



MGM's

COLLEGE OF COMPUTER SCIENCE & IT, NANDED

(Institute established in 2000 and Affiliated to S.R.T.M.University Nanded.)

MGM Campus, Near Airport, Nanded-431605(M.S.) India

Anti-ragging Policy

Preamble: For promoting a culture of respect and inclusivity within the institution, we have framed the anti-ragging policy. By implementing a comprehensive anti-ragging committee policy, instances of ragging can reduce significantly and foster a safe and respectful environment for all students.

Scope: Anti-ragging policy typically extends to various aspects aimed at preventing and addressing incidents of ragging within educational institutions. Here are some key elements that are generally included in such policies:

Objective: To create a safe and inclusive environment for students and prevent ragging in any form within the institute.

Committee Composition:

Chairperson: Usually a senior faculty member

Members: Faculty members, administrative staff, representatives from the student body, and external members like psychologists or local law enforcement.

Responsibilities of the Committee: Conduct awareness programs on the evils of ragging. Ensure adherence to anti-ragging guidelines. Investigate reported incidences of ragging. Recommend disciplinary action against offenders.

Preventive Measures: Display anti-ragging posters and messages throughout the campus. Organize orientation programs for new students highlighting the anti-ragging stance. Implement a helpline or email for confidential reporting of ragging incidents.

Grievance Redressal Mechanism: A confidential and prompt procedure for lodging complaints. Investigation of complaints by the committee. Ensuring the complainant's identity is protected.

Disciplinary Actions: Penalties for those found guilty of ragging, which may include suspension, expulsion, or filing of an FIR (First Information Report) with the police. Provide counseling for both victims and offenders.

Legal Framework: Adherence to National or regional anti-ragging laws and guidelines. Collaboration with law enforcement authorities as and when necessary.

Awareness and Training: Regular training sessions for staff and students on recognizing and preventing ragging

Review & Monitoring : Regular review and updating the anti-ragging policy. Annual reports on ragging incidents and measures are taken to prevent them.


**IQAC
Coordinator**


**Principal
MGM's College of Computer Sci. & IT
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Grievance Redressal Policy

Preamble

A grievance Redressal policy is designed to address complaints and concerns raised by stakeholders within an organization, such as employees, students, customers, or clients. Here are the typical components of such a policy

Objective: To provide a fair, transparent, and prompt process for resolving grievances.

Scope

Defines who can file a grievance (employees, students, clients, etc.) and the types of grievances covered (harassment, discrimination, unfair treatment, etc.).

Committee Composition: Composition of the committee be formed as per guidelines of statutory regulatory authority.

Procedure for Filing Grievances: Following are the different methods for filing grievances

Submission: Grievances can be submitted in person, online portal or in offline mode.

Acknowledgment: Timeline and process for acknowledging receipt of the grievance is defined.

Documentation: Faculty coordinator be appointed for documenting grievances and maintaining records.

Grievance Handling Process:

- Initial review to determine the validity of the grievance.
- Steps for conducting a thorough and impartial investigation.
- Procedures for hearing both sides of the grievance.
- Timeframes for resolving grievances and the possible outcomes.
- Ensures that all grievances and related information are kept confidential.

Review & Monitoring: Describes how the committee will report its findings and how the implementation of resolutions will be monitored. Policy review frequency and process for making amendments based on feedback and changing needs.

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Internal Quality Assurance Cell Policy

Preamble

The MGM's College of Computer Science & IT, Nanded serves to provide higher educational needs, with pursuit of excellence. The institution is dedicated to passionately working towards achieving institutions vision and mission.

Scope

The policies and guidelines given herein shall be applicable to administration, teachers, students and all the stakeholders of the institute.

Objectives

The policy ensures the fulfillment of the following objectives:

- To develop a consistent and catalytic action taking system to improve academic and administrative performance of the institute.
- To promote effective measures for institutional functioning towards quality enhancement through internalization and institutionalization of quality culture and best practices.
- To institutionalize the quality assurance strategies and processes
- To review teaching learning process, structures and methodologies of the operations and learning outcomes at periodic intervals.
- To adhere to defined benchmarks in higher education for quality enhancement.

IQAC Composition:

The overall quality management of the institute shall be driven by the Internal Quality Cell (IQAC). It shall be composed off:

- Principal: Ex-officio chairperson
- Vice Principal: Ex-officio member
- Teacher representatives
- One member from the management
- Sr. Administrative Officer (OS)

- One nominee each from the local society/trust/student and alumni
- One nominee each from employers/industrialist/stakeholders
- One of the senior teachers as a coordinator of the IQAC.

Functions of the IQAC:

The IQAC shall serve as the central hub of the quality at the institute

- Development of quality benchmark.
- Defining parameters for various academic and administrative activities of the institute.
- Facilitating the implementation of learner centric environment favorable to quality education and faculty development to adopt the required knowledge and technology for participative teaching and learning process.
- Collection and analysis of feedback on curriculum and teaching learning process from all stakeholders.
- Distribution of Information of various quality parameters to all the stakeholders.
- Organization of Intra/Inter institutional workshop and seminars on quality related policies and enhancing the quality culture.
- Documentation of various programs/activities leading to quality improvement.
- Acting as a Nodal agency for coordinating quality related activities including adoption and implementation of best practices.
- Development and maintenance of institutional database through Management Information System (MIS) for the purpose of maintaining and enhancing institutional quality.
- Periodic Conduct of Self Evaluation, Evaluation by managing society, Evaluation by external peer team of IQAC, Academic & Administrative Audit (AAA) by affiliating University and other Quality Audits.
- Preparation and submission of the Annual Quality Assurance Report(AQAR) as per the guidelines and parameters of NAAC.

Role of IQAC: Following are the roles of IQAC

- Developing quality benchmarks.
- Facilitating a learner-Centric environment.
- Feedback mechanism.
- Documentation and reporting.
- Organizing Workshops and seminars.
- Monitoring Institutional activities.
- Enhancing Research Collaboration.
- Resource allocation.
- Quality Promotion.

Planning

The institute shall plan programs and activities broadly through Institute/Departmental/Teacher level planning.

Institute Level Planning

- The institute perspective/strategic plans shall be prepared by IQAC.
- IQAC shall prepare annual budget for academic activities, orientation and training programs for teachers, designing courses and development of teaching/learning materials, workshop and seminars, infrastructure development and maintenance, IT infrastructure, seed money, financial assistance to teachers, scholarships, staff well fare measures etc.
- Before the commencement of every academic year, IQAC shall prepare the academic calendar in accordance with University academic calendar.

Departmental Level Planning

- The department, in compliance with the academic calendar and time table, will plan various activities and assign teaching and other responsibilities to the teachers
- The department shall prepare action plan for the student association activities and departmental time-table by considering quality standards.

Teacher Level Planning

- Teachers shall prepare teaching plan of the courses at the beginning of each semester. The teaching plan shall include the details of the classes to be taught, summary of lesson plan, academic activities to be organized, continuous internal assessment, ICT tools to be used and skill development activities.
- Each teacher shall submit the self-appraisal at the end of the academic year to enhance the quality at individual level.

Implementation of plan (Do)

- The IQAC shall assist the departments in signing MoUs for implementation employability, Entrepreneurship and skill enhancement courses, collaborative research activities, on the job training, faculty exchange, student exchange, internship, project work, etc.
- The IQAC shall develop methodology for implementation of e-Governance in administration, finance & account, student admission support and examination.
- Departmental heads/in-charge support units will apply for permission to conduct the programs/activity towards Principal/Vice-principal. After getting permission the program/activity will be conducted by maintaining the quality standards. Immediately

after the completion of the program/activity, the departmental heads/in-charge support units/Coordinator will prepare the documentation of the program/activity and upload on Activity register with evidences.

- Teachers shall explore modern ICT enabled tools including online resources for effective teaching learning process.
- Teacher shall supplement class-room learning with student centric methods such as experiential learning, participative learning and problem solving methodologies including on the job training, hands-on training, internship, field visits, projects, industrial tours etc. for enhancing learning experiences.

Monitoring and reviewing

- IQAC shall review the programs, curriculum and academic activities of the institute and maintain the record.
- IQAC shall prepare and submit AQAR.
- The institution through IQAC shall undertake Academic and Administrative Audit by external expert for quality enhancement.
- IQAC shall assess the improvement based on recommendations by various auditing and accrediting agencies.
- IQAC Shall review the accomplishment of perspective/strategic plan at the end of each academic year.
- IQAC through HOD's and Coordinators will monitor and take feedback from teachers and students for the effective implementation of Teaching/Learning and evaluation process.
- IQAC will review the Teaching/Learning process, adherence to the teaching plan and collect the feedback from students. The feedback report shall be submitted to the Principal for further action.
- IQAC shall provide remarks in Performance Based Self Appraisal Report based on review of Teaching/Learning process.


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- Vocational Training Fee reimbursement for the students belonging to Scheduled Caste category Students
- Government of India Post-Matric Scholarship
- Post-Matric Tuition Fee and Examination Fee (Free-ship)
- Maintenance Allowance for student Studying in professional courses
- Rajarshri Chhatrapati Shahu Maharaj Merit Scholarship
- Post-Matric Scholarship for persons with disability
- Vocational Training Fee reimbursement for the students belonging to Scheduled Caste category Students

Eligibility

- The eligibility criteria for government of India scholarships can vary depending on the specific scholarship scheme.
- Minimum 75% attendance is mandatory for seeking and renewal of the GOI scholarships and Free-ships
- Student shall belong to resident of Maharashtra.
- The student taken admission to non professional programs after completing professional program, readmitted students and students admitted to other course shall not be eligible.
- For renewal of scholarship from students has to take ad-mission for next year of study.
- If Students eligible for more than one scheme he/her can availed only one.

Review & monitoring

Review and monitoring are critical aspects of scholarship policies to ensure accountability, effectiveness, and fairness in the distribution and utilization of funds. Monitoring State & Central Government circular regarding change in Scholarship/Free-ship eligibility criteria for student & institute must be observed and implement accordingly.

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[Signature]
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Sexual Harassment Policy

Preamble:

Sexual harassment policy typically outlines the purpose and guiding principles for addressing and preventing sexual harassment within the community.

Objective:

To create a safe, respectful, and inclusive environment by addressing and preventing sexual harassment through clear policies and procedures.

Scope:

This policy applies to all employees, students, visitors, and any other individuals associated with the organization, covering incidents occurring at the workplace, online interactions. Definitions: Sexual Harassment includes but is not limited to Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. Making sexually colored remarks, showing pornography, any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

Composition of the Sexual Harassment Cell:

The cell will consist of chairman: A senior woman employee.

Members: At least two employees committed to the cause of women or who have experience in social work or have legal knowledge.

External Member from an NGO or association committed to the cause of women or familiar with issues relating to sexual harassment.

Preventive Measures:

Training program: Mandatory orientation sessions for new employees and periodic refresher courses.

Code of Conduct: Clear articulation of expected behaviors and zero tolerance for harassment
Communication: Regular communication via emails, posters, and meetings to reinforce the policy.