



Shri Sairaj Shikshan Pratishthan's

Reg. No. ID No. PU/NS/CS/139/2009

Vishwalata Arts, Commerce & Science College

(College Code : 892)

BHATGAON, Tal. Yeola - 423 401 Dist. Nashik ■ Hello : (02559) 225102, Fax : 225103

Ref. No.

Date :

Clarification

Query : 7.1.10

Query –Please provide the following documents-

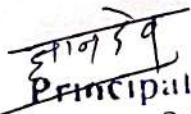
- Circulars and geotagged photographs with caption of the activities organized under the metric for teachers, students, administrators and other staff.
- Document showing Code of Conduct for student, teachers, governing body and administration.
- Handbook manuals and brochures on human values and professional ethics.

Report on the student attributes activities conducted under collaborative quality initiatives with other institution.

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

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

Clarification – As per query we provides such documentation of the code of conduct programmes.


Principal
Vishwalata Arts Commerce
& Science College Bhatgao
Tal Yeola Dist-Nashik





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


Local Management Committee

The local Management Committee of the college, which meets at least twice during an Academic Year, evaluates the progress of the college on a regular basis and provides guidance & directives for constant improvement in ensuring higher standards of education in the college.

Various functions and responsibilities of the LMC are:

- Prepare the budget and financial statements.
- Recommend to the management the creation of the teaching and other posts.
- Determine the programme of instruction and internal evaluation and to discuss the Progress of studies in the college.
- Make recommendations to the management for the improvement of the standard of teaching in the college.
- Formulate proposals of new expenditure which is not provided in the college budget.
- Advise the Principal regarding the intake capacity of various programs and discuss various other matters relating to the internal management of the college.




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- Consider and make recommendations on the inspection report, if any.
- Consider and make recommendations on the report of the local inquiry committee, if any.
- Prepare the annual report on the work done by committee for the year ending and submit the same to the management.
- Perform such other duties and exercise such other powers as may be entrusted by the Management.



ज्ञान देव
Principal
Vishwalata Arts Commerce
& Science College Bhatgaon
Tal. Yenda Dist-Nashik

College Development Committee (2016- 2020)

Sr.No	Name	Designation
01	Shri. Vishwanath N. Bhandare	Chairman
02	Shri. Milind V. Bhandare	President
03	Shri. Prashant V. Bhandare	Secretary
04	Shri. Bhushan K. Laghave	Director
05	Ku. Latta B. Laghave	Trusty
06	Ku. Sejal S. Dhumal	Trusty
07	Shri. Kishor B. Laghave	Trusty



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CODE OF CONDUCT FOR OFFICE ADMINISTRATION

The office Administration should abide by the following:

PRINCIPAL

1. Observance of the act, statutes, ordinance, regulations, rules and other orders issued there under by the University authorities and bodies, from time to time efficient, prompt and timely assistance in every detail of the college.
2. Aim for the academic growth of the college.
3. Convene college development committee meetings as per the norms.
4. Coordinate and motivate the faculty, administrative authorities and the supporting staff in order to enhance their efficiency and competence.
5. Assume responsibility towards the Stakeholders, University, State Government, UGC, students and parents for the smooth and effective functioning of the college.
6. Initiate planning and implementation of academic programmes such as seminars, workshops and training programmes organized by the college to enhance academic competence of faculty members.
7. Ensure admission of students and maintenance of discipline of the college.
8. Maintenance of true and correct accounts with receipts.
9. Overview the overall administration of the college and related correspondence.
10. Overall supervision of the University Examinations.
11. Delegate duties for supervision of examinations, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of the college.



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12. Administration and supervision of curricular, co-curricular/ extra –curricular, student's welfare activities of the college and maintenance of the record of the same.
13. Ensure observance or provisions of Accounts Code.
14. Ensure maintenance of self –assessment reports of teachers and their service books.



श्रीमती
Principal
Vishwawata Arts Commerce
& Science College Bhatgaon
Tal. Yola Dist. Nashik

VICE PRINCIPAL

1. Representation of the Principal in his /her absence.
2. Assist the Principal in the day to day functioning of the college.
3. Carrying out assigned administrative duties.
4. Drafting of the official correspondences as assigned by the Principal.



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Principal
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OFFICE SUPERINTENDENT

1. Ensure smooth conduct and working of the office and the allotment of work.
2. Conduct of regular meetings of the staff working under him and supervision of the task assigned as per prescribed norms.
3. Scrutinize admission & eligibility documents and registers of admission.
4. Supervise and maintain personal files of staff and faculty.
5. Maintaining Provident Fund account as the case may be.
6. Keeping discipline and work schedule of class IV employees.
7. Assist Principal in receiving guests and visiting dignitaries in a dignified manner
8. He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
9. To maintain the records of scholarships of students.
10. Any other duties assigned by the Principal from time to time



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Code of Conduct for HOD

1. Providing leadership in both under graduate and postgraduate in relevant field of specialization teaching, laboratory development & writing of books.
2. Evaluations of tutorials, assignments, journals, answer papers.
3. Interaction with industry.
4. Continuing educational activities and Student's counseling.
5. Interaction with other institutions, universities at state, national and international levels.
6. Organizing and attending seminars, workshops, summer schools , winter schools for teachers and professionals.
7. Publishing papers in national and international journals.
8. Review of academic activities of the department periodically.
9. To maintain dead stock, consumable registers with the help of lab in-charge
10. To display notices, mark sheets, attendance sheets etc. pertaining to the students
11. To look after attendance, discipline and other activities with the help of class teachers.
12. Organize parents meet in association with teacher& parent.
13. Involvement in curricular, co-curricular and extra-curricular activities.
14. Any other duties assigned by the University from time to time.
15. Any other duties assigned by the Principal from time to time.




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Code of Conduct for Teachers

1. Teachers should handle the subjects assigned to them by the Head of the Department.
2. Teachers should complete the syllabus in time.
3. Teachers should carry out other academic, co-curricular, exam-related duties and organizational activities that may be assigned to them from time to time.
4. Teaching and ensuring attendance of students as per University norms
5. Planning and implementation of instructions received from Head/principal.
6. Student's assessment and evaluation.
7. Developing resource material for teaching and learning.
8. Extension of services to the industry and community.
9. Continuing educational activities.
10. Publication of research papers, articles & books
11. Participate in seminars/conferences/workshops.
12. Participate in departmental administration
13. Contribute to the activities sustaining accreditation of the institute.
14. Examination work pertaining to college and university such as organizing supervision and assessment etc.
15. Upgrading qualification.
16. Any other duties assigned by the Management and Principal from time to time.
17. All members of the staff should abide by the rules and regulations of State and Central Government.




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Code of conduct for support staff

1. They should complete all the responsibilities assigned to them.
2. They should report to duty and to the concerned department which they have been assigned.
3. Support staff working in the office or departments should remain on duty during college hours.
4. Support staff should wear the uniform provided by the Management and always wear their identity badge during working hours.
5. Support staff assigned to laboratories should keep the labs clean.
6. Any Loss or damage to any article in the Lab or class room should be reported to the HOD in writing immediately.
7. Support staff, working in the lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
8. For articles, damaged by the students, a separate register should be maintained. If any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff to deposit in the college account.
9. Support staff will carry out their duties as instructed by the authorities to whom they are attached.

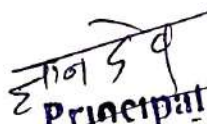


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Code of Conduct for Student

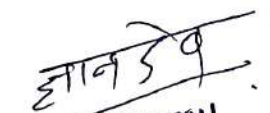
1. All students should maintain discipline laid down by college management.
2. All students should attend their classes regularly as per the time table.
3. The behavior of all students should be polite.
4. Uniform (Dress code) and Identity Card is compulsory for each student in college campus.
5. All students must present their ID card if any authority asks for it.
6. Absent students on the occasion of National flag hoisting function such as Independence Day & Republic Day will be fined.
7. Smoking, drinking and chewing 'gutkha' is strictly prohibited on the college campus.
8. Chewing tobacco & beetle leaf and throwing clutter in the college campus is strictly prohibited.
9. Students are strictly prohibited from making noise in the college campus, communicating in the reading room and standing in the porch of the college.
10. The rules of the office and the library are mandatory for each student.
11. Students are strictly prohibited to scribble anything on the walls of the classroom & of the toilet. If such a thing happens, students will be severely punished.
12. Student should not damage the benches, tables, chairs, fans and lights in the classroom as well as the things in the campus. If such a thing happens, student will be severely punished and compensation should be taken from them.




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13. Past gently while going from one class to another. There should not be commotion.
14. Don't misbehave in the classroom.
15. Read the notice boards before making enquiry in the office.
16. Don't linger in corridor unnecessarily.
17. Enter in the staffroom if necessary.
18. Students will be punished for their misbehavior in the college campus. Such a student can be expelled from the college.
19. If the students don't follow the rules they would be unable to receive the EBC scholarship or any other facility in the next term.
20. All girl students should use the ladies room properly.
21. At the time of examination electronics devices are strictly prohibited.
22. Copying in the examination and using other unfair means will be treated as an offence and necessary action will be taken on the student.
23. Each student will be given an Identity Card by the college. He should show it if asked by the teachers, officers and administrative staff. If the Identity card is lost, student can obtain another I-card by paying fee.
24. Every student must complete average attendance of 80% in each semester. Students having low attendance will not be allowed to fill the examination form.
25. Ragging is strictly prohibited on the college premises and outside. Students indulging in it will be punished as per UGC Regulation. Such students will be expelled from the college. Legal action will be taken against them.
26. CCTV cameras are installed in the college premises.




Principal
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About Parent Institute

The Sairaj shikshan Pratishthans is one of the most prestigious centers of learning in the State of Maharashtra. It has been over 15 years that it has stood the test of time to become legend of unparalleled stature. History says that the credit for the goes to the young, enthusiastic and devoted team of social workers and educationists who were inspired by the lives of Mahatma Jyotiba Phule, Savitribai Phule and Rajashri Shahu Maharaj of Kolhapur. They were the men who envisioned a culture and knowledge centric society.

The Sairaj shikshan Pratishthans Established in – 2006

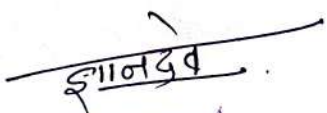


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Principal
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About College

The college has been providing higher education to students from different backgrounds in rural areas. It is affiliated to the Savitribai Phule Pune University Pune. It's a Non-grant college. The college is established in 2009. The College has its own precious building and situated on a spacious and remarkably green campus. Started with a meager 67 students, the college has presently 889 students on its roll with 187 girl students of the total strength. Sprawling over 2.875 acres of land with a built-up area of around 11634.712 Sq. Meters, the college building has all the necessary physical and modern educational facilities. It is multi-facilities, co-educational college; the students pursue various undergraduate programs in arts and commerce faculty. The college has efficient teaching and non-teaching staff. The college does its best and most contribute to National Development by serving the cause of social justice and ensuring equity by providing access to education to socially and economically backward students. The college does sincere – efforts to develop life skills and core-competencies among the students. Through curricular and extra-curricular actives the college imbibes appropriate value systems among the students. College spreads ICT literacy among the students, teachers, and supporting staff makes them utilize. ICT in all their educational activities. The college undertakes several initiatives to progress the academic as well as other artistic skills; students are the nucleus of it. It toils for the welfare of them. A quality measure is the major initiative of the college. It has highly qualified and research-oriented staff. Besides ICT, they implement several teaching to make education faithful. A large number of extension activities take place. Infrastructural facilities are adequate student progression is adequately proportionate. Governance is decentralized. Several best practices are followed to develop the multifaceted personality of students.




Principal
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Vision

To promote the educational, social and cultural development of the students and to inculcate employability and entrepreneur skills among them.

Mission

Commitment to provide values-based holistic education with an emphasis individual excellence, social commitment and quality enhancement




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Tal. Yeola Dist. Nashik

Core Values

As an institution of higher education we have the responsibility towards different stakeholders like students, teachers, parents, employers and the neighborhood community. We on college campus have been practicing the certain values sourced out of our institutional vision and mission.

These we consider as our core values:

- Honesty & Integrity
- Commitment
- Excellence
- Accountability
- Diversity
- Societal Trust
- Pleasant Environment
- Committed Faculty
- Teamwork
- Value Based Ethics
- Lifelong Learning
- Industrial Approach
- Standard Report Writing
- Student Centric Teaching Methodology



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Human Values

Human value is defined as “a principle that promotes well-being or prevents harm. The various factors responsible for evolving human values are religious leaders, gurus or saviors” teachings and practices, need and judgment of fulfilling individual’s need in society. Human values can be assured of a happy and harmonious human society. At Vishwalata Arts & Commerce College, Bhatgaon. we cultivate and inculcate these values in the student and staff through teaching and conducting the activities. The human values are listed below.



एमानडेक
Principal
Vishwalata Arts Commerce
& Science College Bhatgaon
Tal Yeola Dist Nashik

Types of Values

1. Right conduct

2. Peace

3. Truth

4. Love

5. Nonviolence

6. Discipline

Individualistic Values

Professional Values

Moral Values

Family Values

National Values

Spiritual Values

1. Right Conduct: Encompasses the following values such as

- a) **Self - Help Skills:** Care of possessions, diet, hygiene, modesty, posture, self reliance, and tidy appearance
- b) **Social Skills:** Good behavior, good manners, good relationships, helpfulness, no wastage and good environment
- c) **Ethical Skills:** Code of conduct, courage, dependability, duty, efficiency, ingenuity, initiative, punctuality, respect for all, and responsibility.
- d) **Ownership:** Ownership of the work



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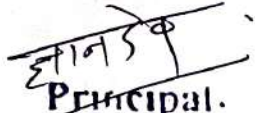
2. Peace Encompass the following values such as:

Attention, calmness, concentration, dignity, discipline, equality, faithfulness, focus, gratitude, happiness, harmony, humility, inner silence, optimism, patience, satisfaction, self - acceptance, self - confidence, self - control, self - discipline, self - esteem, self - respect, sense control, tolerance, and understanding.

3. Truth encompasses the following values such as:

Accuracy, curiosity, fairness, fearlessness, honesty, integrity, intuition, justice, optimism, purity, quest for knowledge, reason, self - analysis, sincerity, spirit of enquiry, synthesis, trust, truthfulness, and determination.




Principal.
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4. Non - Violence encompasses the following values such as:

- a) **Psychological:** Benevolence, compassion, concern for others, consideration, forbearance, forgiveness, manners, happiness, loyalty, morality, and universal love
- b) **Social:** Appreciation of other cultures and religions, brotherhood, care of environment, citizenship, equality, harmlessness, national awareness, perseverance, respect for property, and social justice.

6. Ethics

Ethics is the word that refers to morals, values, and beliefs of the individuals, family or the society. The study on ethics helps to know the people's beliefs, values, and morals, learn the good and bad of them and practice them to maximize their well-being and happiness. It involves the inquiry on the existing situations, form judgments and resolve the issues. In addition, ethics tells us how to live, to respond to issues, through the duties, rights, responsibilities, and obligations.

Professional Values

1. Integrity:

Integrity is defined as the unity of thought, word and deed (honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well-informed decisions. It yields the person's „peace of mind“, and hence adds strength and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self-direction virtues. It enthuse people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.

2. Loyalty:

Loyalty is faithfulness or a devotion to a person, country, group, or cause. Philosophers disagree on what can be an object of loyalty as some argue that loyalty is strictly interpersonal and only other human beings can be the object of loyalty.

3. Commitment:

Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the



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Principal
Yashwantrao Arts Commerce
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fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is a basic requirement for any profession. The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.

4. Attitude:

It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. They are complex and an acquired state through experiences. Attitudes is the most distinctive and indispensable concept in present day. Attitude can be formed from a person's past and present. Key topics in the study of attitudes include attitude measurement, attitude change, consumer behavior, and attitude-behavior relationships. Positive attitude people are most successful in their life. One should develop such attitude which provides synergy and satisfaction in their day to day life. Positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.

5. Valuing Time

Time is rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. The proverbs, "time and tide wait for nobody" and Procrastination is the thief of time. Time management is the key to increase effectiveness, efficiency or productivity.

6. Passion

Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about their occupation they tend to work more resulting in more work satisfaction. 8. Identifying one's role in larger picture cultivating the skill of big picture thinking is important. When one maintains big picture it allows one to Lead, keeps one on target, promotes teamwork, gain insight from different people and makes one ready for the change



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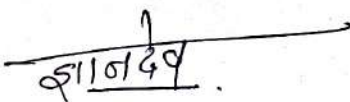
Report on Student Attributes Facilitated By the Institution

The college carries out different programs, co-curricular and extra-curricular activities for students to facilitate the various attributes. These activities and programs give the students an opportunity to develop particular skills and exhibit their non-academic abilities and allow students to link academic knowledge with practical experience.

Following are different programs / activities organized for students to attain the various attributes

1. Organization of Ganpati Festival: Communal harmony
2. Organization of Birth and Death anniversaries of social reformers: Social Cohesion
3. Celebration of Marathi Rajya Bhasha Din: National Values
4. Celebration of National Voter Day: Social Cohesion
5. Celebration of Independence Day and Republic Day : National Values
6. Clean India Campaign: National Values
7. Organization of AIDS Awareness Program: Social Cohesion
8. Organization of Kerala Relief Fund: Social Cohesion
9. Celebration of Constitution day: Human values
10. Participating in the extension activities organized by N. S. S, other Committees & Department -- Social Cohesion.
11. Celebration of World Peace Day – Peace
12. Motivational Speeches by Various resource persons – Human Values and Social Cohesion




Principal
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