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.

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Eco Green Campus Policy

Preamble:

The institute is devoted to protecting and conserving the environment by implementing green campus initiatives and inculcates the same amongst students. Such policies frequently include measures aimed at energy saving, waste reduction, minimizing use of plastic, Water conservation, sustainable transportation, and education about protection of environment.

This policy contributes to the maintenance of an eco-friendly, green campus by instilling the notion of sustainable development in the minds of students and guiding them in the management of renewable and non-renewable sources and trash for a safe and healthy environment for current and future generations.

Scope:

The green campus policy is followed by all stakeholders involved within institute including the administration, teaching and non-teaching staff members and students.

1. **Roles and Responsibilities:**
    - Promote environmental awareness and sustainability among stakeholders and society.
    - Perform the responsibility of general planning, execution, and monitoring eco-friendly efforts.
    - Take the lead in organizing green activities in campus.
    - Putting together awareness raising events for the teachers, students and community.
    - Create a strategy and organize student teams willingly to carry out the objective of the plans for tree planting, rainwater harvesting etc.
    - Initiatives for environmental ethics and awareness in campus.

2. **Objectives :**
    - To aid students in understanding the importance of the environment and the issues surrounding it.
    - To encourage students and staff to take small step in saving the environment.
    - To inspire students to raise community awareness of environmental issues.
    - To encourage educators and learners to understand that it is everyone's responsibility to protect the environment.
    - To maintain resource sustainability while avoiding damaging or wasteful behaviors.
    - Organize green campaigns to prevent and reduce pollution.

3. **Green policy Measures :**

Water Management:
- Installing rainwater harvesting systems and drip pipe systems for efficient water management.
- Fix and manage the water scarcity situation on a regular basis.
- Extension programs to educate the local population on water conservation.
- Rain-water harvesting is implemented.

Light conservation:
- Proper ventilation is provided for the minimum use of lights.
- Use of BLDC fans.
- Motion sensor based panels.
- Use of rated electronic equipment to conserve energy.

Plastic-Free Campus:
- To make aware students about hazards of plastic to the environment and the issues surrounding it.
- To encourage students for creating plastic free environment.

Minimize the consumption of paper:
- Make the most of paperless technology by exchanging information and notes via social media, email, learning management systems, and other channels.
- For internal official work, reuse printed paper with one side.

Mechanism for trash management:

Wastewater Management
- Washing, cleaning, toilet flushing, canteen kitchens, are the main sources of wastewater. The College building has a total of 06 washrooms in the campus. The water except the sanitary waste is sourced to the underground pits. Currently, sanitary wastewater generated is sent to the municipal sewer line.

Solid Waste Management:
- The campus generates two types of solid waste management: biodegradable and non-biodegradable.
- Every trash on campus will have a recycling container next to it so that students may throw away cardboard, plastic bottles, paper, glass, cans, and other materials without having to separate them first.
- The institution intends to attain a significant waste diversion rate through the use of solid waste management system.

- Canteen kitchen waste is collected for the biogas plant, and organic biodegradable waste is utilized to prepare vermi-composting.

E-Waste Management:
- E-waste disposal must be handled methodically from the moment electronic equipment is purchased, beginning with the seller signing a Memorandum of Understanding regarding the buyback policy.
- Data is stored on pen drives rather than CDs or DVDs.
- Use of outdated equipment must be adhered to whenever feasible.

Review and Monitoring: Policy documents must be review and monitor on regular basic.

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E-Governance Policy

Preamble:

To create a seamless, transparent, and efficient educational environment through the integration of digital technologies in all aspects of academic and administrative processes.

Scope: The scope of e-governance policy for educational institutes encompasses a wide range of areas aimed at enhancing efficiency, transparency, accessibility, and overall effectiveness in governance and administrative processes.

Objectives:

- Enhance the quality and accessibility of education through digital platforms.
- Improve administrative efficiency and transparency.
- Foster better communication and collaboration among students, faculty, and staff.
- Ensure data security and privacy.
- Promote digital literacy and capacity building.

Key Components:-

Administrative E-Governance:

- **College Administrative Service (CAS):** Digital management of staff members/student records, enrollment, attendance, grades, and personal information.
- **College Admission System:** Online system to maintain student enrollment record.
- **Financial Management:** Digital handling of fees, scholarships, and financial reporting.

Academic E-Governance:

- **E-Library:** Digital access to books, journals, research papers, and other academic resources.
- **Virtual Classrooms:** Tools for conducting live classes, webinars, and virtual office hours.
- **Academic Calendar:** Online access to academic schedules, exam timetables, and important deadlines.

Communication and Collaboration:

- **Email and Messaging Systems:** Secure communication channels for students, faculty, and staff.
- **Social Media Integration:** Platforms for community engagement, updates, and information dissemination.
- **Feedback Mechanism:** Online surveys and feedback forms for students and staff to submit their opinions and suggestions.

Implementation Strategy:-

Infrastructure Development

- Ensure robust and scalable IT infrastructure to support e-governance systems.
- Provide high-speed internet connectivity across the campus.

Capacity Building

- Conduct training programs for faculty, staff, and students to effectively use e-governance tools.
- Promote digital literacy among all stakeholders.

Policy and Regulations

- Develop and enforce policies for data security, privacy, and ethical use of digital resources.
- Establish clear guidelines for the use of e-governance systems and platforms.

Monitoring and Evaluation

- Implement a system for regular monitoring and evaluation of e-governance initiatives.
- Collect feedback and make necessary adjustments to improve the effectiveness of the e-governance system.

Data Security and Privacy:

- **Data Protection:** Ensure that all personal and academic data is securely stored and protected from unauthorized access.
- **Privacy Policies:** Clearly define the privacy rights of students, faculty, and staff regarding their personal information.

- **Compliance:** Adhere to local and international data protection regulations.

Review & Monitoring:

The e-governance policy for an educational institute aims to create a modern, efficient, and inclusive academic environment. By embracing digital technologies, the institution can enhance the quality of education, streamline administrative processes, and foster a collaborative and innovative community. Regular assessment and adaptation of the policy will ensure its continued relevance and effectiveness in meeting the evolving needs of the educational ecosystem.

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Energy Policy Document

Preamble

Institute recognizes the critical role of energy management in achieving sustainability objectives and acknowledges its responsibility to minimize environmental impact. As an educational institution committed to fostering environmental stewardship and responsible citizenship, the institute is dedicated to implementing energy-efficient practices, reducing consumption, and promoting awareness within its community.

Scope

Energy policy encompasses a broad range of principles and regulations that govern the production, distribution, and consumption of energy resources.

Objectives

1. **Energy Efficiency**: Implement measures to optimize energy performance across all facilities and operations.
2. **Resource Conservation**: Minimize energy consumption through efficient use of resources, including electricity, gas, and water.
3. **Renewable Energy**: Increase the use of renewable energy sources to reduce reliance on fossil fuels and lower carbon emissions.
4. **Education and Awareness**: Raise awareness among students, faculty, and staff about energy conservation practices and their environmental impact.
5. **Continuous Improvement**: Regularly review and update energy management strategies to reflect technological advancements and best practices.

Policy Statements

1. **Energy Conservation and Efficiency**

   a. All members of the college community are encouraged to adopt energy-efficient behaviors and practices in their daily activities.

   b. Facilities and Operations will conduct regular energy audits to identify areas for improvement and implement energy-saving measures accordingly.

   c. Energy-efficient technologies and equipment will be prioritized in new construction, renovation projects, and equipment upgrades.

2. **Renewable Energy**

a. MGM's College of Computer Science and IT, Nanded will explore and invest in renewable energy sources such as solar, wind, and geothermal to reduce reliance on non-renewable resources.

b. Partnerships with local utilities, government agencies, and renewable energy providers will be sought to facilitate the adoption of renewable energy solutions.

3. **Monitoring and Reporting**

a. Energy consumption data will be regularly monitored and analyzed to track progress towards energy reduction goals.

b. Annual reports on energy usage, savings, and sustainability initiatives will be published and made accessible to the college community.

4. **Education and Outreach**

a. Educational programs, workshops, and campaigns will be organized to raise awareness about energy conservation and sustainability.

b. Students, faculty, and staff will be encouraged to participate in initiatives such as energy-saving competitions, recycling programs, and sustainability events.

5. **Policy Compliance and Review**

a. All departments and individuals are expected to adhere to this Energy Policy and actively support its implementation.

b. The Energy Management Committee will oversee policy compliance, review performance data, and recommend updates to the policy as needed.

Review & Monitoring
MGM's College of Computer Science and IT, Nanded is committed to leading by example in energy conservation and sustainability. By working together and embracing innovative solutions, we can create a more sustainable future for our college community and the planet.

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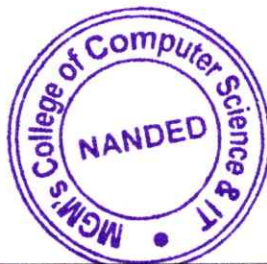
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Grievance Redressal Policy

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 fling 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 form 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, filed 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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Human Resource Management Policy

Preamble:

This document serves as a comprehensive guide to our organization's human resource policies, procedures, and practices. It is designed to ensure a consistent and equitable approach to the management of our most valuable asset – our employees.

Scope

This policy applies to all employees of MGM's College of Computer Science & IT, Nanded including full-time, part-time, temporary, and contractual staff. It is intended to provide clear and accessible information on our human resources policies and to serve as a reference for both management and employees in understanding their roles, rights, and responsibilities within the organization.

Guiding Principles

Our HR policies are founded on the following principles:

- **Fairness and Equity**: We are committed to providing equal opportunities and fair treatment to all employees, without discrimination based on race, gender, age, religion, sexual orientation, or any other protected characteristic.
- **Transparency and Communication**: Open communication and transparency are essential to fostering a productive and inclusive work environment. We strive to keep employees informed about policies, procedures, and changes that may affect their employment.
- **Professional Development**: We support the continuous development of our employees by providing opportunities for learning, growth, and career advancement.
- **Health and Safety**: We prioritize the health, safety, and well-being of our employees by maintaining a safe working environment and promoting wellness programs.
- **Compliance and Accountability**: We adhere to all applicable laws and regulations governing employment and are committed to upholding the highest standards of ethical conduct.

College Development Committee:

College Development Committee (CDC) is the apex managing body. The composition of this committee involves Chairman, members of the parent management, eminent persons of the society, nominated teachers and non-teaching representatives, Alumni, Student representative and the Principal as an ex-officio member.

Functions of College Development Committee:

- Prepare annual comprehensive development plan for academic, placement, infrastructure, administrative, and admission growth.
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
- Implementation of ongoing & revised policies as per the university circulars.
- Defining staff recruitment process as per workload.
- Observing & monitoring different activities of the institution to ensure and enhance quality of work.
- To prepare annual budget & accordingly getting sanction.

The Administrative work, responsibilities and duties assigned to all faculties and staff is as per the UGC norms and Swami Ramanand Teerth Marathwada University, Nanded

Following are the various categories of human resources.

1) **Administrative staff:**
   Principal, IQAC, Vice Principal, Head of Departments & Coordinators.
2) **Faculty:**
   Faculty. Training & placement officer, Physical education in-charge, Class in-charge.
3) **Non-Teaching staff:**
   Office superintendent, Librarian, Lab assistant, clerk, & attendant.

1) **Administrative staff:**

Principal:

- To take an active role in Institutional level planning and development.
- Principal is a bridge between all faculty and staff working in institute and management
- The Principal & Internal Quality Assurance Cell are responsible for defining policy and its implementation.
- Principal along with Department Heads and IQAC coordinator prepares academic calendar in accordance with university academic calendar.
- To prepare the perspective plan and strategies.
- To promote the professional growth of faculty and students.

- To look after the infrastructure facilities required in campus.
- To monitor the internal and external audit of the institute.
- To plan, monitor and motivate collaborative activities.
- To generate and utilize funds in coordination with management committee members.
- To verify and evaluate performance based appraisal system for faculty and staff.
- To keep observance of the Act,ordiance, statutes, regulations, circulars, rules and regulations issued by UGC, University, State time to time and there implementation.
- To Propose and implement staff welfare schemes.

IQAC Coordinator:

- To coordinate and implement collaborative quality initiatives activities in the institute.
- To promotes quality enhancement measures in the institute.
- To coordinate the working of all statutory and non-statutory committees of the institute time to time.
- To coordinate timely and efficient execution of the decisions of the IQAC committee.
- To coordinate and implements different standard quality parameters of the institute.
- To conduct regular IQAC meetings.
- To prepare Action taken reports of IQAC meetings.

Vice Principal:

- To monitor the institution campus.
- To supervise campus cleanliness and beautification.
- To supervise program wise admission process.
- To monitor and verify weekly and monthly attendance report.
- To supervise infrastructure changes in the campus.
- To Monitoring the teaching diary on regular basis.

Head of the Departments:

- To handles the responsibility of planning, monitoring and execution of overall departmental activities.
- Daily activities of the department.
- To look after workload distribution and department level time-table preparation.
- To monitor and supervise the conduction of theory and practical schedule of department.
- To monitor and verify syllabus completion and internal examination.
- To ensure, encourage & evaluate the contribution and participation of all faculty members in the progress of overall institute.
- To maintain academic discipline in the department.

- To organize professional development activities in the department.
- To arrange and monitor parent teachers meet.
- To conduct feedback on teaching learning process and take effective measures.
- To conduct regular departmental meetings.

2) Faculty:

Teaching faculty:

- Follow the individual time-table of theory and practical's.
- Prepare Teaching plan/study materials for lectures and practical.
- Maintain regular attendance of the students.
- Prepare question papers for internal examinations and evaluate the performance of students in their subject.
- Identify the slow/weak learners of the subject and take initiatives to improve their performance.
- To advise and assist students in their project and overall activities.
- Participate and organize professional development activities.
- Work as a mentor for students in online NPTEL (MOOC) Courses.
- Complete the syllabus of the subject well before the university examination.
- To conduct remedial classes for weak learners.

Physical Education in charge:

In addition to the duties of teaching faculty as mentioned above, physical education in charge shall perform following duties:

- Responsible for overall physical and mental development among the students.
- To work as a member of Discipline committee of the institute.
- To organize and conduct various sports events in coordination with sports committee.
- To motivate and encourage students to participate in sports events.
- To ensure active participation in Inter collegiate tournament of the university.
- To monitor and help in establishment and maintenance of infrastructure facilities required for sports.
- To ensure the delivery of sports facilities to sports players and maintaining the record for same

Training & Placement officer

1) Help students create and put into practice effective job search techniques.

2) Collaborate with department heads, administrators, and faculty members to incorporate career planning into the academic program.

3) Give students the tools they need to make career-long decisions.

4) Offering tools and exercises to help with the career-planning process.

5) Serve as a liaison between alums, employers, and students.

6) Make the students aware of their options for future careers.

Class In-charge:

In addition to the duties of teaching faculty as mentioned above, the Class In charge shall perform following duties:

- To conduct regular feedbacks on teaching and learning.
- To prepare result analysis of the class.
- Identify the slow/weak learners of the class and take initiatives to improve their performance.
- To allocates mentees for mentor.
- To arrange class wise activities.
- Conduct Interactive sessions for class.
- Arrange and conduct Parent Teachers Meet.
- Prepare PTM report.
- Motivate and encourage students to participate and organize co curricular and extracurricular activities.
- Work as a Chairman and member of college statutory and non-statutory committees for participatory governance and administration.

Non-Teaching Staff:

Office Superintendant:

- To handle day to day financial work.
- To record and maintain office database.
- To maintain students and staff record.
- To maintain personal files of staff.
- To maintain service books of staff.
- To Prepare and disburse staff salary.

Librarian:

- To look after the quality collection and development of reading materials.
- Purchase the Books which help users in developing communication skills.
- In addition to academic books library must have campus placement, competitive exam, and motivational books for students.
- Fulfill the knowledge needs of academic staff and students
- To provide online resources to fulfill the knowledge needs of teachers and students
- Librarian play the role of research guide (by providing reference, referral and SDI services) .
- Connecting reading with various sources of information.
- Resource sharing and collaboration with teachers and students.

Lab Assistant:

- To assist in establishment and Maintenance of laboratory resources and infrastructure.
- Assist students and staff during regular practical schedule and examination.
- To maintain lab manual.
- To keep the record of laboratory resources.
- To keep the record of lab attendance

Clerk:

- To maintain inward/outward register.
- Monitoring and circulating University circulars to responsible authorities.
- Drafting notice regarding different events and circulating to various department and students.
- Scheduling and displaying class wise examination form distribution/collection schedule.

Review & Monitoring

This policy is an evolving document that will be updated periodically to reflect changes in legislation, organizational needs, and best practices in human resource management. We encourage all employees to familiarize themselves with the contents of this manual and to use it as a resource for understanding the policies and practices that guide their employment at MGM's College of Computer Science & IT, Nanded.

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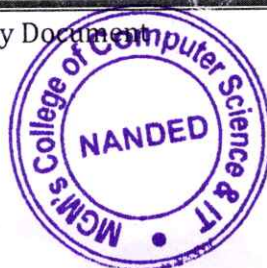
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Admission Policy

Preamble:

The institute assures Equity, accessibility and inclusiveness while admitting the students to various programs as per rules and regulations provided by SRA along with transparency in overall process. The admission shall be purely on merit basis and fees will be prescribed by University.

Scope:

The admission policy and guidelines are applicable to the students who are seeking admission in the institute for various programs offered as well as to all stakeholders of the institute involved in the admission process.

Role and responsibilities of Admission Committee:

- Frame and follow the admission guidelines as per the UGC, Govt. of Maharashtra and affiliating University.
- Plan and monitor the overall admission procedure.
- Appoint required Human resource to maintain a smooth admission process.
- Maintain transparency in admission process.

Admission Policy:

- Admission to both Undergraduate (UG) and Post Graduate (PG) programs will be based on required eligibility norms stated by UGC, Govt. of Maharashtra and affiliating University guidelines. Admissions will be purely on merit basis.
- The reservation norms are implemented as stated by Central and State Government.
- Counseling of students by senior faculty of the concerned department regarding programs offered, eligibility criteria, future scope of the program etc
- Use of technology and digitization of admission process.
- Admission schedule mentioned in University academic calendar is strictly followed.
- Students should submit the eligibility form along with all necessary documents.
- Benefit of scholarship and free ships as per the norms and eligibility criteria stated by Central and State Government be made available.
- Students be allowed for Change/Transfer of admission from one program to other on the basis of request received from student

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Admission Procedure:

- Wide publicity is given to admission notice. Schedule of admission be published on institute website, Notice board and social media platforms.
- Registration process schedule be implemented as per affiliating University norms
- After registration is over General merit list in compliance with percentage, reservation policies etc. be displayed on institute Notice board.
- Due procedure as per guidelines be followed for admission.

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Recruitment Policy

Preamble

A recruitment policy outlines the principles and procedures an organization follows to attract, select and hire competent employees.

Scope

The scope of a recruitment policy generally refers to the extent and coverage of the policies and procedures governing the recruitment process within an organization. Here are some key aspects typically covered within the scope of a recruitment policy. The scope of a recruitment policy generally refers to the extent and coverage of the policies and procedures governing the recruitment process within an organization. Here are some key aspects typically covered within the scope of a recruitment policy.

Objectives

The recruitment policy strictly retain to highly qualified and diverse talent who are committed to organizational values and goals. We strive to implement a fair, transparent and efficient recruitment process that ensure equal opportunity and promote diversity and inclusion.

Recruitment Policy

Following are the steps for recruitment

Requirement gathering & Analysis – Before the beginning of new academic year the vice-principal and Dept. heads used to prepare the expected workload. Based on this & considering the existing staff members, the requirement of new staff members is decided.

Also based on number of admissions and workload hours, the staff recruitment plan is prepared and same is submitted to the management for the approval.

Getting the approval for new recruitment – Once the management is convinced about and agreed for the new recruitment, the recruitment is get approved.

Publishing the advertisement – In this stage, an advertisement is prepare and published in Institute website, largely circulated news papers as well as through social media platforms.

This advertisement comprises department and program wise vacancies sticking to the guidelines of UGC and affiliating university. Also this advertisement clearly mentions venue, date and time of interviews.

Collecting resumes or CV in fixed time in online/offline mode – as per the published advertisement resumes and CV from aspiring candidates are collected either in person or in softcopy format.

Arranging Interviews for final selection – As per the date mentioned in advertisement, on the interview day, in first two hours, registration along with collection of CV and other supporting documents photocopies of Mark sheets degree certificates, experience letter etc are collected. Three stage selection procedure be followed for selection

1: Written Test

2: Personal and Technical Interview

3: Teaching Demo.

Getting approval for the new recruits – Based on the final result from stage 4, a final list of selected candidates be prepared and submitted to the management for approval. Once the list is approved the selected candidates are called.

Review of the policy.

Review and Implementation:

Reviewing the recruitment policy involves several steps to ensure it is effective, compliant with laws and align with organizational goals.

- Collect the feedback from hiring coordinators and recent hires about their experiences.
- Review the policy to ensure it aligns with the organization's mission, values and strategic goals.
- Assess whether the policy helps to retain top talent.
- Ensure that all staff involved in the recruitment process is trained on the policy and understand their roles and responsibilities.
- Identify inefficiencies in the recruitment process.

IQAC
Coordinator

Principal
MGM's College of Computer Sci. & IT
Nanded-431605

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Scholarship Policy

Preamble

The scholarship/free-ship schemes support admitted student financially underprivileged and deserving students to accomplish their educational needs. As per the government norm for some course like BCA, B.Sc. (CS) & M.Sc. (SE) only student belongs to SC & ST category are eligible to take the benefits of scholarship/free-ship schemes. But other courses like B.Sc. (Biotechnology), B.Sc. (Bioinformatics), M.Sc. (Biotechnology) & M.Sc. (Bioinformatics) all reservation and even General (Open) category students are also have benefits as per eligibility stated by Central/State Government scholarship/free-ship schemes. Institute policy also takes care about the different scholarship/free-ship schemes like centre sector & physically challenged students. National Scholarship Portal (NSP) provides benefits to different minority students. The main purpose of this policy to aware and motivate the student to take the benefits of different schemes by respective committee/cells.

Scope

Scholarship policies for students typically encompass a broad range of criteria and objectives aimed at supporting educational endeavors. Here are some key aspects that are commonly included in scholarship policies

Objectives

To aware and motivate the students regarding taking the benefits of different scholarship/free-ship schemes and provide the necessary support for the same.

Most of scholarship/free-ship post matric schemes are provided on one portal Apple Sarkar MAHADBT portal under different departments like Social Justice and Special Assistance Department, Tribal Development Department, Directorate of Higher Education & OBC, SEBC, VJNT & SBC Welfare Department.

Following are the schemes under various departments.
- Government of India Post-Matric Scholarship
- Post-Matric Tuition Fee and Examination Fee (Freeship)
- 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
- Government of India Post-Matric Scholarship
- Post-Matric Tuition Fee and Examination Fee (Freeship)
- 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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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.

Complaint Mechanism:

Submission: Complaints can be submitted in writing, through an online portal, or via email to a designated contact within the Sexual Harassment Cell.

Acknowledgment: Acknowledgment of the complaint within 7 days of receipt.

Documentation: All complaints must be documented, and records should be securely maintained. Grievance Redressal

Process:

Preliminary Assessment: Conduct an initial review to determine if the complaint falls within the purview of sexual harassment.

Investigation: The cell will conduct a fair and impartial investigation, interviewing the complainant, the respondent, and any witnesses.

Hearing: Both parties will be given the opportunity to present their case.

Resolution: The cell will provide a resolution within 90 days, including recommendations for disciplinary action if necessary.

Interim Measures: Protection Measures: Such as temporary suspension of the respondent, leave for the complainant, or a transfer to a different department.

Support Services: Counseling and medical assistance if needed.

Confidentiality: All information related to the complaint, including the identity of the complainant, respondent, and witnesses, will be kept confidential and shared only on a need-to-know basis.

Retaliation Protection: Strict action will be taken against anyone who retaliates against the complainant, witnesses, or any individuals involved in the investigation process.

Appeals Process: If either party is dissatisfied with the decision, they can appeal to a higher authority within the organization or an external legal body within a specified period (e.g., 30 days from the decision).

Review & Monitoring: The Sexual Harassment Cell will submit regular reports to the management detailing the number of cases received, resolved, and pending. The policy will be reviewed annually and amended as necessary based on feedback, legal changes, and organizational needs.

**IQAC
Coordinator**

Principal
MGM's College of Computer Sc
Nanded-431605
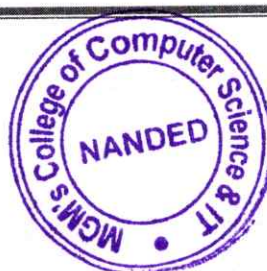
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Staff Performance Appraisal & Welfare Policy

Preamble

The purpose of this policy is to establish a systematic and transparent approach to staff appraisal and to promote the welfare of all employees within the educational institution. This policy aims to enhance professional development, recognize achievements, and ensure the well-being of staff members.

Scope

The scope of Staff Performance Appraisal & Welfare Policy typically covers a wide range of aspects related to employee management and well-being within an organization. Here's a breakdown of what each component generally entails

Objectives

- **Enhance Performance:** To provide a structured approach for assessing and improving staff performance.
- **Promote Professional Development:** To support continuous learning and career advancement.
- **Ensure Fairness:** To apply consistent and equitable standards in appraisals and welfare programs.
- **Foster Well-being:** To create a supportive environment that promotes the physical, mental, and emotional health of staff members.

Staff Appraisal

Appraisal Framework

1. **Frequency:** Annual appraisals for all staff members, with mid-year reviews.
2. **Scope:** Applies to teaching and non-teaching staff across all departments.
3. **Criteria:** Performance will be assessed based on:

- **Teaching Staff:** Teaching effectiveness, student feedback, research contributions, service to the institution.

- **Non-Teaching Staff:** Job performance, goal achievement, efficiency, and teamwork.

Appraisal Process

- **Self-Assessment:** Staff completes a self-assessment form detailing their achievements, challenges, and development needs.
- **Peer Review:** Input from colleagues for a comprehensive evaluation of performance and behavior.
- **Supervisor Assessment:** Direct supervisors evaluate staff based on set criteria, including self-assessment and peer review.

Feedback Mechanism

Constructive Feedback: Supervisors provide constructive feedback, highlighting strengths and areas for improvement.

Appeals Process: Staff have the right to appeal appraisal outcomes if they believe the evaluation was unfair or biased.

Staff welfare

Leave Policy – Leave is important for Teaching and Nonteaching staff of the institution. Our institute provides a computerized system for Leave Application. Teaching and Non teaching staff can apply in advance for leave through Head of the Department. In case of Emergency or any unfortunate circumstances Teaching and Non teaching staff can apply for leave orally by simply making a call and can submit the leave application in writing at the time of joining the duties. The rules and regulations for Leave provided by the institution are as follows

Casual Leave

- Teaching and Non-teaching staff can avail maximum 15 leaves per academic year.

- Teaching and Non-teaching staff can avail together 3 Casual Leaves.

Medical Leave

- Teaching and Non-teaching staff can avail Medical Leaves.

- Newly Recruited staff can avail the facility of Medical Leave after completion of Probation.

Duty Leave

- Teaching and Non teaching staff can avail the facility of Duty Leave for official work and Attending workshops, conferences, FDP, etc.

Other Leaves

- Leaves like Maternity Leave; Earned leave (EL) are also be available for the staff.

Concession in tuition fees for wards of staff - College admissions are solely determined by merit. Ss per the management policy, admitted ward of staff will be benefitted in concession/waive in tuition fee.

Advance against Salary

- Faculty Members will receive advance payment based on their regular Salary as per their requirement.

- Health Care and Emergency Situation.

- Festival advance

Employee Provident Fund -

Staff members are getting the benefits of Employee Provident Fund (EPF) as per central government norms.

Gratuity -

Teaching and Non-teaching staff at MGM who have worked for more than five years and have left the college to pursue their future endeavors will be entitled to a gratuity as part of their remuneration.

Review & monitoring

Review and monitoring of Staff Performance Appraisal & Welfare Policy are crucial aspects to ensure their effectiveness and relevance within an organization.

IQAC
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Principal
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