



Nehru Education Society

**Nehru Mahavidyalaya (Arts, Com. & Sci.),
Nerparsopant, Dist. – Yavatmal**

Affiliated to

Sant Gadge Baba Amravati University, Amravati



3rd cycle

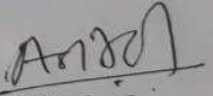
Assessment & Accreditation by NAAC

CRITERIA VII- Institutional Values and Best Practices

7.1: Institutional Values and Social Responsibilities

Metric No. – 7.1.2

The Institution has facilities and initiatives for :

Nehru Education Society, Nerparsopant	
NEHRU MAHAVIDYALAYA	
* Arts * Commerce * Science	
Nerparsopant, Dist.Yavatmal (M.S.) 445102	
Centre for Graduate, Post Graduate and Research Studies	
	
PRINCIPAL Dr. Ashok N. Bhorjar M.A. (History), M.Phil., Ph.D. Mob. 9421736793	PRESIDENT Hon. Shri. Parmanandji S. Agrawal M.Com. Mob. 9421774699
Ref.No.NMV/Sr./r. <u>2379</u>	Date :- <u>13-06-24</u>
DECLARATION	
The information, reports, true copies of documents, numerical data etc. functional in this file is verified and found correct in the metric 7.1.2	
 IQAC Co-ordinator	 Principal Nehru Mahavidyalaya (Arts * Commerce * Science) Ner parsopant Dist.Yavatmal
	
* Jr. College No. 082001 * Sr. College No. 406 * Email : nacc406@sgbau.ac.in * www.nehrumvner.in	

NEHRU MAHAVIDYALAYA, NERPARSOPANT

POLICY DOCUMENT

Policy Document deals with the rules, guidelines and regulations of the college to be followed by the staff and students. It reflects the values and ethics upholding the quality of the Institution.

Policies, procedures and practices are set to guide members of the college community in their academic and non-academic affairs.

Students, faculties and others can refer to these documents for proper guidance in the campus. All that is not mentioned herewith are to be followed according to the rules and regulations laid down by the Government, University and the Management.

I) ACADEMIC POLICY

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

Objectives

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

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

● Ensuring the quality of education includes:-

i. Providing courses and syllabi as designed by SGB Amravati University Amravati in accordance with the societal need.

- ii. Providing adequate standard course materials.
- iii. Delivery of course contents using ICT
- iv. Regular assessment to enrich the students learning process
- v. Continuous improvement through quality assurance.

II) ACADEMIC AUDITING

Academic Auditing is carried out for every department of the college at stipulated intervals by the Internal Quality Assurance Cell. The IQAC shall monitor all the academic activities including the internal examinations and its evaluations and as suggested by the University. The IQAC has a coordinator and members from different departments to carry out the audit. The audit also covers the co- curricular and extracurricular activities made available to the students.

III) ADMINISTRATION POLICY

- 1. There shall be a Governing Board of the institution with the Chairman of the society as its Chairman
- 2. Principal / Vice principal/ Superintendent are ex- officio members
- 3. Governing Board supervises the entire functioning of the college
- 4. Principal shall be responsible for all academic and financial matters (other than that of the management) for the general functioning of the college.
- 5. All policies pertaining to the institution shall be framed/ ratified by the Governing Board
- 6. There shall be at least two meetings of the Governing Board every academic year.
- 7. The Governing Board should visit all departments and office as and when required for

IV) APPOINTMENT POLICY

- 1. Chairman shall be the appointing authority of Teaching and Non-teaching staff in accordance with the norms of the Government & University

V) ADMISSION POLICY

1. Principal shall be in charge of all student admissions according to the rules and regulations of the affiliating University.
2. An admission committee may be constituted by the Principal
3. List of eligible students to be admitted under the Management Quota should be finalized by the Chairman.

VI) STUDENT ORIENTATION POLICY

1. All newly admitted students should be given an orientation on rules and regulations, code of conduct, academic and non-academic activities, NAAC requirements etc.
2. There shall be an induction ceremony for the newly admitted students
3. IQAC Co-ordinator be in charge of the Orientation programme.

VII) STAFF ORIENTATION POLICY

1. All Teaching and Non-Teaching staff members attend the orientation programme organized by UGC and other government agencies
2. The Principal/ Governing body of the institute will encourage and support to the teaching and non-teaching staff to attend orientation programme.

VIII) STAFF EMPOWERMENT POLICY

1. All Teaching staff should attend at least one National seminar / workshop every year
2. All teachers are expected to publish at least one paper according to UGC regulations
3. All teachers are required to attend at least one FDP/training every year.
4. The teachers apart from their assigned academic work should take up at least two other administrative duties every year.
5. Every faculty should involve in at least one extension activity every academic year.

IX) TEACHING AND LEARNING POLICY

1. All Teachers are required to follow strictly the academic plan / teaching plan for the year
2. Proper records are to be maintained for Tutorials, Continuous Evaluations etc.
3. Use of ICT as a support to lecture system is mandatory

X) EXAMINATION POLICY

Examination policies are based on the rules and regulations of the SGB, Amravati University. All the work in Examination section is governed by SGBA, University & monitored by the Head of the Institution.

1. Principal shall be in-charge of the University Examinations
2. There shall be an internal examination committee with a Controller of exams as nominated by the Principal
3. Exam in-charge co-ordinate all internal examinations in accordance with the academic calendar and guidelines of the affiliating university.

XI) RESEARCH POLICY

1. All eligible teachers should take up Guide Ship (Supervisor Ship) from the affiliating University and should take up research scholars.
2. Research Centers shall be established in all eligible departments as sanctioned by the University.
- 3) Institute promotes the research culture in the institute.

XII) MAINTENANCE POLICY

1. Maintenance work sanctioned for the department is to be supervised by the respective HOD
2. Cleanliness of the class rooms/labs etc. should be maintained by the concerned departments.

XIII) LIBRARY POLICY

1. Library should function for the benefit of the entire college community during the working hours and the Librarian has to render selfless support
2. A list of library requirements from the departments may be collected by the Co-ordinator of the Library committee at the beginning of the academic year and has to be forwarded to the Principal.

XIV) WASTE MANAGEMENT POLICY

In consonance with the institutional principle of green protocol, the college should maintain a very strict and eco-friendly waste management mechanism.

1. The college admits its environmental responsibilities and recognizes its obligations to contribute to the resolution of global and local environmental issues by minimizing its environmental impact.
2. The entire stake holders are directed to take the ethical responsibility in reducing individual waste generation based on the waste management motto of the college: Reduce, Reuse and Recycle.
3. The policy binds all the institutional activities to the dual principles of plastic reduction and lowest waste generation.
4. Innovative and practical measures for waste management introduced by various departments of the government, and scientific agencies should be implemented in the campus after making studies on its plausibility.
5. Communicate the waste management policy of the college with staff, students, and other stakeholders in the campus to ensure all are aware of the waste management strategy followed by the college.
6. All should aptly utilize the dust bins for waste disposal made available at different locations in premises and the campus
7. All should strictly exercise separate disposal of dry, wet, electronic and biomedical waste.

XV) INFRASTRUCTURE & FACILITIES POLICY

Classrooms

The Office Superintendent is required to ensure that–

- All classrooms are kept clean and tidy
- Desks and benches in the classrooms are kept in order
- Class IV employees i.e. peons shall undertake the above tasks to the satisfaction of all concerned
- Allocation of rooms for holding daily classes shall be determined by the Timetable Committee.
- Allocation of rooms for holding academic examinations (Internal /University) to be determined by the Examination Committee constituted by the Principal.
- It shall be the responsibility of the Officer In-Charge of the examination committees to ensure tidying up and keeping the furniture (desks and benches) of the examination halls in proper order after the conduction of the examinations

XVI) LABORATORIES AND RESEARCH FACILITIES

HODs of all departments shall ensure that –

- All laboratories under their jurisdiction are kept clean and tidy.
- Desks, benches, materials, and equipment in the laboratories are kept in order.
- Class IV employees/ laboratory support staff attached with the departments are properly instructed to undertake the above tasks to the satisfaction of all concerned
- All users adhere to the directions given in the statutory display boards (mobile restriction/ energy saver reminder/ laboratory instructions) in every laboratory room.

General Guidelines for Laboratories

The following guidelines are designed to ensure optimum safety conditions inside the labs and to ensure protection against various forms of injuries. These guidelines are enforceable at all times by

authorized departmental personnel only. Students who do not follow these guidelines are liable for dismissal from the lab and other disciplinary action as deemed fit.

- Entry to laboratory is not encouraged unless specifically permitted for any intended use by the departmental head / teacher / lab in-charges.
- Students must carefully read experimental protocol before issuing any instruments.
- Doubts, if any, need to be cleared before the start of any activity / experiment.
- Students should not perform unauthorized / unscheduled experiments; Prior permission is mandatory from the concerned teachers before starting of any activity / experiment.
- Students are expected to follow all written instructions (displayed in the laboratory) and verbal instructions given by the concerned teachers / lab in-charges.
- Students must remain alert and attentive at all times
- Equipment/ instruments/ materials/ tools should not be touched unless instructed by the concerned teachers/ lab in-charges.
- Students must be made aware of the location and usage of all safety equipment and measures that are available, e.g. fire extinguisher, first aid kit, etc.
- Food and beverages should not be brought inside or consumed inside the lab
- Dangling jewelry and loose-fitting clothes must be avoided; loose sleeves must be rolled up;
- Equipment/ instruments/ materials/ tools inside the lab must be handled carefully and for the purpose for which it is intended.
- Equipment/ instruments/ materials/ tools must be checked before the start of any experiment
- Damaged, cracked and defective equipment/ instruments must be reported immediately to the concerned teachers/ lab in-charges/ instructors
- Malfunctioning of equipment/ instruments and accidents/ breakages during the course of any experiment must be reported immediately to the concerned teachers/ lab in-charges/instructors

Nehru Mahavidyalaya (Arts, Com. & Sci.), Nerparsopant

- Equipment/ instruments/ materials/ tools that were used in the lab for the conduct of any experiment must be cleaned thoroughly and returned in good working condition at the end of the practical sessions, and kept in the proper designated location if trans-located during the conduct of experiments
- Lab area must always be left in a clean condition at the end of practical sessions
- All electrical switches must be turned off
- Running experiment must be aborted and instruments quickly turned off



Bill for purchase of Solar Panel

PRASHANT ENTERPRISES NER [P]						
COMPOSITION DEALER MEN ROAD BARI PURA NER DIST YAVATMAL 445102 9423624880						
Cash Memo BILL OF SUPPLY Original						
M/s. : Kendrapramukh Y.C.M.O.U. Neharu M.Ner Nerparsopant ner - 445102				Invoice No. : 85 Date : 20/02/2020		
Mob No : 9766001000 Place of Supply 07-Maharashtra						
SrNo	Product Name	Warranty	Qty	Rate	Amount	
1	LUMINOUS SOLAR PCU NXT 12.5KVA Sr. No. : 21KCD2B1141460		1	100000.00	100000.00	
GSTIN No.: 27AMUPK9660J1Z5				Sub Total 100000.00		
Bill Amount : One Lakh Only				Cash Recd 100000.00		
Note : PAYMENT BY CHAKE				Bajaj Fin		
WARANTY AS PAR COMPANY Terms and Conditions				Rs. 0.00		
Terms & Condition :				Principal		
1. Our risk and responsibility ceases as soon as the goods leave our premises. 2. Interest @18% p.a. will be charged if payment is not made within due date. 3. Goods once sold will not be taken back. 4. "Subject to 'NER' Jurisdiction only. E.&O.E"				For, PRASHANT ENTERPRISES NER [P] प्रशांत एन्टरप्राइजेस अधीनस्थ (Authorized Signatory) दिन. 28/02/20		

PRASHANT ENTERPRISES NER [P]						
COMPOSITION DEALER MEN ROAD BARI PURA NER DIST YAVATMAL 445102 9423624880						
Cash Memo BILL OF SUPPLY Original						
M/s. : Principal Neharu Mahavidyalaya./Ner Ner NER - 445102				Invoice No. : 84 Date : 20/02/2020		
Mob No : Place of Supply 07-Maharashtra						
SrNo	Product Name	Warranty	Qty	Rate	Amount	
1	LUMINOUS PANELS 325W Sr. No. :		30	12000.00	360000.00	
2	LUMINUS SOLAR BAT 150 AH TUB Sr. No. :		10	19000.00	190000.00	
GSTIN No.: 27AMUPK9660J1Z5				Sub Total 550000.00		
Bill Amount : Five Lakh Fifty Thousand Only				Cash Recd 550000.00		
Note : BAT WARANTY 5 YEARS / Pement by chake.				Bajaj Fin		
WARANTY AS PAR COMPANY Terms and Conditions				Rs. 0.00		
Terms & Condition :				Principal		
1. Our risk and responsibility ceases as soon as the goods leave our premises. 2. Interest @18% p.a. will be charged if payment is not made within due date.				For, PRASHANT ENTERPRISES NER [P] प्रशांत एन्टरप्राइजेस अधीनस्थ (Authorized Signatory) दिन. 28/02/20		

Bills for Degradable & Non-degradable Tanks and Ramp for physically Handicap

॥ श्री भवानी प्रसन्न ॥ 9423432244
7038329999

भोयर बिल्डींग मटेरियल सप्लायर्स
नेरपरसोपंत

प्रो. सुभाषचंद्र दा. भोयर, टोलीपुरा, नेर 196
398 दि. 04/10/2021

अंमल प्रा. जेष्ठ महा.नेर

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सिमेन्ट बॅग 2 x 360+10			740 = ८०
			<u>8740 = ८०</u>

ग्राहकाची सही


सही

॥ श्री भवानी प्रसन्न ॥

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भोयर बिल्डींग मटेरियल सप्लायर्स

नेरपरसोपंत
प्रो. सुभाषचंद्र दा. भोयर, टोलीपुरा, ने. (95)
दि. 2 / 8 / 20

मं. 216
श्रीमान नेहरु महाविद्यालय नेर

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सिमेंट 9 बैर			390	
208 5x800			400	
हमीली + 200			110	
			<u>900</u>	

सही

याहकाची सही

* पावती *

नेहरु महाविद्यालय दाराशिंग. टाकुर

नेहरु देतो की, प्राचार्य, नेहरु कला, वाणिज्य, विज्ञान महाविद्यालय,

नेरपरसोपंत

नेहरु महाविद्यालयाच्या परिसरामध्ये कुमकेल्याबद्दल

तें रुपये 9500/-

अक्षरी रुपये पंधराशे रुपये फक्त

हजारी मिळाले.

सही

दि. 25/01/2021

Bill for Green Campus Environment

कॅश / क्रेडीट मेमो
राज नर्सरी मो. 9730604768
9326841791

सर्व प्रकारची लहान व मोठी फुल, फळ, शो, इनडोर, आऊटडोर
आणि लेआऊटची झाडे मिळण्याचा विश्वसनीय ठिकाण
पुनम चौक, यवतमाळ - ४४५ ००१ (महा.)

बिल क्र. 1073 दिनांक : 16/09/21..

श्री प्र. नेर माहा, विद्यालय

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