



2nd Cycle of Assessment & Accreditation by NAAC

CRITERION VI GOVERNANCE, LEADERSHIP & MANAGEMENT

6.1	Institutional Vision and Leadership
6.2.1	<i>The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long-term Institutional Perspective Plan.</i>

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SATPUDA EDUCATION SOCIETY, JALGAON (JAMOD)'S

ARTS & COMMERCE COLLEGE

Warvat-Bakal Dist- Buldana

Dr. Subhash Pawar
In Charge Principal

Shri Krushnarao Ingle (Ex MLA)
President

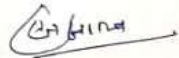
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SELF-DECLARATION

This is to certify that the information, reports, true copies of the supporting documents, numerical data and weblinks furnished herein are verified by IQAC and the head of institution and are found correct.



IQAC Co-ordinator
Arts and Commerce College,
Warvat Bakal



Principal
Arts & Commerce College,
Warvat Bakal Dist. Buldana

Vision

To impart value based and quality education and inculcate social and ethical values among the youth to build a strong nation.

Mission

To strive and provide education to those poor, downtrodden and exploited community of this area who are refrained from the opportunity of higher education in this rural area.

Core Values

Education is the foundation for improving society and creating a better future for all. It also facilitates upward socio-economic mobility and is the key to poverty eradication, considering this we are committed to fundamental values such as

- We do our utmost for fineness in all our educational activities. We are not only devoted to improve our teaching and research, but we are also devoted to continuous self-improvement to do extremely well in all our deeds.
- We are loyal to implant conduct and values among students and along with that we are also dedicated to provide highest standard of fairness, honesty, and academic moral code.
- We make certain to provide an enthusiastic learning community that is secure, kind and friendly.
- We are dedicated to promote students personal and professional development.

Nature of Governance

The college follows a democratic and participatory approach and actively involves all stakeholders in its governance and delegates authority to the principal, who shares it with various levels of functionaries in the college. For smooth functioning of the operational activities various meetings are conducted wherein issues related to the day to- day functioning of the institution, are discussed and solutions are sought in a democratic manner. Before taking major decisions, the principal takes the opinion from the staff members. The staff views, suggestions and recommendations are taken into consideration in the executive decision-making process. This makes the staff realize that their opinions count.

It is ascertained by the principal that all compositions of various committees are duly constituted as per NAAC guidelines and the conveners of committees are duly conducting the relevant meetings. The faculty members, admin representatives and student representatives are given tremendous chances for raising their efficiencies, skills, and potential. For the fulfilment of vision, the college aims in delivering high quality education in the rural area through effective teaching learning process. Principal is ably assisted by hod's, faculty, coordinators of various committees and non-teaching staff, for proper functioning of operational activities. HOD's assist and report academic and administration matters to principal. Faculty members assist and report to hod's.

A code of conduct is established in the college to carry out day-to-day work smoothly and efficiently and to maintain discipline among the faculty, staff and students. By implementing the policies of recruitment and selection, service rules, leave rules, administrative procedures' including redressal of grievances etc, the college is conforming to the regulatory requirement of SGBAU, JDHE, State Government, MHRD, and UGC. In the induction program vision, mission, and code of conduct are conveyed to students. This shows that, Governing Body, Principal and Faculty have an important role in designing and implementation of the quality policies and plans.

Principal as the chairperson of different statutory bodies and committees ensures the participation and contribution of all the stakeholders towards quality sustenance, academic excellence of the students and placement opportunities. In addition to teaching, faculty members' carryout various responsibilities such as mentoring, co-curricular, extra-curricular activities, conducting seminar, research and consultancy work.

Participation of teachers in decision-making

- Teachers play an important role in the implementation of vision and mission statement of the college.
- All teachers are included on various committees to carry out operational and functional activities of college smoothly and efficiently, this shows that teachers play a proactive role in decision making.
- HOD's are given administrative and academic autonomy to discharge their duties smoothly and efficiently.

Quality Policy

"Our commitment is to continuously improve the quality of our academic programs, staff, and students, with the aim of making a positive impact on society."

Strategy Implementation and Monitoring

Once the Strategic and Perspective Plan is approved, the next step is to implement it. During the implementation phase, the progress of the strategy needs to be monitored regularly. Therefore, the implementation document clearly defines measurable success indicators. In simpler terms, it involves analyzing the current situation, gathering information, creating improvement plans, implementing those plans, and evaluating their success. The principal, along with the IQAC and Academic Council Coordinator and other team members, will be responsible for overseeing the strategic plan and ensuring its successful execution.

Strategic Planning (2017-2020)

<p>Curriculum Development</p>	<p>The college, being affiliated to Sant Gadge Baba Amravati University, adopts the curriculum designed by the parent University. The college prepares Academic Calendar in tune with that of university. The faculty members prepare their individual Teaching Plan and adhere to it. The Academic Diary is maintained by the teachers for effective and efficient implementation of curriculum. The faculty members, as and when required, interact with the members of University Statutory Bodies related to curriculum development. Promoting the faculty for the cause of curriculum development is routine practice of the College, for the purpose, no formal procedure is adopted.</p>
<p>Teaching and Learning</p>	<p>Teaching is the main aspect of education system. As the institute emphasizes on quality, it selects the studious, hardworking, skilled and persons having highest educational qualifications as faculty members. The faculty members are encouraged to participate in Orientation Programmes and Refresher Courses to update and learn new teaching methods. The learners are provided library facility, classroom facility, curriculum, and proper academic exposure. They are continuously encouraged to take part in seminars, paper reading and discussion sessions. The Teaching Learning Process is documented in Academic Diary for the individual teachers. The Students' Feedback on teaching methodology of a teacher is analysed and used for rectification.</p>
<p>Examination and Evaluation</p>	<p>The Examination Committee of college works as per the guidelines of university. The Committee maintains effective evaluation system through academic calendar of all internal assessments at the beginning of session. It has the freedom of managing time table to access the students through internal assessments like unit tests, assignments, class tests, projects, seminars, tours, etc. Committee ensures Continuous Internal Evaluation. It prepares examination related formats for record keeping and ensures analysis of university and internal results by the Departments. Grievances related to internal assessments are addressed by the principal in</p>

	consultation with the Examination Committee.
Research and Development	<p>IQAC encourages the ‘Conference and Seminar Committee’ to organize meetings and discusses topics which have got research potential. ‘Conference and Seminar Committee’ plans the working of the Committee, ensures participation of Faculty members in research activities like conference and journal publications. Committee maintains data of registered researchers, supervisors, research centers, details of MRPs, developmental research workshops undertaken, data related to publications in conferences and journals, awards received etc. The Committee also organizes qualitative research promotion programs for the staff members. The measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects –</p> <ul style="list-style-type: none"> • Autonomy is given to the principal investigator. • Institution releases the available resources timely. • Adequate infrastructure and human resources are also provided. • Institute supports in terms of technology and information needs
Library, ICT and Physical Infrastructure / Instrumentation	<p>Library: The library staff tries its best to ensure smooth and effective functioning as well as maintenance of the library. This includes proper upkeep of and subject wise arrangement of books for easy handling, preservation of books etc. Reprography as well as internet facility is available. Books, Journals, reference books are promptly made available to the students and staff. Separate accounts for the transaction by the staff members are maintained. Book Bank Scheme is ensured for advanced learners. Library Advisory Committee suggests improvements. ICT: The college encourages the staff to attend the ICT based refresher courses and grants leave for the same. The college provides the facilities like ICT Classrooms, LCD projector, printer, internet to the teachers for teaching and learning process. The institute provides internet and print facility for students to make their learning convenient. Infrastructure Instrumentation: Principal ensures adequate infrastructure. Ensures ICT Classrooms, e-facilities and journals. Ensures</p>

	campus security.
Human Resource Management	Faculty members, non-teaching staff and students are part and parcel of human resource. As far as the H.R.M. is concerned all these factors are assigned their particular jobs and they make it a point to discharge their duties in a responsible manner to the best of their capability. The management provides moral and material support and freedom to the staff for performing various activities of the institute. The staff members always give positive response to the initiatives taken by the management. The outstanding performance of the staff members is appreciated by the management. The faculty is provided adequate facilities such as infrastructure, library, study leave and duty leave.
Faculty and Staff recruitment	Faculty and staff recruitment is done as per Government rules and regulations and UGC guidelines.
Industry Interaction / Collaboration	IQAC promotes the Departments, Committees, Cells, Centres and other Units of the College to interact with industries through Tours and Visits. Interaction with Industries and educational hub is included in the syllabus, Departments follow it. IQAC through the Departments and Governing Committees manages collaborative activities with GOs and NGOs.
Admission of Students	The details regarding the admission process, courses and seats available are published every year in the prospectus and on the college website. The college constitutes admission committee every year to facilitate admission process. Admissions are given on first come first served basis spot admissions are also given. As the number of applicants doesn't outnumber the number of available seats, all the applicants are given admission for the respective courses. Transparency is maintained by displaying the list of admitted students. The admission committee is fully vigilant and alert to the need for total transparency in the process.

ACTIVITIES SUCCESSFULLY IMPLEMENTED BASED ON THE STRATEGIC PLAN (2020-2021)

For any institution, strategic planning is indispensable to accomplish the Vision, Mission, and Core Values. Strategic planning is unending processes with an exact focus on achieving college goals in this stiff competition era. Over the past two decades the college has shown tremendous growth. If college branding has to be upgraded, strategies must be formulated, communicated and implemented effectively, only then the college will be upgraded or will become one of the top most college.

The long term & short-term goals of college are discussed, defined and guided by the management, principal, HODs, faculty, non-teaching staff, and students. College always implements the plans and policies with a strategic directive given from the top administration management. Following are few activities that are successfully implemented based on the strategic plan for the development of the college.

- An Internal Quality Assurance System and CDC are constituted to monitor the procedures and maintain quality of the procedures, to oversee the process of compiling the internal assessment, and activities in the college.
- Subject teacher of each department under the able guidance of principal, checks and moderates the internal assessment of the students before uploading marks to the SGBAU evaluation software.
- Time table committee evaluates the time tables and work load of each department.
- Various Committees that are constituted by principal in academic council meeting monitors, controls and evaluates the academic working in the college.
- Results are discussed in detail at the meetings with HOD in LMC. Result analysis at LMC leads to action plans and improvement strategies, which are implemented by every department in college.
- Apart from the routine upkeep and maintenance of the existing building, the college built building from available area to accommodate more laboratories, staffrooms, computer lab, board meeting room and staff rooms' etc.
- Each stream conducted Orientation program successfully.
- Extension activities were carried out through NCC and NSS.
- B. VOC was introduced.
- Online educational resources such as N-list facility are made available to students.
- The new prescribed books / reading materials for courseware are made available in the library.
- Guest lectures, extra classes and remedial classes are scheduled, if required, by the individual department.
- Feedbacks of students are taken to improve and upgrade performance of the teachers and
- Continuous monitoring is done in department meetings to ensure that the policies are implemented and time lines are followed.

Thus, it is clear that the college has made a concerted effort to reach out to various sources and sectors to carry out the above-mentioned activities as outlined in its Strategic Plan, and has been successful in implementing for overall betterment of the college.

Perspective Plan (2020-2021)

After analysing the internal and external environment, the following plans are projected after a discussion on the basis of analysis, assessment and estimates.

Strategic and perspective plan

1. Establishing effective teaching learning process. (Slow Learner)
2. Developing and following practices of decentralization and participative management (Various Comm.)
3. Establishing Moderation and Internal Assessment Committees.
4. Ensuring student's development and participation. (Mentor, Result Analysis)
5. Developing alumni interaction and participation.
6. Ensuring skill development and add on courses. The college plans to increase remedial classes and introduce short term courses for students, which shall supplement their graduation and make them employment ready. Language and communication skills and soft skills development courses shall start soon.
7. Application for post graduates courses in arts, commerce, and science will be applied to SGBAU.
8. Each stream will conduct Orientation Program for all new students to briefed about the values and functioning of the college as well as their role in it.
9. Promoting research and development work among teachers and staff members.
10. Carrying out extension activities through NCC and NSS.
11. Applied for the process of establishing the Research Center for Economics and Marathi subject.
12. National and international conferences shall be organized in different disciplines and on inter- disciplinary themes.
13. The college further plans to develop strategy for the development of child education and women empowerment in rural area.

ACTIVITIES SUCCESSFULLY IMPLEMENTED BASED ON THE STRATEGIC PLAN (2021-2022)

For any institution, strategic planning is indispensable to accomplish the Vision, Mission, and Core Values. Strategic planning is unending processes with an exact focus on achieving college goals in this stiff competition era. Over the past two decades the college has shown tremendous growth. If college branding has to be upgraded, strategies must be formulated, communicated and implemented effectively, only then the college will be upgraded or will become one of the top most college.

The long term & short-term goals of college are discussed, defined and guided by the management, principal, HODs, faculty, non-teaching staff, and students. College always implements the plans and policies with a strategic directive given from the top administration management. Following are few activities that are successfully implemented based on the strategic plan for the development of the college.

- An Internal Quality Assurance System and CDC continually monitor the procedures and maintain quality of the procedures, to oversee the process of compiling the internal assessment, and activities in the college.
- Subject teacher of each department under the able guidance of principal, had done checking and moderating of the internal assessment of the students before uploading marks to the SGBAU evaluation software.
- Various Committees were constituted by principal in academic council meeting monitors, controls and evaluates the academic working in the college.
- Results were discussed in detail at the meetings with HOD in management meeting. Result analysis at management meeting leads to action plans and improvement strategies, which were implemented by every department in college.
- Each stream had conducted orientation program successfully to convey the message of code of conduct to all stakeholder.
- Extension activities were carried out through NCC and NSS.
- Various certificates courses were introduced in this academic session.
- The new prescribed books / reading materials for courseware were made available in the library.
- Guest lectures, extra classes and remedial classes were scheduled.
- Feedbacks of students were taken to improve and upgrade performance of the teachers.

Thus, it is clear that the college has made a concerted effort to reach out to various sources and sectors to carry out the above-mentioned activities as outlined in its Strategic Plan, and has been successful in implementing for overall betterment of the college.

Perspective Plan (2021-2022)

After analyzing the internal and external environment, the following plans are projected after a discussion on the basis of analysis, assessment and estimates.

Strategic and perspective plan

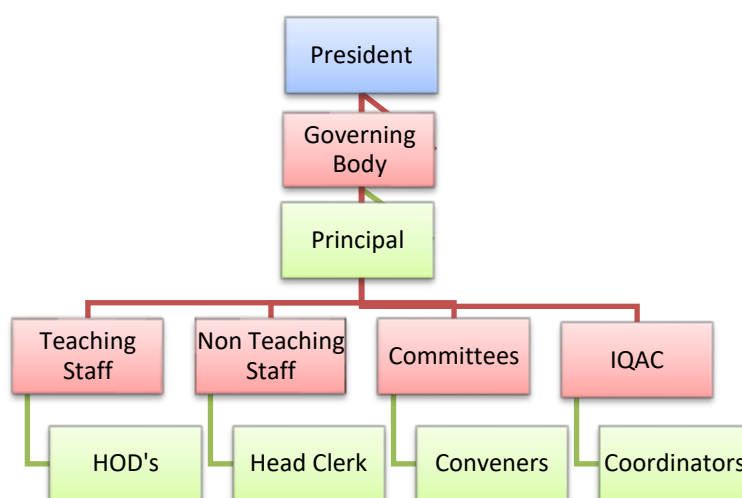
1. First and most important to prepare for second cycle of NAAC accreditation.
2. Ensuring skill development and starting new certificates courses. The college plans to increase remedial classes and introduce short term courses for students, which shall supplement their graduation and make them employment ready.
3. Application for post graduates' courses in arts, commerce, and science has been applied to SGBAU.
4. Each stream will conduct Orientation Program for all new students to briefed about the values and functioning of the college as well as their role in it.
5. Promoting research and development work among teachers and staff members.
6. Carrying out extension activities through NCC and NSS.
7. Application will be made for the process of establishing the Research Center for History subject.
8. National and international conferences shall be organized in different disciplines and on inter- disciplinary themes.
9. Focusing in the improvement of teacher's profile.
10. Encouraging teachers to used ICT tools for teaching.
11. Encouraging students to participate at various level of competition.
12. AMC will be carried out for routine maintenance of IT infrastructure, electrical infrastructure, physical infrastructure i.e. existing building and also revitalization of infrastructure.

Conclusion

The strategic planning and perspective plan document is designed to help our college to achieve its goals. However, simply creating a strategic plan is not enough for success. It serves as a guiding framework that is the result of collaborative brainstorming by all stakeholders. To achieve success in short-term and long-term sustainability, strategies and perspective plans are implemented and monitored time to time properly through teamwork and a positive attitude. This process is dynamic and requires continuous improvement by incorporating lessons learned during implementation. The role of the IQAC is crucial in ensuring the quality of implementation.

ORGANOGRAM OF THE COLLEGE

The college has a well-defined organizational structure in the administration staff. Hierarchy of the staff is defined as per the rules of the SGBAU and UGC. The organogram is an administrative diagram of college shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs. Organization structure of the college is allied with governing body, administrative setup and functions of various bodies is in place. As the head of the institution the principal act as a nodal officer of AISHE and nodal officer of wi-fi's work. The principal carries out academic and administration management through well-established IQAC, HOD, and Administrative Staff. Functioning of the college is ensured through various rules and procedures.



The Governing Body:

The Office Bearers of governing body constituted of President, Vice-President, Treasurer and Secretary of Satpuda Education Society. The principal is the member secretary, while there are 24 Teacher Representatives and 6 Non-Teaching Staff Representative.

Administrative Set Up:

The President of Satpuda Education Society and the Principal are the center of the administration with the former being the final authority in all financial matters. The principal shares the work with financial projects before the president of Satpuda Education Society who endorses the same. The principal has team of departmental heads, the IQAC coordinator, Conveners of various committees and the official staff to assist in the discharge of college work.

HOD

Department activities and responsibilities are carried out by the faculty under their respective teachers in charge.

The Functions of Various Committees:

These various committees are constituted to carry out various responsibilities and for effective management of the day-to-day affairs of the college and they are also empowered to take appropriate decisions for the benefits of the students and the college.

The Functions of Various Bodies:

These various committees are constituted to carry out various responsibilities and for effective management of the day-to-day affairs of the college and they are also empowered to take appropriate decisions for the benefits of the students and the college.

The Function of Superintendent.

Service rules and procedures are guided by the JDHE of Amravati, SGBAU, and the rules of the State Government as amended from time to time in this regard are followed by superintendent.

Grievance Redressal Mechanisms:

There are several Grievance Redressal Mechanisms including the Anti-Sexual Harassment Cell; the Anti-Ragging Cell; a Grievance Redressal Cell with complaints boxes prominently placed and the full implementation of the Right to Information

The following committees have been formed for the session

1) Committees for the session 2017-2018

ARTS, COMMERCE & SCIENCE COLLEGE, WARVAT BAKAL

6.1.4

The following Committees have been formed for the session
2017 - 2018 vide resolution no. 02 In the College Council
Meeting held on 29/04/2017.

1. ADMISSION COMMITTEE

- i) Prof. Rajendra Korde (Convener)
- ii) Prof. Subhash Gurjar
- iii) Prof. Gajanan Paikat

2. TIME TABLE COMMITTEE

- i) Prof. Subhash Gurjar (Convener)
- ii) Prof. Rajendra Korde
- iii) Prof. Dr. Subhash Pawar
- iv) Prof. Siddarth Tayde

3. CULTURAL PROGRAMMES COMMITTEE

- i) Prof. Anand Dhundale (Convener)
- ii) Prof. Rajendra Korde
- iii) Prof. Dr. Subhash Pawar

4. EXAMINATION COMMITTEE

- i) Prof. Subhash Gurjar (Convener)
- ii) Prof. Rajendra Korde
- iii) Dr. Subhash Pawar
- iv) Prof. Prashant Wankhade

5. STUDENTS' WELFARE COMMITTEE

- i) Prof. Rajendra Korde (Convener)
- ii) Prof. Dr. Subhash Pawar
- iii) Prof. Nishigandh Satav

6. DISCIPLINE COMMITTEE

- i) Prof. Gajanan Paikat (Convener)
- ii) Prof. Rajendra Korde
- iii) Prof. Subhash Gurjar
- iv) Prof. Ashish Tayde

7. EXCURSION COMMITTEE

- i) Prof. Rajendra Korde (Convener)
- ii) Prof. Subhash Gurjar
- iii) Prof. Gajanan Paikat
- iv) Prof. Dr. Subhash Pawar

8. ATTENDANCE COMMITTEE

- i) Prof. Rajendra Korde (Convener)
- ii) Prof. Gajanan Paikat
- iii) Prof. Dr. Subhash Pawar

9. CONFERENCE AND SEMINAR COMMITTEE

- i) Prof. Dr. Subhash Pawar (Convener)
- ii) Prof. Rajendra Korde
- iii) Prof. Subhash Gurjar
- iv) Prof. Shlvshankar Khanderao

10. STUDENTS' REDRESSAL COMMITTEE

- i) Prof. Sunil Makode (Convener)
- ii) Prof. Rajendra Korde
- iii) Prof. Gajanan Paikat
- iv) Prof. Anand Dhundale

11. MAGAZINE COMMITTEE

- i) Prof. Rajendra Korde (Convener)
- ii) Prof. Anand Dhundale
- iii) Prof. Siddharth Ingle

12. GUARDIAN TEACHERS' COMMITTEE

- i) Prof. Dr. Subhash Pawar (Convener)
- ii) Prof. Gajanan Paikat
- iii) Sunil Makode
- iv) Prof. Vivek Kalpande

13. ANTI - RAGGING COMMITTEE

- i) Prof. Subhash Gurjar (Convener)
- ii) Prof. Rajendra Korde
- iii) Prof. Gajanan Paikat

14. STOCK VERIFICATION COMMITTEE

- i) Prof. Dr. Subhash Pawar (Convener)
- ii) Prof. Rajendra Korde
- iii) Prof. Anand Dhundale

15. STAFF REDRESSAL COMMITTEE

- i) Prof. Anand Dhundale (Convener)
- ii) Prof. Sunil Makode
- iii) Prof. Dr. Subhash Pawar

16. SEXUAL HARASSMENT & VIOLENCE AGAINST WOMEN COMMITTEE

- i) Prof. Subhash Gurjar (Convener)
- ii) Prof. Gajanan Paikat
- iii) Prof. Ku. Pratibha Akarte

17. PHYSICAL EDUCATION COMMITTEE

- i) Prof. Gajanan Paikat (Convener)
- ii) Prof. Rajendra Korde
- iii) Prof. Nishigandh Satav
- iv) Prof. Anand Dhundale


Principal
Arts & Commerce College,
Warvat Bakal Dist. Buldana



2) Committees for the session 2018-2019

ARTS, COMMERCE & SCIENCE COLLEGE, WARVAT BAKAL

The following Committees have been formed for the session
2018 - 2019 vide resolution no. 02 in the College Council
Meeting held on 28/04/2018

1. ADMISSION COMMITTEE

- i) Dr. Subhash Gurjar (Convener)
- ii) Prof. Anand Dhundale
- iii) Prof. Nishigandh Satav

2. TIME TABLE COMMITTEE

- i) Dr. Subhash Pawar (Convener)
- ii) Prof. Sunil Makode
- iii) Prof. Nishigandh Satav
- iv)

3. CULTURAL PROGRAMMES COMMITTEE

- i) Prof. Anand Dhundale (Convener)
- ii) Prof. Gajanan Paikat
- iii) Prof. Sunil Makode

4. EXAMINATION COMMITTEE

- i) Prof. Subhash Gurjar (Convener)
- ii) Prof. Rajendra Korde
- iii) Dr. Subhash Pawar
- iv) Prof. Prashant Wankhade

5. STUDENTS' WELFARE COMMITTEE

- i) Dr. Subhash Gurjar (Convener)
- ii) Prof. Gajanan Paikat
- iii) Prof. Nishigandh Satav

6. DISCIPLINE COMMITTEE

- i) Prof. Gajanan Paikat (Convener)
- ii) Dr. Subhash Pawar
- iii) Prof. Nishigandh Satav

7. EXCURSION COMMITTEE

- i) Prof. Rajendra Korde (Convener)
- ii) Prof. Subhash Gurjar
- iii) Prof. Nishigandh Satav
- iv) Prof. Dr. Subhash Pawar

8. ATTENDANCE COMMITTEE

- i) Prof. Dr. Subhash Pawar (Convener)
- ii) Prof. Dr. Subhash Gurjar
- iii) Prof. Rajendra Korde
- iv) Prof. Nishigandh Satav

9. CONFERENCE AND SEMINAR COMMITTEE

- i) Prof. Dr. Subhash Gurjar (Convener)
- ii) Prof. Rajendra Korde
- iii) Prof. Dr. Subhash Pawar
- iv) Prof. Nishigandh Satav

10. STUDENTS' REDRESSAL COMMITTEE

- i) Prof. Gajanan Paikat (Convener)
- ii) Prof. Sunil Makode
- iii) Prof. Anand Dhundale

11. MAGAZINE COMMITTEE

- i) Prof. Anand Dhundale (Convener)
- ii) Prof. Rajendra Korde
- iii) Prof. Dr. Subhash Pawar

12. GUARDIAN TEACHERS' COMMITTEE

- i) Prof. Anand Dhundale (Convener)
- ii) Prof. Gajanan Paikat
- iii) Prof. Sunil Makode
- iv)

13. ANTI – RAGGING COMMITTEE

- i) Prof. Subhash Gurjar (Convener)
- ii) Prof. Gajanan Paikat
- iii) Prof. Dr. Subhash Pawar

14. FEEDBACK COMMITTEE

- i) Prof. Sunil Makode (Convener)
- ii) Prof. Dr. Subhash Pawar
- iii) Prof. Nishigandh Satav

15. PURCHASE COMMITTEE

- i) Prof. Rajendra Korde (Convener)
- ii) Prof. Nishigandh Satav
- iii) Mr. Ajay Chopade

16. SEXUAL HARASSMENT & VIOLENCE AGAINST WOMEN COMMITTEE

- i) Prof. Dr. Subhash Gurjar (Convener)
- ii)
- iii)

17. PHYSICAL EDUCATION COMMITTEE

- i) Prof. Gajanan Paikat (Convener)
- ii) Prof. Rajendra Korde
- iii) Prof. Dr. Subhash Pawar
- iv) Prof. Anand Dhundale

18. PLACEMENT COMMITTEE

- i) Prof. Dr. Subhash Pawar (Convener)
- ii) Prof. Dr. Subhash Gurjar
- iii) Prof. Nishigandh Satav

19. PROSPECTUS COMMITTEE

- i) Mr. Ajay Chopade (Convener)
- ii) Prof. Dr. Subhash Gurjar
- iii) Prof. Dr. Subhash Pawar
- iv) Prof. Nishigandh Satav



Principal
Arts & Commerce College,
Warvat Bakal Dist. Buldana



3) Committees for the session 2019-2020

ARTS, COMMERCE & SCIENCE COLLEGE, WARVAT BAKAL

The following Committees have been formed for the session
2019 - 2020 vide resolution no. 03 in the College Council
Meeting held on 28/04/2019

1. ADMISSION COMMITTEE	9. CONFERENCE AND SEMINAR COMMITTEE	17. COMPETITIVE FORUM & PLACEMENT COMMITTEE
i) Prof. Nishigandh Satav (Convener)	i) Prof. Dr. Subhash Gurjar (Convener)	i) Prof. Dr. Subhash Pawar (Convener)
ii) Dr. Subhash Gurjar	ii) Prof. Rajendra korde	ii) Prof. Dr. Subhash Gurjar
iii) Prof. Anand Dhundale	iii) Prof. Dr. Subhash Pawar	iii) Prof. Nishigandh Satav
2. TIME TABLE COMMITTEE	iv) Prof. Nishigandh Satav	18. PROSPECTUS COMMITTEE
i) Dr. Subhash Pawar (Convener)	10. STUDENTS' REDRESSAL COMMITTEE	i) Mr. Ajay Chopade (Convener)
ii) Prof. Sunil Makode	i) Prof. Gajanan Paikat (Convener)	ii) Prof. Dr. Subhash Gurjar
iii) Prof. Nishigandh Satav	ii) Prof. Sunil Makode	iii) Prof. Dr. Subhash Pawar
3. CULTURAL PROGRAMMES COMMITTEE	iii) Prof. Anand Dhundale	iv) Prof. Nishigandh Satav
i) Dr. Subhash Pawar (Convener)	11. MAGAZINE COMMITTEE	19. CERTIFICATE COURSES COMMITTEE
ii) Prof. Gajanan Paikat	i) Prof. Anand Dhundale (Convener)	i) Prof. Dr. Subhash Pawar (Convener)
iii) Prof. Sunil Makode	ii) Prof. Rajendra Korde	ii) Prof. Rajendra Korde
iv) Prof. Nishigandh Satav	iii) Prof. Dr. Subhash Pawar	iii) Prof. Dr. Subhash Gurjar
4. EXAMINATION COMMITTEE	12. GUARDIAN TEACHERS' COMMITTEE	iv) Prof. Nishigandh Satav
i) Prof. Anand Dhundale (Convener)	i) Prof. Sunil Makode (Convener)	20. API COMMITTEE
ii) Prof. Rajendra Korde	ii) Prof. Gajanan Paikat	i) Prof. Nishigandh Satav
iii) Dr. Subhash Pawar	iii) Prof. Anand Dhundale	ii) Prof. Gajanan Paikat
iv) Prof. Prashant Wankhade	13. ANTI – RAGGING COMMITTEE	iii) Prof. Sunil Makode
5. STUDENTS' Development Cell	i) Prof. Gajanan Paikat (Convener)	iv) Prof. Dr. Subhash Pawar
i) Dr. Subhash Gurjar (Convener)	ii) Dr. Subhash Gurjar	v) Prof. Anand Dhundale
ii) Prof. Gajanan Paikat	iii) Prof. Dr. Subhash Pawar	21. PURCHASE COMMITTEE
iii) Prof. Nishigandh Satav	14. FEEDBACK COMMITTEE	i) Prof. Rajendra Korde (Convener)
6. DISCIPLINE COMMITTEE	i) Prof. Sunil Makode (Convener)	ii) Prof. Nishigandh Satav
i) Prof. Gajanan Paikat (Convener)	ii) Prof. Dr. Subhash Pawar	iii) Mr. Ajay Chopade
ii) Dr. Subhash Pawar	iii) Prof. Nishigandh Satav	
iii) Prof. Nishigandh Satav	15. SEXUAL HARASSMENT & VIOLENCE AGAINST WOMEN COMMITTEE	
7. EXCURSION COMMITTEE	i) Prof. Dr. Subhash Gurjar (Convener)	
i) Prof. Rajendra Korde (Convener)	ii) _____	
ii) Prof. Subhash Gurjar	iii) _____	
iii) Prof. Nishigandh Satav	16. PHYSICAL EDUCATION COMMITTEE	
iv) Prof. Dr. Subhash Pawar	i) Prof. Gajanan Paikat (Convener)	
8. ATTENDANCE COMMITTEE	ii) Prof. Rajendra Korde	
i) Prof. Anand Dhundale (Convener)	iii) Prof. Dr. Subhash Pawar	
ii) Prof. Dr. Subhash Gurjar	iv) Prof. Anand Dhundale	
iii) Prof. Rajendra Korde		
iv) Prof. Nishigandh Satav		


Principal
Arts & Commerce College,
Warvat Bakal Dist. Buldana



4) Committees for the session 2020-2021

ARTS & COMMERCE COLLEGE, WARVAT BAKAL

The following Committees have been formed for the session
2020 - 2021 vide resolution no. 02 in the College Council
Meeting held on 26/06/2020.

1. ADMISSION COMMITTEE

- i) Dr. Subhash Gurjar (Convener)
- ii) Dr. Suresh Bhaladad
- iii) Prof. Santosh Mhasal

2. TIME TABLE COMMITTEE

- i) Dr. Subhash Pawar (Convener)
- ii) Dr. Satish Rane
- iii) Dr. Sanjay Tale
- vi) Prof. Nityanand Dahake
- v) Dr. Megha Solanke
- vi) Prof. Anand Dhundale

3. CULTURAL PROGRAMMES COMMITTEE

- i) Prof. Nishigandh Satav (Convener)
- ii) Prof. Gajanan Paikat
- iii) Prof. Kiran Sabale
- iv) Dr. Nandkishor More
- v) Prof. Nagesh Ingle
- vi) Prof. Sonali Tayade
- vii) Ku. Ashvini Patil (Student)
- viii) Ku. Shital Chhalakar (Student)

4. EXAMINATION COMMITTEE

- i) Prof. Anand Dhundale (Convener)
- ii) Dr. Dnyaneshwar Sherkar
- iii) Dr. Vijayanand Ingle
- iv) Dr. Sanjay Tale
- v) Dr. Madhuri Hingankar

5. STUDENTS' Development Cell

- i) Dr. Subhash Gurjar (Convener)
- ii) Prof. Nilesh Shelke
- iii) Prof. Suresh Bhaladad
- iv) Akash Bajare (Student)
- v) Ku. Jayashri Wankhade (Student)

6. DISCIPLINE COMMITTEE

- i) Prof. Gajanan Paikat (Convener)
- ii) Dr. Kishor Theng
- iii) Dr. Megha Solanke
- iv) Prof. Santosh Mhasal
- v) Dr. Sanjay Tale

7. EXCURSION COMMITTEE

- i) Dr. Rajendra Korde (Convener)
- ii) Dr. Satish Rane
- iii) Dr. Nandkishor More
- iv) Prof. Anand Dhundale
- v) Dr. Megha Solanke
- vi) Mangesh Nimkarde (Student)
- vii) Ku. Ankita Gomase (Student)

8. ATTENDANCE COMMITTEE

- i) Prof. Santosh Mhasal (Convener)
- ii) Prof. Suresh Bhaladad
- iii) Dr. Satish Rane
- iv) Dr. Sushil Deshmukh
- v) Prof. Kiran Sabale

9. CONFERENCE AND SEMINAR COMMITTEE

- i) Dr. Subhash Gurjar (Convener)
- ii) Dr. Rajendra Korde
- iii) Dr. Subhash Pawar
- iv) Prof. Nishigandh Satav
- v) Dr. Sanjay Tale
- vi) Prof. Nityanand Dahake

10. STUDENTS' REDRESSAL COMMITTEE

- i) Prof. Gajanan Paikat (Convener)
- ii) Prof. Sunil Makode
- iii) Dr. Vijayanand Ingle
- iv) Dr. Madhuri Hingankar
- v) Ku. Vaishnavi Karankar (Student)
- vi) Hrushikesh Ghenge (Student)

11. MAGAZINE COMMITTEE

- i) Prof. Nagesh Ingle (Convener)
- ii) Prof. Santosh Mhasal
- iii) Dr. Dnyaneshwar Sherkar
- iv) Prof. Anand Dhundale
- v) Prof. Suresh Bhaladad
- vi) Ku. Punam Rajankar (Student)
- vii) Mangesh Nimkarde (Student)

12. GUARDIAN TEACHERS' COMMITTEE

- i) Prof. Sunil Makode (Convener)
- ii) Prof. Gajanan Paikat
- iii) Dr. Megha Solanke
- iv) Prof. Suresh Bhaladad
- v) Dr. Kishor Theng

13. ANTI - RAGGING COMMITTEE

- i) Prof. Gajanan Paikat (Convener)
- ii) Dr. Subhash Gurjar
- iii) Dr. Subhash Pawar
- iv) Dr. Megha Solanke
- v) Prof. Kiran Sabale
- vi) Ku. Radha Banherkar (Student)
- vii) Vijay Jadhao (Student)

14. FEEDBACK COMMITTEE

- i) Dr. Subhash Pawar (Convener)
- ii) Prof. Sunil Makode
- iii) Dr. Nandkishor More
- iv) Dr. Sanjay Tale

15. SEXUAL HARASSMENT & VIOLENCE AGAINST WOMEN COMMITTEE

- i) Dr. Megha Solanke (Convener)
- ii) Dr. Madhuri Hingankar
- iii) Prof. Sonali Tayade
- iv) Ku. Vaishnavi Tayade (Student)
- v) Ku. Chanchal Akotkar (Student)

16. PHYSICAL EDUCATION COMMITTEE

- i) Prof. Gajanan Paikat (Convener)
- ii) Dr. Sushil Deshmukh
- iii) Prof. Suresh Bhaladad
- iv) Dr. Dnyaneshwar Sherkar
- v) Shiva Dange (Student)
- vi) Ku. Vaishnavi Satote (Student)

17. COMPETITIVE FORUM & PLACEMENT COMMITTEE

- i) Dr. Subhash Pawar (Convener)
- ii) Dr. Subhash Gurjar
- iii) Dr. Nandkishor More
- iv) Prof. Santosh Mhasal
- v) Prof. Suresh Bhaladad
- vi) Dr. Sanjay Tale
- vii) Dr. Vijayanand Ingle
- viii) Ku. Jayashri Wankhade (Student)
- ix) Ku. Pallavi Damodar (Student)

18. PROSPECTUS COMMITTEE

- i) Mr. Ajay Chopade (Convener)
- ii) Dr. Subhash Gurjar
- iii) Dr. Subhash Pawar
- iv) Prof. Nishigandh Satav
- v) Ku. Manisha Dhule (Student)
- vi) Ku. Anushri Jalankar (Student)

19. CERTIFICATE COURSES COMMITTEE

- i) Dr. Subhash Pawar (Convener)
- ii) Prof. Nityanand Dahake
- iii) Dr. Satish Rane
- iv) Dr. Kiran Sabale
- v) Dr. Sanjay Tale
- vii) Prof. Nilesh Shelke

20. API COMMITTEE

- i) Prof. Nishigandh Satav (Convener)
- ii) Dr. Subhash Pawar
- iii) Dr. Subhash Gurjar
- iv) Dr. Sanjay Tale
- v) Prof. Nityanand Dahake

21. PURCHASE COMMITTEE

- i) Dr. Rajendra Korde (Convener)
- ii) Prof. Nishigandh Satav
- iii) Prof. Santosh Mhasal
- iv) Mr. Ajay Chopade

22. DOCUMENTATION COMMITTEE

- i) Dr. Nandkishor More (Convener)
- ii) Prof. Nagesh Ingle
- iii) Dr. Nilesh Shelke
- iv) Dr. Sanjay Tale




Principal
Arts & Commerce College,
Warvat Bakal Dist. Buldana

5) Committees for the session 2021-2022

ARTS, COMMERCE & SCIENCE COLLEGE, WARVAT BAKAL

The following Committees have been formed for the session 2021 - 2022 vide resolution no. 04 in the College Council Meeting held on 09/08/2021.

1. ADMISSION COMMITTEE

- i) Dr. Subhash Gurjar (Convener)
- ii) Dr. Satish Rane
- iii) Dr. Nandkishor More
- iv) Dr. Kishor Theng

2. TIME TABLE COMMITTEE

- i) Dr. Subhash Pawar (Convener)
- ii) Dr. Satish Rane
- iii) Dr. Sanjay Tale
- vi) Prof. Nityanand Dahake
- v) Dr. Megha Solanke
- vi) Prof. Anand Dhundale

3. CULTURAL PROGRAMMES COMMITTEE

- i) Dr. Rajendra Korde (Convener)
- ii) Prof. Gajanan Paikat
- iii) Prof. Kiran Sable
- iv) Dr. Kishor Theng
- v) Prof. Nagesh Ingle
- v) Prof. Sonali Tayde

4. EXAMINATION COMMITTEE

- i) Prof. Anand Dhundale (Convener)
- ii) Dr. Dnyaneshwar Sherkar
- iii) Dr. Vijayanand Ingle
- iv) Dr. Sanjay Tale
- v) Dr. Madhuri Hingankar

5. STUDENTS' Development Cell

- i) Dr. Subhash Gurjar (Convener)
- ii) Dr. Kiran Sable
- iii) Dr. Sanjay Tale

6. DISCIPLINE COMMITTEE

- i) Prof. Gajanan Paikat (Convener)
- ii) Dr. Kishor Theng
- iii) Dr. Megha Solanke
- iv) Prof. Santosh Mhasal
- v) Dr. Sanjay Tale

7. EXCURSION COMMITTEE

- i) Dr. Rajendra Korde (Convener)
- ii) Dr. Satish Rane
- iii) Dr. Nandkishor More
- iv) Prof. Sonali Tayade
- v) Dr. Megha Solanke

8. ATTENDANCE COMMITTEE

- i) Prof. Nityanand Dahake (Convener)
- ii) Prof. Suresh Bhaladad
- iii) Prof. Nishigandh Satav
- iv) Dr. Sushil Deshmukh
- v) Dr. Vijayanand Ingle

9. CONFERENCE AND SEMINAR COMMITTEE

- i) Dr. Subhash Gurjar (Convener)
- ii) Dr. Rajendra korde
- iii) Dr. Satish Rane
- iv) Prof. Santosh Mhasal
- v) Dr. Megha Solanke
- vi) Prof. Nityanand Dahake

10. STUDENTS' REDRESSAL COMMITTEE

- i) Prof. Gajanan Paikat (Convener)
- ii) Prof. Sunil Makode
- iii) Dr. Sushil Deshmukh
- iv) Dr. Madhuri Hingankar

11. MAGAZINE COMMITTEE

- i) Prof. Nagesh Ingle (Convener)
- ii) Prof. Santosh Mhasal
- iii) Dr. Nandkishor More
- iv) Prof. Anand Dhundale
- v) Prof. Suresh Bhaladad

12. GUARDIAN TEACHERS' COMMITTEE

- i) Prof. Sunil Makode (Convener)
- ii) Prof. Gajanan Paikat
- iii) Dr. Megha Solanke
- iv) Prof. Santosh Mhasal
- v) Prof. Sonali Tayade

13. ANTI – RAGGING COMMITTEE

- i) Prof. Gajanan Paikat (Convener)
- ii) Dr. Subhash Gurjar
- iii) Dr. Subhash Pawar
- iv) Dr. Megha Solanke
- v) Prof. Kiran Sabale

14. FEEDBACK COMMITTEE

- i) Dr. Sanjay Tale (Convener)
- ii) Prof. Sunil Makode
- iii) Dr. Dnyaneshwar Sherkar
- iv) Dr. Rajendra Korde

15. SEXUAL HARASSMENT & VIOLENCE AGAINST WOMEN COMMITTEE

- i) Dr. Megha Solanke (Convener)
- ii) Dr. Madhuri Hingankar
- iii) Prof. Sonali Tayade

16. PHYSICAL EDUCATION COMMITTEE

- i) Prof. Gajanan Paikat (Convener)
- ii) Dr. Sushil Deshmukh
- iii) Dr. Satish Rane
- iv) Dr. Dnyaneshwar Sherkar

17. COMPETITIVE FORUM & PLACEMENT COMMITTEE

- i) Dr. Nandkishor More (Convener)
- ii) Dr. Subhash Gurjar
- iii) Dr. Megha Solanke
- iv) Prof. Santosh Mhasal
- v) Prof. Suresh Bhaladad
- vi) Dr. Sanjay Tale
- vii) Dr. Vijayanand Ingle

18. PROSPECTUS COMMITTEE

- i) Mr. Ajay Chopade (Convener)
- ii) Dr. Subhash Gurjar
- iii) Dr. Subhash Pawar
- iv) Prof. Nishigandh Satav

19. CERTIFICATE COURSES COMMITTEE

- i) Dr. Subhash Pawar (Convener)
- ii) Prof. Nityanand Dahake
- iii) Dr. Satish Rane
- iv) Dr. Kiran Sable
- vi) Dr. Sanjay Tale
- vii) Prof. Nilesh Shelke

20. API COMMITTEE

- i) Prof. Nishigandh Satav (Convener)
- ii) Dr. Subhash Pawar
- iii) Dr. Subhash Gurjar
- iv) Dr. Satish Rane
- v) Prof. Nityanand Dahake

21. PURCHASE COMMITTEE

- i) Dr. Rajendra Korde (Convener)
- ii) Prof. Nishigandh Satav
- iii) Prof. Santosh Mhasal
- iv) Mr. Ajay Chopade

22. DOCUMENTATION COMMITTEE

- i) Dr. Nandkishor More (Convener)
- ii) Prof. Nagesh Ingle
- iii) Dr. Nilesh Shelke
- iv) Dr. Sanjay Tale




Principal
Arts & Commerce College,
Warvat Bakal Dist. Buldana

The following criteria wise members for NAAC 2nd Cycle have been formed for the session

1) Seven Criterion Committee for 2020-2021

SEVEN CRITERIA COMMITTEE

**ARTS & COMMERCE COLLEGE,
WARVAT BAKAL**

To,

Arts & Commerce College, Warvat Bakal

The IQAC in its meeting resolved to allot the duties and responsibilities of the faculty members of college to carry out the different curricular, co-curricular and extra-curricular activities (on the campus and off the campus) throughout the academic session 2020-21. The following committees are formed vide the seven criteria for NAAC assessment and accreditation.

It's being a team-work, each member of committee shall work together and unanimously according to the vision and mission of college. The respective committee shall carry out the programs or activities and maintain the record as per the prescribed criterion. The report of each committee will be collected by IQAC as and when required.

It is also informed that IQAC intends to go for second cycle of NAAC by the December, 2021. So each stakeholder is expected to perform his assigned duty sincerely and honestly.



Criterion I (Curricular Aspects) ✓
Dr. Satish Rane
Mr. Sunil Makode
Dr. Kishor Theng

Criterion II (Teaching Learning and Evaluation) ✓
Mr. Nityanand Dahake
Dr. Kiran Sable
Mr. Anand Dhundale
Mr. Nagesh Ingle

Criterion III (Research Innovation and Extension)
Dr. Dnyaneshwar Sherkar
Dr. Madhuri Hingankar
Dr. Nandkishor More

Criterion IV (Infrastructure and Learning Resources) ✓
Mr. Santosh Mhasal
Dr. Rajendra Korde
Dr. Vijayanand Ingle

Criterion V (Students Support and Progression)
Mr. Sushil Deshmukh
Dr. Subhash Gurjar
Mr. Gajanan Paikat

Criterion VI (Governance Leadership and Management)
Dr. Sanjay Tale
Dr. Subhash Pawar
Mr. Suresh Bhaltadak

Criterion VII (Institutional Values and Best Practices) ✓
Dr. Megha Solanke
Dr. Nilesh Shelke
Miss. Sonali Tayade


IQAC Co-ordinator
Arts and Commerce College,
Warvat Bakal

2) Seven Criterion Committee for 2021-2022



ARTS & COMMERCE COLLEGE, WARVAT BAKAL

SEVEN CRITERION COMMITTEES 2021-22

Criterion I (Curricular Aspects)

Dr. Satish Rane
Mr. Sunil Makode
Dr. Kishor Theng

Criterion II (Teaching Learning and Evaluation)

Mr. Nityanand Dahake
Dr. Kiran Sable
Mr. Nagesh Ingle

Criterion III (Research Innovation and Extension)

Dr. Dnyaneshwar Sherkar
Dr. Madhuri Hingankar
Dr. Nandkishor More

Criterion IV (Infrastructure and Learning Resources)

Dr. Sanjay Tale
Mr. Santosh Mhasal
Dr. Vijayanand Ingle

Criterion V (Students Support and Progression)

Dr. Nilesh Shelke
Dr. Subhash Gurjar
Mr. Gajanan Paikat

Criterion VI (Governance Leadership and Management)

Dr. Sanjay Tale
Dr. Subhash Pawar
Mr. Suresh Bhaltadak


Criterion VII (Institutional Values and Best Practices)

Dr. Megha Solanke
Mr. Anand Dhundale
Miss. Sonali Tayade

Data & Extended Profile of the Institution and Data Analysis

Dr. Nishigandh Satav
Mr. Sushil Deshmukh


Principal
Arts & Commerce College,
Warvat Bakal Dist. Buldana.


Arts and Commerce College,
Warvat Bakal



Service Rules, Policies and Procedures:

Our college strictly adheres to the service rules, policies, and procedures prescribed by the State Government, JDHE, and Sant Gadge Baba Amravati University, Amravati. Detailed information regarding these regulations can be obtained from the principal's office.

Recruitment of Faculty/Supporting Staff.

The recruitment process for faculty and supporting staff is conducted in accordance with the guidelines provided by SGBAU. The following procedure is followed:

- The first step involves publishing advertisements in newspapers to invite applications.
- Subsequently, the received applications are carefully reviewed and shortlisted.
- Interviews are conducted by a panel comprising senior faculty members, the Head of the Department, an external subject expert, the principal, and the Chairman.
- During the interview, preference is given to candidates with relevant qualifications, teaching experience, research background, and other relevant expertise.
- Each candidate is required to deliver a teaching demonstration to assess their capabilities and competency.
- The selected candidates then proceed to the university approval process, which they are obligated to attend.
- The recruitment of supporting staff is carried out by a panel composed of the Head of Departments, Head Clerk, Principal, and Chairman.

Promotional Policies

Promotional policies are implemented based on the Career Advancement Scheme (CAS), allowing faculty members to progress to higher levels. The promotion criteria take into account qualifications, eligibility, and the salary structure in compliance with UGC norms.

Note

Please note that the information provided above is subject to change and should be verified from the principal's office for the most up-to-date and accurate details.

CODE OF CONDUCT
ARTS & COMMERCE COLLEGE, WARWAT BAKAL DIST- BULDANA

CODE OF ETHICS AND CONDUCT (for the students)

1. PREAMBLE

This document indicates the standard procedures and practices of the Arts & Commerce college, WARWAT Bakal Dist- Buldana (here in after referred to as the ‘Institute’) for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the ‘Code’) and the rights, responsibilities including the restrictions flowing from it. That the Institute’s endeavor by means of enforcing this Code is to pioneer and administer a discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute.

2. JURISDICTION

2.1 The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions.

2.2 Institute may also exercise jurisdiction over conduct which occurs on or off-campus violating the rules of conduct and discipline as laid down hereafter which shall include

- a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
- c) Possession or use of weapons, explosives, or destructive devices
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

3. Ethics and Conduct

3.1 This Code shall apply to all kinds of conduct of students that occurs on the Institute premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute’s Interests or reputation.

3.2 By signing the form of admission, each student deem to have read accepted this Code and

thereby deem to have an undertaking that

a) he/she shall be regular and must complete his/her studies in the Institute.

3.3. Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

3.4 All the students must deter from indulging in any and all forms of misconduct including partaking in any activity on or off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:

a) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

b) Intentionally damaging or destroying Institute property or property of other students and/or faculty members.

c) Any disruptive activity in a class room or in an event organised by the Institute

d) Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards or teachers .

3.5 Participating in activities including:

a) Organizing meetings and processions without permission from the Institute.

b) Smoking on the campus of the Institute.

c) Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.

d) Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.

e) Rash driving on the campus that may cause any inconvenience to others.

f) Theft or unauthorized access to others resources.

g) Misbehavior at the time of student body elections or during any activity of the Institute.

h) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.

3.5 Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

3.6 Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

3.7 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

3.8 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

3.9 Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of Institute property or facilities, offices, classrooms, computers networks and interference with the work of others is punishable.

3.10 Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.

3.11 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

3.12 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, and medical condition.

4. If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest appropriate disciplinary actions based on the nature of misconduct.

Ref: iisc_students-code-of-conduct.pdf

Principal

ARTS & COMMERCE COLLEGE, WARWAT BAKAL DIST-BULDANA

CODE OF ETHICS AND CONDUCT (for the Teachers)

PREAMBLE

As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideals 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 basic ethical values underlying the code are care, trust, honesty, integrity and respect. It is expected that all the teachers should make themselves familiar with this Code of Ethics and Conduct (here in after referred to as the 'Code') and the duties, rights, responsibilities including the restrictions flowing from it.

CODE OF CONDUCT

1. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
2. Every Teacher shall update his/her knowledge and skills to equip himself / herself professionally for the proper discharge of duties assigned to him/her.
3. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students.
4. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
5. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the College Campus.
6. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the betterment of the College, or that seeks to disrupt the academic activities of the College.
7. No teacher shall by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
8. Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
9. Teacher should not allow considerations of caste, creed, religion, race or sex in his/her professional undertaking.
10. Teacher is expected to discharge his duties as per the guidelines of the UGC and the University and rules and regulations of the state government issued from time to time.

CODE OF ETHICS AND CONDUCT (for the Principal)

PREAMBLE

The Principal of a college has different roles to play. He has to shoulder many responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer etc. As the Academic and Administrative Head of the Institution the Principal is liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) and the Government resolutions made in this context by the State of Maharashtra.

CODE OF CONDUCT

The Principal shall adopt and abide by the following code of conduct:

1. To uphold the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the betterment of the institution.
3. To give equal treatment to all the stakeholders in the College so that there is no discrimination in any of the practices undertaken on the campus.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
5. To create and maintain an unbiased gender-free atmosphere on the campus of the College so that all the stakeholders enjoy equal opportunities.
6. To maintain required alertness among all the stakeholders of the College against the sexual harassment of the employee.
7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College.
8. To create an environment conducive for research oriented academic gatherings so to promote research activities in the institution.
9. To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure the all-round development of the students and the institution.
10. To act as a bridge between the staff and the Management of the institute for the betterment of all the stakeholders.

Code of conduct for the college development committee (CDC)

There shall be a separate College Development Committee (CDC) comprising of the following members, namely:-

- Chairperson of the management or his nominee Secretary of the management or his nominee.
- One Head of department, to be nominated by the Principal.
- Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be a woman.
- One non-teaching employee, elected by regular non-teaching staff from amongst themselves.
- Four local members, nominated by the management in consultation with the Principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus.
- Coordinator, Internal Quality Assurance Committee of the college, President and Secretary of the College Students' Council, Principal of the college - Member – Secretary.
- o The College Development Committee shall meet at least four times in a year.
- o Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
- o The College Development Committee shall,-
 - Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities
 - Decide about the overall teaching programmes or academic calendar of the college
 - Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
 - Take review of the self-financing courses in the college, if any, and make recommendations for their improvement
 - Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
 - Make specific recommendations to the management to foster academic collaborations to

strengthen teaching and research

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- Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
- o Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
- o Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
- o Make recommendations regarding the students' and employees' welfare activities in the college
- o Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
- o Frame suitable admissions procedure for different programmes by following the statutory norms
- o Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- o Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college
- o Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc
- o Recommend the distribution of different prizes, medals and awards to the students.
- o Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university
- o Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

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CODE OF ETHICS AND CONDUCT (for the Management)

Satpuda Education Society, Jalgaon (Jamod) in its meeting considered the matter regarding framing of Policy on Conflict of Interest and Ethics and Code of Conduct, and adopted the following resolution:

The “Policy on Conflict of Interest and Ethics and Code of Conduct” for the Management Members is approved. It was noted that this Code of Conduct is not legally binding. It is agreed to adopt and abide by this Code of Conduct on their own volition.

CODE OF CONDUCT

1. The code of conduct lays down values, principles and practices that establish standards for ethical conduct of members of the Satpuda Education Society so as to uphold the trust of all the stakeholders in a manner that does not compromise its mandate.
2. The members should respect and honour their office as a public trust and strive to promote and maintain the highest standards of ethical and professional conduct enunciated in the values and principles of Impartiality, Integrity, Propriety and Equality.
3. Members shall take all steps necessary to ensure that any conflict of interests involving one or more Members does not affect or reasonably appear to affect, any decision of the Trust. A conflict of interests may occur in situations where the personal relationship, professional affiliation or financial interests of a member may compromise, the independence of judgment which the Trust is expected to exercise.
4. A member shall disclose his or her interests which may conflict with his or her duties. In particular, if there is any item on the agenda of the Trust that involves a potential conflict of interests of a member:
5. Any case or complaint of violation of these norms may be reported to the Chairman who shall bring it to the next meeting of the Trust for decision. The discussion and the decision shall be recorded.

INSTITUTIONAL PROCEDURES AND POLICIES

(for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.)

The procedures and policies established by college for maintenance and utilization of physical, academic and support facilities available in college are as follows:

- The laboratories are maintained by the attendants under the supervision of Heads of the respective Departments.
- Laboratory Assistant in consultation with Heads of the respective Departments processes the maintenance of equipments, chemicals, glassware and other necessary utensils as per the budget allocated. On time maintenance is getting approved time to time by the Principal.
- The college Librarian observes the maintenance of the Central Library.
- The Teacher-in-charge of the computer department along with the office attendant work through an annual maintenance contract (AMC) with the firm Parth Computers, Jalgaon Jamod for the Departmental maintenance and ICT equipment.
- There is systematic work allotment between the class four employees to maintain the cleanliness of the classrooms and other campus of institute which is supervised by the Head Clerk.
- There is annual maintenance contract (AMC) with Mr. Bhagavan Bhople, Warvat Bakal to maintain and update electrical and plumbing components of the campus time to time.
- Other timely maintenance is done by the office. The scrap is disposed off through timely methods.