to work on the strengths and weaknesses continuously.

Students are encouraged to fill the feedback forms twice a year.

### **Eligibility:**

All students who take admission at St Mira's College for Girls are entitled to fill the feedback form.

## **Process:**

### **GENERAL INTERACTION PROCEDURE**

- Provide the links of feedback to students which are available on the website.
- Encourage the students to fill the feedback forms by their mentors in the mentoring sessions.
- Inform students that you are available for one on one for any queries regarding feedback.
- Feedback is taken once in a semester.
- A detailed analysis is done and an Action Taken Report is made after getting the feedback.
- The graph is also generated using the data collected.
- The positive feedback is shared in public in meetings.
- The negative feedback is conveyed to respective people and attempts to rectify the weaknesses are made.
- Action taken report is made on the basis of the feedback given by the students.

### **Additional General Guidelines:**

St Mira's adopts a systematic approach to student satisfactory survey. On the designated dates students are facilitated to fill the feedback forms in the computer labs in the college as per their online exam schedule which is part of their internal assessment.

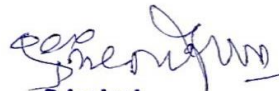
### **Benefits**

- Students satisfaction survey identifies institutional strengths, areas of high priority and high satisfaction
- Students satisfaction survey can identify potential issues that the college may be unaware of. The institute can work on the problematic issues before they become full blown problems.

- It will help the institute to focus on the areas where it is lagging and work on the respective fields.
- Students take a note that their analysis about their college is considered to be important and they are an integral part of the institute. This prompts a sense of belonging among the students.
- Assessing students every year or every other year allows to track our progress toward satisfaction goals with systematic, reliable data.

  
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AMD Policies

## **13. Institutional Policy for Scholarships and Free-ships**

### **Introduction**

There are a variety of scholarship opportunities available to students on a local, regional, statewide, as well as nationwide basis. In addition, the college also offers numerous scholarships and prizes to deserving students every year.

### **Objectives:**

1. to provide incentives to students, and acknowledge and reward pupils for their efforts
2. to support and encourage advanced learners
3. to reward students who have shown progression
4. to acknowledge students' contributions in non-academic areas
5. to provide financial aid to need-based students
6. to give all girls (irrespective of the economic strata to which they belong) the opportunity to complete an undergraduate or postgraduate education in the field of their choice at the college

### **Guidelines for Awarding Scholarships**

The student being considered for scholarship must possess the following:

1. Full-time enrolled student at St. Mira's College for Girls with all admission formalities completed
2. Sound academic performance
3. Good attendance record
4. Contribution to college activities including curricular, co-curricular and extracurricular activities
5. Overall conduct of the student

### **Process of Awarding Scholarships**



Step 1: A list of scholarships to be awarded is circulated among the staff including HoDs and Class Teachers.

Step 2: A Selection Committee comprising of all faculty members come together for a meeting where each scholarship is discussed and awarded based on the set criteria of the individual scholarships

Step 3: Final decision resides with the Principal of the college

### **Eligibility**

- full-time enrolled student of St Mira's College for Girls may be considered for a scholarship
- the student must fulfil the guidelines and criteria of the individual scholarships as stated against each

The following is a detailed list of all the scholarships offered annually at St. Mira's College for Girls, including details of amount and eligibility:

### **Adoption by College Scholarship**

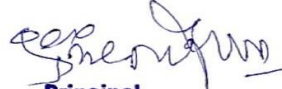
Every year, the needy and poor students in BA Class are given free-ship by the permanent faculty members of the college.

### **Eligibility**

- The Students must be in BPL category.
- The student must be in first division at the entry year.
- The student must have good character.
- Preference is given to girl students.

  
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## 14. Mentoring Policy

### Mentor-Mentee Programme

The goal of student mentoring is to help all students involved in the mentoring program to gain the skills and confidence to be responsible for their own futures and develop to their full academic and personal potential. The College ensures that all learners receive the care, guidance and support necessary to maintain and extend their personal development and academic progress.

### Objectives:

- To ensure that every student in the college is assigned a mentor from the permanent teaching faculty to guide the student on all fronts be it academic, co- curricular, extra-curricular and progression.
- To ensure that every student has a single point contact in case of any of difficulties related to the above.
- To have a point of contact in terms personal and emotional difficulties so the mentor can connect the mentee to the college counsellor if required
- To enhance the social, cognitive and emotional competencies of the students
- To prepare for the new requirements of mentoring laid down by NEP

### Guidance

- It is vital that all students receive regular and informed guidance, have a wide range of experiences and understand where to get further information and advice. This will be evident through a number of initiatives, including:
  - Sanctuary classes
  - Career guidance
  - Further and Higher Education guidance
  - Workplace learning experiences offered
  - Regular internal communications with students

- "Soft skill reinforcement initiatives
- Community involvement opportunities
- Mental wellbeing program initiatives
- In some cases the relationship between the mentor and the mentee may be the only stability student knows, and the only time anyone spends quality time with them. Therefore, the Institute stipulates that a student mentor spend a minimum of two hours every semester with their mentee.

### **Responsibilities of Mentor:**

- Maintain Mentor-Mentee File/Google Form
- Maintain batch wise student roll call list
- Keep contact details of students
- Record of Mentor-Student meeting
- Provide information about students to the each teacher whenever required
- Student guidance should be done whenever required
- Maintain data of students achievements
- Maintain discipline among students.

### **Important notes about conduct and support:**

- Avoid making negative comments about instructors, assignments, or texts.
- Refrain from doing students' assignments or suggesting grades.
- Be clear about expectations for academic honesty and integrity.
- Draw a clear line between friendship and mentoring.

- Encourage students to communicate with professors and use campus services

## **Peer Mentor**

Peer mentors can be defined as, "A body of students who have volunteered to undertake training so that they can offer support to other students experiencing problems particularly with respect to their academics".

The actual role of these students will be agreed between the students and the member of staff who coordinates them but could include the following aims:

- To be part of the buddy system or SOUL- Social Outreach United
- Learning
- To be a 'port of call for students with problems
- To act as an additional service to that provided by staff complementing rather than competing with it
- To be accessible to pupils of any age and background
- Any adult in the Institute learning community who becomes a student mentor must be someone who will be a positive influence in a mentee's life. The most crucial role for a student mentor is to be an adult who has time for a mentee person, who cares about them, who believes in them and is committed to a long term relationship with them.

## **Requirements to be a Peer Mentor**

Peer Mentors will be selected and evaluated based on their responses to the questions in the registration form. Peer mentoring is a one on one process between selected students focusing on slower learners.

## **Characteristics of a good Student Mentor**

- A good student mentor is someone who engages in a positive relationship with the student and gives them attention.
- The mentor needs to have positive self-esteem, react well to stressful situations and tolerate frustrating situations.
- They need to listen well and communicate on a level that the student can understand and and not be judgmental.

- The mentor needs to provide leadership and guidance and be a positive role model, nurturing a relationship that respects the student's dignity.
- The mentor must always show up on time for sessions, be committed and accept the irresponsibility.
- A good mentor will reinforce the student's successes and challenge them to do better and be willing to give them a fresh start if there are any lapses.
- They will not break the trust they have established.

### **Benefits of a Student Mentoring Programme**

- Students benefit by receiving the support and guidance of a caring adult or supportive peer and also receiving assistance with their academic studies.
- Students will experience greater self-esteem and be motivated to succeed.
- They will also receive encouragement to stay in education and progress to further and/or higher education and receive assistance in choosing a career path
- Student will also improve interpersonal relationships, such as with Institute the teaching staff and the student's family.

### **Benefits to peer mentors**

- Adults who volunteer to mentor students increase their involvement in the learning community and recognise they can make a difference.
- They will gain new experience and knowledge about young people and the Institute community and contribute to the wider aims of community cohesion and regeneration

### **Eligibility:**

All students who take admission at St Mira's College for Girls are entitled to mentoring. Every permanent teaching faculty is eligible to take on the role of a mentor. Any student who volunteers and fits the criteria may be a peer mentor.

## Process:

### GENERAL INTERACTION PROCEDURE


- Take attendance
- First 10 minutes Mentor introduces the designated topic
- Open it up for discussion
- After that request 10 students (approx.) to wait back to discuss strengths and weaknesses and enter details on the forms.
- Inform students that you are available for one on one mentoring. Assign designated time when available once a week.

### Benefits of Mentoring to the Institute

- Students will be more motivated and aspirational which will improve morale among the learning community.
- Mentoring will maximise the achievements of individual students and groups of students who are at risk of underperforming and remove barriers to achievement for vulnerable groups of students
- Mentoring enhances the skills of staff and students, improves student attendance and increases student retention.

  
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## 15. Sustainable Campus Policy

### Preamble

The Stockholm Conference on the Human Environment, 1972, drew attention to the need for green education i.e. education relating to environment protection. The most oft quoted definition of Sustainable development has been given by the United Nations World Commission on Environment and Development (Brundtland Commission) in its 1987 Report. Our Common Future which defines it as development "which meets the needs of the present without compromising the ability of future generations to meet their own needs."

Mankind has pursued increased industrialisation and urbanisation and brought about economic development, which has often been at the cost of tremendous environmental degradation. We have been witnessing this in the form of pollution, acid rain, deforestation, desertification, ozone-depletion, global warming, early signs of climate change.

In 2008, the G8 University Summit adopted the Sapporo Sustainability Declaration for internalising environmental consciousness in university academic frameworks and on campus. In 2015, India committed itself to the UN 2030 Agenda for Sustainable Development (for fulfilment of the UN Sustainable Development Goals 2015-2030). The UGC has laid down the SATAT framework to encourage environment friendly practices on campuses of Higher Educational Institutions. In keeping with the UGC's guidelines, The College has adopted an Environment Sustainability Policy.

### Objectives

To incorporate sustainable practices like optimisation of material use, promoting water and energy conservation, waste management, no plastic use.

To establish a Teaching-Learning and Research environment conducive to safe and sustainable future by including sustainability related topics in academic programmes and research.

To create an institutional culture which supports sustainable thinking by encouraging HEI stakeholders (students, faculty, non-teaching staff, civil society) to embrace green life styles, sustainability principles and practices.

To foster a culture of sustainability via advocacy to and engagement of the immediate stakeholders (students, staff) and promote 'beyond campus environment awareness programs for civil society;

To ensure voluntary participative implementation of sustainability practices by the HEI stakeholders through adherence to the principles of REDUCE, REUSE, RECYCLE, REPAIR, REPORT to the best possible extent.



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AMD Policies



## 16. Intellectual Property Rights (IPR) Policy

### Purpose

Intellectual Properties for any educational institute are intangible properties like inventions, designs, software and other creative & innovative ideas which may be more valuable than tangible properties. They play a significant role in providing a competitive edge to any academic institution. The IPR Cell at the College is committed to encourage, protect, manage and commercialize Intellectual Property such as Patent, Copyright, Trademark etc. generated through the College.

The cell aims to create conducive environment in the academics for the development of Intellectual Property. It also believes in encouraging the creativity and innovation of its faculty and students to generate intellectual property.

### The objectives

- To create awareness on Intellectual Property Rights (IPR) among faculty and student community.
- To engage and conduct workshops/seminars to promote awareness and holistic understanding about IPR
- To sensitize the students with current issues & challenges in the field of Intellectual Properties at national and international level
- To encourage inclusion of IPR content in curricula of programmes/ courses.
- To ensure adherence to the plagiarism policies adopted by the institution.
- To create an environment for acquiring new knowledge through innovation and promote an IPR culture.
- To advice and guide students and faculty on the procedure of registration of IPR.
- To assist faculty, research scholars and students for identifying patentable inventions and to file patents with the competing authority

- To create a self-funding project for development and nurturing of IPR Ecosystem

## **IPR Policy**

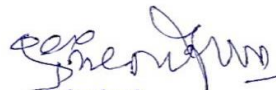
As per the Union Governments National Intellectual Property Rights (IPR) Policy, 2016, to promote the IP regime and to encourage innovation, creativity and entrepreneurship in India:

### **The IPR Cell at the College:**

- Will be instrumental in conducting at least one program per semester to spread the information and inculcate interest with regard to IPR.
- Will disseminate information on benefits and legal implications with regard to IPR.
- Invite the experts in the field of Intellectual Property related laws for knowledge sharing and consultancy.
- Will extend its cooperation in the activities of the Incubation Centre under the Centre for Women Entrepreneurship.

  
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## 17. GENDER EQUITY POLICY

### About the Policy:

This policy relates to all our stakeholders- our women students and entire staff- both male and female. The policy of gender equity is based on the principle of inclusion and non- discrimination in all our interactions.

The Constitution of India embodies the government's commitment to equality for both women and men within family, community and society. The Government of India also subscribes to and has endorsed a range of international Conventions such as the United Nations Declaration of Human Rights (1962), the United Nations Convention on the Rights of the Child (1989), and Education for All (United Nations Declaration 1990) and the Beijing Declaration (1995), National Policy for the Empowerment of Women (2001), the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational institutions) Regulations, 2015. Which called for the mainstreaming of gender issues.

"Gender" in this policy refers to those behaviours and attitudes which are culturally accepted as appropriate ways of being a women (femininity) and ways of being man (masculinity). The sex of a person is biologically determined, whereas ways of being a man or women are learned: they are constructed, reinforced, maintained and reconstructed over time through social and cultural practices. Such social constructions of gender vary across cultures, social class and time.

"Equity" means fairness and without bias. In a social context equity also involves conscience or principles of natural justice. EGE FOR COLL constructions of gender. The Gender Equity in campus Policy aims to develop every individual to her or his full potential.constructions of gender. The Gender Equity in campus Policy aims to develop every individual to her or his full potential.

### Objectives:

- To inculcate and strengthen the knowledge among the stakeholders (viz students and employees) about the concept of gender equity, right to gender equality and dignified livelihood and earn equal wages for similar work as men.
- To form a Grievance Redressal Cell to prevent gender bias, address issues of gender- based violence [GBV] and execute gender sensitization programs with sensitivity and impact.

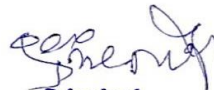
- To create awareness and sensitise the girls/women students on importance of menstrual hygiene, abstinence from body shaming, the dangers of unsafe sex, the need to adopt self-defence mechanisms for self-protection and support their preference to sexuality with due respect to LGBTQ+
- To conduct an online compliance of Gender audit on the SAKSHAM portal
- To identify 'Gender Champions' from amongst the students above the age of 16 years enrolled in college, who will create awareness about gender equality amongst students, as per the recommendations by the UGC.

### Implementation of the Gender Equity Policy

- Under the Gender Equity Policy, St. Mira's College
- Has internalised the implication of gender equality that the interests, needs and priorities of both women and men should be taken into consideration, with due recognition of the diversity of different groups of women and men,
- Takes up gender issues for discussion and debate on a regular basis through lectures, discussion forums, workshops. Conducts one-on-one session with the students on a regular basis where they discuss their problems.
- Safeguards safety of student through CCTV surveillance enabled campus and allocating cleaning of washrooms exclusively to female housekeeping staff.
- Has incorporated gender-related aspects in several of the course curricula of different faculties (Humanities and Commerce).
- Has set up an Internal Complaints Committee and a Grievance Redressal Cell to prevent gender bias.
- Promotes Gender Champions, Awareness Campaigns and Self-defence programmes.

  
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## 18. Code of Conduct Policy

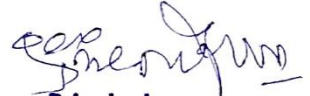
### Committee to Monitor Code of Conduct

(Valid from to 15-06-2023 to 14-06-2024)

Sr. No.	Name	Designation/ Position
1	Dr. Devendra Bhongade	Chairperson /Principal
2	Dr. Raju Shrirame	Vice- principal/ Coordinator
3	Dr. Dipak Arajpure	HoD/ Physical Education/ Member
4	Dr. Pravin Gharpure	HoD (Marathi)/ Member
5	Mr. Rajesh Ingale	Head Clerk/ Member

  
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## **CODE OF CONDUCT FOR EMPLOYEES**

The code of conduct (ethics) of any organization is well-planned guidelines about the nature of working and future growth of the organization which shows values and commitments of employees with the employer. A well code of conduct clarifies an organization's mission, values and principles, linking them with standards of professional conduct. The code articulates the values, the organization wishes to foster in leaders and employees and, in doing so, defines desired behaviour. Additionally, a code is a central guide and reference for employees to support day-to-day decision making. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the organization. The main objectives of framing the code of conduct is to maintain discipline in the campus; imbibe moral values among the employees; to work with dedication and make aware of sincerity and punctuality about duty and to make our institution one of the best research institutes of International standard.


### **Rules/ Regulations for Employees**

1. Employee should reach before 10.00 minutes of allotted time. The college Timing is from 8.00 am to 3.00 pm.
2. Employee must be in uniform with Identity Card.
3. Use of mobile phones during working hours and in the personnel department is strictly prohibited. In case found, a strict action will be taken.
4. Employee must submit his/ her daily notes checked by Principal/Vice-Principal regularly before entering class.
5. Employee must keep complete records of allotted work. While in campus, communication in English will be preferred.
6. Max. 8 C.L. will be allotted in one academic year, 3 late marks will be counted as 1 C.L.
7. Employee while leaving the campus during working hours will mention the time of departure and arrival in the Halchal register.
8. Chewing of tobacco, gutaka, smoking and other addicted substances are strictly prohibited in the campus. If anybody found guilty in this matter, a strict disciplinary action will be taken against him/ her.
9. Loose-talking in the college premise is strictly prohibited.
10. Leave application without sanction will be considered as LWP.
11. Communication with parents must be polite and in simple manner. No rude behavior with the students.
12. A strict disciplinary action will be taken against Eve-teasers.


13. Teacher must enter the class with necessary and various teaching aids to make the class-teaching effective.
14. There should not be any class bias among the staff members in the college campus.
15. Employee shall co-operate in all the college-related activities even if it happens on Holiday.
16. Every employee shall participate in college activities/ programs with strict adherence to time management and discipline.
17. Teacher will make only subject-oriented discussion in the premise. Unnecessary standing in verandah, canteen-side without authentic reason is strictly prohibited.
18. Sports Teacher will conduct regular lectures on ground and must participate in university/ state/ national level sports competitions.
19. The Head of Learning Resource Centre (Library) would maintain the discipline in the library and would offer best services to the students and staff.
20. The Learning Resource Centre (Library) will organize Books exhibitions, updates of new arrivals from time to time and will increase library working hours during examination.
21. The library head will have to maintain the database of all scholarly publication of faculties.
22. In every academic session, teacher shall publish at least two papers in the reputed UGC approved e-journals from research point of view and seek to make professional growth continuous through study and research, writing and decent conduct.
23. Non-teaching staff will observe that the office audit, salary sheet, other financial-work related to college is maintained through computers.
24. Non-teaching staff will also observe that the timely disbursement of students' scholarship, certificates/ documents is done within time period.
25. Corporal punishment is strictly banned in the college premise. Anyone found guilty of giving corporal punishment shall not be excused.
26. All the staff will compulsorily give attendance on Bio-metric.
27. Every employee shall be responsible for strayed instruments/ materials in the premise. They will maintain it with the help of supporting staff.
28. Every employee shall take care that the class furniture is well maintained and premises along with classes are neat and clean.
29. A teacher shall manage his/her private affairs in a manner consistent with the dignity of the profession.
30. Teachers will express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
31. Teachers will maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.

32. Teaching staff will perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
33. Staff shall participate in extension, co-curricular and extracurricular activities including community service.
34. The staff will always speak respectfully of other staff and render assistance for professional betterment.
35. The staff will refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

*Every employee should follow the above rules/ regulations to make the institution ideal.*

  
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**JEEVAN VIKAS MAHAVIDYALAYA THUGAONDEO**  
**RULES OF DISCIPLINE FOR STUDENTS**

Sr No	Code of Conduct for Students
1	All the students shall make themselves acquainted with the rules and regulations notified for their conduct. Ignorance of the rules will not be accepted as an excuse for their violation
2	Students who come to college in their own transport should reach five minutes before.
3	To come out of the class without the permission is the violation of rules.
4	No one will be allowed in the campus without college uniform and identity card.
5	During teaching hours, students will not bunk classes. Class projects/ assignments must be submitted within time period. Attendance of Internal Examination/ Seminars will be compulsory
6	Any sort of raging is strictly prohibited in the campus. Anyone found, strict disciplinary action will be taken against him/her.
7	Any sort of misbehavior with girl-students, teasing is not permitted in the campus.
8	In the absence of teacher, Students will spare their time in the library.
9	Running, Playing, Whistling or shouting inside the college building is not allowed. Throwing bits of chalk, stones and other or teasing fellow students is strictly forbidden.
10	Chewing of tobacco, gutaka, smoking and other addicted substances are strictly prohibited in the campus. If anybody found guilty in this matter, a strict disciplinary action will be taken against him/ her.
11	Sports students should remain present on the ground during morning and evening hours as per the instructions.
12	Personal cleanliness and hygiene are expected from all, Uniform must be neat and clean.
13	Students should not use mobile phones in the campus.
14	Students are the care-takers of the college property. Any damage done to college property, even by accident should be brought to the notice of principal. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
15	Student must not stand in the verandah and near the class rooms during the class hours. While passing along the verandah during class hours, students shall keep silence.
16	Respect your elders and teachers, greet them as a gesture of respect and love whenever you meet them.
17	Student shall not leave the college campus on any account during the teaching hours.
18	Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by

	the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
19	Students must submit their scholarship/ examination forms to the office within time period.

**Devgram**

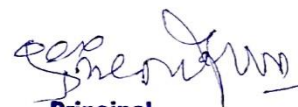
1<sup>st</sup> June 2022

**Dr. Devendra Bhongade**

Principal, JVM



**Convener**  
Internal Quality Assurance  
Cell (IQAC), JVM Thugaondeo  
Dist. Nagpur (M.S.)



**Principal**  
Jeevan Vikas Mahavidyalaya  
Devgram (Thugaondeo)  
Tah. Narkhed, Dist. Nagpur

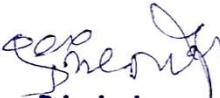
## Powers and Functions of the Management Body

- The management gears up the Mission Vision of the society in tune with the objectives of the Institution.
- The management body is intended to control all the activities by taking decision as per the need in the institutions.
- The management constantly focuses on the Antyoday strata of the society.
- The management will help to develop the institution whenever required.
- Members elected or nominated shall have a term of five years.
- In order to monitor the activities of the college and other financial issue, it is required to discuss with the principal.
- Management body can recommend for the creation of teaching and other posts in order to improve the standards of teaching in the college.
- The management committee shall have full control over the working of all institutions under the committee. The College Development Committee (CDC) meets at least twice a year. Summon the meetings of any kind of the General Body and from their agenda. Consider the appointment, dismissals, promotions and punishment of staff.
- To promote intellectual: moral, cultural, spiritual and physical advancement of the people in general and of the fair sex.
- To promote youth ideals of simplicity of life, dignity of labour, national out-look, educational technical, vocational or otherwise, as may be decided from time to time.
- The Society adopts poor, needy and destitute in the community.

**President/Secretary  
Antyoday Mission**

  
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## **Duties and Responsibilities for Principal**

The Principal is the academic and administrative head of the institute and works for the growth of the institute.

- The Principal monitors admissions, examinations, evaluation for smooth functioning of the system.
- The Principal is authorized to nominate, coordinators, members and other administration functionaries in various committees. He is responsible for according extension or changes various functionaries in the administration, with the approval of Academic Council.
- The Principal holds Ex-Officio member's meetings as per the norms.
- The Principal coordinates and motivates the faculty, administrative authorities and the supporting staff, so as to play their respective roles more effectively.
- The Principal works for the common goal of providing effective education and guiding to enable the students to carve out promising career and lifelong learning.
- The Principal is the spokesperson of the Institution and shall take part in Regional, National and International conventions in serving the cause of development of education in particular.
- The Principal along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic council, University, State Government, UGC, students and parents for the smooth and effective functioning of the college.
- The Principal takes care of the academic and financial administration, generally guided by the rules and regulations as well as the norms laid down by RTM Nagpur University, UGC, State Government and the Governing body of the college.
- He shall be assisted by various heads of the departments, senior faculty members and various committee coordinators.
- In matters related to decision implementation, Principal will be assisted by the Governing Body of the Institution.


## Duties and Responsibilities for Vice-Principal

- Monitoring admissions, examinations, evaluation for smooth functioning of the system.
- Involved in administrative tasks and are responsible for carrying out the principal decisions.
- Resolve conflicts among students, teachers, parents and other stakeholders of college.
- Assist for the preparation of time tables, allocation of class rooms for various departments.
- Guide and monitor work of various committees headed by them by arranging and conducting committee meetings at regular basis.
- Keep record of students progression.
- Active participation in interview, hiring and selection process of staff.
- Decision of allocation of development funds and monitor the funds utilization.
- Monitor complains from various stakeholders and help them to improve in problem areas.
- Academic growth of the Department/College
- Participation in the teaching work, research, and training programs of the Department/College
- Assisting in planning and implementation of academic programmes such as orientation courses, seminars, in service and other training programmes organised by the University/Department/College, for academic competence of the Faculty Members
- Admission of students and maintenance of discipline of the Department/College
- Management of Department Library/College Libraries, Laboratory, sports rooms and Hostels.
- Correspondence relating to the administration of the Department/ College
- Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the Department/College, and maintenance of records
- Supervision of Department/College and University Examinations, setting of question papers, for the University/Department/ College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned
- Any other work relating to the University Department/College as may be assigned to him by the Competent Authority from time to time.
- 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.
- Observance and implementation of directives issued by Government, authorities viz. Director of Education / Higher Education / University and other concerned authorities
- Safe-guard the interests of teachers/non-teaching staff members and the Management
- In absence of the Principal, assume the duties and responsibilities of the Principal.

**Principal, Jeevan Vikas Mahavidyalaya,  
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# EXAMINATION POLICY

## I. Prolution

### The Purpose of the Policy

- To guarantee that exams are planned and managed effectively, serving the interests of students, staff and the institution.
- To provide clear guidelines for all staff about the examination system.

It is the responsibility of everyone involved in the examination processes to read, understand and implement this policy.

If necessary, the examination policy may be reviewed annually by the Principal, the Chief Superintendent (if nominated by the Principal), and Head of the Departments of all the Departments.

## II. Examination Responsibilities

### Principal / Chief Superintendent:

- Administration of Semester Examinations and Continuous Internal Assessments.
- Instructing the Head of the Departments, Class Teachers, Office Superintendent and other office and supportive staff about Internal and Semester examination timetables and procedures as set by the College / University.
- Keeping staff members informed about upcoming deadlines and events on a regular basis.
- Publishing the annual exam calendar in the college website
- Ensuring students and their parents are informed of and understand the components of the examination schedule.
- Confirming with teaching staff that the prescribed syllabus and all other academic assessments are completed on time in accordance with University guidelines.
- Guaranteeing the receipt, verification and storing confidentially all question papers and completed answer scripts for semester examinations.
- Designating external exam invigilators from nearby colleges, for University examination with consent letter received from the respective Colleges

- Appointing the external examiners for University Practical / Project examinations as per University guidelines.
- Invigilators' remuneration shall be paid as per the University guidelines for the External Examinations and the same may be managed with the advance from the University / College.
- Keeping the income and expenditures of semester examination costs / charges and submitting the same to the University within the stipulated time.
- Assembling and validating the timetables for the Continuous Internal Assessment and promptly disseminating the same to the students and staff of the College
- On-time entry of students' internal assessment marks in the University portal.
- Overseeing the result analysis of the College and counselling the students for improving their performance in the examinations.
- Overseeing the dissemination and publication of results.
- Addressing any issues that may arise in the conduct of examinations in the College
- Responsible for handling late or absent students on examination days

#### **Heads of Departments / Faculty**

- Ensuring that all examination entries are processed timely and effectively
- Accurately completing internal mark sheets and making the required entries in the assessment record.
- Analysing the Continuous Internal Assessments and University Examination results and implementing additional measures to optimise the students' performance.
- Facilitating order and discipline among the students during the examinations

#### **Subject Teachers**

- Providing students with timely information on the schedule for the semester exams and Continuous Internal Assessments.
- Alerting the Head of the Departments and Principal / Chief Superintendent of the need for special assistance and arrangements for differently / physically challenged students.

- Completing and verifying all exam-related documentation (internal mark entries, internal answer script evaluation, and assessment record maintenance) on schedule.

### **Invigilators**

- Collecting of examination papers and other examination related materials from the Examination Office by the time specified before the commencement of the examination.
- Ensuring the students occupy the designated seats in the allotted halls.
- Gathering all examination papers, sorting them into order, and making sure they are returned to the Examinations Office at the conclusion of the exam.

### **III. Examination Committee**

The Examination Committee shall consist of the following members:

1. Principal
2. Chief Superintendent (if appointed / nominated)
3. Heads of Departments
4. Office Superintendent
5. Staff Representative
6. Supportive Staff Representative

### **IV. Malpractice**

- The University guidelines shall be strictly followed when cases of malpractice are identified.
- The Principal / Chief Superintendent is responsible for investigating suspected malpractice, informing the same to the University and helping with the investigation.
- Staff committing malpractice shall be dealt with in accordance with the University guidelines and / or as prescribed by the management of the College.



## **V. Receipt and Storage of Exam Papers**

- The University examination question papers and answer scripts are stored in a secure room.
- All materials will be signed by the Principal / Chief Superintendent, on arrival at the College.
- The record will be updated when materials need to be signed out of the secure storage area.
- Exam materials will be returned to the secure storage area once exams are finished in order to be ready for the University's safe and secure exam pick-up service. When the secure pick-up service arrives on location, these will then be signed out once more.

## **VI. Examination Days**

- All the rooms with seating arrangements must be prepared at least one day in advance of the commencement of the examination.
- All exam rooms will be reserved by the Principal or Chief Superintendent, who will also split the question papers, other examination stationery and materials available for the invigilators.
- In compliance with university protocols, the Principal / Chief Superintendent will initiate all exams.
- Only the Principal / Chief Superintendent and allotted Invigilators may enter the examination room whilst the examination is in progress.
- Subject teachers might be available during practical exams to assist with any technical issues. Subject teachers are not permitted to read exam papers or remove them from the examination room prior to the conclusion of a session.

## **VII. Students**

- Students apply through online for semester examination.
- Hall tickets can be downloaded from the University website prior to the examination
- Hall tickets and College ID cards shall be brought by the students for admission in the examination hall.

- Students shall report to the examination hall ten minutes prior to the commencement of examination, and who are late more than half an hour from the commencement time shall not be permitted for the examination
- Students are expected to stay for the full examination time. Disruptive students are dealt with in accordance with the University guidelines.
- Students may only leave the examination room for a genuine purpose during the hours of the examination with permission from the Invigilator and return immediately to the examination room; while out of the examination hall, they must be accompanied by a staff at all times.

### **IX. Continuous Internal Assessments**

- CIAs are conducted three times in a semester. The average of the best two marks is considered for internal scoring. The duration is one hour for each test.
- The exam schedule for all the six Internal Tests for both the semesters is notified in the college academic calendar in the beginning of the academic year.
- The exam committee plans, organises and conducts exams
- The question Papers are submitted to the controller of examination prior to a week.
- The answer sheets are valued and the progress report is issued within a week from the date of the last exam for parents' signature

### **X. Internal Assessments and Appeals**

- Students view their answer scripts for the internal assessments, and the subject teacher provides feedback and direction based on those responses.
- The subject teachers show the answer script and get them signed from the students and provide guidance according to their performance.
- Students can address the concerned teacher and provide clarification if they have any complaints regarding assessments.
- The student may approach the Head of the Departments, explain the situation, and request a resolution if they are not satisfied.
- A written representation can be made by the student to the Principal if the issue is still unresolved.

- In order to find a fair settlement to the grievance, the principal may review the matter in consultation with the concerned Head of the Departments and the teacher(s), and if required, seek the advice of a few other teachers. In extreme circumstances, a committee may be formed to investigate the issue and provide recommendations for action.

#### **XI. Results and Enquiries about Results**

- The university will send each student an SMS with their results, and the results will also be accessible via the university website.
- Students should contact their individual Head of the Departments in case of a WWW (Withheld) result or any other issues. The Head of the Departments will then contact the Principal / Chief Superintendent seeking to take adequate steps for the resolution of the issues.