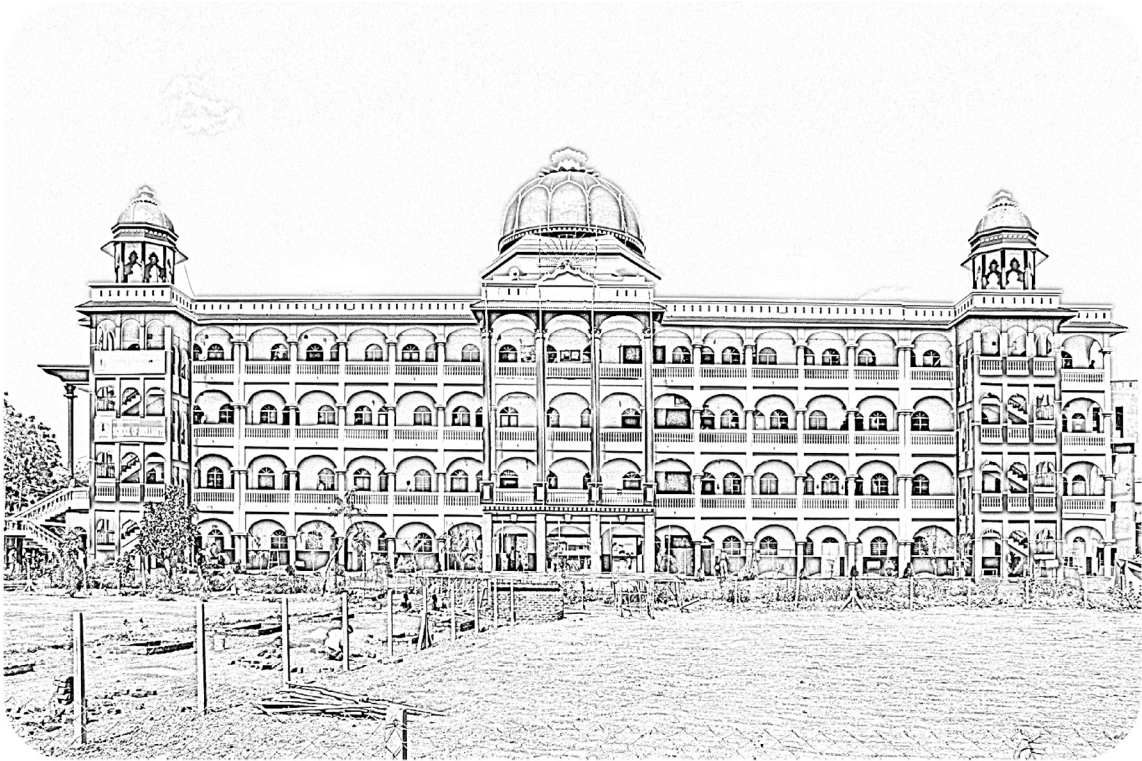


INDRAPRASTHA NEW ARTS COMMERCE AND SCIENCE COLLEGE, WARDHA (M.S)



Perspective Plan 2018-2023

Content

1. Introduction
2. About the College
3. Development Plan

Introduction

New Arts, Commerce and Science College was established by Mahila Vikas Sanstha, Wardha in the year of 1996 to help urban and rural students around Wardha to perform higher studies. The college UG, PG courses in Arts, Commerce & Science faculties. The college has dedicated and qualified faculty. There is a good support from the Management. The college has grown with adequate infrastructural facilities and academic programmes, yet there is always a need to develop, initiate and to match current and future Academic Programmes with the eye on future. Development is a continuous process and has to be reviewed periodically, analyzed and reprogrammed with future perspectives. The perspective plan is prepared keeping in mind the growth, requirements and employability of the learners.

Following over a year of preparatory work including suggestions from Mahila Vikas Sanstha, Wardha and discussions with many constituent groups such as students and faculty as well as a SWOC analysis conducted by every unit of the College and identification of our management, the New Arts, Commerce and Science College is poised to launch this Strategic Plan aimed at growth and development for the following five years i.e. 2018-2023. The plan was designed by IQAC in Jan 2019 and placed before Committee (CDC) of the college on 31 May 2019. After deliberations the plan was submitted to management.

This perspective plan document begins with a statement of Executive Summary, outlining prospect of future development of the institution that will be addressed through the perspective plan's actions. Next come the **Perspective Plan for 2018-2023** identified through a year-long discussion with stakeholders; the Envisioned Future, looking ahead to 2020; and, finally, the Goals and Strategies the College community has determined will lead us to that future.



About the College:

Over the last three decades Dr R.G Bhoyar's Group of Institutions has set an exalted example in the field of education, reaching beyond borders of knowledge. New Arts, Commerce and Science College, Wardha is one among many in this group. Founded by Dr Rajesh Bhoyar, an eminent intellect and philanthropist, in the year 1990, New Arts, Commerce and Science College has inspired students across India. He has established this College at Wardha making the ideals of Mahatma Gandhi as holistic foundation to it. Here the system of teaching is more of learners' oriented. A practical approach to the methods of teaching is being followed to prepare the students, face the challenges of life boldly.

This group strongly believes in imparting and propagating knowledge & live skills in core and frontier areas of all major fields of Science, Arts, Commerce and Management through innovative educational programs. The students are developed into a new group of professionals with an exceptional competence and a deep sense of values for life and commitment towards their responsibilities both for profession and nation as well. Here the students are not just taught but mentored, they are not just forced after the academics but guided to achieve success.

The major asset of NACSC is its staff members who are well qualified and hardworking. They are well committed in discharging their responsibilities. The faculty members are not just teachers but they are mentors. They guide their students in every possible aspect of their academics and help them to move on successfully.

Being a visionary scholar the Chairman Dr.R.G Bhoyar believed that educational institutions are the epicentres of knowledge. They should transform the unpolished and uncut stones into sparkling gems. He initiated variant number of educational programs like, Diploma, Bachelors and Master Levels in Humanities, Commerce, Science, Biotechnology, Computer Science/IT, Management, Social Work, Pharmacy and Vocational Education at NACSC.

With distinct uniqueness Dr.R.G Bhoyar Group of Institutions stands like an example among all educational Institutions in Vidarbha region.



Development Plan (2018-2023)

FACULTY DEVELOPMENT/ADDITION OF NEW COURSES

Faculty development:

The College has been making proactive efforts to upgrade the knowledge and skills of faculty members by facilitating their participation in various programs mentioned below:

- Orientation Program; Refresher Program; Special
- Interdisciplinary programs; Special schools; Short term courses;
- Training programs; Special leave for pursuing higher qualification; Teacher Exchange program; Research Projects;
- Participation in Conferences, Seminars, workshops etc.
- These faculty development activities to strengthen higher
- Education is and shall be promoted during the plan period.
- IPR Motivational Programs and Activities

Addition of new courses:

To cater to the changing needs of the students and make them competent for the global challenges, the following new courses

are proposed:

(1) Degree Programs:

- Activate M.Sc Chemistry, M.Sc Computer Science 2018-19
- Activate M.A Home Economics 2018-19
- Increasing Intake M.Sc Biotechnology, M.Com 2019-20.
- New PG Program M.Sc Physics, MSc Mathematics : 2020-21

(2) Short Term Courses:

- Retail Management (Commerce)- 2015-16
- “Personality Development and Communication Skills”-2015-16
- Soft Skills Development- (Commerce)- 2018-19
- “Tally” for BCA and BBA- 2020-21

- Programming in C for Computer Science Students -2020-21.

GROWTH OF STUDENTS FACULTYWISE/COURSEWISE

- The intake capacity of the existing courses is fixed by the University. The enrolment for all the courses is up to the capacity each year.
- Growth of the students is expected with the introduction of the proposed degree programs.
- Growth of the students is expected with the introduction of the proposed Post Graduate degree programs.

SOCIAL RESPONSIBILITY PROGRAMMS:

To create a sense of social responsibility among the students the following **community based programs** are proposed:

Organize students visits to school of remote areas and demonstrate practical Skills and deliver need based lectures.

- Organize workshops on Value education and Human rights.
- Organisation of guest speeches /workshop on environment awareness
- Formation of Food security awareness club for students, and general public.
- NSS camp visits and Scientific survey of adopted village every year.
- Study of Soils and cultivation practices of the villages every year
- Popularise Science in Society by Organising Science Exhibition.
- Reader club for Competitive Exam Students .
- Organise HB check-up, BMI, Health Index camps each year
- Training programs on Ms-office (word, Excel, power point) for Non- teaching / administrative staff / needy Students.
- To deliver lecture in NSS camp on social media awareness.
- Encourage students to actively participate in Disaster management campaigns as and when needed.



CAREER DEVELOPMENT AND PLACEMENT SERVICES:

The following **Career Planning Map** shall be implemented from year 2015-16-
To facilitate the placement of the graduates and postgraduates
we plan to:

- Strengthen the Placement cell by appointing a placement officer
- Participate in job fairs and exhibition
- Organize campus events focused on placements
- Organize special workshop every year for guiding the students
- On career opportunities and entrepreneurship.
- Strengthen the competitive examination cell.
- Organise mock interviews and offer soft skill training courses to the needy students.
- Posting 'e placement brochure' on college website and other agencies.

STUDENTS PARENTS TEACHERS RELATION DEVELOPMENT

To create a healthy relation with the parents the following

Annual activities are proposed:

- Mid semester faculty wise parents meet
- Special parents meet for the newly introduced courses
- Development of formal feedback mechanism from the parents
- SMS service to inform the students' progress.
- Invite parents on celebrations of special events
- Felicitation of parents of the rank holder/ meritorious students

EVALUATION OF TEACHERS BY STUDENTS

Evaluation in higher education can take place at various levels: at the level of the individual lecturer, the course unit, the course module, the semester, year of study, the subject, the entire Programme (e.g. the B.A., the B.Sc, B.Com.), the academic department, the faculty or even at the level of the institution. The feedback developed by the college is-



Tangible and Transparent

Actionable

User-Friendly

Timely

Ongoing

At present the feedback committee of the college actively collects the feedback from all the students. Online feedbacks are obtained and analysed.

Future Plan:

- To obtain such formal feedback from all the stakeholders.
- Provide a link on the website so that students give their feedback as per their convenience.
- A mechanism specially for obtaining feedbacks from employers shall be developed.
- Feedback mechanism on facilities will be developed.

LEADERSHIP AND ALUMNI ACTIVITIES DEVELOPMENT PROGRAMMS

Keeping in mind the requirements to inculcate leadership qualities among the students, the college shall focus on the following areas annually:

Empower: Organization of special lectures/ workshops to address issues like personality development, soft skill, conversation skills etc.

Encourage: Organization of various events and class programs to build confidence amongst students.

Values: Organization of various days and celebration of events of national importance.

Competitions shall be conducted on topics of core values.

Vision: Through special lectures by eminent personalities and high profile officials' efforts will be taken to help create a vision by all students.

- Biographies of successful personalities shall be procured in the library.
- Success stories of the alumni shall be shared through guest talks and special programs.
- Organization of workshops conducted by the alumni.

- A separate perspective plan shall be made for the alumni activities in 2018-19.

ACCREDITATION/REACCREDITATION (CYCLE 3)

Preparing for accreditation cycle 3.

The IQAC has started with preparing the AQAR for 2018-19 and shall be sent to NAAC Bangalore in the month of August 2023.

Requirements to improve the grade as pointed out by the Peer team include:

- Provision of Hostel facility
- Increase in number of computers with latest configurations.
- Need of a new building/ space for the newly introduced courses.
- Renovation of Labs.
- Strengthening of facilities for students like Canteen, Gymnasium, etc.
- Formalization of on campus facilities.

QUALITATIVE AND QUANTITATIVE STRENGTHENING OF EXISTING PROGRAMS

Following is the Annual plan to enhance the quality of the existing programs:

- Increase in student centered learning methods like projects, computer assisted learning, assignments and hands on training in Science/Commerce subjects in collaboration with nearby industry.
- Organize science exhibition/ Poster competition/ essay writing.
- Organize seminars and workshops for students.
- Use of software in practical of subjects like Statistics, Tally, Excel, etc .
- Celebrations of educational days.
- Better showcase and promote the significant accomplishments and recognition of our students and programs.
- Field visits and tours.
- Remedial Coaching.
- Add-on courses
- Short term courses
- Assignments/Tutorials



RESEARCH, CONSULTANCY AND EXTENSION

The backbone of education is **RESEARCH, CONSULTANCY AND EXTENSION:**

In order to strengthen **Research culture** following activities are proposed:

Research culture:

- To organize research competitions annually.
- To carry out projects with students.
- Involve students in scientific surveys by MSW Students
- To apply for major / minor research projects
- Promote student and staff participation in conferences/seminars etc.
- Organization of conferences/seminars etc.
- Research paper publication at least one per year per department.
- Organize training workshops for teachers.
- Establish new research centres and strengthen the existing ones.
- Develop linkage with reputed industries and institutions.
- Emphasize on collaborative research.
- Undertake research to benefit society.
- Increase the number of patents.

Proposal for consultancy:

- Display the consultancy activities of the departments on college website.
- Formalize consultancy.
- A special counseling cell for teenagers and youth.
- Weather forecasting station/unit.
- Consultancy in food safety
- Consumer analysis of food products.
- Consultancy in public health.
- Conducting English Communication Modules for the staff members of the respective industries.
- Data Analysis Cell.

- Soil Analysis centre.
- Biodiversity
- Medicinal Plants.

Extension activities proposed:

- Deliver lectures to high school students for better understanding of Science subjects.
- To carry out energy survey of the different villages and guide them accordingly.
- To organize lectures on energy saving in nearby areas and schools.
- Scientific surveys through NSS and student welfare.
- Special Activities on nation building themes in rural and nearby areas.
- Conduct value education workshops.

AUGMENTATION OF ACADEMIC INFRASTRUCTURE AND EQUIPEMENTS

In light of the proposed courses/activities the following infrastructural amenities are required:

Laboratories-

- Modernization of Laboratories as per industry and research requirement
- One central Computer Laboratory/facility
- Increase of space for Physics and Biotechnology.
- New lab for Computer science
- Renovation and addition in furniture to the existing and newly proposed labs.

Classrooms:

- One high-tech classroom to facilitate ICT enabled teaching.
- Classrooms for M. Sc. I and II with white board which will be helpful in delivering ICT lectures.

Equipment:

- Phase wise augmentation of research equipments
 - i) Double Beam UV – Visible Spectrophotometer
 - ii) Laminar Air flow
 - iii) PCR
 - iv) Research microscope (Stereozoom: Inverted and Phase contrast with microphotography.)

- v) computers – 1 physics; 20-commerce; 1- Biotechnology, 1-MSW,1-Chemistry
- vi) CRO, power supply
- vii) LCD projectors- 05
- viii) Printer- Laser 06
- ix) Antivirus software- 20 users.
- x) Inverter 06 unit (106 comp backup)
- xi) Increase the speed of lease line up to 100 mbps

EFFECTIVE AND EXTENSIVE USE OF ICT IN TEACHING AND LEARNING SYSTEM:

- To strengthen LMS
- Upload Power point presentations on various topics on website.
- Solving mathematical problems using freeware softwares TORA and Scilab.
- To develop simulation and animation packages in Physics
- R-SOFTWARE AND MS-EXCEL are used in teaching and learning system in statistics and shall be continued.
- Use of Chemistry Softwares – Chemwin, Chem Draw, NMR Tutor, IR Tutor.
- Use of PPT for Library Literacy Programme.
- Formation of NDLI Club
- E-Books, E-journals are to be made available for students.

EFFECTIVE AND EFFICIENT USE OF COMPUTER APPLICATIONS IN ADMISSION, ADMINISTRATION, EXAMINATION AND ACCOUNTING PROCESSES

In Admission, Administration, Examination and Accounting Processes software modules of ETH are effectively used and shall be upgraded as need arise.

PLAN FOR SEEKING MORE & MORE FINANCIAL AID UNDER UGC/BCUD, PROGRAMS

Proposed plans:



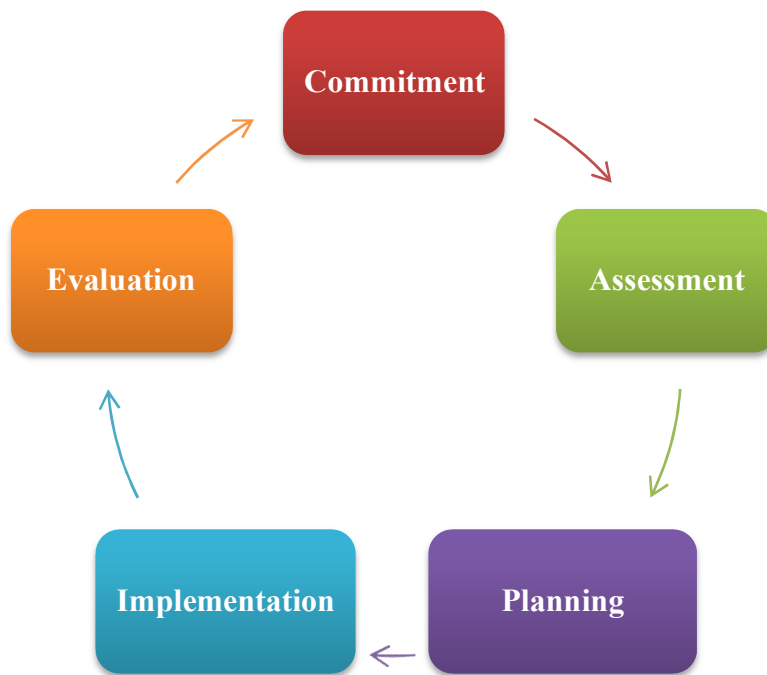
- Apply for research funding from various agencies like UGC, BCUD, DBT, DST, ICSSR etc.
- To apply for DBT star college scheme.
- Regular teachers from each department shall propose at least one major and one minor course during the plan period.
- College shall voluntarily apply for all financial aid schemes of state and central government as per the guidelines.

PRIORITY RECOMMONADATION

- Infrastructural modifications and augmentation
- Procurement of equipments
- Procurement of computers and peripherals
- Develop rich resources to support fieldwork, internships, and international and other opportunities for extramural engagement that will enrich the graduate experience.

Strategic Planning

The following schedule shall be practiced to fulfill the development of the plan.



- **Commitment:** We at NACSC are committed to fulfill all the activities mentioned herein for the development of the college and stand firmly in the academic competition.
- **Assessment:** Each step towards the fulfillment of the plan shall be assessed by internal as well as external peers, the recommendations/suggestions shall be incorporated to bring success to the institution.
- **Planning:** A detail plan of each step to be taken towards excellence shall be made. A committee of each new course/ activity shall be formed and each plan shall be discussed with the IQAC.
- **Implementation:** Strategic implementation of each activity shall be done considering the feedback /response from the various stakeholders. Timely implementation will be done. A college development Monitoring committee shall be constituted to keenly observe the implementation of each activity.
- **Evaluation:** A six monthly evaluation report of each activity will be elaborately prepared. This step will give a clear feedback about the activity and would even suggest modification if required.

ICT based teaching:

- College has virtual classroom
- College has sufficient number of computers and LCD projectors.
- Teachers have developed and prepared ICT teaching material in the college. which is being used in the classroom teaching.
- Interactive teaching learning strategy is adopted by the faculty members.
- Physics department has developed simulation based on fundamental concept of physics.

List of Major Equipment



Mahila Vikas Sanstha's

New Arts, Commerce & Science College, Wardha

(Approved by Govt. of Maharashtra & Affiliated to Rashtrasant Tukdoji Maharaj, Nagpur University, Nagpur)
(Recognized by U.G.C., under section 2 (f) & 12 (b) as per act of 1956)

Date: 27.2.2020

Sr. No	Instrument	Make
1	Cooling Centrifuge	REMI
2	Micro Centrifuge	Eppendorf
3	Digital Balance	SYSTRONIC
4	Electronic Balance	Equiptronics
5	Quick Freezer	Remi
6	BOD Incubator	Remi
7	VU Visible spectrophotometer	BioEra
8	Distillation Unit	BioEra
9	PCR	Eppendorf
10	Orbital Shaker	Remi
11	Transilluminator	BioEra
12	Autoclave	Syngene
13	Soux Let Extractor	Borosil
14	Microwave Oven	Bajaj
15	Portable Cooler	BioEra
16	pH Meter	Equiptronics
17	Hot Air Oven	SS Biotech
18	Magnetic Stirrer	Remi
19	Vertical and Horizontal Gel Electrophoresis Apparatus	BioEra
20	Horizontal Laminar Air Flow	Kirloskar



Principal,
New Arts, Commerce & Science
College, WARDHA

Batchelor Road, Nalwadi, Wardha (Maharashtra) - 442001. Tel : 07152-240152 Fax : 07152-240152
E-mail: info@nacswardha.org Visit us at : www.nacswardha.org

Financial Aids for students

Year	Name of the scheme	Number of students benefited by government scheme and amount	
		Number of students	Amount
2020-2021	Government of India Post-Matric Scholarship	414	4905744
2020-2021	Post-Matric Tuition Fee and Examination Fee (Freeship)	16	271617
2020-2021	Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulkh Shishyavrutti Scheme	45	312287
2020-2021	State Government Open Merit Scholarship	1	0
2020-2021	Post Matric Scholarship Scheme (Government Of India)	190	1990569
2020-2021	Tuition Fee & Exam Fee for Tribal Students (Freeship)	11	131063
2020-2021	Post Matric Scholarship to OBC Students	1498	16989736
2020-2021	Tuition Fees and Examination Fees to OBC Students	75	682339
2020-2021	Post Matric Scholarship to SBC Students	80	727584
2020-2021	Tuition Fees and Examination Fees to SBC Students	3	27679
2020-2021	Post Matric Scholarship to VJNT Students	175	1773620
2020-2021	Tuition Fees and Examination Fees to VJNT Students	10	157408

Number of students benefited by the institution's schemes and amount	
Number of students	Amount
395	2271143



Best Practices

- Student feedback mechanism.
- Self –appraisal by teachers
- Participation of the faculty in Teachers Training Programmes.
- Design and implementation of Add-on courses.
- Participation of the faculty in curriculum design and Syllabus Revision Workshops.
- Visits to educational institutes, laboratories, libraries and industrial units.
- Remedial teaching programme
- Organization of intercollegiate competitions based on the curricula.
- Pre-admission and faculty wise post-admission counselling
- Extension activities: N.S.S. and MSW
- Student welfare activities
- Newsletters Published by some of the Departments.
- Effective Welfare Schemes for Teaching and Non Teaching
- Effective Welfare Schemes for UG and PG Students



**Internal Quality Assurance Cell
(IQAC)**

**Code of Conduct
(Handbooks)
For Various Stakeholders**



**INDRAPRASTHA NEW ARTS, COMMERCE AND
SCIENCE COLLEGE, WARDHA**

**ADDRESS: BATCHELOR ROAD, NALWADI, WARDHA (M.S)
442001**

Web Address: www.nacsewardha.org

Prof. Sandip Petare

Dr. A.B Sasankar

A) Job Responsibilities and Duties of Professor /HOD

- 1) Providing leadership in both under graduate and postgraduate in relevant field of specialization
- 2) Consultancy services.
- 3) Teaching, laboratory development & writing of books.
- 4) Evaluations of tutorials, assignments, journals, answer papers.
- 5) Interaction with industry.
- 6) Continuing education activities.
- 7) Student's counselling.
- 8) Interaction with other institutions, Universities at state, national and international levels.
- 9) Organizing seminars, workshops, summer schools and winter schools for teachers and professionals.
- 10) Publishing papers in national and international journals.
- 11) Review of academic activities of the department periodically.
- 12) To Maintain dead stock, consumable registers with the help of lab in-charge
- 13) To display notices, mark sheets, attendance sheets etc. pertaining to the students
- 14) To send SMS regarding attendance, discipline and other activities with the help of class teachers.
- 15) Organize parents meet in association with Teacher& Parent.
- 16) Involvement in curricular, co-curricular and extra-curricular activities.
- 17) Any other duties assigned by the Principal from time to time.

B) Job Responsibilities of Associate Professor/Assistant Professor

- 1) Teaching and ensuring attendance of students as per University norms
- 2) Planning and implementation of instructions received from Head/principal.
- 3) Student's assessment and evaluation.
- 4) Developing resource material for teaching and learning.
- 5) Extension of services to the industry and community.
- 6) Continuing education activities.
- 7) Curricular, Co-curricular and extra-curricular activities.
- 8) Publication of research papers, articles & Books
- 9) Participate in seminars/conferences/workshops.
- 10) Participation in departmental administration
- 11) Contribute to the activities sustaining accreditation of the institute.
- 12) Examination work pertaining to College University such as organizing supervision and assessment etc.
- 13) Arrangement of remedial coaching.
- 14) Upgrading of qualifications.
- 15) Teachers should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
- 16) Any other duties assigned by the Management and Principal from time to time.

C) Job Responsibilities of System Administrator

- 1) To maintain the network and PCs.
- 2) To attend complaints received from students and staff regarding PC or the Network.
- 3) To maintain peripherals like printers, scanners etc. in serviceable condition all time.
- 4) To assist the management in procurement of hardware, software and equipment.
- 5) To maintain internet connectivity and take steps to prevent misuse.
- 6) Any other duties assigned by the Principal/Head/Professor

D) Job Responsibilities of Lab. Attendant.

- 1) To ensure safety of the students in the laboratory.
- 2) To draw the lab schedules for the students and display on the board.
- 3) To record and maintain the attendance of the students.
- 4) To ensure discipline of the students in the laboratory.
- 5) To conduct lab examination as and when required.
- 6) To assist the faculty member in conducting lab sessions of their students.
- 7) To maintain the dead stock /consumable/semi consumable registers of respective laboratories
- 8) Maintenance of all instruments/equipment in the respective laboratories.
- 9) To carry out any other duties assigned by the faculty member/Professor/Head/Principal.
- 10) To check at least once in a week working of instruments & equipment under laboratory.
- 11) To prepare the requirement of consumables for the lab and place indent for the same.

E) Job Responsibilities of Non-Teaching Staff

- 1) Non-Teaching staff working in the College office or departments should remain on Duty during College hours.
- 2) Non-Teaching staff should wear the Uniform provided by the Management and always wear their identity badge during working hours.
- 3) Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- 4) Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
- 5) Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
- 6) For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD,

the amount shall be handed over to the College Accounts Staff, for deposit in the College account.

- 7) Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

F) Job Responsibilities of Librarian

- 1) To prepare and issue of Library cards to students and staff.
- 2) To follow up return of books issued to students and staff members.
- 3) To maintain fine collection register and instruct students to deposit the fine
- 4) To display new arrivals by photocopy of the cover page of the books and journals.
- 5) To receive international journals & magazines and highlight important articles & news.
- 6) To compile back volumes of journals and periodicals and arrange for binding and Stacking.
- 7) To maintain the day wise records of visits of staff faculty members in library.
- 8) Display of cuttings of news papers on education /social matters on notice board
- 9) The list of requirement of books submits to the principal for further procurement.
- 10) To ensure discipline of the students in the library.
- 11) To effectively encourage faculty & student to use e-journals books keeping always in working condition.
- 12) Regularly under take binding of books which are damaged.
- 13) Any other matter assigned by Principal from time to time.

G) Job Responsibilities Of Placement Officer.

- 1) Prepare a data bank of potential industries for placements and keep updating.
- 2) Initiate MoUs with industries and organize recruitment process for placements.
- 3) Organize printing of placement Brochures/soft copies of information regarding students' placements.
- 4) Obtain feedback from industries regarding strength and weaknesses of students who have been placed finally.

- 5) Obtain feedback from industries regarding performance of placed students (one year or more) and obtain inputs additional training/grooming of current students at least for their year.
- 6) Grooming the students for placements by organizing soft skill trainings.
- 7) Counselling of students regarding emerging areas of job opportunities.
- 8) Organize talks by experts to motivate students to seek job opportunities in emerging areas.
- 9) Give feedback to the faculty about strength & weaknesses of students to enable them to initiate appropriate grooming activities.
- 10) Any other duties assigned by the Principal from time to time.

H) Job Responsibilities of Office Superintendent

- 1) Scrutinize Admission & Eligibility documents and registers of admission.
- 2) Supervise and maintain personal files of staff and faculty.
- 3) Maintaining P.F. account as the case may be.
- 4) Keeping discipline and work schedule of class IV employees.
- 5) Maintain casual leave register.
- 6) Maintain movement register for staff under office administration.
- 7) Organise printing of brochures and placement documents for the institute.
- 8) Assistant Principal in receiving guests and visiting dignitaries in a dignified manner
- 9) Initiate and record all correspondence & put up the same to Principal /HOD & section heads.
- 10) He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
- 11) To maintain the records of scholarships of students.
- 12) To take care of biometric requirement.
- 13) He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
- 14) Any other duties assigned by the principal from time to time

I) Job Responsibilities of Clerk Under O.S.

- 1) Checking website of Rashtrasanta Tukadoji Maharaj Nagpur University, Nagpur.
- 2) Maintaining of personal files of teaching and non teaching staff.
- 3) Maintenance of attendance registers of teaching and non teaching staff,
- 4) Maintenance of service books.
- 5) Maintaining leave record of staff.
- 6) Completion of attendance of faculty and nonteaching staff and forwarding the same to accounts section for preparation of payment.
- 7) Any other duties assigned by the Principal from time to time.

J) Job Responsibilities of Accountant

- 1) To prepare budget estimate of the college under guidance of Principal
- 2) To prepare documents for submission of six monthly and annual audit.
- 3) Allotment of Budgets to every department of the college.
- 4) HOD/section heads take periodical review of the same.
- 5) To verify bills for payment
- 6) To check the monthly pay sheet
- 7) To check the cash book daily
- 8) To file E-TDS returns
- 9) To hold custody of receipt books and vouchers.
- 10) To prepare all the records as required by the statutory auditors and present the same regularly to the auditors.
- 11) To control and check the advance register and ensure timely recovery of advances.
- 12) To Settlement of journey claims and advances.
- 13) To prepare TDS statement and submit to Chartered Accountant.
- 14) Any other duties assigned by the Principal from time to time

K) Job Responsibilities of Examination In-charge

- 1) To organize all works related to university and college level
- 2) examinations such as preparation of supervision chart, appointments of senior super
- 3) visors in consultation with principal.
- 4) To correspondence with university regarding university examinations, results of
- 5) students, students complaints regarding examinations.
- 6) To organize the filling of examination forms, revaluation & verification forms of students & submission to Rashtrasanta Tukadoji Maharaj Nagpur University, Nagpur.
- 7) To obtain results of students and its distribution.
- 8) To send requirement of examination stationary to R.T. M Nagpur University & maintaining its up-to-date records.
- 9) To arrange for online examinations as per schedule & instructions of university
- 10) To maintain the records of all passed out students of this institute in a separate register also in a soft copy.
- 11) To send the program of proposed practical examinations dates to university & get final programme of practical/oral examinations.
- 12) To submit term work /oral practical marks to R.T. M Nagpur University & time bound manner.
- 13) To organize arrangement of furniture and numbering of examination seats for
- 14) University of Nagpur examinations.
- 15) To receive the examination stationery from R.T. M Nagpur University, Nagpur & keep in the strong room.
- 16) Any other duties assigned by the Principal from time to time.

L) INACSC Campus Code of Conduct for Students

1. Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. All the students are expected to be present for the class well -within time and fine will be levied on late comers. Late coming will also result in loss of attendance for the corresponding hour.
3. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
4. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
5. Students having lab sessions in the forenoon or afternoon have to report to the lab directly on time and they need not go to the class room.
6. In the events of Student seminars/project presentations etc., it is compulsory for all students to be present for the entire session.
7. Students can leave the campus during class hours only after getting a gate pass/permission from the Principal/ HoD/ the Class in-Charge and after making entry in the Gate Register maintained by the gate keeper.
8. All students shall leave the classes immediately after 4.15 p.m. No students shall wander or gather in veranda, corridor, and staircase etc. Do not spend much time in canteen etc.
9. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
10. Students shall come to the college in approved uniforms. Besides those who are in laboratories shall wear their respective aprons.
11. Students shall not make any alterations to the Uniform issued from the college without the permission of the concerned HoD and any violation of this will attract a fine and repetition of this could result in suspension from the college.

12. All the students are expected to attend all college functions in college uniform unless they are specified not to.
13. All students shall wear their well displayed identity cards, Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
14. Any dress code violation noticed within the campus will attract a fine and could initiate further disciplinary actions.
15. Students can bring their vehicles inside the campus at their own risk. College will not be responsible of any theft or damage of the vehicle.
16. Students are expected to maintain silence inside the college premises to maintain the decorum and, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an act of indiscipline.
17. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interrupt the free movement.
18. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
19. Access to academic buildings beyond the college timing and on holidays without written permission from the concerned authority will be treated as a case of indiscipline.
20. All the students are advised to follow the INACSC Mobile phone policy and bring to the notice of the authorities about discipline violations, if any.
21. Accessing Social Networking Sites such as Facebook, Twitter etc. is prohibited within the college campus.
22. Keep the campus neat and clean. Do not throw waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
23. Consumption of intoxicants / psychotropic substances in any form like smoking, chewing of tobacco, gums, pan masala etc. is strictly prohibited.
24. It is strongly advised to refrain from activities such as scribbling or noting on walls, doors or furniture which could deface the college and destroy the academic ambiance.

25. Carefully handle the furniture, equipment, fixtures and appliances of the college and lab. Failing to obey these could result personal injuries or damage to property. Follow safety precautions near running machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
26. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
27. Students are not permitted to distribute or display (both physically and electronically) materials such as notices, banners, etc. in the campus without the permission of the competent authorities.
28. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
29. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned heads of the department and the selection will be based on parameters such as academic performance, attendance, character and competence of the student in the proposed event for participation.
30. On duty leave applications will not be entertained beyond 10 working days per semester from the actual date.
31. During internal examinations of 3 hrs period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy their seats 5 minutes before the commencement of the examination.
32. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, and outside the college.
- 33. Any form of ragging like harassing juniors & ill treating other fellow students is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of honourable Supreme Court of India.**
- 34. Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious case of offence and those students who get engaged in such activities would be punished severely by law.**

35. Pay fees, mess bills etc. in advance or in time, which will avoid fines. No paid Fee is refundable at any circumstances.

36. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.

37. In case of any instance of noncompliance of existing rules or any observed matter/behaviour that deviates from the vision and mission of INACSC, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the consequence of an enquiry committee and further proceedings.

Fine policy of INACSC: The money collected from the students in the form of fine on instances of noncompliance with the rules and norms will be kept in a separate account and will be utilized for charity, scholarship, student co-curricular activities and renovation/maintenance in case of damage to property.



Prof. Sandip Petare
IQAC Coordinator



Dr. A.B Sasankar
Principal