



Janata Shikshan Prasarak Mandal's

**LOKNETE MARUTRAO GHULE PATIL MAHAVIDYALAYA**

Dahigaon-Ne, Tal-Shevgaon, Dist -Ahmednagar.Pin414502(MH)

Ph.No.02429-272036

Email- [lmgpcollege@rediffmail.com](mailto:lmgpcollege@rediffmail.com)

Website-[www.lmgpm.in](http://www.lmgpm.in)



## **Self Study Report (1<sup>st</sup> Cycle )**



### **Criteria-VI**

#### **Governance, Leadership and Management**

**Key Indicator: 6.5**  
**Internal Quality Assurance System**



Submitted to  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
**BENGALURU**



Janata Shikshan Prasarak Mandal's  
**LOKNETE MARUTRAO GHULE PATIL MAHAVIDYALAYA**  
Dahigaon-Ne, Tal-Shevgaon, Dist-Ahmednagar. Pin-414502 (MH)  
Ph.No.02429-272036



Estd.2012

Website- [www.lmgpm.in](http://www.lmgpm.in)

Late Marutraji Ghule Patil

ID.No:PU/AN/ACS/124/2012

College Code No:1407

PUN Code:CAAA019580

AISHE Code:C-55461

Ref.No.: LMGPM/2023-24/

Date:17/08/2023

### **Declaration**

This is to Declare that this document is prepared by the Internal Quality Assurance Cell (IQAC). All the supportive documents, Links, Reports, Presentations, Photographs, Numerical Data True copies, etc. submitted/Presented in this document are verified by IQAC. The declaration is for the purpose of NAAC accreditation of HEI for 1<sup>st</sup> Cycle academic year 2017-2018 to 2021-2022.

  
**Co-Ordinator**  
**IQAC**  
L.M.G.P.M., Dahigaon-Ne,  
Tal. Shevgaon, Dist. Ahmednagar



  
**I/C Principal**  
Loknete Marutrao Ghule Patil Mahavidyalaya  
Dahigaon-ne, Tal-Shevgaon, Dist-Ahmednagar

**6.5.1: The Internal Quality Assurance Cell (IQAC) has contributed significantly to institutionalizing the quality assurance strategies and processes. It reviews the teaching-learning process, structures & and methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities.**

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## Composition of Internal Quality Assurance Cell



Janata Shikshan Prasarak Mandal's  
**LOKNETE MARUTRAO GHULE PATIL MAHAVIDYALAYA**  
 Dahigaon-Ne, Tal-Shevgaon, Dist-Ahmednagar. Pin-414502(MH)  
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Late Marutraoji Ghule Patil

### Internal Quality Assurance Cell (IQAC)

2018-19

The Internal Quality Assurance Cell (IQAC) as per the revised guidelines of NAAC. The following is the composition of IQAC.

Sr.No.	Name	Particulars Category	Designation
1	Hon.Dr.Pisal Kisan Ragnath	Principal	Chairman
2	Mr. Pawar Kundalik Kadu	Administrative Officer	Member
3	Dr.Shejul Mahesh Namdeo	Senior Teacher Representative (CEO)	Member
4	Mr. Gaikwad Ravindra Manik	Senior Teacher Representative	Member
5	Mr. Sabale Babasaheb Sheshrao	Teacher Representative (Physical Director)	Member
6	Mr. Kharat Nilesh Pushphar	Teacher Representative (NSS Program Officer)	Member
7	Mr. Bavane Santosh Ambadas	Teacher Representative (SWO Officer)	Member
8	Mr. Deshmukh Rahul Chandrakant	Librarian	Member
9	Mrs. Wandhekar Sonali Bansi	Ladies Teacher Representative	Member
10	Mr. Chitale Jalindar Rohidas	Non-Teaching Representative	Member
11	Miss. Borude Pooja Ramesh	Student Representative	Member
12	Dr. Nabade Rajendra Pandurang	Teacher Representative	Co-Ordinator

**Co-Ordinator**  
**IQAC**  
 L.M.G.P.M., Dahigaon-Ne,  
 Tal. Shevgaon, Dist. Ahmednagar



**Principal**  
 Loknete Marutrao Ghule Patil Mahavidyalaya  
 Dahigaon-Ne, Tal-Shevgaon, Dist-Ahmednagar



Estd 2012

Janata Shikshan Prasarak Mandal's  
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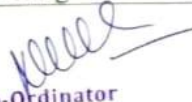
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### Internal Quality Assurance Cell (IQAC)

2019-20

The Internal Quality Assurance Cell (IQAC) as per the revised guidelines of NAAC. The following is the composition of IQAC.

Sr.No.	Name	Particulars Category	Designation
1.	Hon.Dr.Wabale Dadasaheb Nanasaheb	Principal	Chairman
2.	Mr. Najan Karbhari Yadav	Administrative Officer	Member
3.	Mr. Bavane Santosh Ambadas	Senior Teacher Representative (CEO)	Member
4.	Mr.Shejul Mahesh Namdeo	Senior Teacher Representative	Member
5.	Mr. Gaikwad Ravindra Manik	Senior Teacher Representative	Member
6.	Mr. Sabale Balasaheb Sheshrao	Teacher Representative (Physical Director)	Member
7.	Mr. Kharat Nilesh Pushphar	Teacher Representative (NSS Program Officer)	Member
8.	Mr. Kale Akshay Sambhaji	Teacher Representative (SWO Officer)	Member
9.	Mr. Deshmukh Rahul Chandrakant	Librarian	Member
10.	Mrs.Wandhekar Sonali Bansi	Ladies Teacher Representative	Member
11.	Mr. Chitale Jalindar Rohidas	Non-Teaching Representative	Member
12.	Mast. Matade Akshay Tatyasaheb	Student Representative	Member
13.	Dr. Nabade Rajendra Pandurang	Teacher Representative	Co-Ordinator

  
Co-Ordinator  
IQAC  
L.M.G.P.M., Dahigaon-Ne,  
Tal. Shevgaon, Dist. Ahmednagar



  
Principal  
Loknete Marutrao Ghule Patil Mahavidyalaya  
Dahigaon-ne, Tal. Shevgaon, Dist. Ahmednagar



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### Internal Quality Assurance Cell (IQAC)

2020-21

The Internal Quality Assurance Cell (IQAC) as per the revised guidelines of NAAC. The following is the composition of IQAC.

Sr.No	Name	Particulars Category	Designation
1.	Hon.Dr.Wabale Dadasaheb Nanasaheb	Principal	Chairman
2.	Mr. Najan Karbhari Yadav	Administrative Officer	Member
3.	Dr. Kolate Sharad Bhanudas	External Academic Expert	Member
4.	Mr.Shejul Mahesh Namdeo	Senior Teacher Representative	Member
5.	Mr. Bavane Santosh Ambadas	Senior Teacher Representative (CEO)	Member
6.	Mr. Gaikwad Ravindra Manik	Senior Teacher Representative	Member
7.	Mr. Sabale Balasaheb Sheshrao	Teacher Representative (Physical Director)	Member
8.	Mr. Gaikwad Amol Ashok	Teacher Representative (NSS Program Officer)	Member
9.	Mr. Kale Akshay Sambhaji	Teacher Representative (SWO Officer)	Member
10.	Mr. Deshmukh Rahul Chandrakant	Librarian	Member
11.	Miss. Neel Yashoda Ramesh	Ladies Teacher Representative	Member
12.	Mr. Chitale Jalindar Rohidas	Non-Teaching Representative	Member
13.	Miss.Yethekar Ashwini Anil	Student Representative	Member
14.	Dr. Nabade Rajendra Pandurang	Teacher Representative	Co-Ordinator

  
Co-Ordinator  
IQAC  
L.M.G.P.M., Dahigaon-Ne,  
Tal. Shevgaon, Dist. Ahmednagar



  
Principal  
Loknete Marutrao Ghule Patil Mahavidyalaya  
Dahigaon-Ne, Tal-Shevgaon, Dist-Ahmednagar





Janata Shikshan Prasarak Mandal's  
**LOKNETE MARUTRAO GHULE PATIL MAHAVIDYALAYA**  
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### Internal Quality Assurance Cell (IQAC)


2021-22

The Internal Quality Assurance Cell (IQAC) as per the revised guidelines of NAAC. The following is the composition of IQAC.

Sr.No.	Name	Particulars Category	Designation
1	Dr.Kharat Nilesh Pusphar	Principal	Chairman
2	Mr. Najan Karbhari Yadav	Administrative Officer	Member
3	Dr. Kolate Sharad Bhanudas	External Academic Expert	Member
4	Mr. Bavane Santosh Ambadas	Senior Teacher Representative (CEO)	Member
5	Mr. Gaikwad Ravindra Manik	Senior Teacher Representative	Member
6	Mr. Sabale Balasaheb Sheshrao	Teacher Representative (Physical Director)	Member
7	Mr. Gaikwad Amol Ashok	Teacher Representative (NSS Program Officer)	Member
8	Mr. Kale Akshay Sambhaji.	Teacher Representative (SWO Officer)	Member
9	Mr. Deshmukh Rahul Chandrakant	Librarian	Member
10	Miss. Neel Yashoda Ramesh	Ladies Teacher Representative	Member
11	Mr. Chitale Jalindar Rohidas	Non-Teaching Representative	Member
12	Miss. Ghule Bhagyashri Shankar	Student Representative	Member
13	Dr. Nabade Rajendra Pandurang	Teacher Representative	Asst Co-Ordinator
14	Mr. Agale Ganesh Arjun	Teacher Representative	Co-Ordinator

  
Co-Ordinator  
IQAC  
L.M.G.P.M., Dahigaon-Ne,  
Tal. Shevgaon, Dist. Ahmednagar



  
I/C Principal  
Loknete Marutrao Ghule Patil Mahavidyalaya  
Dahigaon-Ne, Tal-Shevgaon, Dist-Ahmednagar

# Internal Academic and Administrative Audit (AAA) Report



Savitribai Phule Pune University  
(Formerly University of Pune)  
**Academic Summary Report**  
For Academic Year 2021-2022

College Details	
Name of the Institute / College	Janata Shikshan Prasark Mandal Loknete Marutrao Ghule Patil Mahavidhlya Addr: AT/Post Dahlgaon Ne Tal: Shevgaon Dist: Ahmednagar Pincode: 414502
Year of Establishment	2012
Faculty	
Student's Strength	3903
Faculty Strength	26
Administrative / Supportive Staff	1
Accrediation Status ( Agency )	

### Summary of Assessment

Satisfactory Performance in the following areas	
Teaching Learning	
Sr. No.	Parameters
1	Time Tables
2	Average percentage of syllabus completed across all courses and all semesters
3	Course Plans (Teaching Plan)
Concurrent Assessment	
Sr. No.	Parameters
1	Rubrics
Statutory committes and compliances	
Sr. No.	Parameters
1	Grivence Cell (students)
2	Women Anti Sexual Harassment Cell
3	Anti ragging committee

Improvement is required in the following areas	
Teaching Learning	
Sr. No.	Parameters
1	Academic Calendar
2	Choice of Electives
3	Average percentage of sessions conducted vis a vis planned number of sessions across all courses and semesters
4	Customised Self Learning Material across courses and semesters
5	Number of Value Added Modules Offered across courses and semesters
Concurrent Assessment	
Sr. No.	Parameters
1	Concurrent Assessment Calendar
2	Concurrent Assessment Answer Key

1 of 4





Savitribai Phule Pune University  
(Formerly University of Pune)  
**Academic Summary Report**  
For Academic Year 2021-2022

3	Result Analysis
4	Bridge / Remedial / Foundation Courses Offered across all semesters
5	Answer Scripts shared with Learners
<b>Outcomes Based Education</b>	
<b>Sr. No.</b>	<b>Parameters</b>
1	Learning outcomes communicated to staff, students, and external examiners
2	Weak Learners
3	Bright Learners
4	Curriculum Gaps
5	Opportunities for Self Learning
<b>Feedback</b>	
<b>Sr. No.</b>	<b>Parameters</b>
1	Student Feedback
2	Course Teacher feedback
3	Recruiter Feedback
4	Internal / External Peer Review of Course Teachers
5	Curriculum Benchmarking
<b>Student Holistic Development</b>	
<b>Sr. No.</b>	<b>Parameters</b>
1	Project based Learning across all courses and all semesters
2	Technology Assisted learning across all courses and all semesters
3	Peer Learning across all courses and all semesters
<b>Statutory committees and compliances</b>	
<b>Sr. No.</b>	<b>Parameters</b>
1	College Development Committee
2	IQAC
<b>Quantitative Auto Grading</b>	
<b>Sr. No.</b>	<b>Parameters</b>
1	Admission
2	Salary
3	University Dues
<b>Immediate action /Improvement is required in the following areas</b>	
<b>Teaching Learning</b>	
<b>Sr. No.</b>	<b>Parameters</b>
1	Variety of Pedagogical Approaches across courses and semesters
2	MOOCs Offered across courses and semesters



Savitribai Phule Pune University  
(Formerly University of Pune)  
**Academic Summary Report**  
For Academic Year 2021-2022

Concurrent Assessment	
Sr. No.	Parameters
1	Number of Concurrent Assessment Methods per course
2	External Paper Setters involved in Term End Internal Exam
3	External Evaluators involved in Term End Internal Exam
4	Number of Courses for which Moderation of Concurrent Assessment carried out
Outcomes Based Education	
Sr. No.	Parameters
1	Blooms Taxonomy Based Concurrent Assessment
2	CO Coverage in Concurrent Assessment
3	Course Outcomes Attainment
4	Course Exit Survey
5	Continous Improvement
Statutory committes and compliances	
Sr. No.	Parameters
1	Principal / Director
2	Number of full time teachers appointed (date of visit) as an % of requirement as per the APEX authority requirement
3	No of Regular & approved teachers (against total required)
4	No of Adhoc and CHB approved teachers for the past academic year (against total required)
5	Librarian
Student Holistic Development	
Sr. No.	Parameters
1	Professional Society Activities across all courses and all semesters
2	Research Based Learning across all courses and all semesters
Quantitative Auto Grading	
Sr. No.	Parameters
1	Result
2	Placement
3	Activities
4	Payscale



  
Principal  
Loknete Marutrao Ghule Patil College  
Dahigaon-Ne, Tal-Shevgan, Dist-Ahmednagar





Savitribai Phule Pune University  
(Formerly University of Pune)  
**Academic Summary Report**  
For Academic Year 2021-2022

Dighe Pradip Machindra  
Chairman  
Sign

Member  
sign  
Thange Vijay Chandrabhan

Member  
sign  
Uphade Bhagwat Karbhari



Janata Shikshan Prasarak Mandal's  
**LOKNETE MARUTRAO GHULE PATIL**  
**MAHAVIDYALAYA**  
Dahigaon-Ne, Tal- Newasa ,Dist- Ahmednagar, Pin-414502

**HANDBOOK**

**Of**

**Institutional**  
**Code of Conduct**

## Composition of committee

*To smooth the conduction of work, the college has formed the following committee which is responsible for adherence to the code of conduct.*

Sr.No	Name	Designation	Role
1	Dr.Kharat Nilesh Pushphar	I/C Principal	Chairman
2	Dr.Nabade Rajendra Pandurang	Teacher Representative	Member
3	Mr.Sabale Balasaheb Shesherao	Physical Director	Member
4	Mr.Chitale Jalindar Rohidas	Non-Teaching Representative	Member
5	Ku. Kapare Divya Sandip	Student Representative	Member
6	Mr. Agale Ganesh Arjun	IQAC Coordinator	Convener

  
**Co-Ordinator**  
**IQAC**  
L.M.G.P.M., Dahigaon-Ne,  
Tal. Shevgaon, Dist. Ahmednagar



  
**Principal**  
Loknete Marutrao Ghule Patil Mahavidyalaya  
Dahigaon-ne, Tal-Shevgaon, Dist-Ahmednagar

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# Code of Conduct

## Preamble

Institutional Code of conduct is governed by the institutional policy, code of conduct and the applicable law of the state and union. It is designed to promote a vision of college and to protect the rights of the students, faculty and staff harmoniously.

## General Rules

The following behaviour constitutes a violation of the general conduct rules and the person who is responsible for it will be subject to disciplinary action. Violation of college policy, rules and regulations. Indecent conduct. Disruption of regular college activities. Threatening a person through unwanted conduct and intimidation causes reasonable fear for safety. Theft and damage to the property of the college. Public intoxication or possession of narcotics and other dangerous material causing public threats Falsification, forgery and providing misinformation. Unauthorized access to the college property and using college property for unauthorized activities. Gambling, stalking and sexual misconduct on the campus. Filing complaints without basis intentionally. Failure to attend the summons extended by the respective authorities. Failure to comply with sanctions imposed on pending disciplinary violations of rules and orders. Violation of rules and orders given by the Director from time to time according to the contingent situation.

## Governing Body

To ensure that the institute meets the needs for which it has been set up.

To use reasonable care and skill in their work as members of the governing body and must seek professional advice where appropriate.

To regularly attend meetings of the governing body and the committees on which they serve, and acquire appropriate knowledge to contribute effectively to decision making. Make such provisions, as may enable the institute to undertake specialized studies with proper provisions for laboratories, and libraries.

Present the budget estimates as received from the IQAC with modifications, if any, to the principal for its final approval.

Provide infrastructure, premises, furniture, apparatus, consumables and other means needed for the smooth conduct of the academic work of the institute.

Consider the perspective plan for the academic development of the institute.

Take overall responsibility for student welfare.

➤ **Principal**

- Comply with applicable governmental laws, rules, and regulations.
- Act with competence and strive to advance competence, both in self and in others.
- Devote time, thought, and study to the duties and responsibilities to render effective service.
- Understand the Institute's objectives, and policies and contribute constructively to their ongoing evaluation and reformulation.
- Maintain the confidentiality of privileged information that infringes upon another's right to privacy and not disclose information to secure personal or financial gain.
- Refuse to accept any gift, favour, service, or other item of significant value from any person, group, private business, or public agency that may affect the impartial performance of one's duties.
- Refuse to engage in actions that violate the ethical principles contained in this Code or provisions of law.
- The principal shall appoint the various portfolios of the department to the faculties in the first week of the start of the year. Various portfolios may include the coordinator for various Annual committees.
- The principal shall take the review course file and teaching plan before the start of the academic year work.
- The principal shall record the summary of events conducted.
- The principal should guide and encourage the faculties to do academic work.
- The principal shall record the summary of feedback and discuss it with the Administrative Officer and External Academic Expert for necessary action.
- The result analysis shall be done immediately after the declaration of the result by the university and should be observed by the Principal.
- The report of the meeting should be sent to management for necessary action.
- The confidential reports of the teaching and non-teaching staff are to be submitted to the governing body at the end of the year.
- The principal should provide an approved and prescribed format for staff.



## ➤ IQAC

Internal Quality Assurance Cell(IQAC) is for the effective implementation of strategies in the teaching-learning process, structures, methodologies of operations and learning outcomes of the curriculum with coordination of CDC and various committees at periodic. IQAC ensures timely, efficient and progressive performance of academic, administrative and financial tasks and support services to meet the goal of institutions in higher education.

- ❖ Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- ❖ Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- ❖ Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- ❖ Dissemination of information on various quality parameters of higher education.
- ❖ Organization of inter and intra-institutional workshops, seminars on quality-related themes and promotion of quality circles.
- ❖ Documentation of the various programmes /activities leading to quality improvement
- ❖ Acting as a nodal agency of the Institution for coordinating quality-related activities, including the adoption and dissemination of best practices
- ❖ Development and maintenance of institutional database through MIS to maintain/enhance the institutional quality
- ❖ Development of Quality Culture in the institution
- ❖ Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

## **Role and Responsibilities**

### ➤ **Chairperson-**

- Supervision on overall activities of IQAC
- To approve the minutes of the meeting.
- Communication of decisions taken during IQAC meetings to the management.
- Approval authority for SOPs.

➤ **Co-ordinator and Asst Co-ordinator-**

- Scheduling of meetings, preparation of the agenda and minutes of the meeting.
- Maintain documents relating to IQAC activities, communication (within the organization) and archival.
- Updating of SOPs as and when required.
- Responsible for the implementation of rules of regulations given by the governing body for the academic development of the institution.

➤ **Members-**

- Actively participate actively in all the activities of IQAC
- Suggest and discuss the area of work.

➤ **Teaching Staff**

*Roles and Responsibilities*

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- Refrain from undertaking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharging responsibilities that such offices may demand.
- Co-operate with the authorities in the formulation of policies and for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
- Should adhere to the conditions of the contract. Give and expect notice before a change in position is made.
- Keeping in view their responsibility for completion of academic schedule refrain from availing themselves on avoidable ground.
- Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD so that alternative arrangements may be made

➤ **Administrative Staff**

- Staff members should display the highest possible standards of professional behaviour that is required in an educational establishment.
- Staff members should seek to cooperate with their colleagues, providing support, help and guidance as required by them and the Head of Department (HOD) / administrative head, and enable effective communication throughout the institute.
- Staff members should not use their position in the institute for private advantage or gain.
- Staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of others (staff/students/parents).
- Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
- Staff members should be aware of and should follow institute policies, systems and procedures. They should normally communicate through the management structure and should ensure students do likewise.
- Continuing professional development and support shall be provided by the institute and, where appropriate and agreed, will be based on the objectives of the Institute Development Plan.
- Periodically, employees will be required to attend certain training activities.
- Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the administrative head, so that alternative arrangements may be made.

➤ **Non-Teaching Staff**

*Roles and responsibilities*

- Adhere strictly to the laws and regulations of the college.
- Respect and maintain the hierarchy in the Administration,
- Maintain honesty, integrity, and fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents /receipts.

- Must not intercept or misappropriate college money.
- Must not be absent from duty without official approval or approved sick leave.
- Avoid social networking sites such as Facebook, WhatsApp, etc. during working hours.
- Remain on duty during college hours.
- Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the administrative head, so that alternative arrangements may be made.

➤ **Student**

- Students should carry identity cards with them while present on campus.
- Students must be in uniform every day as per the dress code except Thursday.
- Students should read the notices and emails regularly.
- It is mandatory for the student to make a minimum of 80 % attendance in theory as well as practical courses.
- No absence is excused for religious obligations or legal obligations unless approved by the highest authority.
- It is necessary for all students to make hygiene everywhere on campus.
- Use of mobile phones is strictly not allowed in classrooms, Library and Laboratories.
- Students should attend the guest lecturers/seminars organized by the college.
- Active participation from students in extra-curricular activities is expected.
- Home assignments, tests, tutorials, and seminars are compulsory for all students.
- Damage to any college property caused by students will be duly recovered by them.
- During the examination, students should carry an admit card and hall ticket.
- Attendance for Independence, Republic Day, Birth and Death Anniversary of great Indian personalities is mandatory for all the students.
- Any type of misbehaviour on a college campus is strictly prohibited.
- Students should always avoid the use of plastic as well as tell others to do

the same.

- Students should maintain the green campus by not destroying the garden.
- Turn off the electricity when not in use.
- Maintain environmental consciousness.

➤ **Librarian**

- To prepare and issue Library cards to students and staff.
- To receive demand slips from students and issue books to students as per their demand and library rules.
- To follow up return of books issued to students and staff members. To maintain the fine collection register and instruct students to deposit the fine in the bank through challan. To receive requisitions and issue and receive books from students, and staff following complete procedure.
- To display new arrivals by photocopy of the cover page of the books and journals
- To receive international journals & magazines and highlight important articles, and news.
- To compile back volumes of journals and periodicals and arrange for binding and stacking.
- To see that the library is in a presentable and tidy condition at all times.
- Display cutting so newspapers on education/social matters on notice boards.
- To conduct the meeting of the library committee as per guidelines & work as a secretary of the library committee.
- To Compile requirements of books & periodicals periodically & submit to the principal for further procurement.
- To take care of library automation & update the same from time to time.

➤ **Physical Director**

- To encourage students to organize and take an active part in various outdoor and indoor games.
- Fine-tuning the skills of students by assuring the participation of students in sports
- Planning for annual sports to be conducted and submitting to principal.
- Preparing various sports schedules.
- Attending meetings of physical directors at the university level



- Preparing notices and passing them to students.
- Preparing the annual budget for sports & getting sanctioned by higher authority.
- Looking after maintenance & marking of the sports ground.
- Issuing materials and instruments to students for various sports
- Completing the procedures related to sports competitions.
- Managing sports activities reports.
- Help to maintain discipline in the campus area.

➤ **Alumni Association and Alumni-**

- Coordinate with the Head of the institution
- Maintain the documentation of the same for accreditation purposes
- Identify Alumni for planning the activity
- Develop a sense of belonging.
- The Alumni Cell should contact the Alumnus, decide the dates for the activity and make all arrangements for local logistics.
- The dates/activity shall be decided by the Alumni Cell in coordination with the Head of the Institution.
- Ensure that discipline and the rules are maintained during the event.
- Ensure that the protocol of the Alumni Association is being followed.

➤ **CODE OF CONDUCT WITH REGARD TO SEXUAL MISCONDUCT**

- The college prohibits sexual misconduct of any nature and strives to end all types of sexual discrimination and misconduct on the campus as per policy.
- Even consensual sexual contact is prohibited at public level. Dating violence, domestic violence, any kind of sexual contact, sexual exploitation, sexual harassment, hazing stalking etc. are banned on campus.

➤ **CODE OF CONDUCT WITH REGARDS TO RAGGING WITH ANY KIND IN THE CAMPUS**

- The college strictly prohibits ragging or hazing on the campus as per guidelines.
- It is punishable as per the college law as well as the state and union law.

➤ **CODE OF CONDUCT WITH REGARD TO PRIVACY OF STUDENT RECORDS**

- The college prohibits intrusion into the personal information of students by any unauthorized person.
- The students are expected to give consent to inspect, verify and assess all educational qualifications, information and documents presented as prerequisites for admission in line with the rules and establish their authenticity through authorized persons.

➤ **CODE OF CONDUCT WITH REGARDS TO ALCOHOL AND DRUGS, TOBACCO AND TOBACCO PRODUCTS ETC.**

- The college prohibits the possession, use, transaction or distribution of alcohol and alcoholic beverages, tobacco and tobacco products.
- Events with alcohol are subject to the policy prescribed by the college.
- The college prohibits the presence of drugs on the campus as directed by the Government of India.
- The violation of the code of conduct in the case of drug possession leads to disciplinary action not only by the college but also by the Government of India.

➤ **CODE OF CONDUCT WITH REGARD TO CROSS-CUTTING ISSUES**

**Human Values:-** Unity must be observed by treating all with love, care, affection and commitment and inculcating good values among them without favouritism and discrimination.

**Professional ethics:-** The assigned person for respective responsibility shall take effective measures regarding professional ethics in curriculum and co-curricular activities.

**Gender:-** Every individual on campus shall take effective measures for the safety and security of all genders.

**Environment Sustainability:-** Awareness programs related to environmental sustainability should be conducted and implemented by everyone connected with the institute.

➤ **Teacher Guardian Scheme**

- The Teacher shall keep track of the academic performance of students and help them through counselling or by arranging additional lectures, if necessary.
- Behavioral and discipline matters of the students.
- Achievements, talents and co-curricular activities of students.
- Health and physical well-being of the student.

➤ **CODE OF CONDUCT WITH REGARD TO GREEN CAMPUS INITIATIVES**

Mandatory to follow the policies regarding environmental sustainability.

Preserve the greenery of the campus with support.

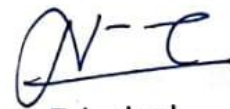
Save electricity, turn off lights and unplug electronics when they are not in use.

Avoid single-use Plastics.

Conserve water with proper use.



**Co-Ordinator**  
**IQAC**  
L.M.G.P.M., Dahigaon-Ne,  
Tal. Shevgaon, Dist. Ahmednagar



**Principal**  
Loknete Marutrao Ghule Patil Mahavidyalaya  
Dahigaon-ne, Tal-Shevgaon, Dist-Ahmednagar

# Energy, Green and Environment Audit Certificate





## **GREEN POLICY DOCUMENT**

Environmental policies are needed because environmental values are usually not considered in organizational decision making. An environmental policy helps set the tone for an organization, facility, or department regarding environmental protection and sustainability, must be clearly articulated from the top, and must permeate all the way throughout an organization, facility, or department's structure.

### **Objectives:**

- ✦ Comply with environmental laws and regulations
- ✦ Pursue environmentally-sound projects
- ✦ Manage and reduce environmental burden.
- ✦ Promote environmental education and communication related to environmental issues

### **SCOPE**

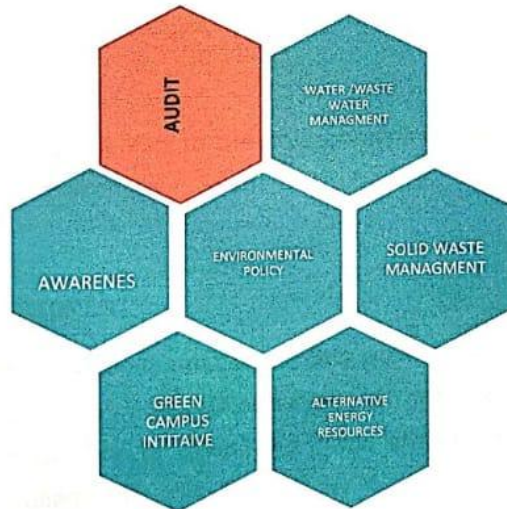
- ✦ The policy applies to the Environment Management Committee, and all the stakeholders of the institution.

### **POLICY STATEMENT**

- ✦ Through implementation of this policy, the college will serve as a responsible agency by advancing environmental stewardship within programs and facilities, and in the broader community. Accordingly, the college will:
  - Continually improve our environmental performance.
  - Develop and maintain environmental management programs with objectives and
  - targets to minimize adverse environmental impacts.
  - Comply with all applicable environmental, health, and safety laws, regulations, and



- other requirements.
- Implement effective pollution prevention and waste minimization programs to reduce,
- reuse, and recycle materials.
- Ensure that energy and water are used responsibly and conserved through innovative
- practices and procedures.
- Provide all institute staff with the knowledge and tools needed to meet the goals of this
- policy and to actively participate in efforts to prevent negative environmental impacts.
- Measure progress toward our environmental goals.



*Agalye*  
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*N-e*  
**PRINCIPAL**  
 I/C Principal  
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## ENERGY POLICY DOCUMENT

We are committed to buying and using energy in the most cost-effective, efficient and environmentally responsible way possible.

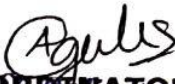
- ↓ Making efficient use of energy, minimising waste and using "Green" energy where possible
- ↓ Reducing our carbon footprint in line with annual targets
- ↓ Continually improve our energy performance by reducing our energy use on an annual basis
- ↓ Where possible prevent pollution of the environment from our activities and/or reduce the impact and amount of any pollution caused by our activities
- ↓ Provide information as appropriate to those requesting it in relation to the business' energy performance, to include regular updates to staff regarding our energy use.
- ↓ Carryout a periodic review of this system at least once per year
- ↓ Work to continually improve our Energy Management System through the Plan, Do, Check Act process
- ↓ Provide appropriate training

### **To achieve this, we will:**

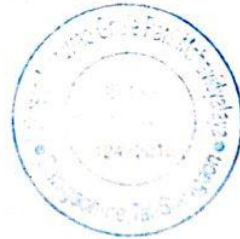
Improve energy efficiency continuously by implementing effective energy management programs that support all operations and customer satisfaction while providing a safe and comfortable work environment.


- ↓ Set specific, measurable, achievable, realistic and time bound objectives to continually improve our environmental performance in the areas above

- Set an action plan and provide sufficient resource to achieve these objectives
- Monitor our progress against these objectives and periodically review our progress
- adjusting our plan and resources as appropriate to ensure our objectives are met

  
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**SEAL**



  
**PRINCIPAL**  
**VC Principal**  
Lokesh Maratrao Ghate Pali Mahavidyalaya  
Dahigaon-Ne, Tal. Shevgaon, Dist. Ahmednagar



## **ENVIRONMENT POLICY DOCUMENT**

Both the teaching and Non-teaching staff of Loknete Marutrao Ghule Patil College, committed for carrying out its activity for sustainable development. We believe that greening the campus is all about sweeping away wasteful inefficiencies and using conventional sources of energies for its daily power needs, correct disposal handling, purchase of environment friendly supplies and effective recycling program. The administration of the Institute believes that everyone has to work out the time bound strategies to implement green campus initiatives. These strategies need to be incorporated into the institutional planning and budgeting processes with the aim of developing a clean and green campus. Every individual of Loknete Marutrao Ghule Patil Campus will work, may he/she be a student, faculty and support staff to foster a culture of self-sustainability and make the entire campus environmental friendly. The Green Campus Initiatives will enable the institution to develop the campus as a living laboratory for innovation

### **This we will achieve through the following :-**

- ❖ To sensitize the students and staff regarding the use of water properly
- ❖ To bring in use the 'Rain Water Harvesting' on the campus.
- ❖ To maximize the use of ICT and minimize the use of paper. It will help to go towards 'Paperless Office'.
- ❖ To use the solid waste through vermin-compost on the campus and use it as a fertilizer.
- ❖ To reduce the 'sound pollution in the campus.
- ❖ To protect and nurture the Flora and Fauna on the campus
- ❖ To maintain green campus.
- ❖ Seek views of all the Stakeholders to make the Go Green Campus initiative functional throughout the year.

- ❖ Conduct the Campus' environmental impacts to identify the targets for improvements.
- ❖ Establish a Green Campus Environmental Ethic Awareness campaigns.
- ❖ Set forth a Green Campus Mission and a Statement of Principle
- ❖ Link Green-Campus activities to Academics in the Institute.
- ❖ Organize Awareness Programs for the students, faculty and society.
- ❖ Chart out a yearly planner for the Institute, local community and Stakeholders.
- ❖ Develop a strategic plan and create student teams to carry out specific tasks of the strategic plan. For instance, a plan to save energy at the institute level with time bound plan to install Solar Power Station mandatorily either at the top of Institute building or in open field. This will enable the institute to have 24x7 power supply.
- ❖ Phase out the CFL and conventional light source such as bulbs and tube lights, halogen and mercury street/campus lights and get them replace by the LEDs.
- ❖ Conduct an Annual Green, Environment and Energy Audit.
- ❖ Purchase only Energy Efficient Computers viz: "ENERGYSTAR" or any other equivalent.
- ❖ Establish public/private partnerships with personnel from federal, state, and local environmental agencies, utilities, and the business community.
- ❖ Evaluate daily operations in terms of pollution prevention, waste stream management, and energy efficiency reducing, reusing, recycling, and repairing wherever possible.
- ❖ Secure a commitment up front from the people in charge that well-founded recommendations will be acted upon once audits are completed.

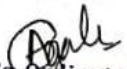


❖ Waste water Management/ Rainwater harvesting:


The Institute has to work in the direction of waste water management. Water flow restrictors on bathroom faucets and showers, low water flow toilets and automated urinal flushers should be used to cut down campus water use. The Institute will take all necessary measures to implement waste water management /rain water harvesting.

- ✚ Waste water Management/ Rainwater harvesting
- ✚ Use of Micro-scale techniques
- ✚ Installation of energy efficient purchase for energy conservation
- ✚ Displayed poster on E-waste Management
- ✚ Maintenance of water bodies and distribution system in the campus
- ✚ paperless administration
- ✚ Plastic free Campus
- ✚ Tree Plantation Drive
- ✚ Cleanliness Drive
- ✚ Landscaping and gardens
- ✚ Use of LEDs only
- ✚ Digital Library/ E-Learning Centre
- ✚ Organization of sensitization programs for the stakeholders
- ✚ Establishment of Enviro-Club
- ✚ Green, Environment and Energy Audit conducted
- ✚ Restricted entry of automobiles
- ✚ No Vehicle Day observed

The Institute will make all the necessary efforts to involve the students, faculty and staff in "Green Campus Initiatives" by designating the volunteers of NSS cadets, printing green campus initiative slogan specially designed for the purpose

  
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**PRINCIPAL**  
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Janata Shikshan Prasarak Mandal's  
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Late Marutaoji Ghule Pati

Estd.2012  
ID.No:PU/AN/ACS/124/2012

College Code No:1407

PUN Code:CAAA019580


AISHE Code:C-55461

## Gender Audit


The Institute conducts gender audit for promoting gender equity and promotes the necessary activities to maintain it. The gender audit conducted during the academic year 2017-18 to 2021-22 is as follows.

Sr.No	Year	No.Of Students		Total	Percentage	
		Boys	Girls		Boys	Girls
1	2021-22	484	283	767	63.10	36.90
2	2020-21	528	280	808	65.34	34.66
3	2019-20	571	286	857	66.62	33.38
4	2018-19	662	301	963	68.74	31.26
5	2017-18	692	282	974	71.04	28.96

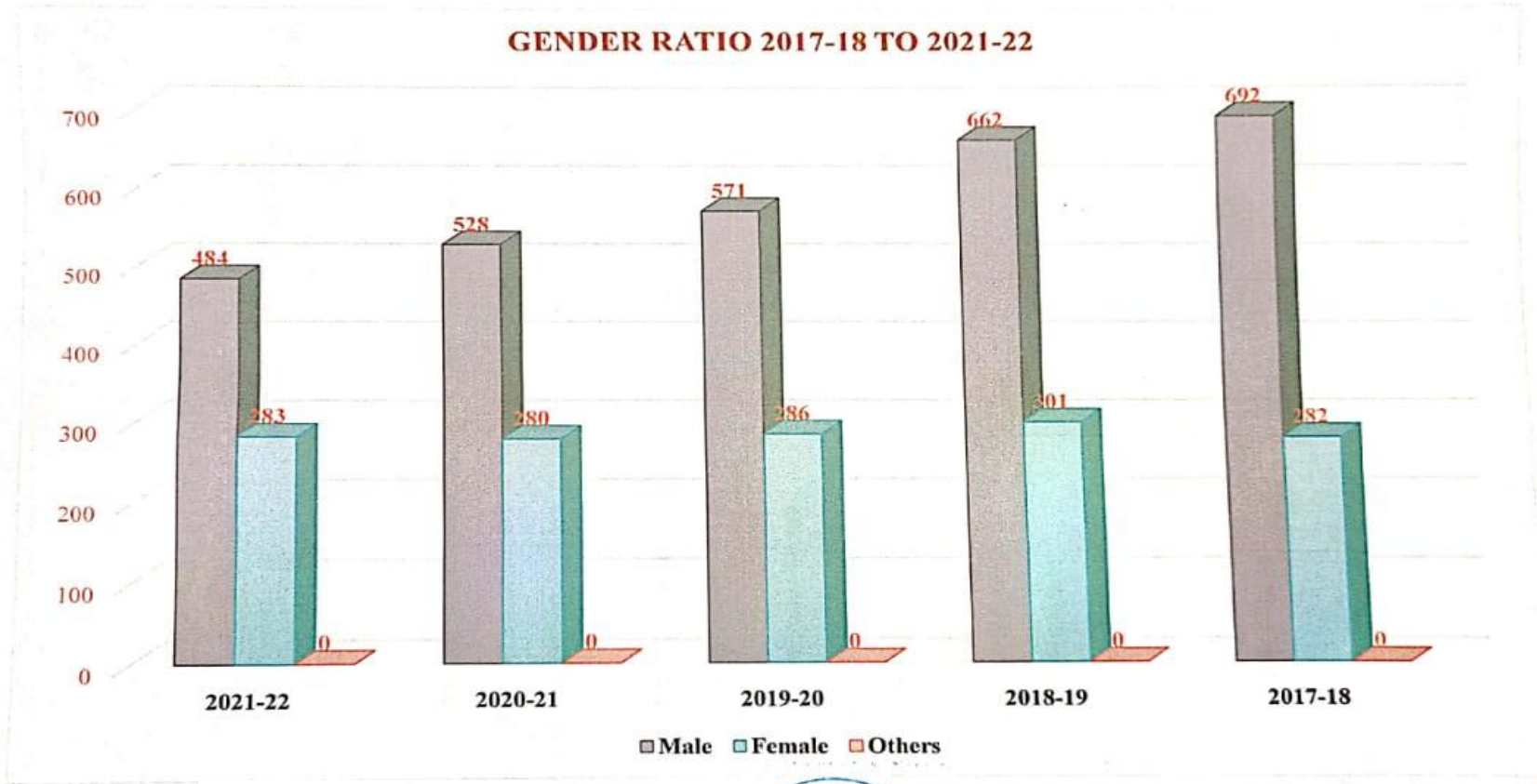
The report is submitted for information about enrolled students in college to further necessary action.


  
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**GENDER RATIO 2017-18 TO 2021-22**



  
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**Janata Shikshan Prasarak Mandal's**

**Loknete Marutrao Ghule Patil Mahavidyalaya**

**Dahigaon Ne**

**Tal-Shevgaon, Dist-Ahmednagar, (MS) Pin-414502**

## **Grievance Redressal Policy**

**Prepared by**

**Internal Quality Assurance Cell**



# Grievance Redressal Policy

## Introduction:

The Institute follows the proper mechanism of grievances through the formed Grievance Redressal Cell. The Cell aims to protect the academic interest of the students and to take suitable action wherever necessary. The cell looks after the general and academic complaints of the staff and students. It promptly tries to offer solutions for their problems in periodical meetings of the committee. The staff and students are notified to put their complaints and issues in suggestion/complaint boxes placed in the building. The cell meets periodically, examines the nature and pattern of the grievances and redresses them accordingly. The Cell ensures effective solutions to the grievances, using a fair approach. The Grievance Redressal Cell enables the students to express their grievances by initiating and following the grievance procedure according to the rules and regulations of the College.

## Objectives:

- To develop an organizational framework to resolve the grievances of the students and other stakeholders.
- To ensure effective solutions to the stakeholders' grievances with an impartial and fair approach
- To receive suggestions from the staff and students for improvement.
- To investigate the reason for dissatisfaction.

## Functions of Grievance Redressal Cell:

- The committee look after all grievances of staff and students of the college
- The grievances filed either by writing or online on the website of the college are always taken into consideration
- The committee meets periodically to resolve the grievances received.
- The committee reviews all cases and acts accordingly as per the policy.
- The cell submits a report to the authority regarding the cases attended.
- The complaints that can't be redressed at the college level will be forwarded to the competent higher authority.
- Appropriate action will be taken by the cell on the complaint after a thorough investigation.
- If enquiries are needed for the speedy disposal of the matter, the Cell will enquire into the matter expeditiously on a priority basis.

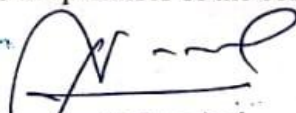
## The Cell will not deal with the following complaints:

- Criminal offence under judicial consideration.
- If the complaints are not lodged to the Cell through the proper way within 24 hours.
- Complaints regarding disputes occurred outside the premises of the college.

  
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**IQAC**

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