

ARTS AND COMMERCE COLLEGE

Warvat BakalDist- Buldana

Dr. Rajendra Korde
I/C Principal

Shri Krushnarao Ingle (Ex MLA)
President

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Criterion 6- Governance, Leadership and Management

6.2 Strategy Development and Deployment

6.2.2. The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Metric No.	Sr. No.	Content / File Description	Document/Link
6.2.2		The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.	
	A	Organogram of the college.	---
	B	Code of Conduct	---

CERTIFICATE

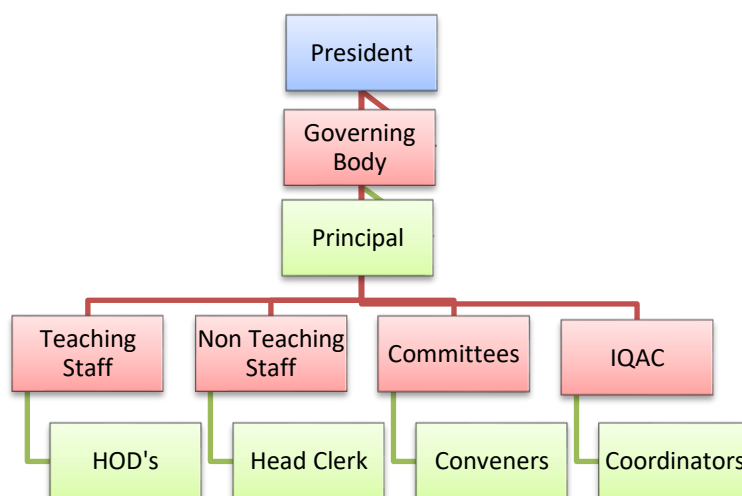
This is to certify that the documents attached as supporting documents for
Criterion 6- Governance, Leadership and Management are verified from the college
record and found to be correct to the best of my knowledge.




Principal
Arts & Commerce College,
Warvat Bakal Dist. Buldana

A: 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.

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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 2021-2022 vide resolution no.04 in the college council meeting held on 09/08/2021

1. ADMISSION COMMITTEE
2. TIME TABLE COMMITTEE
3. CULTURAL PROGRAMMES COMMITTEE
4. EXAMINATION COMMITTEE
5. STUDENTS' DEVELOPMENT CELL
6. DISCIPLINE COMMITTEE
7. EXCURSION COMMITTEE
8. ATTENDANCE COMMITTEE
9. CONFERENCE AND SEMINAR COMMITTEE
10. STUDENTS' REDRESSAL COMMITTEE
11. MAGAZINE COMMITTEE
12. GUARDIAN TEACHERS' COMMITTEE
13. ANTI – RAGGING COMMITTEE
14. FEEDBACK COMMITTEE
15. SEXUAL HARASSMENT & VIOLENCE AGAINST WOMEN COMMITTEE
16. PHYSICAL EDUCATION COMMITTEE
17. COMPETITIVE FORUM & PLACEMENT COMMITTEE
18. PROSPECTUS COMMITTEE
19. CERTIFICATE COURSES COMMITTEE
20. API COMMITTEE
21. PURCHASE COMMITTEE
22. DOCUMENTATION COMMITTEE

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

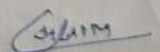
Criterion VII (Institutional Values and Best Practices)

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


NAAC Co-ordinator
Arts and Commerce College,
Warvat Bakal

B: CODE OF CONDUCT

ARTS & COMMERCE COLLEGE, WARVAT 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, Warvat 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,
Warvat 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

- 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.

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.




Principal
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