

Policy Documents



Dhamangaon Education Society's
Adarsha Science, J. B. Arts & Birla
Commerce Mahavidyalaya,
Dhamangaon Rly

Accredited by NAAC with A+ Grade (3.27)

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1. ACADEMIC POLICY DOCUMENT

Adarsha Mahavidyalaya strives to achieve academic excellence, by providing quality education through excellent teaching learning activities and research pursuits and the continuous assessment of the academic activities, so as to empower individual students to evolve as self-reliant citizens of the global village who would cater to the human welfare.

Objectives

The academic policy discloses the principles and values of Adarsha Mahavidyalaya regarding various procedures and the accountability in teaching and learning.

The objective of the policy is to make the guidelines transparent for all activities related to teaching and learning across the campus. The institute/department stands responsible for ensuring quality of its educational environment.

- Ensuring the quality of education including-
 - i. Providing courses and syllabi as designed by SGB Amravati University in accordance with the need of the society and the professional requirements.
 - ii. Providing the course materials with adequate standard
 - iii. Delivery of course contents adopting appropriate technologies
 - iv. Regular assessment to enable quality.
 - v. Continuous improvement through quality assurance.

Roles and Responsibilities

Roles	Academic Responsibilities
Management	Communicate views from the general community to the Institution in order to ensure that the Institution is well informed and in touch with a variety of opinions.
Principal	Developing and implementing quality assurance policies and procedures.
Internal Audit Cell	Carry out the academic auditing in each department of the college at the stipulated interval.
Head of the Department	1. Ensure that the courses promote the development of the department and the graduates. 2. Ensure proper redress of the concerns raised by students in all matters. 3. Subject allocation for faculty for every semester keeping in view various extraneous duties. 4. Approval of Lecture plan and Lecture notes prepared by the faculty and monitoring the progress of course delivery. 5. Conduct of regular staff meetings for assessment of progress of teaching - learning process and other departmental activities.
Course Coordinator (Subject Teacher)	1. Facilitating information sharing on best practice in teaching and learning. 2. Facilitating a learner centric environment. 3. Preparation of assignment / tutorial/internal test QP's and answer keys and conduct of the same. 4. Impartial and proper assessment of the assigned course and computation of the sessional marks. 5. Assessment of attainment of the course outcomes (COs) which leads to the attainment of the Programme Outcomes (POs) and the Programme Specific Outcomes (PSOs). 6. Conduct of the remedial classes as and when required. 7. Responsible for completion of the syllabus.

Action Plan

Step by step process of the academic activities is listed.

- **Subject Allotment-** Before the commencement of the semester the subjects are allocated to the faculty members after collecting their preferences.
- **Publishing Academic Calendar-** An academic calendar is published which includes all the academic, co-curricular and extra- curricular activities.
- Preparation of the **course material and content delivery**. Usage of appropriate ICT tools for content delivery to improve the effectiveness of teaching and learning and to make it more student centric.
- **Seminar** coordinator and the **project** coordinator ensures that all activities related to seminar and project take place in the stipulated time.
- Conduct of **assignments/tutorials** and class work according to the plan.
- Conduct of the **Internal Examination** and its assessment.
- Publishing of the assessment marks.

Academic Auditing

Academic Auditing is carried out in each department of the college at stipulated intervals by the Internal Quality Assurance Cell (IQAC). The IQAC shall monitor all the academic activities including the internal evaluations and examinations as suggested by the University. The IAC has a coordinator and members from different departments to carry out the audit. The audit also covers the co- curricular and extracurricular activities made available to the students. IQAC will also keep the relevant data on website up to date as required by the UGC.

2. ADMISSION POLICY

PROCEDURE FOR UG & PG COURSES

General

From the academic year 2019-20 onwards 50% of the total seats are reserved for Hindi Linguistic Minority Students. The remaining 50% seats will be filled according to the government reservation policy on merit basis.

Introduction

This college is affiliated to Sant Gadge Baba Amravati University and approved by UGC.

Number of seats

For Undergraduate Courses

Branch	Science (B Sc)	Science (BCA)	Arts (B A)	Commerce (B Com) Mar. Med	Commerce (B Com) Eng. Med
Seats	120	80	240	120	120

For Post-graduate Courses

Branch	M. A. (Economics)	M. Sc. (Micro)	M. Sc. (Electronics)	M. Sc. (Math)	M. Com. (Eng. Med.)
Seats	80	20	20	40	40

*Fee Structure: The fee structure shall be decided based on the Govt. approved norms.

PROCEDURE FOR UG & PG COURSES ADMISSION

ELIGIBILITY FOR ADMISSION:

As per the norms of SGBAU

For PG, the degree shall be in the appropriate subject.

HOW TO APPLY

Application forms can be submitted online on the website of the college. After on line

submission, a merit list will be displayed and students will have to submit required documents and fees in the college on the given date. Following documents are required at the time of admission-

- Qualifying degree certificate
- Mark lists of each semester of the degree course (for PG)
- Certificate of Standard X/ XII in proof of age
- Documents to prove claim for any sort of reservation or special consideration.

PROCEDURE FOR Ph. D. ADMISSION

Adarsha Mahavidyalaya is an approved research centre under SGBAU. The institute follows Ph. D. Admission procedure of SGBAU, Amravati.

Eligibility for PhD in SGBAU

Master's degree with a minimum CGPA of 6.5 are eligible for admission to the PhD program with a valid PAT score.

National level examinations such as UGC- CSIR NET/ SET and M. Phil. qualified candidates are exempted from PAT and are eligible for admission to Ph.D.

OTHER REFERENCES

- a. UGC/ SGBAU Rules

3. Infrastructure & Facilities

3.1 CLASSROOMS

HODs of all departments are required to ensure that–

- All classrooms under their departmental jurisdiction are kept clean and tidy
- Desks and benches in the classrooms are kept in order
- Fourth grade employees attached with the departments undertake the above tasks to the satisfaction of all concerned
- All users adhere to the directions given in the statutory display boards (mobile restriction/ scribbling restriction/ energy saver reminder) in every classroom.

Non-ICT Classrooms:

- Allocation of rooms for holding daily classes to be determined by the Timetable Committee constituted by the Principal.
- Allocation of rooms for holding academic examinations (conducted by Internal and University) to be determined by the respective examination committees constituted by the Principal
- It shall be responsibility of the Officer In-Charge of the examination committees to ensure tidying up and keeping the furniture (desks and benches) of the examination halls in proper order after the conclusion of the examinations

ICT-enabled Classrooms (including Smart Classrooms):

- Holding of classes or other academic events in these rooms is determined by the department to which these classrooms are allocated
- These rooms are preferably not to be used as examination halls
- These rooms are strictly not to be allocated for holding non-academic examinations

3.2 LABORATORIES AND RESEARCH FACILITIES

HODs of all departments shall ensure that –

- All laboratories under their jurisdiction are kept clean and tidy
- Desks, benches, materials and equipment in the laboratories are kept in order
- Fourth grade employees/ laboratory bearers attached with the departments be properly instructed to undertake the above tasks to the satisfaction of all concerned
- All users adhere to the directions given in the statutory display boards (mobile restriction/ energy saver reminder/ laboratory instructions) in every laboratory room
- The following guidelines are designed to ensure optimum safety conditions inside the labs and to ensure protection against various forms of injuries. These guidelines are enforceable at all times by authorized departmental personnel only. Students who do not follow these guidelines are liable for dismissal from the lab and other disciplinary action as deemed fit.

General Guidelines for Laboratories

- Entrance to a laboratory is not encouraged unless specifically permitted for any intended use

- by the departmental head/ teachers/ lab in-charges/ instructors
- Students must carefully read any experiment before coming to the laboratory
- All doubts need to be cleared before the start of any activity/ experiment
- Students should not perform unauthorized/ unscheduled experiments; Prior permission is required from the concerned teachers before starting of any activity/ experiment
- Students are expected to follow all written instructions (displayed in the laboratory) and verbal instructions given by the concerned teachers/ lab in-charges/ instructors
- Students must remain alert and attentive at all times
- Chemicals/ equipment/ instruments/ materials/ tools should not be touched unless instructed by the concerned teachers/ lab in-charges/ instructors
- Visitors to any lab must be aware of location and usage of all safety equipment and measures that are available, e.g. fire extinguisher, first aid kit, etc.
- Belongings not required for experimental work must be kept at a distance in proper places
- Food and beverages should not be brought inside or consumed inside the lab
- Dangling jewelry and loose-fitting clothes must be avoided; Loose sleeves must be rolled up;
- Long hairs must be pinned/ tied back
- Chemicals/ equipment/ instruments/ materials/ tools inside the lab must be handled carefully and for the purpose for which it is intended
- Equipment/ instruments/ materials/ tools must be checked before the start of any experiment
- Damaged, cracked and defective equipment/ instruments must be reported immediately to the concerned teachers/ lab in-charges/ instructors
- Malfunctioning of equipment/ instruments and accidents/ breakages during the course of any experiment must be reported immediately to the concerned teachers/ lab in-charges/instructors
- Equipment/ instruments/ materials/ tools that were used in the lab for the conduct of any experiment must be returned in clean and good condition at the end of the practical sessions, and kept in the proper designated location if trans-located during the conduct of experiments
- Hands must be washed thoroughly after leaving the lab
- Lab area must be left in a clean condition at the end of practical sessions
- In emergency situations like fire and earthquake:
 - Laboratory/ building must be vacated immediately through the nearest exit point
 - All electrical switches must be turned off
 - Running experiment must be aborted and instruments quickly turned off

3.3 CENTRAL LIBRARY

- The Library timings are from 10.30 a.m. to 05.30 p.m. while book issue timings are from 11.00 a.m. to 04.00 p.m. (except on Sundays and Holidays prescribed by the State Government and SGB Amravati University).
- The library remains open during the summer and winter vacations of the college.
- Valuable materials like currency, ornaments, mobile phones, electronic gadgets, etc. shall be separated before depositing the bags etc. at the counter; if not separated, the Library Authority will not be held responsible for any subsequent loss of these items.
- Wearing proper college uniform and possession of College Identity Card is mandatory to enter the library.
- Complete silence must be maintained inside the library premises; mobile phones, and other audio and

video devices should be kept in silent mode inside the library premises

- Class note books and other copy books may be allowed to be taken inside the library, subject to proper checking at the entry points; however, personal books are not allowed to be taken inside
- Books after use should be kept on the reading table; library staff on duty shall arrange these books properly in the respective shelves, stacks or almirahs.
- Borrowers and readers are expected to check defects in any books (if any), before being issued in their name; if any such defects are noticed, it should be immediately brought to the notice of the staff on duty. The borrower shall be held responsible for any damage is detected at the time of return and shall be required to compensate for the defect noticed.
- Dog earring the pages, marking or writing, tearing of pages, etc., of books issued, is considered as injuries to the books, which is viewed as a serious offence.
- Any individual walking out of the library with any book or other resource/ material, or if found to be involved in mutilating/ tampering with any book or other resource/material, will face disciplinary action.
- Violation of these rules may lead to withdrawal of library privileges from any user
- Library users can search documents by Online Public Access Catalogue (OPAC)
- Students of different classes are entitled to borrow books as follows:
 - UG (Major/ Honours Programs): 2 (two) books at a time
- A Borrower's Ticket Card is issued to every student which shall be used during issue and return of books. Books can also be borrowed through the use of the Self-service Kiosk.
- Loss of Library Cards will have to be immediately reported to the Librarian; duplicate cards may be issued on payment of Rs. 150.00
- Library books are normally issued for 15 (fifteen) days; however, the books can be reissued for 15 (fifteen) more days
- If any member fails to return the borrowed book (s) or other resource within the stipulated due date, he/she shall be suspended from the library membership for a specified period; for final semester students, late fine is Rs. 1.00 per day per book Library membership may be suspended at the sole discretion of the Librarian, if any member is found to be constantly irregular in returning books
- A Book Bank facility is maintained in the central library for catering to the demands of poor and meritorious students; such students can borrow 4 (four) books from the book bank for the entire semester period
- Reprographic service (for library materials only) is available on payment basis
- Orientation programs are conducted for the users on a periodical basis
- Encyclopaedias, dictionaries, periodicals, newspapers and other reference materials shall not be loaned out of the library
- For all materials that are lost or damaged while on loan, the borrower shall be held responsible, and he/she shall be required to compensate for the loss.
- All borrowers whose membership ceases or is suspended, must return all books that were issued in his/ her name
- The Librarian reserves the right to recall any book (s) before the due date if necessity arises.

3.4 IT INFRASTRUCTURE

COMPUTERS

- HODs of all departments shall ensure that all computers are strictly utilized for official purpose (academic and administrative) only.
- Used for official type-setting works and official communication through internet protected through good

anti-virus software.

- Dusted properly at regular intervals and kept in clean environment
- Not used for storage of irrelevant/ unofficial/ personal data
- Preferably password protected
- Open access in the central computer lab is available for all faculty members
- Students can make use of the computers after informal permission from any of the faculty members for academic usage like preparation of field reports, accessing web resources, e-learning resources, practical works, etc.
- Laboratory Computers:
 - To be used during practical class/ examination sessions only
 - Not to be accessed in the absence of laboratory instructor/ assigned faculty member
- Smart Classroom/ ICT-enabled Classroom Computers:
 - To be used by faculty members during class hours/ student activities
 - Access by students is not permitted

Office Computers:

- This category includes computers in the Office of the Principal, library, IQAC office, Exam Control Room
- Access to the computers is permissible for assigned/designated office staff only
- Access of computers of one section by staff from other sections is restricted

LCD PROJECTORS

- These are provided in the Smart Classrooms and ICT-enabled Classrooms of the academic departments
- Faculty members of respective academic departments have open access to the use of these facilities
- Students have limited access of these facilities during departmental student seminars, under the supervision of faculty members
- These are also provided to guest speakers/ external resource persons as and when necessity arises

PRINTERS AND PHOTOCOPIERS

- Printing/ photocopying of official documents are to be kept at the minimum extent, in view of the institutional digital initiatives in the matter of administrative communication and record keeping
- All official printing/ photocopying works are to be done judiciously, preferably in draft printing mode
- Printing/ photocopying of personal documents is not encouraged in the departmental/office printers

INTERNET

- Usage of internet facility is strictly for official purposes (academic and administrative)
- Faculty members are encouraged to use the internet facility for downloading freely available e-resources for the benefit of the students
- Students can also make use of the internet facility in the departmental computer desktops for the purpose of preparing home assignments and project reports and coding & programming.

INSTITUTIONAL WEBSITE UPDATING AND MAINTENANCE

- All issues pertaining to monitoring, updating, maintenance and review of the institutional website (www.adarshamv.org) falls under the purview of the Website Updating and Maintenance Committee
- The website committee in-charge attached with the IQAC is entrusted with the task of uploading all website data.

- Certain departmental related data like events, achievements and notice board sections, which is expected to be accomplished through the departmental admins, specially trained by IQAC in collaboration with the website developer and the Computer Science Department of the college.
- All forms of data meant to be uploaded in the website through the IQAC coordinator is required to be submitted to IQAC only via the following channels:
 - Photos/ Reports generated after the conclusion of events are to be sent for website upload through
 - E-mails: amvqiqac@gmail.com, amvdmn2010@gmail.com,
 - Hard copies (to be scanned and uploaded in jpeg or pdf formats)

Health Center

- Any individual desirous of acquiring membership of the health-center is required to fill up the Membership Enrolment Form (available with the Health-Center In-charge) and submit the same to the gymnasium instructor with the requisite amount of fee.
- The Health Center In-charge shall be responsible for the general cleanliness and hygiene of this facility
- The overall maintenance of the Health Center equipment will be monitored by the Health Center In-charge
- If any equipment is damaged due to mishandling by any user, it will have to be replaced by the user concerned
- Keys of the Health Center will be at the disposal of the In-charge and the Office of the Principal

TOILETS AND WASHROOMS

- Menial workers hired by a private contractor are engaged in day-to-day cleaning of the toilets
- Toilets are cleaned on a periodical basis during the day, at regular intervals and other aesthetic matters

ELECTRICAL INFRASTRUCTURE

- The electrician employed (on need basis) by the college is required to be available as per requirement for fixing/ maintenance of all minor electrical problems
- HODs of all departments are required to inform the Principal about any malfunctioning of electrical equipment within their jurisdiction and the Principal undertakes necessary action
- If electrical accessories/ parts are available within the college stock inventory, the electrician shall arrange to utilize the same for fixing up the problems and the HODs shall give a written statement in this regard
- If electrical accessories/ parts are required to be purchased from the market, the HODs shall arrange to purchase the same with his/ her own resources and later get it reimbursed from the office
- For matters falling outside the purview of the HODs, the electrician shall give a tentative estimate of required electrical accessories/ parts to the Principal who shall get it purchased through official procedure

ENVIRONMENT POLICY DOCUMENT

Adarsha Mahavidyalaya vows to protect the Environment by maintaining a Green, Eco-friendly campus, and by creating an awareness among its stakeholders both as individuals and members of the society, so as to contribute to making the earth, our common home, a sure haven and a comfortable abode for the posterity. In order to maintain greenery and create awareness, college has established 'Environment Club'.

Environment Club

6 faculty members from different departments and life sciences students along with NSS and NCC volunteers.

Objectives

- Promoting environmental protection initiatives
- To impart awareness about green clean campus
- To initiate sustainability practices in the campus and among stakeholders
- To maintain and monitor the sustainability and eco friendly initiatives
- Financial savings through a reduction in resource use
- Developing an environmental ethic and value systems in young people
- Conduct audits for recommendations and continuous improvement
- Teach sustainable development across all disciplines of study
- Encourage research and dissemination of sustainable development
- Environment Policy to be implemented in the Campus.
- Waste Management plan should be prepared for the campus.
- Plastic usage can be reduced in college campus.
- Implement measures for carbon neutrality.
- Communicate the Environment Policy to all faculty members and staff.
- Formation of interest group of students and faculty to follow on nature friendly pursuits and sustainable awareness such as Green Army.
- Increase in Environmental promotional activities for spreading awareness in the campus.
- Environment/Green committee formation for regulating eco-friendly initiatives in the campus premises and periphery.
- Encourage students to share articles, photos, films, blogs, forums on the social media (WhatsApp, Facebook, Twitter and YouTube.)

Action plan

1. Observation of various days of importance ozone day, environment day, earth day etc
2. Conduct awareness campaign on pollution and preventive measures
3. Conduct regular green/environment audit and follow up corrective measures
4. Ensure regular follow up and updates for clean campus practices like proper waste disposal, reducing use of plastic, campus cleanliness and monitoring judicious water usage
5. Activities encouraging recycling, reuse, repair and refurbishing etc.
6. Conduct invited talk (dept/college level on various updates policies and various dimensions of environment studies)
7. Formation/revival of Energy Management Cell (instead of energy audit cell)
8. Monitor Green/renewable Energy initiatives and audits on its maintenance records once in six months

GRIEVANCE REDRESSAL POLICY

Grievance redressal committee has been formed in order to quicken the redressed of grievances. The committee has designed a policy that aims to resolve the grievances of the students within the framework of the college guidelines, so as to ensure the highest standards of integrity and transparency among the students and a proactive work culture.

Objectives

- a) To develop a protocol to resolve grievances of students
- b) To provide the students access to immediate recourse to have their Grievances redressed
- c) To make the students aware of their duties and responsibilities
- d) To constitute a Grievance Redressal cell to oversee the execution of the Grievance Redressal Policy

Roles

Committee will be constituted as per the directions of the govt. The term of office of the committee will be 1 year on rotation basis. Committee will be appointed by the Principal with concurrence from the Management.

PROCEDURE

Handling of Grievance

Subject to the above provisions, individual grievance of Students shall henceforth be processed and dealt with in the following manner:

- a) An aggrieved student shall take up his/her grievance(s) orally with his immediate superior who will give a personal hearing and try to resolve the grievance(s) at his level within a week. The superior officer for this purpose will be:

Head of the Department	-	in case of staff members
Staff advisor	-	in case of student
Principal	-	in case of HoDs/Administrative staff
- b) If the grievance is not satisfactorily redressed, the aggrieved student may submit his grievance in writing to Superior Officer or a nominated officer for this purpose by the College. The recommendation of the Grievance Redressal Committee will be conveyed within one month to the College management and the decision of the Deciding Authority will be final.

ACTION PLAN

Overall guidance and conditions

- a) The Staff Member or the student shall bring up his grievance immediately and in any case within a period of one week of its occurrence.
- b) If the grievance arises out of an Order given by the Management, the said Order shall be complied with before the staff member or the student concerned invokes the procedure laid down herein for redressal of his grievance.
- c) Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure.
 - 1. Annual performance appraisals/confidential reports;
 - 2. Promotions including DPC's minutes and decisions;
 - 3. Where the grievance does not relate to an individual employee or student;
 - 4. In case of any grievance arising out of discharge or dismissal of a staff member or student.
- d) Grievance pertaining to or arising out of disciplinary action or appeal against such action shall be channeled to the competent authority as laid down under the Service Rules of the organization and in such cases the grievance redressal procedure will not apply.

ENERGY POLICY

The Energy Policy of the Institution will thus be effective in organizing structured programs to promote awareness on the proper management and conservation of energy those models resource-efficient and low-carbon campuses that demonstrate practice for sustainability.

Features in the Campus:

1. Solar Panel
2. Battery backup for all the laboratories
3. LED Light fixtures.
4. Effective peak load management
5. Repair, Re-use and frequent maintenance of equipment to ensure sustainable longevity.
6. Effective maintenances through annual maintenance. Contracts to increase reliability.

Objectives

- Utilize energy resources efficiently by introducing innovative technologies
- Use of renewable energy.
- Optimize the Energy consumption and cost.
- Reduce, Reuse and Recycle.
- Carry out regular internal energy audits to identify energy conservation opportunities.
- Regular monitoring and follow up procedures managed by the Institution Energy Audit/Management Cell for effective implementation at department levels.
- Promote awareness related with Energy conservation among various sections of society.
- Review the Policy on a regular basis.

Responsibilities and Roles

The Energy Management Team comprises of:

- (i) Principal
- (ii) NAAC Coordinators
- (iii) Internal Energy Audit Committee
- (iv) Faculty familiar with Energy auditing
- (v) Technical Staff

The team should carry out the action plan and ensure the energy resources are made available and utilized optimally.

2. Action Plan

Energy Optimization Plan

1. Restructuring the Energy Management Cell with representatives from all Departments, for effective implementation of Energy management program.
2. Regular Monitoring and benchmarking resource use and waste generation.

3. Monitor and evaluate the energy performance levels
4. Use of energy efficient, star labeled equipment.
5. Periodic maintenance and replacement of other lights/lighting fixtures to LED.
6. Maintaining a sustainable approach by use of existing equipment efficiently till its life cycle ends, and replacing with more efficient equipment when necessary.
7. Reduce e-waste to maximum with proper maintenance, before moving on to Replace & Recycle stage.
8. Maximum use of Daylight for Indoor illumination and natural ventilation.
9. Encourage students to undertake UG and PG projects on Energy Management, Energy optimization techniques, Renewable Energy Harvesting thereby promoting a sense of awareness towards Energy use and its cost.
10. Provide training for faculty and students about Energy Management, Energy Auditing.