



Manoharabhai Shikshan Prasarak Mandal Armori's

**MAHATMA GANDHI ARTS, SCIENCE &
LATE NASARUDDINBHAI PANJWANI COMMERCE
COLLEGE ARMORI**

Dist. Gadchiroli (Maharashtra) 441 208

Affiliated to Gondwana University, Gadchiroli.

Re-accredited by NAAC 'A' with 3.24 CGPA

**ANNUAL QUALITY ASSURANCE REPORT
(AQAR) 2022-23**

**CRITERION – VII
INSTITUTIONAL VALUES &
BEST PRACTICES**

METRIC NO: ~ 7.1.10.

METRIC NAME: ~ *The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard*



Web: - mgcollegearmori.ac.in
e-mail: - mgcollege.armori@gmail.com
Phone: - 07137-266558



MANOHARBAI SHIKSHAN PRASARAK MANDAL ARMORI'S
MAHATMA GANDHI ARTS, SCIENCE &
LATE NASARUDDINBHAI PANJWANI COMMERCE COLLEGE



ARMORI Dist. Gadchiroli (M.S.) 441 208
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Dr. Lalsingh H. Khalsa
Principal & IQAC Chairman
Mob. No. 9422153197
E-mail: lalsinghkhalsa@yahoo.com

Dr. Satish. S. Kola
IQAC Coordinator
Mob. 9595982057
E-mail: satish.kolawar@gmail.com

Certificate of Verification

The document herewith is a testimonial of the following specifics;

- AQAR 2022-23
- Criterion - VII (Institutional Values & Best Practices)
- Metric no. – 7.1.10
- Metric Particular - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

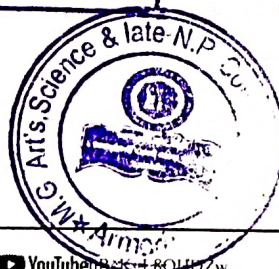
It is affirmed that the attached document pertinent to the above cited specifics are duly verified and approved by the IQAC.


Criterion Head


IQAC Coordinator

IQAC-Co-ordinator


IQAC Chairperson
PRINCIPAL
M.G. Arts, Science &
Late N.P. Commerce College
ARMORI, Dist. Gadchiroli



CRITERION – VII
INSTITUTION VALUES & BEST PRACTICES

METRIC NO.	7.1.10
METRIC NAME	<i>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</i>

7.1.10 QnM The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conduct periodic programmes in this regard.

1. The Code of Conduct is displayed on the website

2. There is a committee to monitor adherence to the Code of Conduct

Code of conduct committee monitor, adhere Discipline committee, Anti ragging committee, sexual harassment committee for smooth administrations.

3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff.

Staff council meeting held at every beginning and end of the session. College Development Committee (CDC) meeting held thrice a year in these meetings dress code, completion of syllabus checked by curriculum vigilance committee, Annual reports present in staff council meeting at the end of session. Daily diary inspected by diary checking committee.

4. Annual awareness programmes on Code of Conduct are organize

Organized Students Induction Programme for 1st years students of Arts, Science Commerce to enlighten about rules, administration, syllabus and welcome the students.

**MAHATMA GANDHI ARTS- SCIENCE AND
LATE N. P. COMMERCE COLLEGE, ARMORI
DISTRICT- GADCHIROLI MAHARASHTRA**

**AFFILIATED TO GONDWANA
UNIVERSITY**

CODE OF CONDUCT

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(Dr. C.P. Dorlikar)
(CO-ordinator)

(Dr. N.N. Meshram)

(C.D. Mungmode)

(Dr. J.N. Papatkar)

(S.B. Bhalam)


(M. V.H. Raiwatkar)

CODE OF CONDUCT FOR STUDENTS

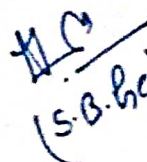
Rules and regulations for students as per the guideline regarding UGC, the working of the college can help the students better.

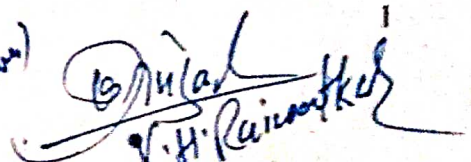
Guardians or parents are requested that their wards should follow the rules to maintain the discipline in college.

1. Maintain Proper discipline and responsible behaviour inside and outside of college campus.
2. As directed by UGC and Hon'ble Supreme Court's order any misconduct on part of students or ragging, teasing, taunting to girl students is strictly prohibited. As per act 2019 (2) If anyone found, will be punishable.
3. It is mandatory for Students to attend classes regularly. College dress code and ID card is compulsory when you are entering in the college. During National anthem all students should stay in their classroom.
4. It is compulsory to follow all the notices that are circulated time to time.
5. Keep cleanliness in college campus. Chewing of Tobacco, Gutkha, Smoking, prohibited strictly.
6. Indecent writing on walls of buildings and Toilets is strictly prohibited.
7. It is advised not to assemble and do indecent activities in college campus on festival days.
8. Do not damage college property like desks, benches, doors and other instruments. Consider college property as your own property.
9. It is obligatory to participate in various activities organized by the faculty. Students should attend all programmes in college uniform. As per rules and regulations prescribed by Gondwana University Gadchiroli that the college assessment (CA) is mandatory. So, students must participate in group discussions, students seminars, project works, unit tests home assignments, study tours, and industrial visits and collaborative works under MoU, PBR. Guest lectures etc.
10. 75% attendance is compulsory. In every subject Students below 75% attendance will not be allowed to appear examinations.
11. Use of mobile in college campus is prohibited.
12. Keep your bicycles, motorcycles properly in parking area.


Dr. N. N. Meshram
C. D. Mungmade
T. N. Papadkar

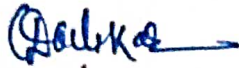
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S. B. Babbar

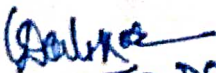

V. H. Raimankar


13. Students should read silently in library in empty time. Use e-library for your academic and educational purposes. Don't visit social networking sites i.e. Facebook, twitter, Whatsapp. Searching illegal/ indecent websites is strictly prohibited.
14. It is against college rule to organize any programme without Principal's permission.
15. Students must behave politely with the teachers and non-teaching staff. If misconduct or indiscipline action is found, serious action will be taken.
16. Organizing gatherings, college tour etc. is not bindings upon the college. Indiscipline or misconduct during the activities will result in severe action to be taken by the Head of the Institution.


Note: - It is obligatory to follow all rules.



(Co-Ordinator)

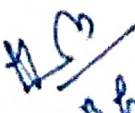

Dr. J.N. Papadkar
(Head)
(Code of conduct for students)

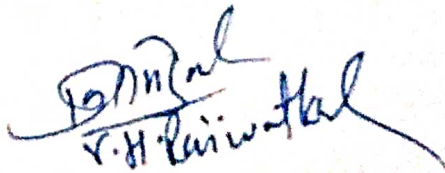

Dr. C.P. Doshi


Dr. N.N. Meshram


C.D. Mungmode


Dr. J.N. Papadkar


(S.B. Hedaw)


R.H. Kariwatal

CODE OF CONDUCT FOR ETHICS IN RESEARCH

Departmental Academic Integrity Panel (DAIP)

Mahatma Gandhi Arts, Science and Late N. P. Commerce College are committed to promote and maintain high standards in academic activities including research. To ensure this, the college is keen to maintain high standards of honesty and accountability in the conduct of research and publication of research work. We have formulated the Code of Ethics to monitor and check malpractices in the research activities of the college. Researchers, faculty and students must observe the rules of the code of conduct otherwise serious action will be taken.

Following are the codes of ethics in research:-

1. Manual and technical checking of plagiarism must be voluntarily initiated by the research scholar or faculty itself with both online and offline resources. As per the Gondwana University directions, the appropriate softwares are used for scrutinising the research material.
2. Faculty members who are serving as reviewers or editors in journals or books must adhere to the code to ensure the credibility of publications, and to maintain standards.
3. Research scholars and faculty members should publish their valuable findings in reputed journals listed by UGC
4. All the supervisors / guides of Ph. D. & M. Phil. must submit the URKUND software plagiarism certificate of their respective research scholars.
5. All the Ph.D. scholars should submit CD of their thesis to the Gondwana University, Gadchiroli.
6. All the research students and faculty members who are submitting thesis or dissertation to the University/Institution are required to submit an undertaking stating that the document has been prepared by him/her and it is his/her original work and free from plagiarism.
7. The college has research committee which takes care of the issues regarding the plagiarism and recommends thesis/ dissertation to the university.
8. Ph.D. pre-submission viva is conducted by respective centre for Higher Learning & Research of the college by inviting subject experts regarding the proper research methodology.

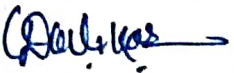
(Signature)

Dr. N.N. Meshram
C.D. Mungmode

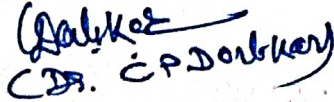

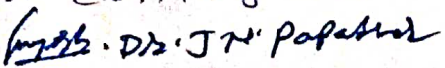
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CSB (Gadchiroli)
Dr. J. N. Patil


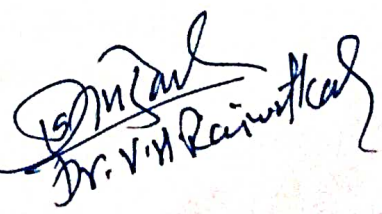
Dr. V. H. Rajwade

9. The college helps the research students to carry out the part of research reviews of literature through the availability of library facility.
10. The research scholars/faculty member must adhere to research ethics.
11. It is the prime responsibility of an institute or research guide to distinguish between original and plagiarized work.


(Co-ordinator)


Head
(Dr. C.D. Mungmode)


/ Dr. N.N. Mashram

C.D. Mungmode

Dr. J.N. Patil

6 
(S.B. Gade) 
Dr. V.M. Rajwade

CODE OF CONDUCT FOR STAFF

This code of conduct (handbooks) for various staff members and professional ethic is as per UGC guidelines. The Job responsibilities are as follows.

A. Job Responsibilities of Principal



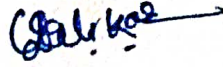
- 1) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability.
- 2) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college
- 3) Act as a steward of the college assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- 4) Encourage to staff for the collaborative, exchange, and consultative work culture in the college.
- 5) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society
- 6) Participate in extension, co-curricular and extra-curricular activities, including the community service;

B) CODE OF CONDUCT VICE-PRINCIPAL

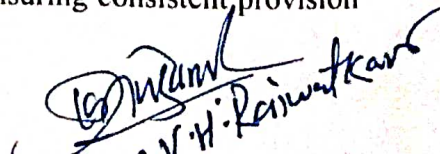
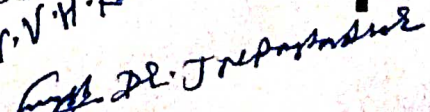
- 1) Involved in administrative tasks and are responsible for carrying out the principal decisions.
- 2) Resolve conflicts among students, teachers, parents and other stakeholders of college.
- 3) Assist for the preparation of time tables, allocation of class rooms for various departments.
- 4) At regular basis monitoring work of various committees headed by them by arranging and conducting committee meetings.
- 5) In absence of the Principal, assume the duties and responsibilities of the Principal.

C) Job Responsibilities of Head of Department

- 1) The prime role of the Head of the Department is to provide strong academic leadership.
- 2) The Head of Department is required to lead, manage and develop the department to ensure that it achieves the highest possible standards of excellence in all its activities.
- 3) Maintain the general discipline of the students and staff of the Department.
- 4) To oversee the smooth functioning of the department and ensuring consistent provision

 / Dr. N.N. Meshram
 


(S. Shoban)


Dr. V.H. Rajwadekar


for academic ambiance.

5) Responsible for designing the regulations, curriculum, syllabi and workload

D) Job Responsibilities of Teachers

- 1) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication
- 2) Seek to make professional growth continuous through study and research
- 3) Express free and frank opinions by participating in professional meetings, seminars, conferences etc., towards the contribution of knowledge
- 4) Maintain active membership of professional organizations and strive to improve education and profession through them
- 5) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for central admission process counselling as well as work like university and college level examinations.


E) Job Responsibilities of Librarian


- 1) Selecting developing, cataloguing, and classifying library resources.
- 2) Develop, implement, evaluate, and maintain library strategies and policies in consultation with pupils and staff that fully reflect the educational aims and objectives of the College.
- 3) Guide and assist pupils and teaching staff to make the best use of the library services and facilities within the College.
- 4) Liaise with Heads of Subject to develop a stock selection policy.
- 5) Arrange library resources and materials in a way that promotes effective retrieval, including systematic indexing and classification.

F) Job Responsibilities of Physical Director


- 1) To administrate physical education and promote good health of students to build they fit.
- 2) To keep a record of sports equipment as well as supervise all the athletic activities.
- 3) To encourage the students to participate in various sports and also promote team play.
- 4) To train the assistance about regular activities.
- 5) To arrange the tournaments, competitions and events.



G) Job Responsibilities of Lab Assistant

 / Dr. N. N. Meshram

 / S. S. Sachedan

 / Dr. V. H. Raimankar

 / Dr. N. N. Meshram
Head
(Code of Conduct Committee
for Staff & Administration)

 / C. S. Murgude
 / Dr. J. N. Patil

- 1) Weekly planning and technical support to each practical batch.
- 2) Guidance for the students to technical handling of various equipment.
- 3) Maintenance of attendance registers of the students attending practical work.
- 4) Maintenance and cleaning of Laboratory, equipment labelling and arranging equipment in proper order.
- 5) Repairing equipment and verify the dead stock.
- 6) Follow the order as per given by Head of department time to time.

H) Job Responsibilities of Lab Attendant:

- 1) Arranging the equipment as per practical schedule
- 2) Cleaning the laboratory and placed equipment properly
- 3) To perform works which are assigned by the head of department and departmental faculty

I) Job Responsibilities of Clerk

- 1) Respond to written and verbal inquiries from students regarding college admission procedures, admission tests and results
- 2) Type and format correspondence such as letters, memos, and reports
- 3) Maintain paper and electronic records such as staff and student information
- 4) Ensure that all staff and student information is kept confidential

I) Job Responsibilities of Peon:

- 1) To perform work and duties which are assigned by higher authorities of the college.
- 2) Cleaning of classroom, office and entire college campus.

Leaves

Staff shall get casual leaves, medical leaves; earned leaves and vacations as per UGC & Maharashtra Government and Gondwana University Rules.

GUIDELINES TO PARENTS / GUARDIANS

As per the code of conduct regarding the Parents / Guardians are requested to help college authorities to maintain students' attendance and progress of his/her wards.

Parents / Guardians are requested to attend regular parents meeting conducted by college for the attendance, academic performance of their children.

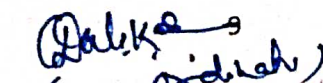
CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE

Maharashtra Public University Act, 2016

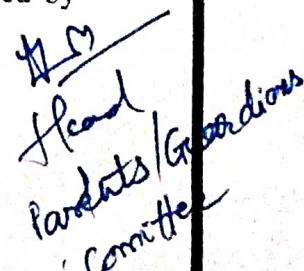


(C. S. Munemode)




(Co. Ordinate)
DR. J. N. Patil


DR. V. H. Paritkar


Head
Parents/Guardians
Committee

(Act No. VI of 2017 Sections 97(1),97(2),97(3),97(4),97(5))

As per the university act College Development Committee constitutes the following:

- 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 employec, 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 an alumnus.
- Coordinator, Internal Quality Assurance Committee of the college
- President and Secretary of the College Students' Council
- Head of the institute - Member - Secretary.
- The College Development Committee shall meet at least three times a year.
- The term is five years for the elected and nominated members from the date of election or nomination.
- The College Development Committee shall,-
- prepare plan of overall development regarding academic, administrative and infrastructural growth.
- plan about the overall teaching and prepare academic calendar, recommend new academic courses and also about newly created teaching and administrative post to the management
- plan about improvement of self-financing courses and suggest newly created self-financing courses .
- Plan for recommendations to the management for strengthening the research culture, collaborative consultancy under the heads of MoU and extension activities .
- make specific recommendations to the management to encourage the use of information and communication technology in the teaching and learning process
- prepare plan for the improvement of teaching and training programmes for the staff teaching and non-teaching.
- Prepare and approved the annual budget and statements to the management

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Dr. N. N. Meshram

Dr. N. N. Meshram


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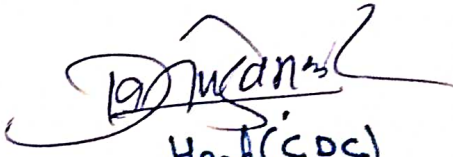
Dr. C. P. Dorkhan


Dr. K. H. Kulkarni

Dr. J. N. P. P. P.

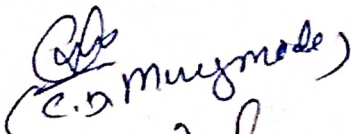
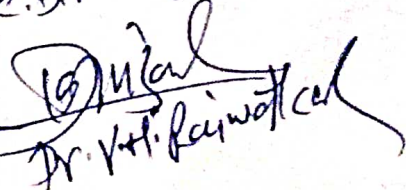
- Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
- Make recommendations regarding the students' and employees' welfare activities in the college
- Frame suitable admissions procedures for different programmes by following the statutory norms.
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety, and security issues of the college
- The report such as inspection reports, local inquiry reports, , report of National Assessment and Accreditation Council, audit report etc for the Consideration and recommendations
- Recommend the distribution of different prizes, medals, and awards to the students.
- Prepare the annual report on the work done by the committee for the year ending on the 30th June and submit the same to the management of such college and the university
- Perform such other duties and exercise such other powers as may be entrusted by the management and the university.


(Co-ordinator)


Head (C.D.C.)
(Dr. V. H. Raiwaker)


Dr. N. N. Meshram
H.O. (Shedaul)

11


(C. D. Muzumdar)

Dr. V. H. Raiwaker
In-charge Dr. J. N. P. P. P.