



आर एस मुंडते
धरमपेठ कला वाणिज्य महाविद्यालय

R. S. Mundle Dharampeth Arts & Commerce College, Nagpur

Affiliated to R.T.M. Nagpur University

Re-accredited by NAAC with 'A' Grade with a CGPA of 3.01

STUDENTS' GRIEVANCE REDRESSAL POLICY



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DISCIPLINARY CONTROL RULES

College aims to provide an environment where there are no barriers to student success and progression. If a student's behaviour prevents others from feeling safe, secure, respected and able to learn effectively then this may result in disciplinary action. The purpose of this policy is to ensure that all instances of student misconduct are dealt with fairly and consistently and provide a clear procedure to guide both staff and students.

Anti - Ragging Committee

Ragging is prohibited under the MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999 and it is also punishable under various provisions of the Indian Penal Code, 1860. The Regulators of higher education like UGC and AICTE have also noted promptly by making the necessary Rules and Regulations to curb the menace of ragging in all the educational institutions.

Its body at Institutional level has to establish measures for Prohibiting, Preventing and Punishing Activities of Ragging menace within and outside the campus in accordance with UGC Regulations, Supreme Court Directives and State Act. It is responsible for taking against those found guilty of ragging and or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

Composition of Anti-Ragging Committee

The College has constituted a Committee as the Anti-Ragging Committee headed by the Head of the Institution, and a diverse mix of faculty, senior students and non-teaching staff to avoid any form of conflict that could take the ugly form of ragging.

Functions of Anti-Ragging Committee

1. To ensure compliance with the provision of these regulations and any law for the time being in force concerning ragging and to deal and act promptly with the incidents of ragging brought to its notice.
2. To keep tabs on the happening of events related to, in Campus or Off- campus or other designed places in the premises
3. To conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witness to place before it the facts, documents and views concerning the incident of ragging and considering such other relevant information as may be required.
4. To monitor and observe in the functions and performance of the Anti-Ragging committee in prevention and curbing or ragging in the institution.
5. To conduct an on the spot enquiry into any incident of ragging referred to it by the Head of the Institution or any member of the Faculty or any member of the Staff or any student or any parent or guardian or any employee of a service provider or any other person, as the case may be: and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clauses (a) of Regulation 9.1 of UGC.
6. Also to monitor the welfare of fresh students outside the campus.
7. To be vigilant at all hours including at odd hours all around the campus and other places vulnerable to incidents of, and having the potential of ragging and shall be empowered to inspect such places.

Administrative Action in the event of Ragging

The Institution shall punish the student found guilty of ragging after following the procedure and in the manner prescribed herein under:

1. The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Committee.

2. The Anti-Ragging Committee depending on the nature and gravity of the guilt will follow up the punishment based on the committee's decision.
3. Further the Institution can refer to the Affiliating University to act according to the UGC Regulations and State Act on curbing the menace of ragging

Punishments

- As per the Supreme Court judgment on ragging in the Colleges, the following actions will be taken on those students who indulge in ragging Withholding of scholarships, fellowships & results
- Debarring from representation in events and appearing for tests/examinations and also consequent admission to any other institution
- Withdrawing benefits like travel concessions and campus selections
- Suspension or expulsion from hostel or mess and also attending classes
- Cancellation of admission or rustication from the Institution
- Registration of FIR against the accused and Prosecution under the Indian Penal Code, 1860.

Anti-Sexual Harassment Cell

As per the Supreme Court Judgment and guidelines issued in the year 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging in colleges and universities. Keeping the above guidelines in mind the institution has constituted a Committee against Sexual Harassment.

Vision

To provide congenial environment of gender equality and against sexual harassment for the well-being of the staff and students.

Mission

- To promote awareness among students about gender justice and harmonious coexistence through campaigns and other awareness programs.
- To constitute panel / committee for redressal of grievances relating to sexual harassment.

Objectives

- To develop guidelines and norms for policies against sexual harassment
- To develop principles and procedures to combat sexual harassment
- To work out details for the implementation these policies.
- To prepare a detailed plan of actions, both short and long term
- To organize gender sensitization awareness program.
- To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized

The cell considers sexual harassment to include unwelcome sexually determined behavior whether directly or by implication such as

- A demand or request for sexual favours.

- Sexually coloured remarks.
- Showing of pornography.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following issues also come under the purview of the committee

- Eve-teasing
- Unsavory remarks.
- Jokes causing or likely to cause discomfort or embarrassment.
- Gender-based insults or sexist remarks.
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- Touching or brushing against any part of the body and the like.
- Displaying of pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- Forcible physical touch or molestation
- Physical confinement against one's will and any other act likely to violate one's privacy.

Grievances and Redressal Mechanism

The Grievance and Redressal Cell desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution, and in particular, those made by students. The Cell ensures effective solution to the grievances, using a fair approach.

The Grievance and Redressal Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the College. The cell meets periodically, examines the nature and pattern of the grievances and redresses it accordingly.

Objectives

1. To develop an organizational framework to resolve grievances of the students and other stakeholders.
2. To ensure effective solution to the stakeholders' grievances with an impartial and fair approach
 - To investigate the reason of dissatisfaction.
 - To enlighten the students on their duties and responsibilities.

Grievance and Redressal Cell Composition

- Principal
- Vice-Principal
- Grievance and Redressal Coordinator
- Member
- Member
- Non-teaching Staff Member
- Students

Functions of the Grievance and Redressal Cell

1. Provides information about the Cell's objectives and mode of operation through the website and handbook.

2. Informs students of the process for registering of grievances in the Induction Programs.
3. Acknowledges and Analyzes the grievances.
4. Seeks a solution through decision-making process
5. Reports the grievances and records how they were redressed.
6. The procedures made known through the Hand-book, given to each student at the beginning of every academic year, and also in the Value Education classes taken by the Class-in Charge teachers.

Procedures

The Grievance and Redressal Cell shall receive and redress the grievances of the following issues:

- Academic issues pertaining to teaching, learning and evaluation activities.
 - Student-teacher, student-student grievances
 - Grievances related to library, canteen and IT services.
 - Grievances related to sports, cultural
 - Grievances related to behavior of stakeholders
1. The grievances shall be redressed depending on the nature of the grievance. The Grievances are invited through suggestion boxes provided in each floor of the building.
 2. Department level counseling is offered where the matter can be resolved
 3. Grievances pertaining to academic and internal evaluation shall be redressed at individual/faculty /HOD/ principal level.
 4. For other grievances that require review shall be redressed by receiving written and signed application.
 5. As soon as the application is received the Redressal Committee shall review the complaint and invites both the parties for discussion. The outcome of the discussion is reported to the Principal for further action to be taken.

Redressal of Grievances

The grievances are redressed at the earliest by issuing warning letter, memo and reformation remedies. Priority is given according to the urgency of the complaint. In all cases the aggrieved

is informed of the measures taken. Checks in the system are introduced to ensure there is no repetition of the same complaint.

All the grievances concerning to women harassment and ragging shall be dealt by the respective committees as per the prescribed procedures.

Internal Complaints Committee

Both formal and informal feedback are collected from students, and utilized in improving student experience in the institution in several ways.

- Student feedback on teachers is collected semester wise and teachers are given a consolidated report of the same. Teachers also collect feedback on classes informally
- Services which included seeking suggestions. The complaints and suggestions are forwarded to the Principal for suitable action and many corrective measures will be taken wherever possible.
- Students may drop their feedback, problems or grievances in the general suggestion box and the concerned authorities aid in resolving the issue.
- College has a separate examination grievance redressal cell, a malpractice committee, an admission grievance cell, an anti-sexual-harassment cell and an anti ragging cell. The details of the committee members are available on the website and college handbook.
- The student grievance redressal cell has been functioning for several years. Faculty members of the cell.
- Students can express their grievance in writing to the members who convene a meeting to address the issue. A complaint box is kept to receive grievances, if any.
- Students also meet their mentors and counselors and get their problems addressed, separately first and then together, if required.
- When student feedback was collected on campus services, the complaints appeared to be related to infrastructure constraints and some related to the library, which have been attended to.
- A limitation to this mechanism is that the requirement of providing complaints in writing often discourages students from following up. Therefore the problem is better addressed by mentors, discipline committee convenor and senior faculty. If serious issues are identified, the concerned teacher or other persons involved are informed along with the Principal.
- The team of counselors on campus helps and supports our students. Their conversations, issues and feedback are kept anonymous and needful is done to resolve the issues.

Powers of the committee

1. The committee shall have the power to summon witnesses and call for documents or any information from any student
2. If the committee has the reason to believe that a student is capable of furnishing relevant documents of information if it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time may be specified in the written notice.
3. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the committee shall have the power to direct the same in writing to be produced.
4. The committee shall have the power to recommend the action to be taken against any person found guilty
 - a. Sexually harassing the complainant
 - b. Retaliating against/victimizing the complainant or any other person before it and
 - c. Making false charges of sexual harassment against the accused person.

Functions of the committee

Preventive steps.

1. To facilitate a safe environment that is free of sexual harassment
2. To provide behaviors that creates an atmosphere that ensures gender equality and equal opportunities

Remedial steps

1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive
2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims and take action against the harasser, if necessary
3. To make arrangements for appropriate psychological, emotional and physical support in the form of counseling, security and other assistance to the victim if so desires

Procedure to be followed by the committee

- The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
- The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.
- The Committee shall direct the accused students to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.
- Each party shall be provided with a copy of the written statement(s) submitted by the other.
- The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
- The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
- As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
- Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
- The Committee shall make all Endeavours to complete its proceedings within a period of seven (7) days from the date of receipt of complaint.
- The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.
- If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests

of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:-

- a. Warning
 - b. Written Apology
 - c. Bond of good behavior
 - d. Adverse remarks in the confidential report
 - e. Suspension
 - f. Dismissal
 - g. Any other relevant mechanism
- If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal, with reasons and with recommendations of the action to be taken against such person.
 - If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

Student Related Issues

Students who join R.S.Mundle Dharampeth Arts & Commerce College shall follow certain disciplinary rules of conduct. The Code of Conduct of the students are made known through the College Website, hand book and on various platforms.

It shall be the responsibility of the students

1. To read, become familiar with and adhere to this Code and any amendment brought to this Code.
1. To behave and conduct themselves in the Institution Campus, hostels and premises in dignified and courteous manner and show due respect to the authorities, teachers and employees.
2. The students should behave politely and respectfully. They should abide by the rules and regulations stipulated by the College, from time to time.
3. Attendance is taken every period and also subject-wise. The students are expected to have a minimum of 75% attendance. On medical grounds, on the specific recommendations of the Principal, the Vice Chancellor may condone the deficiency in attendance to the extent of 10%, subject to the submission of medical certificates and payment of condonation fee. The students shall follow the rules of UGC and R.T.M.Nagpur University with regard to attendance, examinations and promotions.
4. Attendance is taken in all the classes for all subjects and absentee names are recorded. Parents are informed regularly about their ward's absence through SMS.
5. Students on leave should submit a leave letter to the class In-charge lecturer, duly signed by parent and Principal.
6. Students should be regular, punctual to the classes, attend seminars and other academic activities.
7. The students are expected to safeguard the property of the college.
8. It is the responsibility of the students to take care of their belongings. The college is not responsible for any loss of valuables.
9. The students are expected to carry their Identity Card all the time and they should be ready to produce it at any time, when required by the college authorities

10. Any kind of demonstration that restricts the freedom of the members of the college of disrupts any activity in the college is forbidden. Groups of any kind that disturbs the harmony is not permitted.
11. The Student should make optimum use of the learning resources and other support services available in the institution.
12. Students are expected to wear uniform of the college.
13. Students are not permitted to use mobile phones in the Examination Halls, etc.
14. Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the Institution and Campus.
15. No one shall get, distribute or circulate unauthorized notices, pamphlets, leaflet, etc. within the Campus. The possession, distribution or exhibition of any item by any means which is obscene, is prohibited within the Campus or on any property owned/ managed by the Institution
16. No student shall collect money, either by force or by request, from anyone on the campus. Rash or negligent driving of vehicles in the Campus premises is prohibited.
17. No student shall enter or leave the classroom when the session is on, without the permission of the teacher.
18. Any case of criminal activity or violation of law and order in the Campus will be reported to the police.
19. Students shall use only the waste bins for dispensing dry and wet waste materials within the Campus including classrooms, hostels, offices and canteen.
20. Any conduct which leads to lowering of the esteem of the Institution is prohibited.

Disciplinary Code:

Any student exhibiting prohibited behavior mentioned in this code shall be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud or mal practice in connection with

examinations, in the opinion of the authorities will be removed from the rolls Committee Annuity Committee Grievance and Redressal Cell shall make an enquiry and want the report to the Disciplinary committee. . The Principal shall decide the action to be taken.

1. Minor Sanctions - Tendering Apology: The student engaged in any prohibited behavior may be asked to tender an apology for her act, undertaking that she shall not indulge in such or any of the prohibited behavior, in future.

2. Major Sanctions

Suspension: A student may be suspended from the Institution for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose her attendance for the suspended period.

Expulsion: This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the Institution. Such a student will not be eligible for readmission in the Institution.



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COMPLAINT FORM

Name	
Class	
Victim (in case of 3 rd party reporting the complaint)	
Contact Number	
Mail ID	
Accuser	
Class (of accuser)	
Compliant	
Time	
Date	
Signature	



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Code of Conduct

Code of Conduct

- 1.The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized.

Code of Conduct Monitoring Committee:

Dr.Tanuja Nafde-Principal
Dr. Mohan Nagrale
Dr.Shrinivas Manekar
Dr.Vivek Diwan
Dr.Ajinkya Deshpande

Institutional Code of Conduct for Students:

Discipline:

- The students ought to follow strict and stern disciplinary rules of the institution in all respect :
- They need to schedule their mobility / attendance as per the prescribed calendar
-The students should be aware of severe parameters in case of any indiscipline or misconduct
 - Intentionally damaging or destroying Institute's property or property of other students or Faculty members will be treated seriously
 - Any disruptive activity in a class room or in any event sponsored by the college will be penalized.
 -The students should keep the institution ----- corridors, classrooms and campus clean. They should extend their co-operative hand in keeping the campus plastic-free, the need of the time.
 -As far as parking of the vehicle is concerned, the students must follow the instructions, directions And park systematically in the allotted zone, to avoid any commotion or confusion.
 - No outsider should be invited or entertained without the prior permission of the college Authority.
 -While availing the various facilities provided by the institution , the students must regularize Themselves as per the rules of that department.

..... Smoking or eating any such harmful drugs will not be tolerated

..... Rough, impolite or abusive language, which offends the listener would be dealt with serious Action.

..... participating or organizing meetings and processions without permission will not be allowed

..... Possessing, consuming, distributing, selling of alcohol in the institute or throwing empty bottles In the campus area will not be allowed

..... students are expected not to interact, on behalf of the institution, with media representatives Or invite media persons in the campus without prior permission of the institute authority.

..... students are not permitted to do recording of either video or audio of the lectures delivered in The class room, actions of the other students, faculty or staff without prior permission.

..... students are expected to be careful and responsible and exercise restraints while using the Social media.

..... thievery or abuse of institution's computers or other ICT instruments and institution's Services are not allowed

I-CARD.....

As I-card is a portable document, digitally embedded information which confirms someone's Identity so -----

..... Every student must have his/ her I-card everyday while entering the campus. The student should Collect I-card and also Library card, from the library at the beginning of the session.

..... I-Card will be available a week after the student produces the identity card size photographs Along with Admission Receipt.

..... The student should collect I-card within 15 days from the date of admission.

..... The I-card should be with the student regularly and should produce when demanded by the Authorized person of the institute.

..... At the time of issuing a book, the Identity card must be presented along with the Library card.

Without I-Card the reader may be refused the use of the home lending facility.

..... If student has lost library card or I-Card, it should be reported immediately to the coordinator

Or HOD and the librarian with an application.

DRESS CODE / UNIFORM

.....Students must wear college uniform regularly as the fervor of uniform adds to the sense of discipline a feeling of belongingness and a sense of commitment to the institution.

..... Students must arrange to buy the uniform as early as possible and try to wear a neat, clean, decent uniform.

MOBILE PHONE :

..... The students should keep their mobile phones off / in silent mode while in the classroom, library etc. as per the notification.

..... As mobiles are strictly prohibited in the examination hall, the students should not keep the phones with them while writing exams.

..... The loss or theft of mobile or any costly gadget are at the students' risk.

RAGGING :

..... Ragging is banned in the colleges as per the law , being ordered by Supreme court.

Therefore no student should get involved in any such activity which might take the shape of ragging.

..... A serious action would be taken against students indulging and abetting in Ragging cases.

It could be.....

1. Suspension
2. Withdrawing scholarship
3. Withdrawing fellowship
4. Debarring from appearing in university exam
5. Withholding results
6. Could be even expulsion from the institution
7. Even FIR could be filed with the Police against the student found involved

ATTENDANCE :

..... Students should be regular in attendance for the complete session during the working Days.

..... A student should have at least 75 % attendance to be eligible to appear in university Examination.

.....If any student is found irregular in attendance or defaulter as per the norms related to Attendance, disciplinary action will be taken.

.....Students coming late shall not be allowed to enter the class. In case of sickness, or Genuine reason, the student must report to the institute timely.

..... On no account will student be allowed to remain absent for any mid-semester, term-end Examination conducted by the institute or by faculty.

..... Leave Travel Concession as per the rules and regulations of Indian Railways MSRTC will be Allowed only for designated vacations and concession forms will not be made available For travel in between vacations, whatever be the reason.

..... The student ought to complete all the practicals and Term-work such as journals, Assignments and projects.

EXAMINATION :

..... The institute will conduct two Unit Tests [First-term Examination and Preliminary Examination] on the scheduled dates in accordance with the college academic diary.

..... Attendance in all the prescribed examination is compulsory. In case student remain Absent in these examination, the student have to furnish valid reason for absence from Parents / guardians in writing to the concerned authority and have to make up for the Academic loss.

.....Student must reach the examination hall at least half an hour before, to avoid any type of Panicky situation.

- Mobile phone is strictly prohibited in the examination hall and if found, it will not be Returned in any circumstances.
- All students writing exam, should follow the rules of university as being notified.

INSTITUTIONAL CODE OF CONDUCT FOR STAFF

DISCIPLINE :

- The conduct of staff could be titled as the plinth of any institution which is expected to Be disciplined and within the notified norms by the University.
- The rules and regulations of the institution as prevalent from time to time, are to be Followed strictly and sincerely.
- The staff should devote their worthy time and sincere efforts for the progress of the Institute.
- Staff should extent an undaunted efforts to achieve the vision, mission and goals of The institute through utilizing the working hours effectively.
- The staff should be punctual, sincere and regular in their approach.
- The staff must get involved in all functions of the institute, following the instructions of Coordinator and head of the respective department.
- The staff must be cautious about not to get involved in any unlawful activity—like—
 1. Gender discrimination
 2. Sexual harassment
 3. Caste based discrimination
 4. Behavior with physically disabled
 5. Pregnant woman.....etc....
- The staff should work in co-operation and collaborative manner with others along with Academic and administrative activities to achieve the targeted institutional goals.

..... Every staff should maintain the confidentiality regarding the college affairs.

..... The staff should show no partiality to any segment or individual student on any of the ground.

LEAVES :

.....The staff shall get Casual leave, medical leave, Earned leave and vacations as per the rules of the University prescribed.

..... Whenever a faculty member intends to avail leave, should get the leave sanctioned in advance And with proper alternate arrangements made for the work-load allotted.

In case of emergency , the HOD or the next senior faculty must be informed with appropriate Arrangements suggested.

CONTINUOUS ASSESSMENT

..... The faculty member should prepare lecture wise lesson-plan fo his / her subject.

..... The planned lesson-plan should get approved by HOD and the principal. The plan should be as Per the prescribed format.

..... The faculty member must strive to prepare an academically approved plan to meet all the Challenges and requirements in the methodology of teaching.

..... The staff should get the feedback from students and act or adjust the teaching appropriately

..... The staff should be alert enough to check, observe and inform the coordinators or HOD about habitual absentees, slow learners, or any objectionable behavior.

..... Every faculty member should maintain academic record book.

CODE OF CONDUCT FOR SUPPORTING STAFF

Administrative staff:

..... Confidential report of the department should be kept confidential by the concerned staff members working with this department.

..... Staff should take additional responsibilities if required as assigned by the principal.

Accountant:

- Accountant should prepare, examine and analyze accounting records, financial statements and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with Payment, reporting and other tax requirements.
- Accountant should report to the principal regarding the financial status of the college at Regular intervals.
- Accountant should assess accuracy, completeness and conformance to reporting and Procedural statements.
- Accountant should provide all necessary accounting documents and financial statements For yearly account audits.

CLERK

- Clerk should maintain service book of all staff of the institute.
- Clerk should maintain college level / department level all document files.

PEON

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of laboratories, class and staff rooms .
- Peon should do all the work assigned by the HODs and other staff members .
- Peon should not leave the office until and unless the higher authority permits.

CODE OF CONDUCT FOR PRINCIPAL

The chair of the Principal of a college has got multifaceted roles to play and to shoulder Multilateral responsibilities having characteristics of a Patron, custodian, supervisor, administrator,

Adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct jotted underneath:

- The Principal should uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution
- The Principal is responsible to protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the growth of institution.
- The Principal should maintain the essence of social justice irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- The Principal should create and maintain an unbiased gender-free atmosphere within the periphery of the Institute.
- The Principal should create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- The Principal should promote and maintain the practice of extra-curricular activities amongst the students and thus adds to the societal dynamism simile to essence-of-life.
- The Principal should observe and monitor the administration of the academic programmes And general administration of the institute to ensure efficiency and effectiveness in the Overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited Statements of the Institute.
- The Principal is the final authority to take all necessary actions as and when required to maintain Discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars / workshops / conferences and also by arranging such programmes.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should review the following code of conduct periodically:
 - .. As it deems necessary to ensure that this Code of Conduct conforms to Applicable Laws.
 - .. Meets or exceeds Institute standards and any weaknesses.
 - .. Any of the other policies revealed through monitoring, auditing, and Reporting systems are eliminated or corrected.
- The Principal is responsible for the development of academic programmes of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.

- The Principal should ensure that quality in education and academic service is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all the staff members of the Institute and submit it to the Management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

**पदवी व पदव्युत्तर अभ्यासक्रमाच्या प्रवेशासाठी मागासवर्गीय विद्यार्थ्यांना
आरक्षण व प्रवेश पात्रता परीक्षेत गुणांची सूट**

१. राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठातील पदव्युत्तर शैक्षणिक विभागात व संलग्न महाविद्यालयात सुरु असलेल्या एम. एससी. परीक्षेत ४५ टक्के गुण असणे आवश्यक आहे. मात्र मागासवर्गीय विद्यार्थ्यांना यात ५ टक्के गुणांची सूट आहे. म्हणजे मागासवर्गीय उमेदवारास बी.एससी. परीक्षेत ४० टक्के गुण असले तरी असे विद्यार्थी प्रवेशासाठी पात्र ठरतात.
२. एलएल. बी. (तीनवर्षीय) व एलएल. बी. (पाचवर्षीय) अभ्यासक्रमासाठी प्रवेश पात्रता परीक्षेत ४५ टक्के गुण असणे आवश्यक आहे. मात्र बार कौन्सिल ऑफ इंडियाच्या दि. १-७-२००० व नागपूर विद्यापीठाच्या दि. ३०-८-२००० च्या पत्राप्रमाणे अनुसूचित जाती व जमातीच्या विद्यार्थ्यांना प्रवेश पात्रता परीक्षेच्या गुणात ५ टक्के सूट देण्यात आली आहे.
३. तसेच बी. एड. प्रवेशासाठी पदवी परीक्षेत ४५ टक्के गुण असणे आवश्यक आहे. परंतु अनुसूचित जाती, अनुसूचित जमाती व विमुक्त जाती/भटक्या जमातीसाठी पदवी परीक्षेच्या गुणात ५ टक्के सूट देण्यात आली आहे.
४. राज्य शासनाच्या दिनांक ११-७-८७ च्या शासन निर्णयाप्रमाणे विद्यापीठ शैक्षणिक विभाग व संलग्न महाविद्यालयातील अभ्यासक्रमात खालीलप्रमाणे आरक्षण निर्धारित करण्यात आले आहे.

(१) अनुसूचित जाती	-	१३%	(२) अनुसूचित जमाती	-	७%
(३) विमुक्त जाती (ए)	-	३%	(४) भटक्या जमाती (बी)	-	२.५%
(५) भटक्या जमाती (सी)	-	३.५%	(६) भटक्या जमाती (डी)	-	२%
(७) इतर मागासवर्गीय	-	१९%			

असे एकूण ५ टक्के जागा राखीव ठेवण्यात येतात.

वरील प्रवर्गातील ज्या मागासवर्गीय उमेदवारांची निवड गुणवत्तेनुसार ५० टक्के खुल्या जागांसाठी झाली असेल त्यांची गणना ५० टक्के खुल्या जागांतच केली जाते. त्यांची गणना राखीव जागांमध्ये केली जात नाही.

वरील मागासवर्गीय प्रवर्गातील एखाद्या प्रवर्गातील उमेदवार उपलब्ध न झाल्यास ह्या जागा आंतरबदल करून भरण्यात येतात. आंतरबदलासाठी संबंधीत प्रवर्गातील उमेदवार उपलब्ध नसल्यास सर्व मागासवर्गीय प्रवर्गातील उमेदवारांची सरमिसळ करून गुणवत्तेनुसार ह्या जागा भरण्यात येतात. विद्यापीठ अनुदान आयोग, नवी दिल्ली आणि उच्च व तंत्रशिक्षण विभाग, महाराष्ट्र राज्य यांनी निर्गमित केलेल्या मार्गदर्शक तत्वाला अनुसरून विद्यापीठातील शैक्षणिक विभाग, संलग्नित व संचालित महाविद्यालयातील विविध अभ्यासक्रमात प्रवेश घेणाऱ्या विद्यार्थ्यांच्या निवड याद्या व प्रतिक्षा याद्या तयार करण्यासंबंधी कुलसचिव, राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठ यांनी सर्व शैक्षणिक विभागप्रमुख व प्राचार्यांना निर्गमित केलेले परिपत्रक क्र. एससीटी/एम/एस/ २२४, दिनांक २८ जून, २००२ पुढीलप्रमाणे आहे.

नागपूर विद्यापीठ

प्राति,

१. विद्यापीठाचे सर्व शैक्षणिक विभागप्रमुख
२. विद्यापीठाशी संलग्नित सर्व महाविद्यालयांचे प्राचार्य,
३. विद्यापीठ संचालित महाविद्यालय / संस्थेचे प्राचार्य / संचालक.

क्रमांक : एससीटी / एम / एस / २२४

दिनांक : २८ जून, २००२

विषय : विद्यापीठ शैक्षणिक विभाग, संलग्नित व संचालित महाविद्यालयातील अभ्यासक्रमात विद्यार्थ्यांना द्यावयाच्या प्रवेशासंबंधीच्या निवड याद्या तयार करण्याची कार्यपद्धती.

महोदय,

विद्यापीठ अनुदान आयोग, नवी दिल्ली आणि उच्च व तंत्रशिक्षण विभाग, महाराष्ट्र राज्य यांनी निर्गमित केलेल्या मार्गदर्शक तत्वाला अनुसरून विद्यापीठातील शैक्षणिक विभाग, संलग्नित व संचालित महाविद्यालयातील विविध अभ्यासक्रमात प्रवेश घेणाऱ्या विद्यार्थ्यांच्या निवड याद्या व प्रतिक्षा याद्या तयार करण्यासंबंधी खालील प्रमाणे कार्यपद्धती विहित करण्यात येत आहे.

(१) सर्वप्रथम प्रवेशासाठी अर्ज केलेल्या सर्व पात्रताधारक विद्यार्थ्यांची (मागासवर्गीय विद्यार्थ्यांसह) गुणवत्तेनुसार / गुणांकानुसार यादी तयार करावी. एकूण प्रवेश क्षमतेच्या ५० टक्के विद्यार्थी संख्या ही खुल्या प्रवर्गातून प्रवेशासाठी पात्र ठरत असल्याने प्रवेश क्षमतेच्या ५० टक्के विद्यार्थ्यांचा सर्वप्रथम निवड यादीत समावेश करावा. मागासवर्गीय प्रवर्गातील विद्यार्थ्यांचा वरील खुल्या प्रवर्गातील गुणवत्ता यादीत समावेश असल्यास त्यांना खुल्या प्रवर्गातून प्रवेश देण्यात यावा. त्यांचा समावेश मागासवर्गीय प्रवर्गासाठी तयार केलेल्या यादीत करण्यात येवू नये.

(२) वरील खुल्या प्रवर्गातील यादीत समाविष्ट असलेल्या मागासवर्गीय प्रवर्गातील विद्यार्थ्यांचा नंतर खालोखाल गुणवत्ता / गुणांक प्राप्त केलेल्या मागासवर्गीय प्रवर्गातील विद्यार्थ्यांची खालील टक्केवारीनुसार प्रवर्गनिहाय निवड यादी तयार करावी व त्याप्रमाणे प्रवेश द्यावा.

अनुसूचित जाती	-	१३%
अनुसूचित जमाती	-	७%
विमुक्त जाती (अ)	-	३%
भटक्या जमाती (ब)	-	२.५%
भटक्या जमाती (क)	-	३.५%
भटक्या जमाती (ड)	-	२%
इतर मागासवर्गीय	-	९९%

(३) शासनाने व विद्यापीठाने वेळोवेळी निर्गमित केलेल्या परिपत्रक / निर्णयानुसार अपंग, सैन्य दलात सक्रिय सेवेत असलेले (अॅक्टीव्ह सर्व्हिसेस) / कर्मचारी तसेच माजी सैनिक यांची पाल्ये व खेळाडू ह्या वर्गवारीत विद्यार्थ्यांना त्यांच्या विहित टक्केवारीनुसार त्यांच्या संबंधीत खुल्या किंवा मागासवर्गीय प्रवर्गातील राखीव जागांमधून आडवे (Horizontal) आरक्षण देण्यात यावे.

(४) गुणवत्ता यादीनुसार प्रवेश प्रक्रिया केल्यानंतर जर कोणत्याही मागासवर्गीय प्रवर्गासाठी ओरक्षित असलेल्या जागांपैकी काही जागा रिक्त राहिल्यास त्या जागांपैकी एकूण प्रवेश क्षमतेच्या जास्तीतजास्त २ टक्केपर्यंत विशेष मागासवर्गीय (S. B. C.) उमेदवारांस गुणवत्तेनुसार प्रवेश देण्याची कार्यवाही घ्यावी.

(५) वरीलप्रमाणे २ टक्केपर्यंत विशेष मागासवर्गीय उमेदवारास प्रवेश देवूनही परिच्छेद २ मध्ये दर्शविलेल्या मागासवर्गीय प्रवर्गात त्यांना विहित केलेल्या टक्केवारीनुसार पुरेसे उमेदवार उर्पलब्ध न झाल्यास त्या मागासवर्गीयांना इतर प्रवर्गातून गुणवत्तेनुसार खालील गटांतर्गत आंतरबदल (Inter-Changability) तत्वानुसार भरण्यात याव्या.

गट १ : (i) अनुसूचित जाती (ii) अनुसूचित जमाती

गट २ : (i) विमुक्त जाती (अ) (ii) भटक्या जमाती (ब)

गट ३ : (i) भटक्या जमाती (क) (ii) भटक्या जमाती (ड) (iii) इतर मागासवर्गीय

(६) एकूण प्रवेश क्षमतेच्या ३० टक्के जागांवर महिलांना प्रवेश देणे आवश्यक असल्याने खुल्या व सर्व राखीव प्रवर्गात ३० टक्के जागांवर महिलांना प्रवेश मिळेल याबद्दल दक्षता घ्यावी.

(७) मा. कुलगुरु महोदयांच्या आदेशानुसार शैक्षणिक सत्र २००२-२००३ पासून वरील कार्यपद्धतीचा अवलंब करून प्रवेश प्रक्रिया पूर्ण करण्यात यावी.

आपला,
सुभाष बेलसरे
कुलसचिव, नागपूर विद्यापीठ



आर.एस.मुंडले
धरमपेठ कला वाणिज्य महाविद्यालय

R. S. Mundle Dharampeth Arts & Commerce College, Nagpur

Affiliated to R.T.M. Nagpur University

Re-accredited by NAAC with 'A' Grade with a
CGPA of 3.01

Policy Document

&

Information Brochure

Regarding the Facilities and Support

to the Divyangjan

The Institution has disabled-friendly, barrier free environment

The Right to Education focuses on the need to have inclusive education, which means that educating students with learning difficulties and identified disabilities have the right to fulfilment of their educational needs. The College provides equal opportunities to all students of the College in congruence with the guidelines given by the State government.

The College has also introduced the Learning Disability Friendly Initiative to support students with Learning Disabilities. This was done specifically to create an environment of acceptance and nurturance.

Objectives:

1. To ensure that students with disabilities get equal opportunities to explore their educational potentials.
2. To provide a nurturing and motivating environment for students with learning disabilities to accommodate their pedagogic needs.
3. To eradicate any kind of stigmatization and segregation so that they can become confident individuals.

Concession for Differently Abled

- To motivate students with disabilities, a free ship is also offered as an Institutional scholarship.

Services for the Differently abled

The students are provided the concessions which are appended below and are case specific.

- Extra time for completing assignments and projects, as well as journal submissions.
- Slight modifications in assignments
- Provision of audio recording the lectures of the teacher with due permission from the concerned subject teacher.
- Extra help inside and outside the class for related queries.
- Notes provided by peer (any one identified responsible peer)
- Pairing students with more able students in the class
- Extra time of 20 minutes for unit test of 1 hour duration and 40 minutes for a 2 hour exam.
- Provision of writers, if requested.
- Provide counselling to differently abled students on the types of courses they could study at the higher education institutions

- Ensure admission of as many differently abled students in various courses
- Disseminate information regarding orders dealing with fee concessions, examination procedures, reservation, policies, etc., pertaining to differently abled persons.
- Assess the educational needs of differently abled persons enrolled in the college to determine the types of assistive devices to be procured.
- Conduct awareness programmes for teachers on approaches to teaching, evaluation procedures, etc, which will be helpful for them to facilitate differently abled students.
- Assess the ability of differently abled students and assist them in getting appropriate employment through training and placement.
- Celebrate important days pertaining to disability such as the World Disabled Day, etc., in order to create awareness about differently abled persons.
- Ensure maintenance of special assistive devices procured by the college and encourage differently abled persons to use them for enriching their learning experiences.
- Provide reader service and scribe to the needy students

The students with learning disabilities are also given the opportunity to consult the team along with their parents to select the discipline, best suited to their abilities. The process is as follows:

- The team scrutinizes the students' reports and diagnostic assessments
- A meeting with the parents and students is scheduled to understand her interests.
- Suggestions for suitable discipline are provided.
- The student may request for a change in the discipline as per the suggestion, if she wishes to.
- Orientation is given to students and their parents about the concessions.
- The team also provides a specific list of concessions for a student, if required.
- **Restrooms**

Access to western toilet is permitted to students (students who / physically disabled / on medical grounds).



आर.एस.मुंडले
धरमपेठ कला वाणिज्य महाविद्यालय

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**Policies and Procedures for Maintaining and
Utilizing Physical, Academic and Support Facilities-
Laboratory, Library, Sports Complex, Computers,
Classrooms**

4.4.2. Policies and Procedures for Maintaining and Utilizing Physical, Academic and Support Facilities- Laboratory, Library, Sports complex, Computers, Classrooms etc.

College has established systems and procedures for maintaining and utilizing Physical, Academic and support facilities. College has regular maintenance and periodic replenishment of essential facilities.

College policy is to have effective mechanism for the upkeep of the infrastructure and other facilities as to have optimum utilization of the facilities in order to have effective college functioning.

Library

The Library Advisory Committee with the Principal as the Chairperson and librarian as member secretary along with two senior faculties tackle all issues relating to the smooth and efficient functioning of the library. At the time of admission students are issued library cards which help in procurement of books and avail facilities in the library. Internet facility is provided in the library and students can access the facility for availing e-resources and other web based information. Photostat facility is also available in the library at nominal rates. The library is under CCTV surveillance.

A library budget is granted to all departments every academic session. ☐ The HODs submit the requirements of books which are duly approved by the Principal. The Library Committee meets periodically to review the needs of the library. ☐ To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. ☐ The proper account of visitors (students and staff) on daily basis is maintained. ☐ Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the Library Committee.

Laboratories

☐ A record of maintenance of instruments and equipment is maintained by lab technicians and supervised by HODs of the concerned departments. ☐ The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related vendors. ☐ The instruments and equipment used for experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments. The Stock entries are updated annually.

There are four laboratories in the College.

a) **The Computer laboratory** offers proficiency programmes in information technology. Certificate course in computer courses are organized for students, teaching faculty and staff from time to time. The BCCA department of the College is responsible for maintenance and functioning of the lab.

b. **The Psychology laboratory** is maintained by Psychology department. The lab is used as part of the under graduate programme. The laboratory attendants help in the maintenance of the laboratory.

c. **Home-Economics Laboratory:** This laboratory is maintained by Home-Economics department. The lab is used as part of the under graduate programme. The laboratory attendants help in the maintenance of the laboratory and the various equipment.

d) **Language Laboratory:** Ravindranath Tagore Language laboratory of the college is maintained by the English Department. The department runs two career oriented courses there- English Communication Skills and Human Resource Development. There is an attendant who looks after the upkeep of the laboratory. Annual Maintenance Contract is given for the maintenance of the computers in the laboratory.

Classrooms

The College has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other necessities. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the cleaning staff. There are technicians, masons, plumbers, carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure.

Some classrooms are equipped with the required teaching audio visual aids, projectors to supplement the teaching-learning process. Seminars, workshops, lecture sessions are also conducted in these rooms. Class representatives, elected by the students, are given the responsibility to keep the classrooms clean. Checking of fans, teaching aids etc in the classroom are done regularly.

Raja Harshawardhan Kaksha: This is an air conditioned smart classroom, well equipped with all the audio visual aids, projectors, mixers with an interactive seating arrangement.

Velankar Sabhagruha:- This is an air conditioned well equipped hall with a seating capacity of 80 people.

Sant Gadgebaba Hall:- This is a spacious well ventilated hall with a capacity to accommodate 300 people at a time.

Computers

Computer maintenance through AMC is done regularly by the college staff and nonrepairable systems are disposed off. Software and Hardware are periodically reviewed and upgraded as per requirement. The ICT Smart Class Rooms and the related systems are maintained with AMC of the corresponding service providers. The College information and communication technology committee (ICTC) is responsible for the maintenance of computers and smooth functioning of the network facilities in the College. They also look into the up-gradation, biometric services, procurement of hardware and software and other items related to computers. The College website is maintained and updated regularly through AMC.

Sports Facilities(Indoor and Outdoor):-

The College has its own sports ground comprising of the volley- ball court, kho kho ground and kabbaddi court is maintained and upgraded regularly with the help of ground staff and other agencies by the Physical Education Department. Ball badminton is also practised. Table- Tennis, carom, chess and indoor games are also available in the sports department. Gymnasium and Indoor facility is maintained by the Physical Education Department. A trainer is also hired for Gymnasium and Yoga.

The College also has a tie-up with the Ambedkar sports Academy for outdoor sports activities like cricket. On rental basis, the college uses the university ground for track and field events. The sports committee of the College is in-charge of the sports complex and equipment. The committee supervises the Grounds-men and Grade IV staff assigned for maintenance and repair works.

Fee waivers, sports kit and sports equipment are provided to the sportspersons of the college.

Canteen:

A student friendly canteen is run by the Alumni Association of the college. Hygienic food is made available at affordable rates. The canteen is open on all working days.

Water Cooler:

Water cooler machine with RO is installed on all the floors of the college and safe drinking water is available in the college campus for everyone. AMC is given for the maintenance and upkeep.

RIGHT TO INFORMATION ACT 2005
MANUAL U/s 4 (1) (B) OF ACT
R.S. MUNDLE DHARAMPETH ARTS & COMMERCE
COLLEGE,

North Ambazari Road, Dharampeth Nagpur-440010
Email:- principalrsmcsn@hotmail.com
Website:- www.rsmdacc.edu.in

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1. The particular of its organization, functions & duties.
2. The powers and duties of its officers and employees
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5. The rules, regulations, instructions manuals and records, held by it or its control or used by its employees for discharging it functions.
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7. The particulars of any arrangement that exists for consultations with or representation by, the members of the public in relation to formulation of its policy or implementation thereof:
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9. A directory of its officers and employees
10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.
11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports of disbursements made.
12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.
13. Particulars of recipient of concessions permit of authorization granted by it.
14. Details in respect of the information, available to or held by it, reduced in an electronic form.
15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.
16. The names, designation and other particulars of the Public Information Officers.

17. Such other information as may be prescribed.

1. Particulars of its organization, functions and duties:

1. Name of the Organization:- R.S. Mundle Dharampeth Arts & Commerce College,
2. Address :- North Ambazari Road, Nagpur -440010
3. Phone Nos. 0712 – 2557612
4. Email Id :-principalrmscsn@hotmail.com
5. Website:-www. rsmdacc.edu.in
6. Nature of Organization:- Educational Institution
7. Date/Year of Establishment 1960

8. Type of Organization a. A Co-educational Institution
9. Affiliation to RTM Nagpur University
10. 10. Apex Bodies/Agencies a. University Grants Commission (UGC) b. Directorate of Higher Education, Pune c. Directorate of Education, Pune d. Maharashtra State Board of Secondary & Higher Secondary Education (Nagpur Division) e. Directorate of Vocational Education
11. Accreditation NAAC accredited 'A'-Grade Institution (Third Cycle) (CGPA: 3.01.....; 2017)
12. Educational Programmes
 - A. GRANT-IN-AID COURSES a. B.Com.(English & Marathi Medium) B.A. (Marathi Medium)
 - B. NON-GRANT COURSES a. B.B.A., B.C.C.A., B.A. (English Medium) M.Com. (English & Marathi Medium), M.A.- English, Marathi, Music, Political Science, Sociology.
 - C. Jr. College :- XI & XII Commerce (English & Marathi Medium) (With Bifocal) XI & XII Arts (Marathi Medium)

Functions & Duties:-

- To impart theoretical as well as professional instruction in different fields of education.
- To provide all possible facilities to build up personality and character of students
- To inculcate among students the feeling of love for our country, national unity, and the habit of practicing social service.
- To make students conversant with current knowledge in the field of education
- To develop among students the capacity to be efficient.

2. Powers and duties of officers and employees :

Sr.No.	Designation	Description	Powers & Duties
1.	Principal	* Academic & Administrative Head for all Programmes :- *Secretary, College Development Council Chairman , College Council *Chairman, IQAC	As specified by UGC Regulations; University Act & Statutes, Ordinances, M.S. Government
2.	Vice-Principal (Sr. College)	Helping Principal in Academic supervision & administration	As specified by Principal & Management
3.	Vice-Principal (Jr. College)	Helping Principal in Academic supervision & administration	As specified by MEPS Rules, 1977/ Principal
4.	Teaching Staff	All academic duties: Administrative duties as assigned by Principal/ UGC/University/Government .	As specified by the UGC, RTM Nagpur University & As specified in MEPS Rules 1977 for Junior college.
5	Librarian	Library Management	As prescribed by the UGC, University/ Government & Principal
6	Registrar	To assist Principal & Management in administration of college/maintenance of college campus/property etc. and perform all such duties as prescribed from	As specified in Standard Code 1984/MCSR and relevant GRs & Directions of Govt.

		time to time	
7	Non-Teaching staff	To assist Principal in administration of the college/departments	As specified in Standard Code 1984/MCSR and relevant GRs & Directions of Govt.

3. The procedure followed in the decision making process, including channels of supervision and accountability :

Every minor decision is taken through the College Development Committee. All day-to-day administrative decision are taken by the Principal. Various statutory and non-statutory committees have constituted under the convener ship of senior teachers and Administrative staff for the smooth functioning of the college. Grievance Redresses Cell, Complaint/ Suggestion boxes, Women's Development Cell, Anti Ragging Cell have been constituted.

4. The norms set by it for the discharge of its functions:

Norms and standards for various academic activities of the College are set by the competent authority such as the Management Council and Academic Council of the University and by the Governing Body of the College.

5. The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:

The rules and regulations applicable to the College and its employees are:

- a) The Maharashtra University Act 2016 and Ordinance and Regulations approved by the University and by the Government of Maharashtra from time to time for Degree College Teaching staff.
- b) The Maharashtra Private School Employees Service Conditions, 1980 and the rules and regulations framed by the state government from time to time are applicable to the Junior College Teachers.
- c) Maharashtra Non-Agricultural University and affiliated Colleges standard code (terms and conditions of service of non-teaching employees Rule, 1984) is applicable to the non-teaching staff.

6. A statement of the categories of documents that are held by it or under its control:

The various documents like registers, service books, accounts etc. are maintained in the Office of the college.

7. The particulars of any arrangement that exists for consultation with , or representation by, the members of the public in relation to the formation of its policy or implementation thereof:

College Development Committee, Women's Development Cell and Internal Quality Assurance Cell, Alumni Association.

8. A statement of the boards, councils, committees and bodies consisting of two or more persons constituted as its part for the purpose of its advice, and as to whether meeting of those boards, councils committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

The meetings of College Development Committee, Managing Committee, Students' Council are open only for members. Their meetings are not open to public and the minutes of the same are confidential.

9. Directory of its officers and employees :

Available on the website.

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations :

All the staff members (Teaching/Non-teaching) of all departments receive their monthly emoluments as per rules prescribed by Government /Management.

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made :

All the budgets/revised budgets for various programmes/courses/units are approved in the CDC/Finance Committee. The expenditure over and above the budgeted expenditure is borne by the Management.

12. The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes :-

Not Applicable

13. Particulars of recipients of concessions, permits or authorizations granted by it.

Eligible students avail scholarships/freeships/concessions under various schemes of Government of India, State Government.

14. Details in respect of the information, available to or held it, reduced in an electronic form:

Documents available in electronic form are published through the college website.

15.The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room if maintained for public use:

Use of library and reading room is restricted for the registered staff and students of the college and these facilities are available during working hours of college.

16.The names, designations and other particulars of the Public Information officers:

APPELLATE OF OFFICER:

Dr.Mrs. Tanuja Nafde, Principal

STATE PUBLIC INFORMATION OFFICER:

Mr.S.K. Hambarde, Registrar.

17.Such other information as may be prescribed