



JSPM, Latur

Swami Vivekanand Mahavidyalaya, Latur

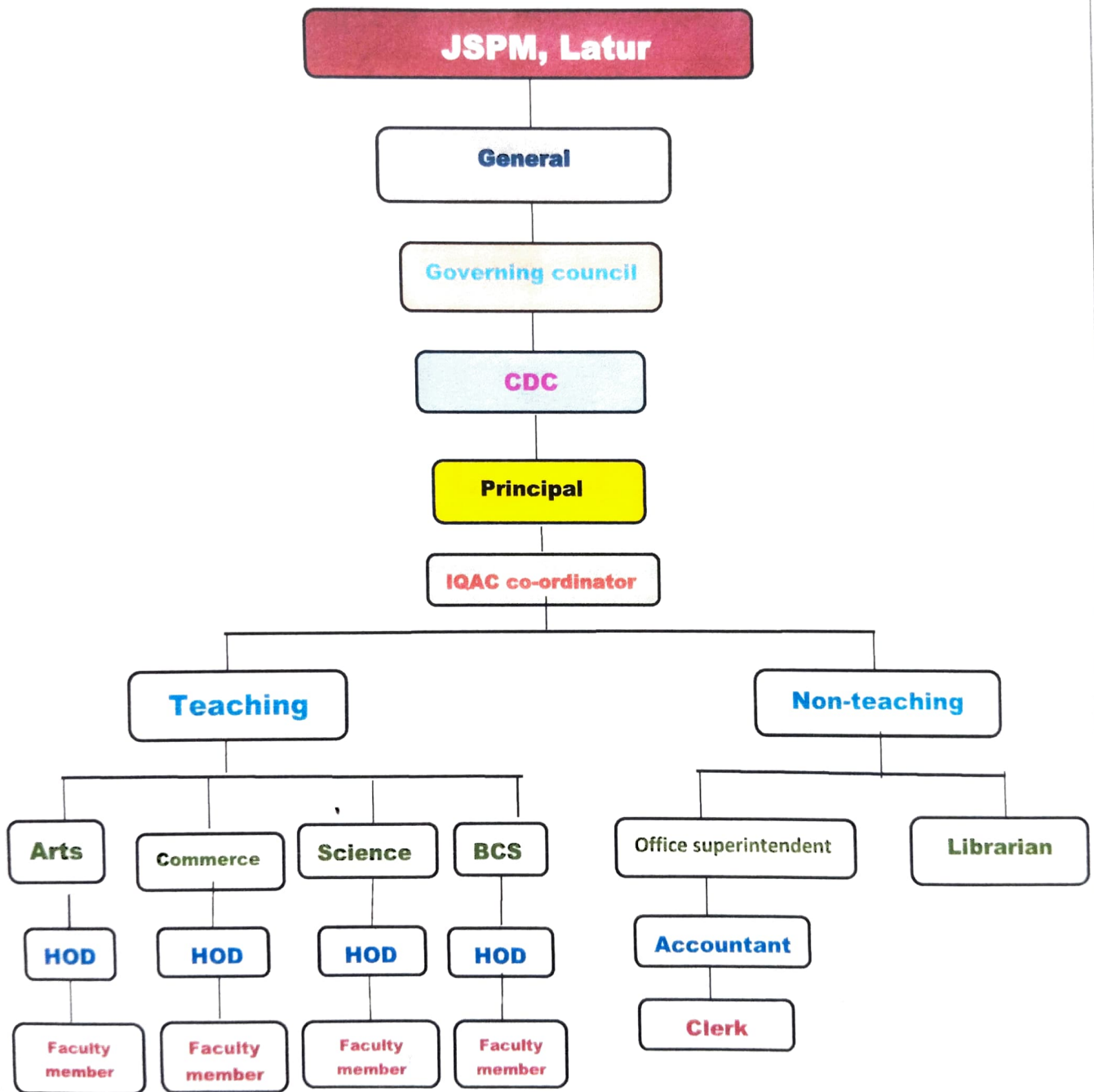
P-74, MIDC, Kalamb Road, Latur-413512

Criterion- VI

6.2.1:

**The functioning of the institutional bodies
is effective and efficient as visible from
policies, administrative setup,
appointment and service rules,
procedures, deployment of institutional
strategic/perspective/development plan
etc.**

Organizational arrangement



[Signature]


IQAC Co-ordinator
Swami Vivekanand Mahavidyalaya
LATUR

[Signature]


PRINCIPAL
Swami Vivekanand Mahavidyalaya
LATUR

Code of conduct for teaching staff

- The selected candidate will be appointed on fix pay which may be equivalent to the government payment but will not pertain the payment, allowances, retirement and other financial benefits for government rules and regulations.
- The Governing Body's rules covering leave, official allowances, official benefits, the nature of work, behavior, and disciplinary action will be enforced
- All the recruitments will be purely on temporary basis and not permanent.
- Every staff member will adhere to the regulations established by the institution, maintain their morals and character in both their personal and professional lives.
- In case of financial crime or serious offenses, the employee will not have considered to work and terminated after divisional enquires.
- If an employee is required to work a full year, they are not allowed to quit in the middle of the year. A certain sum will be taken out of their pay as payment for the guarantee and repaid at the end of the year.
- T.D.S., professional and other taxes will be deducted from salary as per government rules and regulations.
- If the Head will lodge a complaint against subordinate in the following matters, s/he will be suspended without any prior intimation:
 - Continuous complaint about teaching;
 - Arrogance and misbehavior or indiscipline;
 - Irresponsiveness and avoidance;
 - Total casual leave allowed is 08 days in a calendar year.
 - Casual Leave may not be combined with compensatory off and holidays.
 - Act as role models with examples worth emulating by the students such as good conduct, and a good standard of dress, speech, and behavior.
 - Act as facilitator, guide, and mentor of students.
 - Create a conducive environment for the teaching—learning process and strive for innovative practices and increasing knowledge.
 - The teaching staff should make use of ICT tools for healthy and effective teaching.
 - The teacher should take special notice of the weak student and must devote some extra time to enhance his/her learning and understanding ability.
 - A teacher has an obligation to conduct examinations honestly and in accordance with the institution's rules.
 - Teachers must learn new methods, methodologies, and techniques to conduct excellent lectures and establish the ideal learning environment for the teacher and students.
 - Teachers should publish books (including text books), have their articles/papers published in high quality and peer reviewed national/international journals.
 - Wear identity card regularly


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Code of Conduct for Non -Teaching Staff:

All staff members excluding the teaching staff will be subjected to this code of conduct.

Implementation Plan for Staff Members:

Training programs on human values and professional ethics for staff members.

The following duties and responsibilities are expected from the non-teaching staff.

He/ She must:

- Adhere strictly to the laws and regulations of the institution.
- Prove the commitment to the institution by being on time and reliable in all of the tasks assigned by the authorities.
- Each and every member of the support/office staff should come well dressed in the proper uniform assigned to him/her.
- Wear the identity cards on the campus.
- Must not be absent from duty without official approval or approved sick leave.
- The support/office staff should not allow themselves to indulge in any political or anti-secular activities which can hamper the smooth functioning of the institution.
- The office and support staff shouldn't act in a disrespectful manner towards the teachers and students.
- Respect and maintain the hierarchy in the Administration.
- Be supportive and cooperate with other staff members.
- Not to assign unauthorized people to carry out official tasks.
- Create conditions that inspire teamwork.
- Maintain the confidentiality of the records and other sensitive matters.
- Maintain the institute's property and make the best use of them.
- Refrain from any form of discrimination.
- Not assign the tasks given to them to others without the principal's prior approval
- Remain on duty during working hours as instructed by the Principal within the provisions of orders of legitimate authorities
- Without the prior authorization in writing of the Principal/Management, no employee shall retain personally or remove from the office any original or copy of any institution document.
- No employee is ordinarily permitted to bring his / her children to the office or place of work during the working hours.
- All employees should record/sign the attendance register daily before 2 pm and biometric twice daily: the first while reporting for duty in the morning and the second time while leaving the campus.
- Every employee should be present for his/her duty on time and fulfil the prescribed hours of work.



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**I/C principal
PRINCIPAL**


**Swami Vivekanand Mahavidyalaya
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Code of Conduct for the Students

- Wear the identity cards on the campus.
- Wear a uniform regularly.
- Every student is expected to Abide by Maharashtra Public Universities Act, Statutes, Ordinances, rules, policies and procedures of the SRTM University, Nanded and respect its ideals, vision, mission, cultural practices and the traditions.
- Stay in an academic institution with the joyful learning experience.
- Remain punctual, disciplined and regular in attending classes.
- Observe modesty in their overall appearance and behavior.
- Behave with dignity and courtesy with teachers, staff and fellow students.
- Act as a role model for the junior students by attaining the highest level of values and Morality.
- Maintain harmony among students belonging to different socio-economic status, community, caste, religion or region
- Respect and care for the institutional properties.
- Observe proper behavior while on outside activities (educational tour/visit or excursion).
- Be honest in providing only truthful information on all documents.
- Maintain the highest standards of academic integrity while presenting own academic work.
- Help teachers in maintaining the learning environment conducive for all students.
- Strive to keep campus ragging free.
- Students are not supposed to loiter in the campus when they are free.
- Smoking, chewing of tobacco in any form (pan masala, gutka etc.) and drinking is strictly prohibited within the college campus.
- Students should not indulge in hooliganism and rowdyism when they are in the college premises. Any such activity is a serious offence with the student liable to be suspended or restituted
- Students are encouraged to inculcate the values such as honesty, compassion, integrity and truthfulness so they can become better and responsible citizens of the country.
- Students are encouraged to keep the campus tidy and refrain from littering.
- Consumption of junk food is strictly prohibited within the college campus.
- Students should ensure that no damage is done to college property and the same shall be considered a punishable offence.
- Use of internet, computers, laptops and tablets by the students within the college campus, must be strictly restricted to academic purpose only.


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Governing body

- Setting and monitoring the organization's mission, goals, and strategies.
- To estimate the workload approve the staffing pattern and create posts: teaching and non-teaching (technical and administrative for the institution)
- To consider and approve the proposals for creation of infrastructure such as building, equipment, library and staff on a continues basis.
- To consider and make provisions for meeting the general and specific conditions laid down by the council (AICTE), the state Government and affiliating body, and monitor the progress in fulfilling the conditions.
- To consider the report of the principal on the status of admission
- To consider the report of the principal on the academic performance of the students.

- To supervise the observance of service conditions of the staff as prescribed by the affiliation.
- To consider the proposals of the principal for improvement in academic performance of the staff.
- Monitoring the organization's programs and services.
- Maintaining a succession plan for the governing body
- To report at least annually to all the stakeholders.
- To maintain a governing body plan.
- To consider any other matter in so far as it enhances the academic atmosphere in the institution



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Management

Governing Council Member

Sr. Name	Name of The Committee Member	Designation
1	Shri Shivajirao Balwantrao Patil	President
2	Shri. Ajitsingh Shivajirao Patil	Vice-President
3	Sao. Prathibatai Shivajirao Patil	Secretary
4	Dr. Sandip Sidramappa Kavthale	Member
5	Mr. Ranjitsingh Shivajirao Patil	Member
6	Shri. Nilkhant Haridas Pawar	Member
7	Shri. Dilip Abasaheb Patil	Member
8	Shri. Appasaheb Narayanrao Jadhav	Member



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Internal Quality Assurance Cell

Develop systems to consciously, consistently and catalytically improve a college overall performance

Making "Quality Enhancement" as an integral part of the institutional functioning Internalization and Institutionalization of quality enhancement initiatives.

Functions of IQAC

Some of the functions of IQAC are

- ❖ IQAC is responsible for fixing quality parameters for various academic and administrative activities
- ❖ Monitoring the organization of class work and related academic activities.
- ❖ Faculty development & training.
- ❖ Research promotion & facilities
- ❖ Teaching –learning –evaluation process improvement.
- ❖ Develop & implement quality benchmark.
- ❖ Monitor & evaluate institute performance.
- ❖ Infrastructure development and maintenance.
- ❖ Organizing workshop, seminars and conference.
- ❖ Encouraging innovation& entrepreneurship.
- ❖ Ensure quality in academic and administrative process.

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IQAC COMMITTEE

Sr. No.	Name of The Committee Member	Designation	Position in Committee
1	Dr. Bondage S.D.	I/C. Principal	Chairperson
2	Mr. Patil A.S	Vice- President of JSPM	Governing Representative
3	Shri Deshmukh R.R.	Assistant Professor	IQAC - Coordinator
4	Dr. Awasthi R. S.	Principal, Shivaji College, Renapur	Management Invitee
5	Dr. Sachin M. Prayag	IQAC Co-ordinator, G.K. Joshi Night Commerce College, Latur	External Academic Expert
6	Dr. Otale K.M.	Assistant Professor	Teaching Representative
7	Mrs. Agarwal R.M.	HOD of Commerce	Teaching Representative
8	Mrs. Chavan S. P.	Assistant Professor	Teaching Representative
9	Mrs.Dange A.M	HOD of computer science	Teaching Representative
10	Shri. Shinde D.S	Head Clerk	Administrative Representative

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COLLEGE DEVELOPMENT COMMITTEE

Functions of the College Development Committee:

- ❖ Prepare an overall development plan of the college regarding academic, administrative and infrastructural growth, and Enable College to further excellence in curricular, co-curricular and extracurricular activities.
- ❖ Decide about the annual calendar and overall teaching programs of the college.
- ❖ Recommend to the management about creation of additional teaching and administrative posts also introducing new academic courses.
- ❖ Make specific recommendations to the management to encourage and strengthen research consultancy and extension activities in the college.
- ❖ Make specific recommendations to the management to foster academic Collaborations to strengthen teaching and research.
- ❖ Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
- ❖ Make recommendations regarding the students and employees' welfare activities in the college.
- ❖ Discuss the reports of the IQAC and make suitable recommendations.
- ❖ Frame suitable admissions procedure for different programs by following the statutory norms.
- ❖ Plan major annual events in the college, such as annual day, sports events, cultural event etc.
- ❖ Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college.

❖ Consider make and m appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation. Council etc.

❖ Recommend the distribution of different prizes, medals and awards to the students.



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List of members of CDC

Sr. Name	Name of The Committee Member	Designation
1	Shri Shivajirao Balwantrao Patil	President
2	Shri. Ajitsingh Shivajirao Patil	Vice-President
3	Sao. Prathibatai Shivajirao Patil	Secretary
4	Dr. Shivraj Dattoba Bondage	Head of the Institute
5	Dr. Kiran Madhukar Otale	Teaching Representative
6	Mrs. Sulakshana Prabhakar Chavan	Teaching Representative
7	Mrs. Asha Mallikarjun Dange	Teaching Representative
8	Mr. Rohan Ramesh Deshmukh	IQAC - Coordinator
9	Mr. Dinesh Sahebrao Shinde	Non-Teaching Representative

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College sanctioned letter

शैक्षणिक वर्ष २०२०-२१
नवीन महाविद्यालयांना अंतिम
मान्यता देणेबाबत.

महाराष्ट्र शासन
उच्च व तंत्र शिक्षण विभाग
शासन आदेश क्रमांक एनजीसी २०२०/(१०१/२०)/मशि-४
मंत्रालय विस्तार भवन, मुंबई ४०००३२.
दिनांक: ३१ जुलै, २०२०.

संदर्भ: १) शासन निर्णय क्र. एनजीसी-२०१७/(२९/१७)/मशि-४, दि. १५.०९.२०१७
२) शासन निर्णय क्र. मान्यता-२०१९/(०१/१९)/मशि-४, दि. ३१.०१.२०१९
३) शासन निर्णय क्र. मान्यता-२०२०/(०१/२०)/मशि-४, दि. ३१.०१.२०२०
४) सन २०२० च्या महाराष्ट्र अध्यादेश क्र. ०९ दिनांक २५.०६.२०२०.

शासन आदेश

महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम, २०१६ मधील कलम १०९ आणि संदर्भाधीन शासन निर्णयान्वये विहित केलेल्या कार्यपद्धतीनुसार राज्यातील अकृषी विद्यापीठांनी शैक्षणिक वर्ष २०१९-२० साठी नवीन महाविद्यालयांना मान्यता देण्यासंदर्भात संदर्भ क्र. २ येथील दि. ३१.०१.२०१९ च्या शासन निर्णयान्वये इरादापत्र देण्यात आले असून सदर इरादापत्र दि. ३१.०१.२०२० पर्यंत वैध आहेत. तसेच संदर्भ क्र. ३ येथील दि. ३१.०१.२०२० च्या शासन निर्णयान्वये शैक्षणिक वर्ष २०२०-२१ साठी नवीन महाविद्यालयांना मान्यता देण्यासंदर्भात इरादापत्र देण्यात आले आहे. आता, महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम, २०१६ मधील कलम १०९ (घ) अन्वये विहित केल्यानुसार तसेच संदर्भ क्र. ४ येथील दि. २५.०६.२०२० च्या अध्यादेशानुसार राज्यातील अकृषी विद्यापीठांनी अनुपालन अहवाल सकारात्मक शिफारशीसह शासनास सादर केले आहेत. सदर अनुपालन अहवालासोबतचे प्रस्ताव संदर्भ क्र. १ येथील शासन निर्णयामधील परिशिष्ट "क" अन्वये विहित निकषांप्रमाणे तपासले असता जे प्रस्ताव निकषांची पूर्तता करीत आहेत अशा प्रस्तावांना, महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम, २०१६ मधील कलम १०९ (छ) व त्याखालील परंतुकांन्वये शासनास प्राप्त अधिकारानुसार पुढील विचरणपत्रात नमूद केल्याप्रमाणे नवीन महाविद्यालय शैक्षणिक वर्ष २०२०-२१ पासून सुरु करण्यास खालील अटी व शर्तीच्या अधीन राहून कायम विनाअनुदान तत्वावर मान्यता देण्यात येत आहे.

अ.क्र.	संस्था/महाविद्यालय	विद्याशास्त्र व अभ्यासक्रम
१	२	३
	मुंबई विद्यापीठ, मुंबई	
१	सेंट अन्तोल्ड एज्युकेशन, सेंट अन्तोल्ड रात्र शिक्षा कॉलेज ऑफ बगला आणि वाणिज्य, आनाश्रम कॅम्पस,	१) बी.फॉम (०-१२०) २) बी.एससी (०-१२०)

IQAC coordinator

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संस्थान आदेश क्रमांक: एनजीसी २०२०/(१०५/२०)/मशि-४

अ.क्र.	संस्था/महाविद्यालय	विद्याशाखा व अभ्यासक्रम
१	२	३
२९	राजकुंवर बहुउद्देशीय सेवाभावी संस्था, राजकुंवर महाविद्यालय, किनवट, ता. किनवट जि. नांदेड	विद्याशाखा- कला, वाणिज्य आणि विज्ञान
३०	राजकुंवर बहुउद्देशीय सेवाभावी संस्था, राजकुंवर महाविद्यालय, ता. पवनी जि. नांदेड	विद्याशाखा- कला, वाणिज्य आणि विज्ञान
३१	स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड	कला, वाणिज्य, विज्ञान (कालाचर्ये) ०३
३२	सूर्यदत्ता एज्युकेशन फाऊंडेशनचे सूर्यदत्ता इंटरनॅशनल इन्स्टिट्यूट ऑफ सायबर सिव्युरिटी, पत्ता-बावघन, ता. मुळशी, जि. पुणे, पिन-४११०२१	सायबर सेवयुरीटी
३३	साई सकल शिक्षण प्रसारक मंडळ औरंगाबादचे, ज्ञानेश्वर वरिष्ठ कला, वाणिज्य व विज्ञान महाविद्यालय डुडळगाव ता. पिंपरी चिंचवड (महानगरपालिका हद्द जि. पुणे.)	कला, वाणिज्य व विज्ञान
३४	श्री. गणेश शिक्षण प्रसारक मंडळाचे, माननीय तात्यासाहेब तथा विश्वासराव देवरे कला, वाणिज्य व विज्ञान महाविद्यालय, उमराणे, ता. देवळा, जि. नाशिक, पिन-४२३ ११०.	कला, वाणिज्य व विज्ञान
३५	गोंडवाना विद्यापीठ, गडचिरोली	कला, वाणिज्य व विज्ञान
३६	चंद्रभागा स्मृती विकास बहुउद्देशीय संस्था, पवनी जि. भंडारा	कला, वाणिज्य व विज्ञान



Secretary

Santhi Shikshan Prasarak Mandal
Kava, Tq. & Dist. Latur

अटी व शर्ती :-

- सदर महाविद्यालयाची मान्यता ही कायम विनाअनुदान तत्वावर राहिल.
- नवीन महाविद्यालय/संस्थेने त्यांच्या विभागीय सहसंचालकांकडे ते भविष्यात कोणत्याही परिस्थितीत अनुदानाची मागणी करणार नाहीत, असे हमीपत्र रु. १००/- च्या नॉन ज्युडीशियल स्टॅम्प पेपरवर सादर करावे.
- महाविद्यालयाने/संस्थेने हमीपत्र सादर केल्याशिवाय आणि तसे विभागीय सहसंचालकांचे प्रमाणपत्र प्राप्त झाल्याशिवाय संबंधित विद्यापीठाने संलग्नतेची प्रक्रिया सुरु करू नये.
- विद्यापीठाने विहित केलेल्या निकषांनुसार व विद्यापीठ अनुदान

डिप्टी कमिशनर - १९५० मध्ये दिवस
१९५० मध्ये दिवस १९५० मध्ये दिवस
१९५० मध्ये दिवस १९५० मध्ये दिवस

सहायक धर्मादाय आयुक्त
लातूर विभाग, लातूर

जे.क. - ८०३ (असा.)
२०-८-२५८/८३

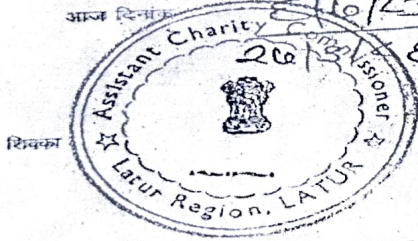


नोदणी प्रमाणपत्र

याद्वारे प्रमाणपत्र देण्यात येते की, खाली वर्णन केलेली सार्वजनिक विश्वस्तव्यवस्था ही आज, मुंबई सार्वजनिक विश्वस्तव्यवस्था अधिनियम, १९५० (सन १९५० चा मुंबई अधिनियम, २९) या अन्वये सहायक धर्मादाय आयुक्त येथील सार्वजनिक विश्वस्तव्यवस्था नोदणी कार्यालयात योग्यरीतीने नोदण्यात आले आहे.

सार्वजनिक विश्वस्तव्यवस्थेचे नाव : जमशेती शिवाजी स्नायक मंडळ
२०८ ए. - जि. लातूर एक - ४६६ (लातूर)
सार्वजनिक विश्वस्तव्यवस्थांच्या नोदणी पुरवठातील क्रमांक यास प्रमाणपत्र दिले.

आज दिनांक २५/८/८३ रोजी माझ्या सहीनिशी दिले.



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