

## **1) Policies of the institution**



Shri Shivaji Education Society, Amravati's  
**Matoshree Vimalabai Deshmukh Mahavidyalaya**  
Shivaji Nagar, AMRAVATI - 444 603 (M.S.)  
Re-Accredited with 'B' Grade By NAAC



Index No. J-02-01-044 • Pay Unit No.-036 • Udisce No. 27071505414  
☎ 0721-2660355 (Off.), 2664929 (Fax)  
e-mail : elg\_amt\_mvds@ssesa.org • website : www.mvdecollege.org

President  
**Hon'ble Mr. Harshvardhan P. Deshmukh**  
Shri Shivaji Education Society, Amravati

Principal  
**Dr. Smita Deshmukh**  
B.Sc., M.A. (Eng.), Ph.D.

Founder President  
**Dr. Panjabrao alias Bhausaheb Deshmukh**  
M.A., D.Phil., L.L.D., Bar-Act-Law

Outward No. MVDM/.....

Date : .....

## **Admission Policy:**

Admission policy at Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati is one of equal opportunity to all. Students from Amravati as well as students from rural area are welcome, irrespective of caste, creed or religion. However the notification of the University and G. R. Of Government of Maharashtra is followed. So, there is reservation of seats based on SC/ST/OBC/VJ/NT/SBC Category. Therefore, students of ST/SC/OBC /VJ/NT/SBC are also welcome and no distinction is made based on their caste.

The college follow the **Society's Vision : To use education as a tool of social transformation and to spread it amongst that section of the populace deprived of it during the preceding centuries and to equip them to participate in the nation building activity with a view to promote their individual, social and national growth.**

And college remembered to march towards to approach of **college vision : Education to the poor and deprived students for acquisition of knowledge towards excellence in every walk of life.**

Admission of students is based on aggregate marks in the qualifying examination or its equivalent examination.

For all the courses offered students come from any of the four faculties, namely Arts, Science (unaided), Commerce (unaided), and Home science.

For the Science departments minimum 50% of aggregate of marks in 12<sup>th</sup> Std qualifying examination are required.

If the intake ratio is greater, then the admission will be given on the merit basis.

**DR. S. D. THAKARE**  
Coordinator, I.C.A.C.

Matoshree Vimalabai Deshmukh Mahavidyalaya  
Amravati



**Principal**

Matoshree Vimalabai Deshmukh Mahavidyalaya,  
Shivaji Nagar Amravati 444603 (M.S.)

All applications for admissions to any undergraduate course should be submitted by the date notified by the Sant Gadgebaba Amravati University, Amravati. Late applications are accepted with late fee fine as per the university norms.

Admissions can be considered granted only when the fees for the academic year are paid, an official receipt has been issued and the name of the candidate appears on the relevant rolls. Payment in part can be considered by administrative office with the prior permission of the principal with request letter.


All admissions, in undergraduates are valid only for a year and therefore to be renewed for each subsequent year of study.

- A student will not be able to be re-admitted to the college if he/she:

- 1) Has not successfully passed in all the examinations before desiring to enter the third year.
- 2) Has serious complaints of indiscipline against him/her in the previous year.
- 3) Admissions for the first year: undergraduates begin as soon as the 12<sup>th</sup> std results are declared.

At the time of admission the candidate has to provide the following documents-

- 1) 12<sup>th</sup> std mark sheet
- 2) Transfer Certificate (T. C.)
- 3) Documentary evidence if belonging to a special category
- 3) Passing mark certificate of equivalent examination with documentary evidence.
- 4) Migration certificate required for the students of other examination Boards.

  
**DR. S. D. THAKARE**  
Coordinator, I.Q.A.C.  
(Dr. S. D. Thakare)  
Amravati  
Matoshree Vimalabai Deshmukh Mahavidyalaya

  
**Principal**

**(Dr. Smita R. Deshmukh)**

**Principal**

Matoshree Vimalabai Deshmukh Mahavidyalaya  
Shwaji Nagar Amravati 444603 (M.S.)





Shri Shivaji Education Society, Amravati's  
**Matoshree Vimalabai Deshmukh Mahavidyalaya**

Shivaji Nagar, AMRAVATI - 444 603 (M.S.)  
Re-Accredited with 'B' Grade By NAAC

Index No. J-02-01-044 • Pay Unit No.-036 • Udise No. 27071505414  
☎ 0721-2660355 (Off.), 2664929 (Fax)

e-mail : [elg\\_amt\\_mvd@ssesa.org](mailto:elg_amt_mvd@ssesa.org) • website : [www.mvdcollege.org](http://www.mvdcollege.org)



President  
**Hon'ble Mr. Harshavardhan P. Deshmukh**  
Shri Shivaji Education Society, Amravati

Principal  
**Dr. Smita Deshmukh**  
B.Sc., M.A. (Eng.), Ph.D.

Founder President  
**Dr. Panjabrao alias Bhausaheb Deshmukh**  
M.A., D.Phil., LL.D., Bar-Act-Law

Outward No. MVDM/.....

Date : .....

## E-Governance Policy

### E-Governance Policy:

- **OBJECTIVE:**


- Implementation of E-governance in various functioning of the institution
- Achieving efficiency in college functioning
- Promoting transparency and accountability
- Achieving paperless administration of the institution
- Facilitating online internal and external communication between various entities of the institution
- Providing easy access to information
- Making the institution visible globally

- **POLICY:**

In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.

- The institution has already started with e-governance in aspects of functioning like –

- 1) Library
- 2) Accounts
- 3) Admission

  
**DR. S. D. THAKARE**  
Coordinator, I.Q.A.C.

Matoshree Vimalabai Deshmukh Mahavidyalaya  
Amravati



  
**Principal**

Matoshree Vimalabai Deshmukh Mahavidyalaya  
Shivaji Nagar Amravati 444603 (M.S.)

4) Administration

5) Examination.

• **E-GOVERNANCE IN FOLLOWING AREAS:**

For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the institute reserves the right to implement e-governance even in the areas not enlisted herewith.

**1. WEBSITE:**

The website acts as a mirror of the college activities and information about all activities are made easily available to the outsiders. For this purpose, website committee has been design by the Principal. Existing staff and persons have been identified to undertake the responsibility of website administration and updating the website at the college level.

**2. STUDENT ADMISSION:**

The College has decided to process the admissions in online mode. This will cover admissions to all graduate courses. The Principal is given the authority to take appropriate decisions and identify the persons responsible for implementation of this aspect of the policy.

**3. ACCOUNTS:**

For ease of maintaining accounts, the Institute can use ERP software. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating of the existing software's must be done on timely basis.

**4. LIBRARY:**

We have the privilege of having well stocked Library. To continue with this legacy, we have more e-learning resources for the benefit of the teachers and students such as e-Books and e-journal. Library is presently using a **e-granthalay** software for its internal working, so as to utilize the library resources effectively. Similarly, newer e-learning resources like NDLS and NLIST develop by INFLIBNET for e-books and e-journals subscription. The Library is fully automated with e – granthalay software for data feeding, bar coding.

Recommendations of the teachers also needed to be taken into account while subscribing to these resources.

## 5. ADMINISTRATION:

To provide a hassle free, convenient and cheap process, maximum of the administration of the Institute should be handled with ICT based technology. Facilities should be provide by e-copy of salary certificates, internal communication between the employees using e-mail, bonafide documents, experience certificates etc. Students also must be able to obtain maximum number of services like transfer certificates, bonafide certificates, checking attendance etc. in online mode.

## 6. LEARNING MANAGEMENT SYSTEM (LMS):

Our college utilize a dedicated learning management system whenever needed. The learning management system (LMS) is a software application for documentation, tracking, reporting, and delivery of educational courses, or learning and development programs. At the moment it is being utilized virtual classrooms and even be utilized for attendance.

## 7. EXAMINATION:

It is now very imperative to handle examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. College Examination incharge needs to supervise the entire process of examination under the guidance of the Principal of the college.

  
**P. S. D. THAKARE**  
**QCAC Coordinator**  
Coordinator, QCAC  
Matoshree Vimalabai Deshmukh Mahavidyalaya  
Amravati

  
**Principal**

**Principal**  
Matoshree Vimalabai Deshmukh Mahavidyalaya  
Shivaji Nagar Amravati 444603 (M.S.)





Shri Shivaji Education Society, Amravati's  
**Matoshree Vimalabai Deshmukh Mahavidyalaya**

Shivaji Nagar, AMRAVATI - 444 603 (M.S.)  
Re-Accredited with 'B' Grade By NAAC



Index No. J-02-01-044 • Pay Unit No.-036 • Udise No. 27071505414

☎ 0721-2660355 (Off), 2664929 (Fax)

e-mail : elg\_amt\_mvd@ssesa.org • website : www.mvcollege.org

President

**Hon'ble Mr. Harshvardhan P. Deshmukh**  
Shri Shivaji Education Society, Amravati

Principal

**Dr. Smita Deshmukh**  
B.Sc., M.A. (Eng.), Ph.D.

Founder President

**Dr. Panjabrao alias Bhausaheb Deshmukh**  
M.A., D.Phil., LL.D., Bar-Act-Law

Outward No. MVDM/.....

Date : .....


## **POLICY ON THE CODE OF CONDUCT FOR TEACHERS AND STUDENTS:**

### **✚ CODE OF CONDUCT FOR TEACHERS:**

The Code of Conduct as enacted in the statutes of Sant Gadge baba Amravati University, Amravati are applicable to the faculty members of Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati. Details of the same are as follows-

**Extract from:** Sant Gadge baba Amravati University, Amravati ordinance applicable to the College

- 1) A teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the college/University pertaining to his/her sphere of responsibility/duties.
- 2) A teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing body of the college.

  
**DR. S. D. THAKARE**  
Coordinator, I.Q.A.C.

Matoshree Vimalabai Deshmukh Mahavidyalaya  
Amravati



  
Principal

Matoshree Vimalabai Deshmukh Mahavidyalaya  
Shivaji Nagar Amravati 444603 (M.S.)

- 3) A teacher shall not remain absent from duty without proper sanction of leave in case of emergency.
- 4) A teacher shall desist/refrain from indulging in unscientific publication which would prove to be detrimental to the reputation and the progress of the college/University.
- 5) A teacher shall not conduct individually or participate in conducting jointly with others coaching classes directly or indirectly. He/she shall not give any private tuition.
- 6) A teacher shall perform his/her academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the college.
- 7) A teacher shall have freedom of thought and expressions. He/she shall not misuse the facilities or forum of the college/University.
- 8) A teacher shall not make use of the resources and/or facilities of the Department/College/University/ Governing Body for personal, commercial, political or religious purposes.
- 9) A teacher shall not be partial in assessment of a student or deliberately over mark, under mark or victimize a student on any grounds.
- 10) A teacher shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching/examination / administration.

Besides the above, the faculty members and non-teaching staff are also required to adhere to -

1) Ban on Private Tuitions:

Members of the faculty shall not engage in the conduct of coaching classes either individually or in groups.

2) Ban on Smoking and Consumption of Alcoholic Drinks:

Smoking and consumption of alcoholic drinks within the campus are prohibited.



## ↓ CODE OF CONDUCT FOR STUDENTS:

General Rules for students:

- 1) All students shall be responsible to the Principal, faculty members and other designated persons for their conduct.
- 2) No student shall use unbecoming language or indulge in insubordination or violent behaviour.
- 3) No student shall possess, use or circulate pornographic material in any form.
- 4) No student shall cause damage of any kind whatsoever to college property.
- 5) No students shall resort to ragging at the college campus.
- 6) Students should endeavor to maintain the high standards of the institution through their good manners, behaviour and dress
- 7) Students have to be punctual for lectures and practicals. They may not be permitted into the classroom or laboratory if they are late for the class
- 8) Attendance for classes, practicals and tests is compulsory. Every student should have at least 75% attendance in each subject/practical in order to appear for the Sant Gadge baba Amravati University, Amravati exam at the end of each semester. Absence from lectures, practicals and tests must be justified in writing to the satisfaction of the principal. In case of illness, medical certificate should be submitted; otherwise the student shall not be allowed to appear for the examinations
- 9) No student may leave the college premises during class hours without permission from the Principal.
- 10) All Students are expected to follow dates indicated on the notice board in respect to the submission of examination forms, fees, collection of mark sheets, and submission of laboratory journals, projects and applications for personal verification of marks and other announcements. Omission to take note of such announcements shall not be a valid excuse for non-compliance thereof.

11) Any form of intimidation or humiliation or ragging is strictly prohibited. Anyone found ragging is likely to be punished which may include expulsion from the college.

12) Smoking, drugs, and consumption of alcohol will not be permitted within the college premises. Any damage to the college property must be remedied at the cost of the offender.

13) Use of mobile phones in classrooms and in college corridors is not permitted without the exclusive permission of the attending staff. Mobile phones will be confiscated and will be returned only at the end of the semester.

14) Students, who discontinue their studies midway, will be given refunds as per university norms

15) Students should refrain from giving wrong information in the student admission forms. Students will be penalized if found doing so.

### **Uniform and Identity Card:**

1) All students are expected to wear their ID cards at all times in the college premises.

2) Students will adhere to the prescribed dress code else they will face disciplinary action.

3) For Boys: Beard should not exceed 5mm in length; and hair cut 5 cm in length.

4) No dyeing/styling of hair shall be permitted

### **Arrival and Departure from the premises:**

1) Students are expected to arrive in the college premises 15 minutes before the class and remain in the premises till classes are over except when they have specific library/lab work, in which case, they should be in the library or lab and nowhere else. Students should also note that the college premises means within the vicinity of the college. If anyone is seen loitering outside the college but within the vicinity but beyond a prescribed time, disciplinary actions will be taken against them.

2) Only students of the college are allowed to enter the college premises. In case of emergency, outsiders are requested to contact the college office and obtain necessary permission / notify the purpose of their visit

3) No outsiders or visitors will be allowed to enter the classroom, library and computer labs.

### Library:

1) Decorum of the library has to be maintained.

2) The library is open for teachers and student on all working days between 10:30 am to 6.30 pm

3) Books will be issued to the students on submission of their library cards and identity cards as per library rules.

4) Library cards will be issued to the FY students on the submission of a filled in form along with a fee receipt.

  
Coordinator

IQAC

  
Principal

Principal  
Matoshree Vimalabai Deshmukh Mahavidyalaya,  
Shivaji Nagar Anaravati 444603 (M.S.)





Shri Shivaji Education Society, Amravati's  
**Matoshree Vimalabai Deshmukh Mahavidyalaya**

Shivaji Nagar, AMRAVATI - 444 603 (M.S.)  
Re-Accredited with 'B' Grade By NAAC

Index No. J-02-01-044 • Pay Unit No.-036 • Udise No. 27071505414

☎ 0721-2660355 (Off.), 2664929 (Fax)

e-mail : elg\_amt\_mvd@ssesa.org • ebsite : www.mvdcollge.org



President  
**Hon'ble Mr. Harshvardhan P. Deshmukh**  
Shri Shivaji Education Society, Amravati

Principal  
**Dr. Smita Deshmukh**  
B.Sc., M.A. (Eng.), Ph.D.

Founder President  
**Dr. Panjabrao alias Bhausaheb Deshmukh**  
M.A., D.Phil., LL.D., Bar-Act-Law

Outward No. MVDM/.....

Date : .....

## Promotion of Research Policy:

### OBJECTIVES:

An essential component of Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati, is to create and sustain an atmosphere of research, inquiry and innovation among students and faculty and contribute to societal upliftment. The purpose of this policy is to create excellence in research by establishing procedures for the conduct of research and to promote applied research and innovation.

### Mission:

- To create a conducive environment for enhanced research productivity.
- To encourage collaboration across industry, government, community- based organizations, and agencies at the local, national, and international levels.
- To facilitate greater access to research through mobilization of resources and funding.

### The objectives are as follows:

- 1) To promote research and innovation.
- 2) To ensure integrity, quality and ethics in research.
- 3) To facilitate national and international research partnerships and collaboration.
- 4) To encourage consultancy and industry collaborations.

  
**DR. S. D. THAKARE**  
Coordinator, I.Q.A.C.

Matoshree Vimalabai Deshmukh Mahavidyalaya  
Amravati



  
Principal  
Matoshree Vimalabai Deshmukh Mahavidyalaya  
Shivaji Nagar Amravati 444603 (M.S.)

- 5) To identify thrust areas of research, and form related cluster groups/ frontline teams/consortia of researchers.
- 6) To create, procurement of equipment, and financial management with adequate autonomy to the Principal Investigator(s) and disseminate research outcomes to stakeholders and the public at large.
7. To identify potential collaborators from industry, research organizations, academic institutions & other stakeholders for cooperation and synergistic partnerships.
8. To submit the research project proposal to relevant research funding agencies in timelines.
9. To have better coordination among other cells/centers dealing with University-Industry Inter Linkage, Incubation, Innovation and Entrepreneurship Development and Intellectual Property Rights (IPR).
10. To share an Institutional Research Information of ongoing/ completed research projects/Programs, expertise & resources, etc.
11. To engage & utilize the services in research capacity building of talented young minds and promote mobility of researchers across institutions.
8. To organize workshops and training programs for ideation and conceptualization of research topics/themes by and ensuring the integrity and ethical practices in research.

### **PROMOTION OF RESEARCH AND INNOVATION:**

This policy will extend to all persons conducting research and sharing in innovation activities under the support of the College.

The college grants freedom to the students and faculty:

- 1) To carry out research in their chosen field.
- 2) To report their findings and conclusions freely.

The college operates policies to provide a helpful environment for research, by allocating the space, facilities and other resources for research programs based on scholarly and educational merits of the proposed research. The policy of the college is to provide the best possible resources so as to encourage research.

In this regard, the college aims to provide the staff and students opportunities to:

- 1) Attend seminars/workshops /expert talks/Faculty development programs and enhance their research skills.

- 2) Tie up with organizations/Associations so as to get the know-how and aid in research activities.
- 3) Publish papers in UGC Care journals.
- 4) Promote attending and presenting of research papers conferences by bearing the costs.

## **FUNDS FOR RESEARCH:**

On the basis of student intake, the funds will be worked out in the following manner.:

- 1) Part of cash inflow from the fees of students
- 2) Grants from individuals, philanthropist.
- 3) Alumni funding.
- 4) Sponsorships.
- 6) Tie ups with associations organizations to promote research.

In addition, the funds kept for this purpose shall be utilized for:

- 1) Purchase of books required for research activities.
- 2) Registration charges for attending seminars /workshops etc.
- 3) Registration charges to present papers of research at conferences.
- 4) Any other expenses involved while tying up with organizations.

## **POLICY STATEMENTS:**

### **1. Research Areas:**

College seeks and accepts research proposals where these undertakings have strong potential for practical learning experiences for students, to enhance instructor knowledge, or contribute to the social, cultural, or economic well-being of society.

### **2. Research Schemes:**

College recognizes the need to groom young faculty and students into research. College shall promote research schemes targeting privileged groups like young faculty, women and students. College shall arrange funds from its budget or from funding agencies. The Principal shall conceive and administer these schemes

### 3. Identification of Thrust areas:

Although the researchers have the freedom to choose their own topics for research, it is highly desirable to make research socially relevant. The college expects the different departments to have a thrust area of research, with a view to be focused in their efforts.

### 4. Research Projects:

The faculty can submit a research project to any government or non-government agency. The college encourages students and faculty to report findings from a research project either as a publication or a patent.

### 6. Publication of Papers in Journals:

Faculty are expected to publish their research in referenced National and International journals. It is expected that the journals are indexed in SCOPUS or are listed in UGC- Care.

### 7. Patent and IPR:

The college encourages its research community to file for patents arising from their work. The college shall create awareness about intellectual property rights among faculty, researchers and scholars from time to time.

### 8. Collaborative National and International Research:

The college encourages its faculty to conduct collaborative research with their peers from reputed National and International Universities and Institutions.

### 9. Workload and Incentives:

College recognizes research activities and scholarly work associated with applied research and innovation and considers such activities as workload assigned to faculty keeping in mind the normal workload associated with those individuals.

## 10. Compliance and Safeguards:

College and its researchers shall obey with all relevant policies of the College and any funding body as well as all legal requirements. College provides safeguards, as is reasonably practicable, to protect the sensitive and confidential information entrusted to it and abides by funding agency data protection requirements as determined in any agreements entered into between College and funding agency

## 11. Research Misconduct:

Research Misconduct is defined as any fabrication, falsification or plagiarism in proposing, performing or reviewing research or in reporting results of research. Research misconduct does not include an honest error or difference of opinion. The college believes that the occurrence of misconduct is a threat to the basic principles of research.

  
Coordinator  
DR. S. B. CHAKARE  
Coordinator, I.Q.A.C.  
Matoshree Vimalabai Deshmukh Mahavidyalaya  
Amravati

  
Principal

Principal  
Matoshree Vimalabai Deshmukh Mahavidyalaya  
Shivaji Nagar Amravati 444603 (M.S.)







Shri Shivaji Education Society, Amravati  
**Matoshree Vimalabai Deshmukh Mahavidyalaya**

Shivaji Nagar, AMRAVATI - 444 603 (M.S.)  
Re-Accredited with 'B' Grade By NAAC

Index No. J-02-01-044 • Pay Unit No.-036 • Udise No. 27071505414

☎ 0721-2660355 (Off), 2664929 (Fax)

e-mail : [clg\\_amt\\_mvd@ssesa.org](mailto:clg_amt_mvd@ssesa.org) • website : [www.mvdcollge.org](http://www.mvdcollge.org)



President  
**Hon'ble Mr. Harshvardhan P. Deshmukh**  
Shri Shivaji Education Society, Amravati

Principal  
**Dr. Smita Deshmukh**  
B.Sc., M.A. (Eng.), Ph.D.

Founder President  
**Dr. Panjabrao alias Bhausaheb Deshmukh**  
M.A., D.Phil., LL.D., Bar-Act-Law

Outward No. MVDM/.....

Date : .....

## **Sexual harassment policy**

### **Prevention of Sexual Harassment of Women at Workplace:**


#### **PREAMBLE:**

A policy by Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati committed to create an environment in which students, teachers and non-teaching staff can work together in an environment free of violence, Sexual harassment and exploitation. This includes all forms of gender violence, Sexual harassment on the basis of Sex /Gender.

#### **SCOPE:**

Policy for maintaining gender violence, sexual harassment and discrimination on the basis of sex and gender.

#### **OBJECTIVES OF THE POLICY:**

  
**DR. S. D. THAKARE**  
Coordinator, I.Q.A.C.

Matoshree Vimalabai Deshmukh Mahavidyalaya  
Amravati





Principal

Matoshree Vimalabai Deshmukh Mahavidyalaya  
Shivaji Nagar Amravati 444603 (M.S.)

- 1) To fulfill the directive of the Supreme Court and respective UGC guidelines enjoying all employers to develop and implement a policy against Sexual Harassment at work place.
- 2) To create a secure physical and social environment that will prevent acts of Sexual Harassment.
- 3) To promote a social and Psychological environment this will raise awareness about Sexual Harassment in different forms.
- 4) To generate public opinions against Sexual harassment and all forms of gender based violence.
- 5) To deal with cases of Sexual Harassment in a time bound manner.
- 6) To evolve a permanent mechanism for the prevention and redressal of Sexual Harassment cases and other acts of gender based violence.

### **DEFINITION OF SEXUAL HARASSEMENT:**

The following constitutes Sexual Harassment.

- Unwelcomed sexual advances: Physical, verbal or non- verbal conduct of sexual abuse.
- Demand or request for sexual favors.
- Making sexually colored remarks.
- Physical contact
- Showing Pornography

### **JURISDICTION:**

The rules and regulations outlined in this policy shall be applicable to all complaints of Sexual Harassment made by a member - whether the harassment is supposed to have taken place within or outside the campus.

### **DEFINITION:**

- 1) Members include Students, Professors, non- teaching staff of the college.

- 2) Student means a person pursuing a degree program, research programs.
- 3) Professor / Teachers - Any person from the staff who is appointed in teaching whether full-time, temporary, part time or visiting faculty.
- 4) Non-teaching staff includes any person who is not included in the category of teachers but working in the college campus.

## **COMPOSITION OF THE ANTI-SEXUAL HARASSMENT COMMITTEE:**

- 1) Chairperson of the committee will be principal of the college.
- 2) The committee Coordinator shall be headed by a senior women faculty of the college.
- 2) The committee shall have 2 senior woman faculty and one senior male faculty member.
- 3) The committee shall have one male member from non-teaching one female member from non-teaching.

## **PROCEDURE TO BE FOLLOWED BY THE COMMITTEE:**

- 1) The committee shall meet as and when any complaint is received.
- 2) The committee shall meet at least once every academic year.

  
**D.C.S. DETHAKARE**  
Coordinator, I.O.A.C.  
Amravati  
Matoshree Vimalabai Deshmukh Mahavidyalaya  
Amravati



  
Principal  
Principal  
Matoshree Vimalabai Deshmukh Mahavidyalaya  
Shivaji Nagar Amravati 444603 (M.S.)



Shri Shivaji Education Society, Amravati's  
**Matoshree Vimalabai Deshmukh Mahavidyalaya**  
Shivaji Nagar, AMRAVATI - 444 603 (M.S.)  
Re-Accredited with 'B' Grade By NAAC



Index No. J-02-01-044 • Pay Unit No.-036 • Udise No. 27071505414  
☎ 0721-2660355 (Off.), 2664929 (Fax)  
e-mail : clg\_amt\_mvd@ssesa.org • website : www.mvdcollge.org

President  
**Hon'ble Mr. Harshavardhan P. Deshmukh**  
Shri Shivaji Education Society, Amravati

Principal  
**Dr. Smita Deshmukh**  
B.Sc., M.A. (Eng.), Ph.D.

Founder President  
**Dr. Panjabrao alias Bhausaheb Deshmukh**  
M.A., D.Phil., LL.D., Bar-Act-Law

Outward No. MVDM/.....

Date : .....

## GREEN CAMPUS POLICY


### OBJECTIVE:

#### • *Green campus aims to-*

- 1) Sweep away wasteful inefficiencies and using conventional sources of energy for daily power needs of the campus
- 2) Encourage sustainable life style
- 3) Impose disposal methods
- 4) Support eco-friendly recycling measures and awareness in all forms.
- 5) Encouraging green campus initiatives to make the college sustainable and environment friendly.

#### • *INITIATIVES / SUGGESTIONS PROPOSED:*

- 1) Solar Power Installation of solar water heater in hostel block
- 2) Installation of solar panels for electricity needs
- 3) Encourage to use natural light than electric bulbs wherever possible

  
**DR. S. D. THAKARE**  
Coordinator, I.Q.A.C.  
Matoshree Vimalabai Deshmukh Mahavidyalaya  
Amravati



1

  
Principal  
Matoshree Vimalabai Deshmukh Mahavidyalaya  
Shivaji Nagar Amravati 444603 (M.S.)

- *Rain Water Harvesting and waste water Recycling*

- A) Installation of network of PVC pipes and gutters to direct rain water from the roof to one or more filter chambers which can be created with PVC barrels/tanks and connect it to open well / bore well to recharge shallow aquifers.
- B) Water from nutrition Laboratory can be used to water potted plants in the building.

- *RRR – Reduce , Reuse , Recycle:*

- A) Focus on reducing waste by going paperless. Use Google form to conduct quizzes, webinars, sharing e-books, feedback assessment, etc.
- B) Communication and circulars through college website and class Whats App groups managed by the faculty members.
- C) Ban Single use plastic cups, straws, plates, etc throughout the campus.
- D) Promote reuse of working components in e-waste.
- E) To encourage students to reuse waste materials to create manufactured article. For example- Making of paper bags
- F) Installation of compost bins to recycle wet biodegradable garbage to produce compost.
- G) Water bottles use for watering plants to encourage students to use reusable water bottles.

- *E-Waste recycling:*

- A) When upgrading labs with higher configuration systems, the old systems are reused in libraries and staffroom to serve basic needs like browsing and text editing.
- B) Use assembled PCs in the campus; hence working components of old computers is well-kept-up to be reused when necessary.
- C) Conduct E-waste collection drive and awareness programs to educate students about the hazardous effects of its improper disposal.

D) Installing E-Waste Recycling Bins and collected e-waste after some modification , handed over to needy organization/persons.

• ***Segregation of solid waste:***

A) Keep dry waste garbage bin in the campus as this can reduce littering in campus.

B) After the collection of solid waste, dump in to compost pit and use for the plants in college.

C) Wet waste and dry waste are separate in the college, as per the guidelines given by Corporation of the City of Amravati.

D) Use instruction written garbage bins throughout the campus. This will avoid confusions and garbage disposal in wrong bins.

E) Sanitary wastes to be disposed using electrical incinerator which is installed in the women's washroom.

F) Conduct cleanup drive to bring awareness in students.

G) Conduct plantation drives in collaborations.

H) Celebration of Raksha bandhan to trees in college campus.

I)The students create a poster "Know about Plant" to be stuck on plants describing its benefits, some interesting facts, etc. along with its local and biological name.

**Organic / medicinal plants gardening:**

A) Compost made in campus can be used for organic/ medicinal plants gardening in the campus.

B) Well maintained medicinal plants gardening in the campus.

**Use of LED light /Equipments:**

A) Replace the conventional fluorescent tube lights with LED tube lights.

B) Replace all LCD screens with LED screens.

C) Replace non power efficient Air Conditioners with good power 5 stars rated Air Conditioners.

D) Replace the freezer, water cooler, fans and desert coolers with good power efficiency.

E) Minimizing electricity consumption by directing staff and students to turn off electrical appliances when not in use.

## Restricted entry of automobiles:

A) Entry to only to Students and staff of college in campus.

B) Guest vehicles are allowed only during public activities days.

C) Dedicated bicycle parking slots are made to encourage students to use bicycles.

D) College students advice to use of public vehicles.

  
Coordinator

**D. THAKARE**  
Coordinator, I.C.A.C.  
Matoshree (Dr. S. D. Thakare)  
Amravati

  
Principal

Principal  
Matoshree Vimalabai Deshmukh Mahavidyalaya  
Shivaji Nagar Amravati 444603 (M.S.)





Shri Shivaji Education Society, Amravati's  
**Matoshree Vimalabai Deshmukh Mahavidyalaya**  
Shivaji Nagar, AMRAVATI - 444 603 (M.S.)  
Re-Accredited with 'B' Grade By NAAC

Index No. J-02-01-044 • Pay Unit No.-036 • Udise No. 27071505414

☎ 0721-2660355 (Off). 2664929 (Fax)

e-mail : [elg\\_amt\\_mvd@ssesa.org](mailto:elg_amt_mvd@ssesa.org) • website : [www.mvdcollege.org](http://www.mvdcollege.org)



President  
**Hon'ble Mr. Harshvardhan P. Deshmukh**  
Shri Shivaji Education Society, Amravati

Principal  
**Dr. Smita Deshmukh**  
B.Sc., M.A. (Eng.), Ph.D.

Founder President  
**Dr. Panjabrao alias Bhausaheb Deshmukh**  
M.A., D.Phil., LL.D., Bar-Act-Law

Outward No. MVDM/.....

Date : .....

## RESOURCE MOBILIZATIONS POLICY

### (INSTITUTIONAL STRATEGIES FOR MOBILISATION OF FUNDS AND OPTIMAL UTILISATION OF RESOURCES):

The college follows student-centric policies with focus on quality education which should be accessible to all.

The Parent Education Society's Vision is : To use education as a tool of social transformation and to spread it amongst that section of the populace deprived of it during the preceding centuries and to equip them to participate in the Nation building activity with a view to promote their individual, social and national growth.

And the Parent Education Society's Mission is :

- ✚ To build a network of school and colleges for educating the masses.
- ✚ To undertake rural development programme for the upliftment of villages and the rural areas with such instruments like the rural development institutes and it's like.
- ✚ To disseminate the latest knowledge and technology in farming, so that the people of this region are always in the flow of the latest currents worldwide.
- ✚ To open Shri Shivaji Loka Vidyapeeth to speed up the programme of cultural renaissance and advancement of knowledge.



Principal

Matoshree Vimalabai Deshmukh Mahavidyalaya  
Shivaji Nagar Amravati 444603 (M.S.)



- ✚ To undertake exclusive programme for caste eradication, social reformation and freedom from debt of the farmers and peasants. Principle of the College is to provide the best resources to the students and faculty to meet the above requirement and run the College in order to realize the vision and mission it has set out.

This document draws the policies for resource mobilization wherein resources will be utilized to plan broad academic activities, related administrative, logistic and developmental activities. Accordingly the budget estimates and funds requirement are made.

The funds received are from fees of students enrolled in self-financed courses, state government and grants provided by UGC and based on this is the budget allocation.

## **OBJECTIVES OF THE POLICY:**

The budget of the college is prepared keeping in mind developmental criteria of the college.

Funds are allocated for the following purposes-

- ✚ To pay salaries of teaching and non-teaching staff according to UGC regulation.
- ✚ To pay the regular bills for the services provided.
- ✚ Repair and maintenance of the infrastructure and the update of its facilities.
- ✚ To meet the infrastructure requirement of the institution while starting new programs.
- ✚ To provide financial support to seminars/workshops/expert talks/Association activities/Faculty Development programs/social outreach programs.
- ✚ To support student participation in various State/National/ International-level Sports, Academic and Cultural activities as well as exchange programs organized to widen their horizons and provide new experiences.
- ✚ Helping to deserving students.

The College will follow complete transparency in use of funds. Further, grants received from UGC are mainly allocated for growth and developmental work of the college.

The College needs three types of resources i.e. Human Resources, Equipment & Material Resources and Infrastructural Resources.

## **HUMAN RESOURCES:**

The College will ensure that qualified manpower needed to run the educational courses as per the laid down norms of the concerned regulatory authority are made available. For the appointment of other supporting staff the procedure laid down by statutes, ordinances and govt. policies will be followed.

### **1) Appointment of Teachers:**

The posts of Assistant Professors, Associate Professor and Professors are laid down by relevant regulating authorities like the affiliated university, mandates issued by UGC. The required number of posts as prescribed by regulating authorities for the various departments to operate courses will be adhered to.

### **2) Selection and Recruitment Process for Teachers:**

The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the College shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees as per the provisions made under these Regulations. These provisions shall be incorporated under the Statutes/Ordinances of the Sant Gadgebaba Amravati university. The composition of such committees shall be as prescribed in these Regulations.

Appointments will be done as per the approved vacancies.

### **3) Appointment of Non-Technical Staff:**

The number of non-technical staff required for non-technical work is laid down by the statutes, act and laid down norms.

### **4) Mobilization of Students against Intake:**

The important part of cash inflow is student admissions and resulting fees received from them. In order to ensure that maximum seats are filled against approved intake following mobilization plan is implemented.

### **5) Quality Education & Infrastructure:**

The college is to ensure that updated teachers and infrastructure is available so the satisfied students' work as courier to mobilize new admissions.

### **6) Advertisements & Publicity:**

The college should spend certain amount decided in the budget annually on this head to mobilize admissions effectively.

### **7) Infrastructure & Facilities:**

This attracts quality intake and enhances mobility to attract maximum admission. Efforts therefore be made for ensuring good class facilities.

### **8) Admission committee and Guidance:**

The Admission committee should provide the support and guide the students to overcome their individual, emotional and social problems.

## **• EQUIPMENT & MATERIAL RESOURCES:**

The requirement of equipment and material resources will be worked out by respective departments in Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati and consolidated by the Academic Council.

## **• INFRASTRUCTURAL RESOURCES:**

In order to operate the approved academic programs effectively and provide administrative support, the building and basic infrastructural requirements will be met in terms of financial load and time needed.

## **• FUNDS MOBILISATION:**

On the basis of Student Intake, Faculty requirements, Lab/library/material need and infrastructural need, the details of funds requirement will be examined and cash inflow/out flow will be worked out at, Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati, with the building construction & purchase Committee. A Resource Mobilization Plan will be made with following broad outlines.

*❖ Resource mobilization is also carried out by following means-*

- 1) Cash inflow from fees of students.
- 2) Grants from individuals, philanthropist Interest on corpus funds
- 3) Cash inflow likely from Govt. and Non Govt. funding, Alumni Funding.
- 5) Sponsorship/grants and interest etc.
- 6) Cash outflow based on already running programs, enhancement in expenditures, maintenances, administrative expenditure. Repayment of earlier loans interest etc included in cash out flow.
- 7) Cash received from parent Shri Shivaji Education Society, Amravati.

Fund generated from above are principally used for maintenance and development of the college

*❖ Optimum utilization of funds is ensured through-*

- ✚ Adequate funds allocated for effective teaching-learning practices that include Orientation Programmes, Workshops, Inter-disciplinary activities, training programmes, Refresher Courses that ensures quality education.
- ✚ Budget is utilized to meet day to day operational and administrative expenses and maintenance of fixed assets.
- ✚ Enhancement of library facilities needed to augment learning practices and accordingly requisite funds are utilized every year.
- ✚ Adequate funds are utilized for development and maintenance of infrastructure of the college.

The institution will conduct internal and external audits regularly. The main motto of resource mobilization and optimal utilization of resources is to raise our college up to the benchmark of quality teaching and unique growth of students.

  
Coordinator

IQAC

  
Principal



Principal  
Matoshree Vimalabai Deshmukh Mahavidyalaya  
Shivaji Nagar Amravati 444603 (M.S.)



Shri Shivaji Education Society, Amravati's  
**Matoshree Vimalabai Deshmukh Mahavidyalaya**

Shivaji Nagar, AMRAVATI - 444 603 (M.S.)  
Re-Accredited with 'B' Grade By NAAC

Index No. J-02-01-044 • Pay Unit No.-036 • Udise No. 27071505414  
☎ 0721-2660355 (O/E), 2664929 (Fax)

e-mail : [elg\\_amt\\_mvd@ssesa.org](mailto:elg_amt_mvd@ssesa.org) • website : [www.mvcollege.org](http://www.mvcollege.org)



President  
**Hon'ble Mr. Harshvardhan P. Deshmukh**  
Shri Shivaji Education Society, Amravati

Principal  
**Dr. Smita Deshmukh**  
B.Sc., M.A. (Eng.), Ph.D.

Founder President  
**Dr. Panjabrao alias Bhausaheb Deshmukh**  
M.A., D.Phil., LL.D., Bar-Act-Law

Outward No. MVDM/.....

Date : .....

## Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati

### Policy Document

On


**PROVIDING FINANCIAL SUPPORT TO TEACHERS FOR  
ATTENDING**

**CONFERENCES, SEMINARS AND WORKSHOPS**

**PREAMBLE:** The policy of providing the financial support to teachers is in force in order to attend conferences workshops organized by Institutions of National repute, Universities and Colleges and towards membership fee of professional bodies.

### OBJECTIVES:

- 1) To encourage the teaching staff for presentation of research papers in conferences workshops

  
**DR. S. D. THAKARE**  
Principal  
Coordinator, I.T.A.C.  
Matoshree Vimalabai Deshmukh Mahavidyalaya,  
Shivaji Nagar, Amravati 444603 (M.S.)

  
**Principal**  
Matoshree Vimalabai Deshmukh Mahavidyalaya,  
Shivaji Nagar Amravati 444603 (M.S.)



- 2) To support the teaching staff to avail opportunities for discussing the novel developments, the emerging challenges, future perspectives in their fields of interest.
- 3) To support the teaching staff to promote teaching-learning, research extension activities and governance through participation in conferences, seminar, webinars, workshops.
- 4) To enhance their academic credentials in line with UGC expectations.

**• POLICY REGARDING ATTENDING OF  
CONFERENCES / SEMINARS / WEBINARS /  
WORKSHOPS:**

A regular faculty is allowed to attend Conferences /Seminars/Webinars/ Workshops at International level once in a span of 4 years and at National level on supportive expenses (i.e. Registration fee + TA only) subject to fulfillment of the following conditions:-

1. The faculty member has to attend, present a paper or chair a session and has been officially invited to this effect.
2. Funds are available for this purpose with the College.
3. Conference/Seminar/ Webinars/ Workshop are in public interest.
4. 50% of the faculty is on duty at a time in the College.
5. No DA will be paid and faculty members will be granted academic leave. In case of local conferences etc. only registration fee will be paid and academic leave granted.
6. Fulfillment of instructions issued by the Govt. of India from time to time for going abroad.

**7. In case of attending International conference, the applicants should have cleared his/her probation successfully.**

**8. Subject to the condition that only 20% of teacher's strength in a department would be deputed for such international conference etc.**

**• Major categories for providing financial support to the teachers to promote:**

**1) Teaching Learning and related activities**

**2) Research and related academic activities**

**Coordinator**

**IQAC**

**Principal**