

**SarvaShreshta Dan Vidyadan**

**SamajShikshan Mandal's**

**Amruteshwar Arts, Commerce & Science  
College**

**At post Vinzar, Tal. -Velhe, Dist. Pune 412213**

**CODE OF CONDUCT**

**Prepared By**

**INTERNAL QUALITY ASSURANCE CELL  
(I.Q.A.C.)**

**DR. MAHADEV DONGARE**

**Co-ordinator**

Internal Quality Assurance Cell

**PRINCIPAL DR. SANJEEV LATE**

**Chairman**

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## **1. CODE OF CONDUCT FOR THE COLLEGE STUDENTS.**

### **Introduction:-**

Amruteshwar Arts Commerce and Science college , Vinzar has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching–learning atmosphere. It promotes the professional behavior and academic integrity. The students of our college maintains the higher standards of discipline. It reflects in their behavior as well in their relations with others. The purpose of this code of conduct is to make the Students, Teachers, College Departments familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

### **“ SELF DISCIPLINE IS THE BEST DISCIPLINE”**

All students are expected to abide by rules and regulations to enable the smooth working of the college and keep harmony in college premises. Students should follow code of conduct mentioned below.

<b>1</b>	<b>College conducts classes as per the time-table.</b>
<b>2</b>	<b>Students are not allowed to leave classrooms while lectures are being conducted.</b>
<b>3</b>	<b>75% attendance is mandatory for students to appear in college and university examination as per guidelines of SPPU.</b>
<b>4</b>	<b>Students have to wear college Identity card in such a manner that it get properly visible.</b>
<b>5</b>	<b>Students should get acquainted with the all notices displayed on the notice boards regularly</b>
<b>6</b>	<b>Students should enter in the college with neat, clean and adorable clothing.</b>
<b>7</b>	<b>Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Ragging will not be tolerated in the college and strict action will be taken as per law.</b>
<b>8</b>	



<b>9</b>	<b>Alcohol, Tobacco And Smoking are Strictly Prohibited in the College premises.</b>
<b>10</b>	<b>Spitting is prohibited in the college premises.</b>
<b>11</b>	
<b>12</b>	<b>During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehavior, loitering or for any act of indiscipline.</b>
<b>13</b>	<b>Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited if it is used for other than digital educational purpose.</b>
<b>14</b>	<b>Students should make use of College Library and must not loiter in the college premises whenever they have a free period.</b>
<b>15</b>	<b>Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action</b>
<b>16</b>	<b>For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.</b>
<b>17</b>	<b>Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.</b>
<b>18</b>	<b>No function/program in the college campus / class room without prior permission of the principal</b>
<b>19</b>	<b>Student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent</b>



	<b>communications (paper or electronic mail) are prohibited.</b>
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## **2. THE PROFESSIONAL ETHICS & CODE OF CONDUCT FOR NON-TEACHING STAFF**

<b>1</b>	<b>Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.</b>
<b>2</b>	<b>Maintain their professional knowledge &amp; skills updated himself/herself professionally for the proper discharge of duties assigned to him/her.</b>
<b>3</b>	<b>Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.</b>
<b>4</b>	<b>Respect the right and dignity of the student for assisting them any kind of help/guidance etc.</b>
<b>5</b>	<b>Speak respectfully and Behave with polite to the everyone of the college.</b>
<b>6</b>	<b>Deal justly and impartially with students regardless of their religion, caste, political ideology, economical, social and physical characteristics;</b>
<b>7</b>	<b>Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;</b>
<b>8</b>	<b>Co-operate personally to the policies of the institutions which have</b>



	<b>been made by higher authorities of the institution.</b>
<b>9</b>	<b>Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.</b>
<b>10</b>	<b>Should adhere the Professional Ethics and Code of Conduct of the institution.</b>
<b>11</b>	<b>Every employee should apply their knowledge and experience for overall development of the office work of the college.</b>
<b>12</b>	<b>Every employee should behave and perform fair and committed to the best interest of the college.</b>
<b>13</b>	<b>Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.</b>
<b>14</b>	<b>Should maintain the positive relationship with all colleagues &amp; teaching staff and the students of the college.</b>
<b>15</b>	<b>Every employee possesses his/her identity as a Employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, everyone should maintain the reputation, discipline &amp; culture of the College at the public places/ in the society.</b>
<b>16</b>	<b>Avoid conflicts between their professional work and personal interest.</b>
<b>17</b>	<b>No one of the non- teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.</b>
<b>18</b>	<b>Should adopt a humane approach in dealing with students who are physically challenged.</b>
<b>19</b>	<b>Be punctual &amp; careful in availing professional opportunities for career development</b>



### **3. THE PROFESSIONAL ETHICS FOR THE TEACHERS** ( As per UGC Notification-2018)

**Introduction:** - The College Is Providing The Following Guidelines Of UGC For Maintaining The Professional Ethics For The Teachers These Guidelines Are Adopted From UGC Notification (New Delhi, The 18th July, 2018) i.e. UGC Regulations On Minimum Qualifications For Appointment Of Teachers And Other Academic Staff In Universities And Colleges And Measures For The Maintenance Of Standards In Higher Education, 2018

Source: [https://www.ugc.ac.in/pdfnews/5323630\\_New\\_Draft\\_UGCRegulation-2018](https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018)

#### **CODE OF PROFESSIONAL ETHICS**

##### **I. TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

(i)	Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
(ii)	Manage their private affairs in a manner consistent with the dignity of the profession;
(iii)	Seek to make professional growth continuous through study and research;
(iv)	Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
(v)	Maintain active membership of professional organizations and strive to improve education and profession through them;
(vi)	Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
(vii)	Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and



	evaluation.
(viii)	Participate in extension, co-curricular and extra-curricular activities including community service.

## II. TEACHERS AND THE STUDENTS

Teachers should:

(i)	Respect the right and dignity of the student in expressing his/her opinion;
(ii)	Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
(iii)	Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
(iv)	Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
(v)	Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
(vi)	Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
(vii)	Pay attention to only the attainment of the student in the assessment of merit;
(viii)	Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
(ix)	Aid students to develop an understanding of our national heritage and national goals; and
(x)	Refrain from inciting students against other students, colleagues or administration.

## III. TEACHERS AND COLLEAGUES

Teachers should:

(i)	Treat other members of the profession in the same manner as they themselves wish to be treated;
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(ii)	Speak respectfully of other teachers and render assistance for professional betterment;
(iii)	Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
(iv)	Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

#### IV. TEACHERS AND AUTHORITIES:

Teachers should:

(i)	Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
(ii)	Refrain from undertaking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities;
(iii)	Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
(iv)	Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
(v)	Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
(vi)	Should adhere to the conditions of contract;
(vii)	Give and expect due notice before a change of position is made; and
(viii)	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.

#### V. TEACHERS AND NON-TEACHING STAFF:

(i)	Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and



## Code of Conduct/Professional ethics/Guidelines

(i)	Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
(ii)	Work to improve education in the community and strengthen the community's moral and intellectual life;
(iii)	Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
(iv)	Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
(v)	Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration

Source: [https://www.ugc.ac.in/pdfs/2018-19-New\\_Draft\\_UGCRegulation-2018](https://www.ugc.ac.in/pdfs/2018-19-New_Draft_UGCRegulation-2018)

*Imune,*  
Mr. S.T. Mane

Criterion Co-ordinator

*Dr. M.D. Dongare*  
Dr. M.D. Dongare

IQAC Co-Ordinator

*Dr. S.S. Late*  
Dr. S.S. Late

Principal

**I.Q.A.C.**  
Amruteshwar Arts, Commerce & Science College, Vinzar,  
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**SAMAJ SHIKSHAN MANDAL, VINZAR'S**  
**AMRUTESHWAR ARTS, COMMERCE AND SCIENCE COLLEGE, VINZAR**

At post – Vinzar, Tal. – Velhe, Dist. – Pune. 412 213

NAAC Re-accreditation Grade – 'B'

**National Assessment and Accreditation Council (NAAC)**  
**Internal Quality Assurance Cell (IQAC)**



**ACADEMIC CALENDER FOR THE YEAR 2020-2021**

Sr. No.	Month	Plan of Action to be Taken for the Academic Year 2020-2021		
		Teaching-Learning & Evaluation	Co-Curricular Activity	Administration Activity
01	June 2020	1. Admission Works & Online Work	1. Preparing NSS & SDB Annual Plan	1. Admission works & enrolment
		2. Preparing Annual Teaching Plan	2. Welcome Function for Students	2. Result Distribution
		3. Preparing College Time-Table	3. Preparing A.R. Dept. Plan	3. Approval of College's Budget
		4. Result Analysis - Annual Exam.	4. Sport & Cultural Activities	4. Interview for CHB Post
		5. Lectures & Students Counseling	5. Preparing plan of PTA & AR Dept.	5. Staff Meeting: 1 Term opening
		6. Field work for admission	6. SGS – Proposal Sent to SPPU	6. 1 <sup>st</sup> Meeting of all Departments
		7. Preparation for online Lectures		
02	July 2020	1. Orientation for all faculty Students	1. NSS's & SDB's Regular Activities	1. 1 <sup>st</sup> Meeting of CDC & IQAC
		2. Lectures & Remedial Coaching	2. Plan to Prepare: Students Council	2. Purchasing Equipment for Labs
		3. Practical Works: Schedule	3. Inauguration of Commerce Asso.	3. Preparing AQAR of Last Year
		4. PPT Presentation for Students	4. Sport & Cultural Activities	4. Plan of 2(F)12(B) for Commerce
		5. Library Works for Students	5. Inauguration of Science Forum	5. Collecting Information from UGC
		6. Preparation & Online Lectures		
03	August 2020	1. Lectures & Guest Lectures	1. NSS's & SDB's Regular Activities	1. Preparing Eligibility Plan
		2. Practical Works	2. Conducting Student council Elec.	2. Affiliation Works
		3. Tutorials given to the students	3. Planning of 'BPKD's Scholarship	3. Physical Verification of Library
		4. Group discussion	4. Sport & Cultural Activities	4. Submission of AQAR
		5. Curriculum related Videos	5. 'Avishkar' Research Activity	5. 1 <sup>st</sup> Staff Meeting of IQAC
		6. Preparation & Online Lectures		
04	September 2020	1. Lectures & Guest Lectures	1. NSS's & SDB's Regular Activities	1. 2 <sup>nd</sup> Meeting of CDC & IQAC
		2. Practical Works & Online Works	2. Competitive Exam. Programme	2. Eligibility Submission to Univ.
		3. Periodic Test & Library Works	3. Meeting of PTA & Alumni	3. Affiliation Fee given to Univ.
		4. Arrange Seminars for Students	4. 'BPKD's Scholarship Programme	4. Making the Schedule of QIP
		5. Home Assignments	5. Programme of 'SGS' & 'CEC'	5. 2 <sup>nd</sup> meeting of all departments
		6. Preparation & Online Lectures		
05	October 2020	1. Lectures & Guest Lectures	1. NSS's & SDB's Regular Activities	1. Fulfilling T.E. Exam. Forms
		2. Practical Works	2. Report of 'BPKD's Scholarship	2. Purchasing library Materials
		3. Seminars of the Students	3. Students Health checkup Schedule	3. Eligibility with late fee
		4. Revision of Syllabus	4. Placement Counseling Schedule	4. Purchase Library Materials
		5. Review of Teaching Plan	5. Schedule of 'Avishkar' Research	5. Workload Sanction by JDHE
		6. Participation in OP/RC/FDP/STC	6. Talent Hunt Exam for all Dept.	6. Online submission of MIS
		7. Preparation & Online Lectures		
06	November 2020	1. Examination Works - TEE	1. Health Checkup Report - SPPU	1. Conducting Term End Exam.
		2. Diwali Vacation	2. Preparing Study Tour Plan	2. Conducting Re-Term End Exam
		3. CAP For Internal Assessment	3. Competitive Exam. Programme	3. Written report of eligibility
		4. Home Assignments	4. Planning for College Magazine	4. Staff Meeting: Term End



Sr. No.	Month	5. Participation in OP/RC/FDP/STC	5. Participation: Research Competition	5. Purchasing Library Books
		Plan of Action to be Taken for the Academic Year 2020-2021		
		Teaching-Learning & Evaluation	Co-Curricular Activity	Administration Activity
07	December 2020	1. Lectures & Guest Lectures	1. NSS Winter Camp	1. Result Declaration: T.E Exam.
		2. Practical Works & Lectures on EAS	2. NSS & SDB's Activities	2. 3 <sup>rd</sup> Meeting of CDC & IQAC
		3. Result analysis of Term End Exam	3. PTA & Alumni Meet	3. Staff Meeting 2 <sup>nd</sup> Term opening
		4. Library Works & PPT for Students	4. Extra Mural & Extension Prog.	4. 3 <sup>rd</sup> Meeting all Departments
		5. Participation in OP/RC/FDP/STC	5. Sport & Cultural Activities	5. Preparing Schedule of MoUs
		6. Preparation & Online Lectures		
08	January 2021	1. Lectures & Lectures on EAS	1. NSS's & SDB's Regular Activities	1. Fulfilling Examination Forms
		2. Practical Works	2. Sport & Cultural Activities	2. Online submission : A.I. Survey
		3. Tutorials given to the students	3. Study Tour of various Subjects	3. Conducting SSS
		4. Seminars of the Students	4. Programme of 'SGS' & 'SGS'	4. Updating College Website
		5. Home Assignments	5. Conducting Seminars of all Dept.	5. 2 <sup>nd</sup> Staff Meeting of IQAC
		6. Preparation & Online Lectures		
09	February 2021	1. Lectures & Lectures on EAS	1. NSS's & SDB's Regular Activities	1. IQAC Meeting with Non-Teaching
		2. Practical Works	2. Inter Classes Tournament	2. Purchase Library Books
		3. Periodic Test & Library Works	3. Sport & Cultural Activities	3. Review of Computer Lab
		4. Group discussion	4. Programme of 'SGS' & 'SGS'	4. Fulfilling all Feedback forms
		5. Review of Teaching Plan	5. Follow-up Schedule of 'ASPIRE'	5. Demands of Exam Materials
		6. Preparation & Online Lectures		
10	March 2021	1. University Exam. of all courses	1. Send of Programme for Students	1. 4 <sup>th</sup> Meeting of CDC & IQAC
		2. Practical Oral Examination	2. Sport & Cultural Activities	2. Collecting data for Prospectus
		3. Internal Marks Submission	3. Physical Education Examination	3. AAA, Green & Other Audits
		4. Project & Exam. of EAS	4. Audit of NSS, SDB, QIP & SGS	4. 4 <sup>th</sup> Meeting all Departments
		5. Revision of Syllabus	5. Data collection for College Mag.	5. Conducting University Exam.
11	April 2021	1. University Exam. All courses	1. Review of PTA & Alumni	1. Conducting University Exam.
		2. Practical Examination	2. Submission of Report of all Dept.	2. IQAC meeting with Staff
		3. Central Assessment Programme	3. Review of Placement Counseling	3. Printing the College Magazine
		4. Internal Marks Submission	4. ATR of All Departments	4. Staff Meeting of 2 <sup>nd</sup> Term End
		5. Participation in OP/RC/FDP/STC	5. Schedule of CAS for all Faculties	5. CDC & IQAC Report Sent SPPU
12	May 2021	1. Summer Vacation	1. NSS's & SDB's Regular Activities	1. Printing of College Prospectus
		2. University remaining Exam.	2. Sport & Cultural Activities	2. Physical Verification: Library
		3. CAP of SPPU, Pune	3. Follow-up Schedule of 'ASPIRE'	3. Action Taken Report of Office
		4. Examination Duties at college	4. Review of Skill Development Pro.	4. Printing all College Stationary
		5. Participation in OP/RC/FDP/STC	5. Printing all Practical journals	5. Follow-up the College Website
		6. MRP & Research Works	6. Preparing the college Budget	6. Advisement Given for CHB Post

All Departments of College : QIP, WGC, RTI, ARD, NSS, SDB, CDC, SGS, SGC, ARC, PTA, PC, DC, ECE, Exam Dept. & Other Departments

QIP : Quality Improvement Programme,  
ARD: Academic Research Department,  
CDC: College Development Committee  
EAS : Environment Awareness Studies  
ATR : Action Taken Reports  
PTA: Parent-Teacher Association

WGC: Women's Grievance Cell,  
NSS : National Service Scheme,  
MoU: Memorandum of Understanding  
SGS : Special Guidance Scheme  
BPKD: 'Borge-Phadke-Dongre-Kadam's Scholarship  
PC: Purchase Committee

RTI : Right to Information,  
SDB: Students Development Board,  
SSS: Students Satisfactory Survey  
SGC: Students Grievance Cell  
ARC: Anti Raging Cell  
CEC: Competitive Exam Cell

Date : 1<sup>st</sup> July, 2020  
Place : Vinzar, Velha (Pune)

Co-ordinator, IQAC  
(Dr. Mahadev D. Dongare)

Principal & Chairperson of IQAC  
(Dr. Sanjeev S. Late)



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Head  
I.Q.A.C.  
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"Sarva Shreshtha Dan Vidya Dan"

**Samaj Shikshan Mandal Vinzar's**

# AMRUTESHWAR ARTS, COMMERCE & SCIENCE COLLEGE, VINZAR

At Post Vinzar, Tal. Velha, Dist. Pune, Pin No. 412213 Telefax : 02130-232323

[ID No. PU/PN/AC 121/(1997)]

**NAAC Reaccredited - B**

**Principal**  
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Ref. : A.A.C.S.C. / /20

Date : 10/10/2021

## Academic Planning Policy

Sr.No.	Particulars	Details
1	Brief Description	The Policy will ensure meticulously Academic Planning and Implementation.
2	Scope	All Academic Departments
3	Approved by	Head Of the institution/IQAC
4	Objective	To improve academic functioning of the institution through well planned and documented process.
5.	Policy Statement	Academic planning and Implementation will enhance interdisciplinary approach in teaching-learning, ensuring harmonious functioning of the institution to achieve greater academic excellence.
6	Procedure	<ul style="list-style-type: none"> <li>• IQAC and Academic Planning committee plans the academic calendar of the year.</li> <li>• Time table committee considers the directives and feedback from the students.</li> <li>• Workload allotment is done to all the teachers as per university guidelines.</li> <li>• For the entire theory and practical course teachers prepare their individual lecture plan.</li> <li>• Teaching plan is executed effectively.</li> <li>• Faculty members participate in the syllabus up gradation and restructuring workshops</li> <li>• Students get assessed throughout the semester, by</li> <li>• Conducting their internal evaluations and final semester examination.</li> <li>• Result analysis of every course is carried out to improve students' performance.</li> <li>• Academic review and feedback to be taken from peers and stakeholders.</li> <li>• Necessary corrective measures are taken. The institution ensures optimum utilization of available infrastructure for effective curricula implementation.</li> </ul>

**I.Q.A.C.**

Amruteshwar Arts, Commerce  
& Science College, Vinzar,  
Tal. Velha, Dist. Pune.



**Principal**

Amruteshwar Arts, Commerce & Science  
College, Vinzar, Tal. Velha, Dist. Pune.



Samaj Shikshan Mandal's  
**Amruteshwar Art's, Commerce and Science College,**  
**Vinzar, Velhe, Pune-412213**



**Procedures and policies for maintaining and utilizing physical,  
academic and support facilities**

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has a well organized and decentralized mechanism to maintain the physical, academic and support facilities. Different committees keeping sync with IQAC ensures the proper maintenance and utilization of the facilities as per the allocation of the budget.

**Procedures of a maintenance system**

**1. Prioritization of work:**

The prioritization was subdivided in to emergency repairs, planned maintenance, Department request, general cleaning, Preventive maintenance and miscellaneous work.

**2. Work procedure:**

The protocol for work procedure was design as per follows

- i. Head/ Committee of concern department continue supervise the department/facility
- ii. Head/ Committee of concern department wrote letter to IQAC regarding works which include following things:
  - a) Type of work
  - b) Work description
  - c) Priority
  - d) Probable coast
  - e) Suitable vendor's names
  - f) Instrument/Machine name (If applicable)
- iii. IQAC forward this letter to Principal
- iv. Principal put this in to college development committee or governing body of college.



v. After sanctioned it handover to concern committee for further action.

### 3. Work Order Systems:

The concern committee prepared a work order as per follows:

- i. Type of work
- ii. Description of work
- iii. Instrument/Machine name (If applicable)
- iv. Priority of work
- v. Estimated cost
- vi. Required time to complete
- vii. Name of selected vendor
- viii. Material used to complete work

### 4. Performance standards:

The concern committees and department HODs continue observing the work which was going on site. After completion of work they prepared the report of work done and submitted to IQAC and Principal. Further they continue observing the work done and prepared a report time to time and send it to IQAC.

### 5. Long Range Planning:

The IQAC will put in place and maintain a long range maintenance planning capability in order to ensure the most cost effective use of college resources and to maximize the useful life of college properties. By developing a work plan, the college will be able to anticipate its staff, equipment and material needs. It will also be possible to determine need for contracting particular services.

## Maintenance of Academic Facilities

1. The academic requirements regarding books, journals, developing study materials, IT facilities along with the budget are placed by the Head of the Department (HOD) in the IQAC.
2. IQAC places the requisition to the Principal and then the Principal put this in to college development committee or Governing Body of College.
3. On production of proposal and budget for organizing seminars and workshops, the college allows fund and for National/ International Level, these are forwarded to relevant agencies for necessary actions.





4. For all the non lab based departments, annually required amount is sanctioned to purchase and maintenance of teaching aids while for lab based departments, the amount varies from 25000/- to 150000/- annually based on their requirement.

5. College has purchase policy and tender notifications are done for the bulk purchase. Sometimes required goods are also purchased from local vendors according to requirement.

6. Maintenance of Seminar halls and auditoria are under the purview of the Head of office. Effective utilization of seminar halls and auditoria for organizing academic meetings, seminars, conferences and cultural events is made.

7. Proper stock register is maintained after the purchase.

### **Maintenance of Physical Facilities**

1. The maintenance of the physical facilities is looked after by the committees.

2. The regular cleaning of the classrooms and laboratory, for any other maintenance related to electricity, plumbing, lab machineries, auditorium, playground, building, gymnasium, the committees in coordination with the office arranges everything according to the demands raised by the departments and other units.

3. The Heads of Departments report to the administration periodically for all the maintenance works.

4. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis.

5. Staffs of respective department monitor effective utilization of the laboratories.

6. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

### **Campus Cleaning**

1. The cleaning and gardening staffs are in charge of keeping the campus (including classrooms, laboratories and playground clean) clean. It was continually monitor by head of office.

2. NSS and other departments also take an active part in keeping the campus clean and green.

3. Real estate Committee looks over the overall beautification of the college.

### **IT infrastructure / Computer Facilities**





1. Maintenance and up gradation of the IT infrastructure are done by the Computer section Committee.
2. College has good computer lab with high speed internet facility.
3. Teachers are given training to ensure optimal utilization of ICT facilities.



### **Sports Facilities**

1. The Head of Physical Education Department and sports Committee monitors the ground, equipment of sports and games are regularly.
2. The Gymnasium is maintained and monitored by the department staff and gymnasium Committee where the students regularly visited on all working days.
3. Various sport competitions were held at the college time to time for this department staff along with sports Committee and other department staffs monitor the sport facility.
4. Seasonal maintenance of all equipments and ground are carried out regularly by the Physical Education students as part of their curriculum.

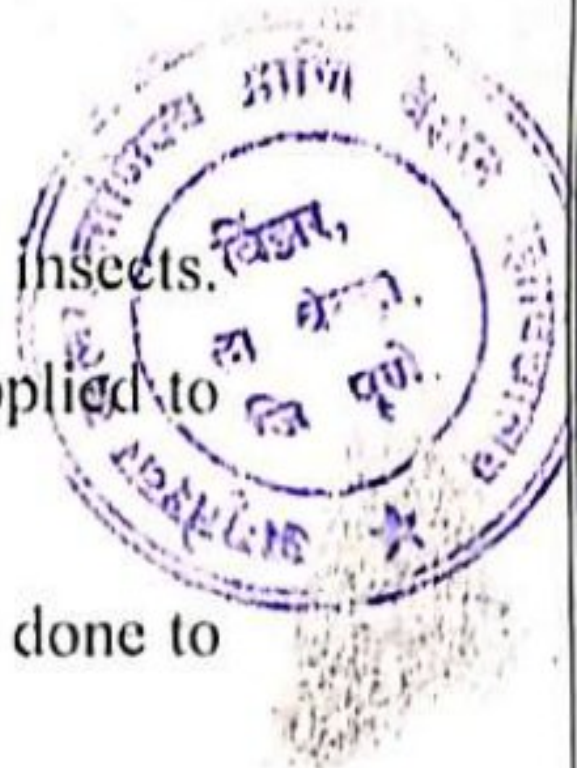
### **Laboratory Facilities**

1. The laboratory equipment is maintained by the concern department Head and staff or through hired technician.
2. Chemicals, glassware and other instruments are maintained in the stock register for concern department.
3. The concern department Head and staff regularly monitor the laboratory facilities.

### **Library Facilities**

1. The library Head and committee maintains the existing books and takes decision about buying new books as per allocation of funds and demand of the books provided by the departments through HODs.
2. Major decisions regarding the purchase of books, service hours are taken in the Library Committee meeting.
3. Sufficient staff is engaged in the library for proper functioning and maintenance.
4. The library staff takes care for library resources. They are trained in the handling of library documents, particularly during processing, shelving and conveyance of documents.
5. Cleaning and using vacuum should be done regularly and carefully.





6. Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes.
7. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library.
8. Repellants are used to save materials from Rats. The library committee regulates all these activities and maintained record of it.
9. The library Head and committee continually mentor the library resources.

### **Campus Development Activity:**

1. Real estate committee prepares proposals for infrastructural development in the college campus.
2. Real estate committee prepares proposals for infrastructural development grant for college from government and non government funding agencies.
3. Real estate committee coordinates with funding agencies for successful execution of such funded projects and submission of utilization certification to them.

### **Allied and Incidental Maintenance:**

1. The other required aids like electric meter, water pump, life safety systems, fire extinguishers, emergency lighting, generator, Invertors, Batteries, blower etc. is continually monitor and maintained by the real estate committee and concern department head.

**Head  
I.Q.A.C.  
Amruteshwar Arts, Commerce  
& Science College, Vinzar,  
Tal. Velhe, Dist. Pune.**



**Principal  
Amruteshwar Arts, Commerce & Science  
College, Vinzar, Tal. Velhe, Dist. Pune**



**SAMAJ SHIKSHAN MANDAL, VINZAR'S  
AMRUTESHWAR ARTS, COMMERCE AND SCIENCE COLLEGE,  
Vinzar, Tal. – Velhe, Dist. – Pune- 412 213**

NAAC Re-accreditation Grade – 'B'

**GRIEVANCE REDRESSAL POLICY**



2020-2021





### **Policy Objective :-**

To provide a mechanism for students to air out their grievances and to provide Redressal mechanism for the same so that they have smooth span at the college from the day of admission to their graduation. The objectives of Students Grievance Redressal Cell include the following:

- i. To support students who are deprived from the services offered by the College for which they are entitled.
- ii. To ensure effective solution to the students' grievances with an impartial and fair approach.

### **Definition :-**

"Aggrieved student" means a student who has any complaint in the matters concerned with the grievances defined under these guidelines and includes a person seeking or has taken admission to the college.

**Grievances :-** Grievances include the following complaints of the aggrieved students viz. :

The Students' Grievance Cell desires to promote and maintain a conducive and unprejudiced educational environment.

**Scope :-** The Committee deals with Grievances received in writing, orally or with any communication media from the students about any of the following matters:-

- **Academic Matters:** Related to timely issue of Mark-sheets, Transfer Certificates, Bonafied Certificates or other examination related matters.
- **Financial Matters:** Related to dues and payments for various items from library, Physical education and laboratory etc.
- **Discipline matters:** Related to rules, regulations and code of conduct of college
- **Other Matters :** Related to certain conditions of sanitation, safe drinking water etc.,
- **Gender Sensitivity Related:** Sexual harassment, Comments and sexual behaviour
- **Ragging - Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or a junior student**
- **'Zero Tolerance Policy' :** No act of ragging, major or minor, shall go unnoticed.

**Functions :-** The cases of grievances are attended promptly even though received in any form e.g. written, oral or any other communication media from the students. The Committee formally meets twice in the year and even in between if necessary to review, verify, evaluate and validate all grievances. If necessary directions and guidance from the higher authorities are taken.

### **Procedure :-**

- Wide publicity is made among students about Grievance Redressal Committee. Names and phone numbers are made available to all the students.
- The students may feel free to put up a grievance in the format attached and drop it in boxes placed at conspicuous locations. Students can even call, meet and communicate in any other media which they feel comfortable.



- The GRC will act upon those cases with the necessary documents and forward the case to related committee further.
- The Committee is requested to Contribute effectively to dispose the grievances at the earliest.
- The Committee will meet periodically or on the happening of the event. An aggrieved Student may appear in person to present his/her case.
- In the case, the complainant not satisfied with the decision of the Committee, they may send their appeals to the "OMBUDSMAN" appointed by the Affiliating University.
- The OMBUDSMAN will fix a date for hearing the Complainant which shall be communicated to the Institute and the aggrieved person.
- The Institution shall comply with the order of the ombudsman. Any order of the OMBUDSMAN not complied with by the Institution, will be reported to UGC for appropriate action.
- In case of any false Complaint, the ombudsman may order appropriate action against Complaint

**Frequency of meeting :** Once in six months and whenever needed

**Establishment of a Grievance Redressal Committee.:**

SSM's Amruteshwar Arts, Commerce & Science College has constituted its Grievance Redressal Committee in order to comply with the UGC Regulation. Experienced senior faculty and lady Staff were designated as a member of the committee to enquire the nature and extent of grievance.

**CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE :**

Sr. No.	Designation
1	Chairman
2	IQAC Coordinator
3	Experienced Senior Faculty Member
4	Experienced Senior Faculty Member
5	Lady Faculty Member
6	Lady Faculty Member



G.R.C. Co-coordinator

IQAC Co-coordinator

Principal

**I.Q.A.C.**  
Amruteshwar Arts, Commerce  
& Science College, Vinzar,  
Tal. Velhe, Dist. Pune.

**Principle**  
Amruteshwar Arts, Commerce  
& Science College, Vinzar,  
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Phone (Off) 02130-232323,

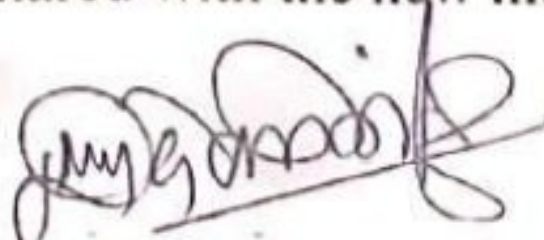
Email amruteshwarcollegevinzar@gmail.com

### LEARNER MENTORING POLICY

Amruteshwar A.C.S. College is committed to create and maintain an environment of excellence in Education through technological advancements, effective pedagogy and methods of evaluation and enabling students to access support systems to meet their academic needs. It ensures that learners can work with a mentor who offers support and guidance on emotional, social and academic issues. Henceforth, a supportive relationship is created for better understanding of the student's ambitions, strengths and weaknesses. The College is committed to assessing the effectiveness of the Learning Mentor Policy and procedures and making necessary adjustments in response to the needs of those involved. This Policy is encouraged by the following principles:

- ❖ Learners must be assisted to achieve their potential at College, in an environment Where their general well-being is gratified.
- ❖ To assist and develop BASICS (Behavior, Attitude, Skills, Integrity, Competencies and Service) vital for a healthy and positive life.
- ❖ Learners who are at-risk of failure in academics will have the opportunity to work With a mentor who will conduct remedial classes as a means of encountering the Academic issues.
- ❖ To provide holistic services and help students to become self-reliant and confident.
- ❖ To assist students in building life skills through value-based education and service-oriented programs.
- ❖ There is an assessment process for evaluating the effectiveness of mentors-mentee relationship and also to identify possible obstacles.
- ❖ Sharing Information of the mentee- In case the mentor leaves, the information about the mentee is shared with the new mentor.



  
Principal

  
Principal

Amruteshwar Arts, Commerce & Science

College, Vinzar,  
Tal-Velhe, Dist. Pune





### Responsibilities of a Mentor:

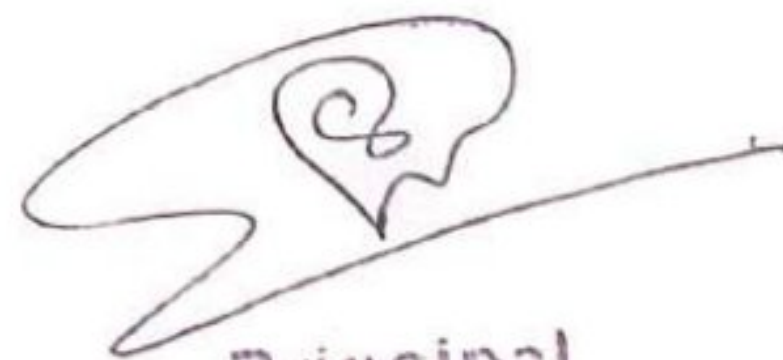
- Each student is allocated a faculty mentor.
- A mentor will provide support to 30 mentees.
- The mentors should try to apprehend their mentees and help them resolve issues related to their surroundings.
- The mentors should identify students with academics, behavioral and emotional Issues, and should send them for counseling to the Counseling Cell.
- The mentors should motivate students to participate in extracurricular activities, to promote healthy behaviors (maintain discipline, as howling and whistling in the College premises are prohibited).
- The mentors are expected to maintain a professional relationship with the students (no personal relationships should be encouraged).
- The mentor acts as a coach and guide for the trainee.
- The mentor plays a critical role in the trainee' Internship and placements by preparing them in professional aptitudes.
- Mentors should maintain confidentiality with regard to the student's report.
- The student's report should be regularly assessed by HoDs, principal, and Parents.

### Responsibilities of a Mentee:

- It is mandatory for the students to fill their mentoring work books during the mentoring sessions.
- Mentees should not initiate any discussions related to infrastructure and facilities as it is not a medium for complaints.
- Mentee should maintain a healthy relationship with the mentors.
- Mentees should meet with their respective mentors at least once in a month.
- The Mentees can share their aims, aspirations, thoughts, concerns, and feelings related to academics and social activities with their free will.



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**LEARNER MENTORING CELL**

(Academic Year 2020-21)

**List of Mentor**

Sr.No.	Faculty	Class	Name of Mentor	Sign
01	Arts	F.Y.B.A.	Dr.Bagul Seema	
			Dr. Wangwad Rites	
		S.Y.B.A	Dr.Muluk Suresh	
			Dr.Dongare Mahadev	
		T.Y.B.A.	Dr.Kendale Balasaheb	
			Mr.Namdas Ankush	
02	Commerce	F.Y.B.Com	Dr.Yogesh Shrikhande	
			Dr.Gadkar Parmeshwar	
		S.Y.B.Com	Dr.Gawade Anuja	
			Dr.Shendkar Sheetal	
		T.Y.B.com	Dr.Kadam Vijay	
03	Science	F.Y.B.Sc.	Mr.Mane Sujitkumar	
			Mr.Chikte Prakash	
		S.Y.B.Sc.	Dr.Bhate Jyoti	
			Dr.Shelake Deepak	
		T.Y.B.Sc.	Dr.Kamble Rahul	
			Mr.Tapare Manoj	



*[Signature]*

I.O.A.C.

Amruteshwar Arts, Commerce  
& Science College, Vinzar,  
Tal. Velha, Dist. Pune.

*[Signature]*

Principal

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**Report of Student Mentoring Cell**

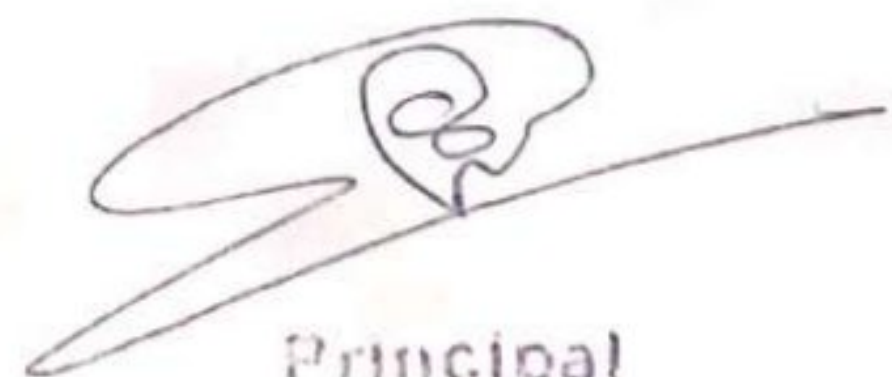
(Academic Year 2021-22)

The college has constituted Mentor-Mentee committees at the Undergraduate level to ensure regular and consistent mentoring for the students. Teachers teaching every class have been alphabetically sorted and the total number of students has been divided by the number of teachers teaching that particular class. This has been done for every division, class and course. The committee lists have been prepared and displayed. Every mentor has been issued special report cards, printed for recording student information. The cards have been divided into 3 sections. Section A has the basic information of the student like name, address, phone number, e-mail, class, division, subjects. The mentors are also entrusted with the responsibility for counseling the students on academic issues and career choices. While there is psychological counseling available on the college premises, the mentors are also encouraged to interact with students and counsel them. This also facilitates the identification of students who may require help or aid in any form. Responsibilities of Mentors: 1. To monitor the attendance of the mentee students 2. To keep the track record of the student and pass it on to the next years mentor 3. To follow up with their daily activities. completion of work, performance in practical sessions, etc. 4. To follow up with the student's examination related activities, his / her examination form status, progression. 5. To review his/her academic status 6. To focus on the learning outcomes of the student 7. To understand the basic difficulties of the student (if any) and get those resolved 8. To identify the skills of the student his / her co-curricular and extra-curricular activities and support them to strengthen the activities 9. To focus on his / her personal problems (if any) and assist them to get those resolved 10. To be in touch with the parent of student and plan for the overall development of the student 11. To follow up with the student his / her continuous assessment/ evaluation 12. To plan counseling sessions for the students for career counseling, psychological counseling, personal counseling, overall development of the student, etc 13. To promote the student to undergo various skill oriented courses, add-on courses and provide guidance to them these courses.





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