

**Shri Kesharchand Gulabchand Munot Newaskar Sarvajnik Trust**

**K.G.College of Arts and Commerce, Ahmednagar**

**Policy Document**

**NAAC –IQAC Initiative**

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**Academic Policy**

Shri Kesharchand Gulabchand Munot Newaskar Sarvajnik Trust's K G College of Arts and Commerce strives to achieve academic excellence, by providing quality education through excellent teaching learning activities and the continuous assessment of the academic activities, so as to empower individual students to evolve as self-reliant citizens who would cater to the human welfare and sustainability and thereby noble cause of nation building.

**Vision**

“Improving Lives, Through Learning “

- Education to the minority section of the society belonging to the society, educationally and economically weaker sections.
- To educate is to empower.
- K G College will foster a positive learning and working environment and provide support services for student's success.

**Mission**

K.G. College promotes excellence in Life Long Learning, focused on student's success and community development.

**OBJECTIVES**

K.G. College imparts education amongst the students at all level of our society with a specific attention towards the downtrodden and adds knowledge to develop the goal of nation at large. Our objective is to provide access to the eligible, meritorious and needy students of economically underprivileged background students to higher education.

- 1.To impart knowledge, expertise, guidance and positive motivation to the students.
- 2.To help the 'Slow Learners' and encourage the advanced learners.
- 3.To impart value education to develop moral uprightness.

- 4.To develop self confidence among the students to face the challenges of life.
- 5.To bring forth competent and employable graduates for suitable job placements.
- 6.To provide opportunities for academic excellence and encourage innovations.
- 7.To make the students ambitious in life and mould them into responsible global citizens.

## Roles and Responsibilities

1. 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.
2. Principal
  - Developing and implementing quality assurance policies and Procedures.
3. IQAC
  - Carry out the academic auditing in each department of the college at the stipulated interval.
4. Professors in Departments
  - Ensure students development.
  - Take up initiatives to achieve and implement the vision of the institute.
  - Subject allocation for faculty for every semester keeping in view various extraneous duties.
  - To Undertake Lecture plan and conduct Lectures and to monitor the progress of course delivery.
  - Conduct of regular staff meetings for assessment of progress of teaching - learning process and other departmental activities.
  - Arranging student feedback of the faculty and initiating corrective measures.
  - Review of the progress of teaching- learning process and institution of remedial measures.
  - Verification of the computation of Continuous evaluation marks.
  - Seek feedback from student for improvement in course delivery.

Various committees have been formed to ensure proper monitoring of the academic activities and to provide support to the students. Academic Auditing is carried out in institute. The IQAC shall monitor all the academic activities including the internal evaluations and examinations. The audit also covers the co- curricular and extracurricular activities made available to the students, mentoring mechanisms and the performance indicators of various accreditation such as NAAC.

## ADMINISTRATION POLICY

The purpose of this policy is to have efficient, effective, smooth and transparent procedure of day to day college administration. The college follows the policy and procedure and rules and regulation for administration given by Savitribai Phule Pune University and Government of Maharashtra and UGC and Central Govt. of India from time to time. The Management, Principal and Staff are entrusted with the work of Administration. Administrative policies require or prohibit specific actions of faculty, staff, students, and external individuals who use college resources or services, as appropriate.

## INFRASTRUCTURE POLICY

The purpose of this policy is to maintain and augment the physical and academic infrastructure of the institute in order to provide the state of art infrastructure. The decision regarding maintenance of infrastructure is taken in the meetings of College Development Committee.

## CODE OF CONDUCT POLICY

### Statement

Shri Kesharchand Gulabchand Nevaskar Sarvajanik Trusts K G College of Arts and Commerce, Ahmednagar Governing Council is headed by the Chairman and few members of the trust. It includes representative of Trust as Trustee Director, this Trustee Director is working as a bond between trust and day today college work. Trustee Director looks at financial matters where as Act Principal of College/ Campus Director (As we are not having permanent Principal yet) as Member Secretary of college who represents the faculty and staff. The Governing Council of the college is supposed to look after the smooth working of the college and should take care of the rules and regulations of the Central Govt. /UGC/State Govt. and Savitribai Phule Pune University. It is also supposed to look after the academic and physical growth of the college and provide necessary support for the same.

The Governing Council will not interfere in the day-to-day administration of the college and it has at large the responsibility of smooth conduct of the college. The Governing Council should be aware of the changes taking place in academic and other developments in the field of higher education and should share in the meeting while arriving at the decision of college development.

The Governing Council is helpful and supportive for all the activities in the college and also think progressively. It should have proper commitment for the development of the college and should bear very high moral character.

## Objectives

The purpose of this document is to provide the code of conduct and ethics for students of the institute. All students are expected to be aware of this code and abide by it to enable the college to meet its own clearly stated objectives, standards and performance targets within a supportive environment. The Management, Principal and the faculty; related Committees are responsible for the above.

## CODE OF CONDUCT FOR STUDENTS

- The students should keep the identity card with them regularly, whenever the identity cards are requested by the relevant authorities, they should submit it
- Courtesy and respect must be the key aspects of student's behavior. Disrespect and disobedience may result in disciplinary action, involving suspension or even expulsion.
- Attendance at all lectures/ practical/tutorials/tests/assignments/examination is compulsory for all subjects.
- A student, who is not regular in attendance or fails to carry out his/her work to the satisfaction of the Principal, is liable to cancellation of his/ her terms.
- The student who does not have minimum required attendance of 75% of actual lectures/ practical/ tutorials/ tests /assignments conducted in each term or do not show satisfactory progress in terminal / preliminary examinations will not be allowed for college/university examinations.
- The student who remains absent for the periodical test / examination due to his/ her illness shall be required to submit the medical certificate, along with the application endorsed by parent.
- Every student must have a minimum attendance of 75%. It is necessary for the students to be present at the time of admission in college and filling up of any examination form.
- The students should complete the tutorials, tests and demonstrations as per SPPU, Pune and satisfaction of the proficiency.
- Ragging is strictly prohibited in the college premises and outside
- Students indulging in ragging will be punished as per "UGC Regulation on Curbing the Menace of Ragging in Higher Education Institutions, 2009, published in the Gazette of India dated 4th July, 2009. Such students will also be expelled from the college and F.I.R will be lodged with the police against them. Moreover, it will be mentioned in the college leaving certificate of such students that they are expelled because of their indulgence in ragging.
- Students with a previous record of ragging will not be admitted to this College.

- Smoking, chewing tobacco, use of explosive or dangerous substances, consuming poisonous drugs or alcohol in any form is strictly prohibited in the College campus.
- Stringent actions will be taken if rules are violated. Copying in any examination, keeping notebook pages, directly or indirectly possessing the wrong way, exchanging answer sheets or supplementary answer sheets, allowing proxy writer will be treated as an offence and necessary action will be taken on the student.
- No student shall collect money without written permission of the Principal.
- No notice shall be put on the notice boards, including black boards without the written permission of the Principal or the faculty members authorized in the matter concerned
- Students shall not organize picnic, excursion trips etc, on their own, without the written permission of Principal. All programmes, meetings, gatherings, picnics etc. will be organized only with prior written permission of the Principal.
- Students are prohibited from doing anything inside or outside the college that will interfere in college administration or affects its public image.
- No outside influence, political or any other should be brought into the college, directly or indirectly. Scribbling on the walls and desks etc. should be avoided. If any student is found scribbling the walls/desks, disciplinary action shall be taken against him/her.
- The rules set by the College Principal needs to be followed time to time.
- The Principal's decision is final in all cases and it is mandatory for all students.
- The students who bring bicycles or two wheelers have to park their vehicles in the parking area allotted for them in the college. College officials will not take responsibility for theft or damage of vehicles parked in places other than parking space set by the college.
- Follow strict adherence of discipline in and out of college campus, and in public

## Breach of Code of Conduct

- Breaches of the rules relating to the conduct of students shall be subject to preliminary investigation by the Principal or his/her nominee or a relevant Committee.
- Based on the preliminary investigation the following actions could be taken:
  - A. Dismiss a complaint.
  - B. Impose any penalty permitted by the rules of the College.
  - C. Refer the complaint to the Principal/College Council accompanied by a written report for further decision.
  - D- Issue a caution which shall not be recorded on the student's record.
  - E- Issue a reprimand which shall be noted against the student's record in the registry and which shall include a formal written warning that treatment of any future misconduct within twelve months will take such reprimand into account.
  - F- Refer the matter to the Police or other authorities.

## Prevention of Ragging.

Ragging in any form is prohibited by law.

The Govt. of Maharashtra has banned ragging in Educational Institutions / Hostels which makes ragging punishable as follows:

- Imprisonment up to a term of 2 years A fine up to Rs 10000/-
- Dismissal from the Institution.
- The students so dismissed shall not be admitted to any other Educational Institution for three years.
- In compliance with Government regulations Anti-ragging Committee have been constituted to prevent the menace of ragging. The said committee investigate such incidences

## Sexual Harassment –

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

### Professional Ethics and Academic integrity.

As an institution with a vision to mould professionals as epitomes of noble values, the Institute gives importance to professional ethics and is committed to fostering a vibrant learning environment based on the principles of social commitment. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of academic work. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. It is expected that the students adhere to the ethical standards.

