



Nutan Vidya Mandir Education Society's  
**LATE.SOW KAMALTAI JAMKAR**  
**MAHILA MAHA VIDYALAYA, PARBHANI**

*HAND BOOK*  
*CODE OF CONDUCT*

*To Create Complete Personalities through Value Based and Career Oriented Education*

**Address: - Jintur Road, Parbhani 431401**

**E-mail:-nutan\_mcollege@rediffmail.com**

**Website: - www.lskjmm.org ☎ 02452- 241234**

**Committee:**

1. Dr. Sangeeta Avachar
2. Dr. Omprabha Lohakare
3. Dr. Naseem Begum
4. Dr. Abhijeet Sarnaik
5. Mohammed Khaled

**Principal**

**Dr. Vasant K. Bhosle**

## **ABOUT US**

### **Nutan Vidya Mandir Education Society's**

Parbhani, a District of Marathwada region, is predominantly backward in all spheres of life. Hence, in 1916, the freedom fighters decided to establish a society to cater to the educational needs of the poor and the studious students of the District. In this way, Nutan Vidya Mandir Education Society was established in 1916. In 2016, the Nutan Vidya Mandir Education Society has completed its centenary year. Further, under the chairmanship of the **“Late Hon. Raosahebji Jamkar” (Ex-MLA and Ex-State Minister for Agriculture, AHD, Fisheries)**, the society established the **Late Sow. Kamalatai Jamkar Mahila Mahavidyalaya** in 1983.

The College was established with an aim to educate the girl students in the vicinity for their social, economic and cultural enlistments. Initially, the College started courses in Arts and Commerce. Later on, the college introduced UG programmes in BCA, BBA, B. Voc. (Fashion Technology) and PG programmes in M. A. (Music), and M. Sc. (CS) on non-grant basis. Recently, the College introduced a new degree programme i.e. M.com and Goods & service Tax (GST), Beautification, Bakery products, writing skill Certification Courses. It is the first and only one Women College re-accredited with “B++” Grade under the Parent University. The objective of the College is very specific in expanding the mission of education up to grass root level.

### **LATE.SOW KAMALTAI JAMKAR MAHILA MAHAVIDYALAYA PARBHANI**

The College is committed to providing access to education to all the needy students irrespective of their backgrounds. To cater to the diverse needs of the learners, the College provides rich learning experiences, with special attention given to slow and advanced learners and to the overall development of the student's personality.

KJMM College, the first and the oldest institution of Parbhani District. A premier institution of learning for traditional as well as new-age subjects, the name of the college is synonymous with **Quality Education**. It is affiliated to the University of Nanded.

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## **VISION, MISSION & OBJECTIVES**

### ➤ **VISION:**

“To Create Complete Personalities through Value Based and Career Oriented Education.”

### ➤ **MISSION:**

“Women Empowerment”

### ➤ **OBJECTIVES:**

- To provide qualitative services in the field of education.
- To generate an interest in women for higher education research.
- To create urge for knowledge and to achieve educational, intellectual, cultural, ethical and physical development of the students.
- To create social and political awakening.
- To provide educational training to face various challenges in competitive world.
- To make the women efficient and self- reliant.
- To develop the quality of education through continuous effort towards attaining excellence.
- To promote a sense of self-respect and honour among economically backward section of the society.
- To promote value based, creative and critical learning.
- To ensure awareness of gender rights and gender justice.

## SWOC Analysis from NAAC

### STRENGTH:

- The college has a beautiful and vibrant campus.
- Technically advanced infrastructure.
- Adequate land and buildings.
- It provide proper education to poor and unprivileged girls students.
- It has developed support management and dynamic leadership qualities among students.
- Remedial coaching to slow learners is provided.

### WEAKNESS:

- The college lacks formal linkage with centres and organizations of excellence in surrounding areas in India.
- In adequate facilities of toilets.
- The department of Music running without accompanists.
- The institute is also missing innovative add on course.
- Career oriented courses are less.

### OPPORTUNITIES:

- The college is located socially and economically backward district.
- It has the opportunities for introduction of agro industrial programmes/ courses.
- It has also the opportunities for extra rural funding research and infrastructural development scheme.
- It has ample possibilities to undertake innovative and incubation centres for entrepreneurship and development programmes.
- More PG courses may be introduced looking into the benefits of minority, backward and poor girls students.

## CHALLENGES:

- The students have poor socio-economic background.
- The poverty ridden area has no interest in sending children to higher education institutions.
- The college is unable to attract qualified faculty member especially in BCA Department.
- Limited exposure for the B. Voc and Music Courses.
- Low student's intake is the problem is this institution.

## SWOC Analysis of College

### INSTITUTIONAL STRENGTH:

- First and only one women college re- accredited with “B++” grade under Parent University.
- The college has its eleven acres own land in the heart of the city.
- Management is motivational, sincere, supportive and dedicated.
- The college is affiliated to two different university SRTMUN and YCMOUN.
- Nirmal Mahavidyalaya Pursakar by the state Govt. of Maharashtra.
- Best college award (Urban) by Parent University.
- Best Exam centre by Parent University.
- UGC awarded college with potential for Excellence Status (UGC-CPE).
- The college runs B.Voc Programmes in Fashion Technology and information Technology.
- Wi-Fi campus and free internet access.
- Sincere, dedicated and devoted teaching and non-teaching staff.
- More than 55% students from minority and backward classes.
- Very cultured and disciplined girl students.
- Good results every year (above 90%).
- Choice Based Credit System (CBCS).
- Computer – student ratio (131: 830)
- One smart classrooms.
- Well-equipped music lab with recording room.

### INSTITUTIONAL WEAKNESS:

- The society in general is traditional and lack awareness about women education.
- Drop rate due to marriage.
- Economically backward students.
- Low placement possibilities.
- Low linkage with industry.
- Poor connection with Alumni.
- Restriction on appointments of teaching and non-teaching staff.



- PG courses on non-grant basis.
- Lack of Patents.

### **INSTITUTIONAL OPPORTUNITIES:**

- To acquire the status of College of Excellence (CE).
- To start Science faculty.
- More Opportunities for women entrepreneurship.
- Special vocational courses will create women employability.
- To start more P.G. courses.
- To organize International conference.
- Scope to improve paid consultancy.
- To start C.A/C.S fundamental courses.

### **INSTITUTIONAL CHALLENGES:**

- To compete with general/co-educational colleges.
- Decline in student's strength due to marriage.
- Social and conventional thoughts towards written education.
- Establishment of linkage with industry.
- To enhance competitive examination success rate.
- To provide transport facilities.
- Challenge of participation in National and International Games.

## **CORE VALUES OF THE INSTITUTION**

The College aims at educating girl students and the College has been working constantly for achieving it. There are 70% students from economically weaker, minority section and from rural area. However, the College maintains transparency and quality in higher education in each activity. All the regional problems are chalked out by the College so, the College introduced various innovations in higher education according to the need of the time. The College strives to cope with the core values of the NAAC that are:

### **1) Contribution to National Development:**

The faculty members read / publish their research papers in National and International Seminars and Conferences as well as in Journals by considering core values of the society. In a sense, all the faculty members are engaged in need based research projects. Moreover, the College organizes extension and outreach programmes with the staff, students and the society at large to contribute to National Development. NSS Unit, in each academic year, organizes activities for National, International, Human Rights and Rural Development.

### **2) Fostering Global Competencies among Students:**

Every Academic year, the College organizes competence building training program for the students. Students of the College participate in Research Festival “Avishkar as well. The College commenced global and National relevant curricula like B.Voc. F.T. and B.Voc. I.T. Moreover, the Institution commenced Computer Literacy Programme, Personality Development Programme, Career Counselling, Human Rights Course and Environment Study Course etc. The Institute used to organize English and Arabic Speaking Courses. The Parent University employs CBCS pattern and, as a part of this, the College conducts Skill Enhancement Courses. We feel that these activities may suffice the need fostering global competencies among students.

### **3) Inculcating Value System among Students:**

The College tries to inculcate ethical values among students by following ways and develops social and humanitarian values. As a part of the University Curricula, all final year (TY) students study course paper on Environmental Science. The College commenced Human Rights and Computer as optional subjects for B.A. as well as introduced B.Voc. F.T. and B. Voc. I.T.

Degree programmes. The Institution tries to sow the seeds of Universal values like truth and righteousness through various activities like Bhajan Sandhya Classes. NSS Unit works to inculcate value system among students. Through NSS Special Camp the seeds of values such as co-operation, mutual understanding, adjustment, help, social service, national integration and human rights are developed / inculcated.

### **4) Promoting the Use of Technology:**

Living in a global village, the College promotes use of technology. For this, the College maintains Home Science Practical Laboratory, B.Voc. Fashion Design Laboratory, B.Voc. I.T. Practical Laboratory, Computer Laboratory and Language Laboratory. The College provides Wi-Fi and N-List facilities in the College campus. The College uses LIB MAN and OPAC software's in the Library for all. The faculty members use innovative teaching methods with ICT based pedagogical tools. The College established Ladies Gym, Health Care Centre, Women Study Centre and Competitive Examination Centre for the Students. Moreover, the College has established Research Centre in Commerce and Management Faculty.

### **5) Quest for Excellence:**

The Institution strives for excellence in each sphere of activity. For this, we conduct Earn while Learn Scheme and Teacher-Guarding Scheme (Mentor – Mentee Scheme). Moreover, the Institution maintains / coordinates Indoor Stadium, College Website, Free Wi-Fi, Smart Class Rooms, Music Recording

Room, Dress Code, SE Course for Skill Development of students, Health Care Centre & Yoga Centre etc.

For the preservation and sustenance of these core values the Institution receives feedback from the Students, Parents, Alumni and the Employer. The Institution through the IQAC takes proper efforts / initiatives in developing core values or ethical values amongst the students / the stakeholders.

## **Perspective Plan (2020-21 to 2024-25)**

- To Construct Seminar or Conference Hall
- Upgradation of Classrooms with ICT facilities (LCD Projector, Smartboards, Digital Boards, White Boards, software etc.)
- Introduction of new skill based courses and programmes
- Installation of software and other teaching aids for divyagjan
- To develop beautiful and green college campus
- 500 tree plantation in next five years
- New construction of additional toilets construction for students and staff
- New construction of ladies room with attached toilets
- Library Extension and Upgradation of reading room
- To upgrade college website
- Hostel renovation and repairing
- Solar Lamps installation
- Solar Panel installation on Hostel
- All departments and committees meetings frequently as per need
- Mentor Mentee Manual
- Advanced and Slow Learner Manual
- All committee work Manual
- To propose the scholarship from Management to meritorious students
- ISO certification
- Start PG Programmes in languages
- Internal Academic and Administrative Audit
- API Verification of PBAS
- Increase MOUs
- Increase Linkages with industry, institution and NGOs
- Strengthen Alumni – Alumni Registration and Funds
- Non-teaching staff dress and ID cards
- Teaching staff dress and ID card compulsion
- Students dress and ID card compulsion
- No Vehicle Day in a month
- Development of playgrounds
- Mahila Sarpanch Parishad

- Women Entrepreneurs' workshop
- Training programmes for staff and students

## **Strategic Plan (2020-21 to 2024-25)**

### **Criteria -I – Curricular Aspects**

- To introduce Certificate / add on / value based Courses like GST, Writing Skills, Bakery Products, Beautification, Translation, Modi Script, Script Writing, Light Music, Personality Development, Tally, Mehndi, Website Design, Cashless Translation, Tourism, Yoga and Meditation etc.
- To start more job oriented Certificate courses
- To start M Com and Research Centre in Commerce and Management
- To organize workshop on Curriculum
- To Increase students Registration For NPTEL, SWAYAM Online Courses
- Participation Of Faculty Members On Syllabus Framing, BOS/MC/AC/ Other
- To Collect Online Feedback from all stakeholders, its analysis through External Peers
- 6) New Program Proposal Submitted 1) Diploma in Food Processing 2) Diploma in Beauty and Fitness 3) B VOC Degree in Fashion Technology 4) B VOC in Retail Marketing and Management 5) M VOC Fashion Technology 6) Rural Management
- To increase Field Project/ Field Visits
- To introduce MRP For Students
- To start PG programme in Urdu and English
- To conduct online FDP for Faculty
- Conduct of online internal examinations.

### **Criteria -II - Teaching, Learning &Evaluation**

- To increase Students Strength
- To Conduct GD / Seminar / Guest Lectures / Surprise Test
- To Organize state / national workshops
- To start Online Admission Process
- To conduct Aptitude Test For Advanced Learners / Slow Learners
- To release Advanced Learners / Slow Learners Manual

- To establish Virtual Classroom
- 100% ICT Users
- Teachers Recruitment CHB/ Full Time
- To Strengthen Mentor-Mentee Scheme
- To release Mentor – Mentee Manual
- To focus on Implementation Of Effective CIE
- To Define PO / PSO and Display it on College Website and College Campus
- To Conduct Online SSS
- To Conduct Workshop Of Exam Reformation
- To Conduct Workshop On SSS 9
- To Increase National/ International Awards of the faculty
- To Conduct Online internal and university Exams
- The percentage of PhD holders to permanent teachers should reach 100% by 2023.

### **Criteria -III -Research In Innovations And Extensions**

- To Organize International Conference - Language Conference, Social Science Conference, Commerce Conference
- To submit MRP Proposals to University/ UGC/ ICSSR
- To increase publication of Books / Chapter in edited books
- To Increase Research Publications ( 30 )
- To Establish Innovation And Incubation Centre
- Incentive to teachers For National / International Award 1000/-
- More collaborations and linkages for student/faculty exchanges. 1. Home- Science – MKV 2. English –CIEFL 3. Hindi – Hindi Vishwavidyalya, Vardha 4. Commerce – C.A.Firm/Association 5. Commerce-LIC 6. Urdu – 7. College- University incubation centre 8. Sociology- Senior Citizen Association
- To organize workshop/ seminar on Research Methodology/ IPR/ Start-up Program / entrepreneurship etc.
- To organize Research Festival At District / University Level
- To increase MRPs
- Students Send To University for Innovation and Incubation Centre
- To increase the number of Research Guide
- To start in-house journal for publishing the quality research works of postgraduate students and teachers.

## **Criteria -IV- Infrastructure and Learning Resources**

- New Auditorium with 500 numbers seating capacity
- Three ICT Enabled Classrooms
- To purchase Computers, Software– SPSS, Orell, Library
- To purchase Fencing Equipment
- Provisions of HEIs Institutional Budget
- Shodhganga Membership
- To increase the number Of Books And Journals
- Remote Access To E-Resources
- RFID system For Research Students 10
- To Frame Policy For Paperless Office
- Extension of Library
- Cooperative mess for hostel girls
- Purchase Of Infrastructure
- Solar panel and lamps installation

## **Criteria -V-Student Support and Progress**

- Scholarship From Institution 10,000 -Merit Ist rank for B. A., B. Com, B. C. A., B. Voc (FT), M. A. (Music), MSc (CS) and M.Com students
- Capability Enhancement Programmes - 1) Remedial Coaching, 2) Yoga And Meditation
- To strengthen Career Counselling Cell & Competitive Exam Cell
- To establish Coaching centre for NET/ SET
- To provide value education training to students
- Alumni Association Registration and Alumni Fund
- The activities of alumni units should be properly recorded.
- Continue the alumni lecture series.
- Strengthening the placement activity in the campus to attain a minimum placement percentage 50%.
- The current student progression percentage is 30%. It is targeted to enhance the same to 50% in degree programmes.

## **Criteria -VI-Governance and Leadership**

- Student Welfare Fund -Incentives To Teachers For Award Recognition ,Award For 100% Results In Final Year, Provisions of Financial Support to Teachers For Research



- Online FDP For Teachers
- Giving training to faculty on innovative methods of teaching.
- Training programme for teaching and Non -Teaching staff
- To permit teachers for OC/RC/STC
- Formation Of API Verification Committee and API Certificate To Teacher For Good Score
- To develop NGO Funds/ Grants
- Getting ISO certification by 2022
- Conduct of academic and administrative audit every year
- Strengthening the activities of various IQAC committees
- Digitalisation old important documents
- Improve the quality of different audit practices in the college
- Organising a NAAC sponsored national seminar on Outcome Based Education
- International Social Science Conference
- To organize Workshop/ Seminar / Conference of English , Commerce, Music, History Workshop
- To organize workshop on Soft Skill And Personality Development
- To organize Arthashastra Parishad
- To participate in NIRF

### **Criteria-VII- Institutional Values and Best Practices**

- To organize gender sensitization programme - Women Writers Book Exhibition, Women Entrepreneurship Workshop, Beti Bachao Beti Padhao Campaign, Health Camp, Tarunyabhan, Darpan Puraskar, Self Defence Program Syamsiddha, International Women Day, Mahila Mahotsav , seminar for female teaching staff , Health Camp For Women etc.
- A Program On Use And Disposal Of Sanitary Napkin In Collaboration With Doctors Association And Vishakha Committee
- More activities for green campus.
- To conduct environment, energy audit and green audit during the assessment period
- To arrange Diabetes Camp , Eye Check Up, Dental Check Up , Blood Donation Camp, Cleanliness Camp with local community.
- Mahila Sarpanch Parishad
- Women Entrepreneurs' workshop

## **Code of Conduct for Students**

The College expects students to behave in exemplary manner both academically and socially, we expect students to abide by the code of conduct.

- Submitting false documents, to avail governmental facilities by providing false documents will be considered as cognizable offence.
- Students should possess their Identity Cards always.
- Students should follow strictly all the rules and instructions framed by the College from time to time.
- Treat all the members of the College community with due respect and courtesy.
- Students should have at least 75% presentee for taking University examinations otherwise the examination forms would not be submitted towards the University.
- The College provides Wi-Fi facility to all the students, the College expects that the students should not misuse the facility.
- Dress code must be followed by the students.
- Students should attend all the lectures regularly and help to complete their curriculum in time.
- Students should not arrange any program without the prior permission of the competent authority.
- Students should properly utilize resources / facilities provided by the College.
- Students are expected to participate in all co-curricular and
- Extracurricular activities.
- Students should not indulge in ragging or other illegal activities.
- Students are expected to maintain discipline and
- Cleanliness on the campus.
- If any student is found misbehaving and affecting smooth functioning of the College then the Principal may take disciplinary action as per rule.
- Students are expected to inform the College administration about their serious illness such as fits etc. as to take care of such students.
- Students are expected to take care of their precious belongings. The College will not take any responsibility in the matter.
- The students should remain present for the National Anthem at 7:10 am regularly.

- The College expects that all the socially and economically backward students should be aware and avail the governmental facilities or any other facilities time to time, the administration is always ready to extend help.
- The College has Girls' Hostel facility. Girl students may avail this facility and abide by the rules and regulations of the Girls Hostel amenities.
- Students may avail the admission to this College by considering Code of Conduct.

## **Rules for Parking**

- All vehicles should be parked in the parking area only provided by the college.
- A vehicle should be properly locked and parked.
- 5th July will be No Vehicle Day.
- Every Thursday will be “ No Vehicle Day” as well.

## **Examinations Rules**

- Students should keep their identity card during examination.
- Students should reach at exam center half an hour early before the commencement of examination.
- Students are prohibited to use mobile phones in the exam center.
- Each students should carry her hall ticket in the exam center students are not allowed for exam without hall ticket.
- Do not write anything on the question paper.
- Do not bring mobile phone in the examination hall.
- Do not exchange written matter or mathematical equipment's. If you require anything, ask supervisor. Do not leave your place without permission of supervisor during the exam periods.
- Candidate cannot leave the Examination Hall for the first half hour.

## **General Library Rules**

- Identity Card is compulsory for issue and Return of the Books.
- 2 Books will be issued for 7 days on library issue card.
- If any students fail to return the books on date mentioned due date slip a fine of Rs.2/- Per day per book will be charged.
- Students should take care of books issued to them. They should inform to the Librarian or book issue Assistant at the very moment of its issue about missing pages or any damage of the books otherwise fine of Rs.25/- Book will be charged.
- If any lost by students or torn out will have to replace the latest edition or one & Double price of the books.
- Reference, Rare Books are not issued out, however it can be made available in reading room only.
- Physically Presentation of the books is must for renewals.
- Misbehavior in the library will be a sufficient reason for the cancellation of the library membership.
- Constructive suggestion from the students will be welcome.
- Internet facility in collaboration of Library & Information Resource Centre & computer section of the library is available for the students without taking any charges.
- In case of any grievances, contact the Librarian First then Principal.

## **Duties of the teachers**

- The teacher shall devote his time and energy to develop and improve his academic and professional competence by availing all opportunities to attend and participate in academic programmes, such as Seminars, Orientation, Refresher Courses, In service programme, etc. The management shall give the teacher every possible opportunity to do so.
- The teacher shall perform his academic duties such as preparation of lectures, demonstration, assessment, and guidance to research, tutorials, University, Colleges and Recognized Institution examinations, will encourage pursuit of learning in the students.
- The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the peripheral shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- The teacher shall, observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University, College or Recognized Institution. Such decisions, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulation etc. If it is found by management that damage or loss has been caused to the College or Recognized Institution by an act or negligence neglect or default on the part of the teacher, such damage or loss shall be recoverable from him.
- In addition to the duties of teaching and allied activities the teacher shall when required, attend to extra-curricular, co-curricular activities organised by the University, College and recognized Institution and administrative and supervisory work and maintenance of records and self-reports or any other duties befitting the status of a teacher assigned to him by the Principal.
- A teacher shall help the University, College, or Recognized Institution authorities to enforce and maintain discipline and good habits among the students.
- In case of professional Colleges, a teacher shall perform such duties as are prescribed by their respective Central Councils and accepted by Government and University, from time to time.

### **Teachers and the students:**

#### **The Teacher shall-**

- Respect the right and dignity of the student in expressing his opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.

- Recognized the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments, develop their personalities and at some time contribute to community welfare.
- Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- Be affectionate to the students and not behave in a vindictive manner toward any of them for any reason.
- Pay attention to only the attainment of the student in the assessment of merit.
- Make himself available to the students even beyond their class hours and help and guide students without any remuneration or reward, in college premises.
- Aid students to develop an understanding of our national heritage and national goals, and refrain from inciting students against other students.

### **Teachers and Colleagues:**

#### **The Teacher shall-**

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

### **Teachers and authorities:**

- Discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consent their professional in initiating steps through their own institutional bodies and /or professional organizations interest.
- Not undertake any other employment and commitment including private tuitions and coaching classes.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co- operate with the authorities for the betterment of the institutions keeping in view the interest and conformity with dignity of the profession.
- Should adhere to the conditions of contract.
- Give and except due notice before a change of position made.

- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for complication of academic schedule.

### **Teachers and Non-Teaching Employees:**

- The teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- The teachers should help in the function of joint staff council covering both teachers and the non-teaching employees.

### **Teachers and guardians:**

- The teachers shall try to see through teacher's bodies and organisations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

### **Teachers and Society:**

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



## **The teachers and their rights:**

The Teachers shall enjoy full civic and political rights as provided by the constitution. The teachers shall have a right to adequate emoluments. Social position, just conditions of service, professional independence and adequate social insurance.

## **Code of Professional Ethics for Teachers**

### **The Teachers and their responsibilities:**

- Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideal of his profession. The teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he should seek to inculcate among that the teachers shall be calm, patient and communicative by temperament and amiable in disposition.

#### **Teacher shall-**

- Adhere to responsible pattern of conduct and demeanour expected of him by the community.
- Manage his private affairs in a manner consistent with the dignity of the profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. Towards the contribution of knowledge.
- Maintain active membership of professional organisation and strive to improve education and profession through them.
- Perform his duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college or recognized institution and the University such as assisting in appraising application for admission, advising and counselling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation.
- Participate in extension, co-curricular and extra-curricular activities including community service.

## Code of Conduct for Teachers

Sr.No	Mistakes/Carelessness/ Misbehaviour	Punishment
1	Late arrival for lectures/ office work	<ul style="list-style-type: none"> <li>➤ Oral instruction</li> <li>➤ Written instruction</li> <li>➤ Late mark</li> <li>➤ One CL deduction for three late mark</li> </ul>
2	Not conducting lectures	<ul style="list-style-type: none"> <li>➤ Two written instructions</li> <li>➤ Note in the assessment report</li> <li>➤ Report to LMC (CDC)</li> <li>➤ Note in the service Book</li> </ul>
3	Non- Presence in desired timing in College premises	<ul style="list-style-type: none"> <li>➤ Oral instructions</li> <li>➤ Written instructions</li> <li>➤ Note in the assessment report</li> <li>➤ Report to LMC (CDC)</li> </ul>
4	Punctuality in signing the College Muster	<ul style="list-style-type: none"> <li>➤ Late mark</li> <li>➤ One CL deduction for late mark</li> <li>➤ Written instructions</li> <li>➤ Report to LMC (CDC)</li> <li>➤ Note in the Service Book</li> </ul>
5	Non-completion of course content	<ul style="list-style-type: none"> <li>➤ Written instructions</li> <li>➤ Report to LMC (CDC)</li> <li>➤ Note in the assessment report</li> <li>➤ Note in the Service Book</li> </ul>
6	Non- completion of allotted activities / no continuation and creativity in the activities	<ul style="list-style-type: none"> <li>➤ Written instructions</li> <li>➤ Note in the assessment</li> <li>➤ Report to LMC (CDC)</li> </ul>
7	Coming late for national and cultural activities / no stay till the completion of the programme / absence	<ul style="list-style-type: none"> <li>➤ Written instructions</li> <li>➤ Note in the assessment report</li> <li>➤ Report to LMC (CDC)</li> <li>➤ Note in the Service Book / Disciplinary actions as per rules in vogue</li> </ul>
8	Late arrival or remain absent for the meetings called by the President / the Secretary / the Principal/ the HOD/ the Coordination Committee	<ul style="list-style-type: none"> <li>➤ Written instructions</li> <li>➤ Note in the assessment report</li> <li>➤ Report to LMC (CDC)</li> <li>➤ Note in the Service Book</li> </ul>
9	To remain absent without sanction of the DL / CL	<ul style="list-style-type: none"> <li>➤ Written instructions</li> <li>➤ Note in the assessment report</li> <li>➤ Report to LMC (CDC)</li> </ul>

10	Non- cooperation in examination works such as-coming late for invigilation's, non-submission of internal assessment marks lists on time etc.	<ul style="list-style-type: none"> <li>➤ Written instructions</li> <li>➤ Note in the assessment report</li> <li>➤ Report to LMC (CDC)</li> </ul>
11	To leave college campus without mentioning in the Movement Register	<ul style="list-style-type: none"> <li>➤ Oral instructions</li> <li>➤ Written instructions</li> <li>➤ Note in the assessment report</li> <li>➤ Report to LMC (CDC)</li> <li>➤ Note in the Service Book</li> </ul>
12	Non- Submission of daily teaching , monthly teaching and office information in the desired time limit	<ul style="list-style-type: none"> <li>➤ Written instructions</li> <li>➤ Note in the assessment report</li> <li>➤ Report to LMC (CDC)</li> </ul>

### Reward Scheme

Sr.No.	Achievements	Prizes
1	Best Teacher (Innovations in Teaching Learning Process)	TA and DA for Ten Day Academic Work
2	To publish articles in newspapers / magazines or participations in Radio / TV programmes or to delivering speeches or university level participations	Desired books as gift
3	Successful Completion of the Activities	Lunch / Dinner to the family
4	Raising funds for the Institution	Felicitation
5	Special contribution for students	Felicitation
6	Discipline / regularity / honesty and popularity in the work	Lunch / Dinner to the family

## **Anti-Ragging Measures: (As per UGC Notification No. F.1-I6/2009(CPP-II) Dated September 2009)**

Ragging is totally prohibited in the college and anyone found guilty of ragging and /or abetting ragging whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations 2009 as well as under the provisions of any penal law for the time being in force.

As per UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009, Ragging constitutes one or more of any of following acts:

Any conduct by any student or students whether by words spoken or written or by act which has the effect of teasing, treating or handling with rudeness a fresher or any other student is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

- Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- Any act by senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the service of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, and forcing obscene and lewd act, gestures, causing bodily harm or any other danger to health or person.
- Any act or abuse by spoken words, email, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from activity or passively participating in the discomfiture to fresher or any other student.
- The UGC has accorded top most priority to curtail the menace of ragging in Institution of higher education.
- The following measures have been undertaken by the UGC:-
  - A nationwide 24X7X365 toll free anti ragging helpline.
  - UGC has constituted Coordination Committee and Inter Council Committee for affective measures of anti-ragging in Higher Educational institutions.
  - UGC regulations on curbing the menace of ragging in Higher Educational Institutions, 2009.
  - UGC (Promotion of equity), Regulations, 2012.
  - Circulars and public notices have been issued to stop the ragging in the institutions of Higher Education.

## **POLICY FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES**

### **Physical Facilities:**

- Invertor Battery
- Air Conditioners
- DVR & LED TV
- Computers
- Computers UPS
- Projector Screen
- Single Seater Benches
- Sports / Gym Equip
- Nikon D-7200 Camera
- Printer
- CCTV Camera
- Orell Software
- SPSS Software
- Benq Projector
- Chair : Office/Wheel/NeelKamal
- Biometric Machine
- Podium
- Cordless Mike
- LED
  
- Tube lights
- Fan

- Inverter
- Digital Board
- Journal Subscription CD
- Play Ground's
  - Kho- Kho Play Ground
  - Volleyball Play Ground
  - Basket Ball Olay Ground
  - Table Tennis Court
- Tree Plants
- Water Filter

### **Academic Facilities:**

- Journal Subscription CD's
- Books
- Dictionaries
- Wikipedia's
- PPT's
- Magazines
- Journals
- Newspaper's
- Digital Board
- Lesson Plan
- Academic Teaching Plan
- Academic Calendar of Departments
- Research Papers
- Computers

- Laptop
- Internet Connectivity (LAN)
- FDD's
- HDD's
- Projector's
- Academic Software
- Computer Lab
- Fashion Technology Lab
- Commerce Lab

### **Infrastructure Facilities:**

- Campus Area
- Class Rooms
- Laboratories
- Seminar Halls
- Classrooms with LCD Facilities
- Classrooms hall with WI-FI/ LAN
- Seminar halls with ICT facilities
- Video Centre
- Canteen
- Ladies Gym
- Girls Hostel
- Indoor Stadium
- Smart Class Rooms
- Library



## **CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM:**

### **Preamble:**

Ethics is the most significant element of the academic activities in teaching and research. Teaching and research form a novel combination of knowledge transfer which needs freedom to express the knowledge. Freedom in the academic process to express the knowledge and invention in the most ethical way. It include the freedom to inquire for innovation of new things in subject that encourage intellectual concern, to present findings, to publish data and conclusions without control or censorship and to teach in the manner they consider professionally appropriate. This requires integrity with the teaching and research.

### **Objectives:**

- To create academic awareness about responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity- and prevention of misconduct including plagiarism in academic writing among students, researchers, faculty- and other members of academic staff as well as any employee of institution.
- To establish institutional mechanism through education and training to facilitate responsible conduct of research, study, project work, assignment, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, or staff of institution committing the act of plagiarism.

There are software's available to check the plagiarism

- 1) <https://www.duplichecker.com>
- 2) <https://searchenginereports.net/plagiarism-checker>
- 3) <https://www.copyscape.com/plagiarism.php>
- 4) [www.plagramme. Com](http://www.plagramme.Com)

## **Alumni Association**

The Alumni Association is functional and contributes significantly to the development of the institute through non-financial means during last five years. It is as follows.

The college was established in 1983 by Late Raosahebji Jamkar's prudence and thoughts. Though Parbhani district extended into corporation. Still it is considered as backward area. The college provided the facility of higher education to women. The mission statement of the college is "Women Empowerment" and our motto is that our students should be empowered. We feel that our students should tackle the problems of life by showing courage and confidence.

The college has established Alumni Association. Alumni Association is one of the most important parts of the college. Ours is a women's college. The student after marriage rarely comes together during alumni association meetings and annual social gathering. Thus the financial assistance from Alumni is less in number.

The contribution of Alumni is as follows:

During the academic year 2012-13. The Alumni Adv. Nahin Yusufjai. Dr. Manjusha Yadnik. Sow Pranita Raikhelkar. Prof Urmila Waghmare. Sow Tanuja Deshpande donated 25 books to the college central library. During the Academic year 2013 - 14 the B.com III Alumni batch donated a Rack to the commerce department. During the academic year 2014-15 a meeting of Alumni association was arranged and at the very end of the meeting the Alumni planted 100 trees in the college campus. The Alumni students Sow. Mrudula Mohod. and Dr. Manjusha Yadnik delivered their motivational speech on "Personality Development". They enlightened the students with their eloquent speech. During the academic year 2016-17, Adv. Nahin Yusufjai guided the students on "Vishakha Margdarshak Tatve Adhiniyan – 2013". She enlightened students about provision and rights for women in the Indian Constitution. The students also interacted with her in this regard.

## **Objectives:**

- To establish a bridge of good relation & communication between former and present students of institution.
- To preserve co-ordination with the principal, teachers, students and guardians.
- To appreciate the meritorious students.
- To steer the students for merit and competition in examination.
- To felicitate the former students for their success or distinctive accomplishment.
- To arrange programs to solve social problems.
- To conduct workshops, seminars, conferences and social gathering.
- To engage former students in development process of the institution.
- To raise funds for activities of the association.

## **Grievance Redressal Act:**

- The Cell deals with the cases / complaints of sexual harassment and any other type of harassment of the female students, teaching and non-teaching women staff of the college.
- The Cell processes all the individual complaints and takes immediate suitable action.
- The Cell provides assistance to the Faculty/Colleges for taking preventive steps in the matter of gender discrimination and sexual harassment.
- The Principal is the Chairman of the Cell and may appoint members of the cell.
- The Cell may form / review the guidelines / policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.

## **Short Term Certificate Courses**

<b>Sr.No</b>	<b>Name of the Short Term Course</b>
1	Diploma in Fashion Designing
2	Diploma in Computer Hardware
3	Certificate Course in Light Music
4	Certificate Course in Jewellery Design
5	Certificate Course in Computer Literacy
6	Certificate Course in Yoga
7	Certificate Course in Spoken English
8	Certificate Course in in Arabic Language
9	Certificate course in Goods and Service Tax (GST)
10	Certificate course in Beautification
11	Certificate course in Bakery Product
12	Certificate course in Writing Skill
13	Certificate course in Mehandi Designing

## **Girls Hostel Rules**

- On entering the hostel, the students should record daily.
- Guests /Visitors including parents are not permitted to stay more than 15 minutes.
- Student behaviour should be appropriate /polite.
- No male person (Even Father/ Guardian) will be allowed inside the girl's hostel premises.
- In-time entry for hostel is 6:30pm. Girls should strictly stick to the time failing which they shall first speak to their parents and shall be admitted inside only with the permission of Campus Director.
- Student should bring their own mattress, blanket, mug, cup and glass. Gas stove is not allowed.
- Fans and lights must be switched off when girls leave their rooms. In case it is noticed that fans/lights are functional in locked room, a penalty for wasting energy resources,
- Light / Fans will be levied. Today's saving will help tomorrow. So carefully use water and Energy Resources.
- Room Furniture, electrical fittings are required to be maintained by students in good condition.
- Student should not use any other electric equipment other than light, fan and bulb.
- Joining the hostel mess is mandatory for all students.
- Room Furniture, electrical fittings are required to be maintained by students in good condition and given number of her husband and father.
- Every resident must remember that the hostel is the home of student on the campus and therefore she should behave herself.
- Students are not allowed to conduct meeting, programme any other activity without the prior intimation to warden.
- Students are not allowed to remain absent more than an hour in the hostel except college without the prior permission of Principal and warden of the hostel.
- Students must take approval while taking leave from the hostel. They have to mention date, time, address and phone no. on it.

- The parents can visit their ward on second and fourth Sunday of every month during 11:00 AM to 5:00 PM. They are allowed to visit their ward in the hostel hall only.
- If the student is not feeling well or suffering from any illness, it should be notified immediately to the warden.
- Students should take care of consumption of electricity. They should not leave the room by keeping on all the electrical instruments such tube light, fan etc.
- Students should handle with care all the objects. Provided to them. If the objects are damaged or lost by the students then they have to pay for that.
- Students should keep their room neat, clean and proper. Students are not allowed to play any kind of musical instrument in the room.
- Students are not allowed to leave hostel at least six months. If the students want leave the hostel due to some reason, then they have to pay rent as well as additional two months' rent in office and it will not be repaid by the office.
- Students must follow all the time to time rules and code of conduct of the hostel.
- Parents are not allowed to stay in the hostel without permission of warden.
- Students and parents are prohibited to use mobile phones in the hostel premises.
- Students should not quarrel with the warden and colleagues. If it is so, then legal action will be taken on that student.
- If the students wants to cancel her admission from the college, then they have to complete all the procedures of hostel. Otherwise they have to pay Rs.50/- as a fine for delay.
- Students have to pay Rs.500/- in advance and Rs.1000/- for per month(other college students should pay Rs.1500/-) at the time of admission for canteen they have to pay Rs.1300/-
- Students are prohibited to bring their friends without the permission of warden.

## List of Memorandum of Understanding

Sr.No	Name of the institution/ industry/corporate house	Year of signing MoU	Duration	List the actual activities under each MoU year wise
1	Nirmay Yoga Propagation and Research Centre, Parbhani	20-07-2011	20-07-2011 To 19-07-2015	Yoga Camp
2	DSM's College of Arts, Science and Commerce	20-07-2016 To 20-07-2021	2016-2017 To 2020-2021	Inter-Library Loan Service to develop inter library loan service for students & Teachers
3	Ganesh Public Library, Parbhani	20-07-2016 To 20-07-2021	2016-2017 To 2020-2021	Inter-Library Loan Service to develop inter library loan service for students & Teachers
4	Maharashtra Centre for Entrepreneurship Development, Aurangabad	August-2016	August 2016 To 31-08-2021	Organization of guest lecture to develop Entrepreneurship awareness to develop employment opportunities
5	Sanvi Softech Pvt. Ltd, Latur	22-05-2015	22-05-2015 To 30-05-2017	Industrial Visit
6	Samarth Garments Industry, Kolhapur	01-7-2014	01-07-2014 To 31-07-2017	Industrial Visit
7	Tarun Fashion, Baramati	01-7-2014	01-07-2014 To 31-07-2017	Industrial Visit
8	Elite Software Pvt. Ltd	03-01-2015	03-01-2015 To 02-01-2017	Website Development
9	Reliable Academy, Parbhani	01/12/2018	2 Years	Organization of Lecture Series
10	Santosh Ingle and Associates Chartered Accountants, Parbhani	10/12/2018	2 Years	Providing Internship for students
11	Maharashtra Center for Entrepreneurship Development (MCED)	23/09/2019	5 Years	To promote Entrepreneurship based training, education and research
12	CASI Global NewYork ,	10/07/2019	5 Years	To promote the cause and knowledge of Volunteering, CSR and Sustainability and further help students gain industry based knowledge through online education Activities- Enrolment for

				Online Certificate Courses
13	Nutan Vidya Mandir Education Society's Employee Credit Cooperative Society, Parbhani	23/01/2020	5 Years	To promote more effective use of each of their resources and provide each of them with enhanced opportunities
14	Prabhavati Credit Cooperative Society, Parbhani	19/02/2020	5 Years	To promote more effective use of each of their resources and provide each of them with enhanced opportunities
15	CSR Diary	10/07/2019	5 Years	To promote the cause and knowledge of Volunteering, CSR and Sustainability and further help students gain industry based knowledge through online education Activities- Enrolment for Online Certificate Courses.
16	Navlai Industry and Training Center, Satara	31/12/2020	5 years	Entrepreneurship Development activities

  
**IQAC Coordinator**  
 Late Sow. Kamaltai Jamkar  
 Mahila Mahavidyalaya,  
 Parbhani



  
**Principal**  
 Late Sow. Kamaltai Jamkar  
 Mahila Mahavidyalaya, Parbhani