



**Nehru Education Society**



**Nehru Mahavidyalaya (Arts, Com. & Sci.),  
Nerparsopant, Dist. – Yavatmal**

*Affiliated to*

**Sant Gadge Baba Amravati University, Amravati**



**3<sup>rd</sup> cycle**

**Assessment & Accreditation by NAAC**



**CRITERIA VII- Institutional Values and Best Practices**

**7.1: Institutional Values and Social Responsibilities**

**Metric No. – 7.1.2**

**The Institution has facilities and initiatives for :**

Nehru Education Society, Nerparsopant  
**NEHRU MAHAVIDYALAYA**  
\* Arts \* Commerce \* Science  
Nerparsopant, Dist.Yavatmal (M.S.) 445102  
Centre for Graduate, Post Graduate and Research Studies

**PRINCIPAL**  
**Dr. Ashok N. Bhorjar**  
M.A. (History), M.Phil., Ph.D.  
Mob. 9421736793

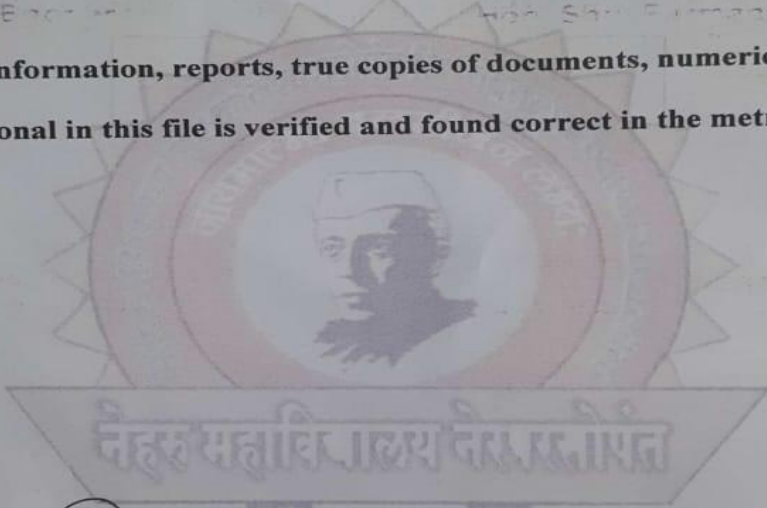
**PRESIDENT**  
**Hon. Shri. Parmanandji S. Agrawal**  
M.Com.  
Mob. 9421774699


Ref.No.NMV/Sr./r. 2379 ..... Date :- 13-06-24


**DECLARATION**

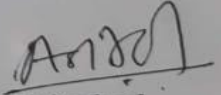
PRINCIPAL: Dr. Ashok N. Bhorjar  
PRESIDENT: Hon. Shri. Parmanandji S. Agrawal

**The information, reports, true copies of documents, numerical data etc. functional in this file is verified and found correct in the metric 7.1.2**



  
IQAC Co-ordinator



  
Principal  
Nehru Mahavidyalaya  
(Arts \* Commerce \* Science)  
Ner parsopant Dist.Yavatmal

\* Jr. College No. 082001 \* Sr. College No. 406 \* Email : [nacc406@sgbau.ac.in](mailto:nacc406@sgbau.ac.in) \* [www.nehrumvner.in](http://www.nehrumvner.in)

## NEHRU MAHAVIDYALAYA, NERPARSOPANT

### POLICY DOCUMENT

Policy Document deals with the rules, guidelines and regulations of the college to be followed by the staff and students. It reflects the values and ethics upholding the quality of the Institution.

Policies, procedures and practices are set to guide members of the college community in their academic and non-academic affairs.

Students, faculties and others can refer to these documents for proper guidance in the campus. All that is not mentioned herewith are to be followed according to the rules and regulations laid down by the Government, University and the Management.

#### I) **ACADEMIC POLICY**

Nehru Mahavidyalaya strives to achieve academic excellence by providing quality education through excellent teaching learning activities and research pursuits and the continuous assessment of the academic activities so as to empower individual students to evolve as self-reliant citizens of the global village who would cater to the human welfare.

#### **Objectives**

The academic policy discloses the principles and values of Nehru Mahavidyalaya regarding various procedures and accountability in teaching and learning.

The objective of the policy is to make the guidelines transparent for all activities related to teaching and learning across the campus. The institute / departments stand responsible for ensuring quality of its educational environment.

#### **● Ensuring the quality of education includes:-**

i. Providing courses and syllabi as designed by SGB Amravati University Amravati in accordance with the societal need.

- ii. Providing adequate standard course materials.
- iii. Delivery of course contents using ICT
- iv. Regular assessment to enrich the students learning process
- v. Continuous improvement through quality assurance.

## **II) ACADEMIC AUDITING**

Academic Auditing is carried out for every department of the college at stipulated intervals by the Internal Quality Assurance Cell. The IQAC shall monitor all the academic activities including the internal examinations and its evaluations and as suggested by the University. The IQAC has a coordinator and members from different departments to carry out the audit. The audit also covers the co- curricular and extracurricular activities made available to the students.

## **III) ADMINISTRATION POLICY**

1. There shall be a Governing Board of the institution with the Chairman of the society as its Chairman
2. Principal / Vice principal/ Superintendent are ex- officio members
3. Governing Board supervises the entire functioning of the college
4. Principal shall be responsible for all academic and financial matters (other than that of the management) for the general functioning of the college.
5. All policies pertaining to the institution shall be framed/ ratified by the Governing Board
6. There shall be at least two meetings of the Governing Board every academic year.
7. The Governing Board should visit all departments and office as and when required for

## **IV) APPOINTMENT POLICY**

1. Chairman shall be the appointing authority of Teaching and Non-teaching staff in accordance with the norms of the Government & University

**V) ADMISSION POLICY**

1. Principal shall be in charge of all student admissions according to the rules and regulations of the affiliating University.
2. An admission committee may be constituted by the Principal
3. List of eligible students to be admitted under the Management Quota should be finalized by the Chairman.

**VI) STUDENT ORIENTATION POLICY**

1. All newly admitted students should be given an orientation on rules and regulations, code of conduct, academic and non-academic activities, NAAC requirements etc.
2. There shall be an induction ceremony for the newly admitted students
3. IQAC Co-ordinator be in charge of the Orientation programme.

**VII) STAFF ORIENTATION POLICY**

1. All Teaching and Non-Teaching staff members attend the orientation programme organized by UGC and other government agencies
2. The Principal/ Governing body of the institute will encourage and support to the teaching and non-teaching staff to attend orientation programme.

**VIII) STAFF EMPOWERMENT POLICY**

1. All Teaching staff should attend at least one National seminar / workshop every year
2. All teachers are expected to publish at least one paper according to UGC regulations
3. All teachers are required to attend at least one FDP/training every year.
4. The teachers apart from their assigned academic work should take up at least two other administrative duties every year.
5. Every faculty should involve in at least one extension activity every academic year.

**IX) TEACHING AND LEARNING POLICY**

1. All Teachers are required to follow strictly the academic plan / teaching plan for the year
2. Proper records are to be maintained for Tutorials, Continuous Evaluations etc.
3. Use of ICT as a support to lecture system is mandatory

**X) EXAMINATION POLICY**

Examination policies are based on the rules and regulations of the SGB, Amravati University. All the work in Examination section is governed by SGBA, University & monitored by the Head of the Institution.

1. Principal shall be in-charge of the University Examinations
2. There shall be an internal examination committee with a Controller of exams as nominated by the Principal
3. Exam in-charge co-ordinate all internal examinations in accordance with the academic calendar and guidelines of the affiliating university.

**XI) RESEARCH POLICY**

1. All eligible teachers should take up Guide Ship (Supervisor Ship) from the affiliating University and should take up research scholars.
2. Research Centers shall be established in all eligible departments as sanctioned by the University.
- 3) Institute promotes the research culture in the institute.

**XII) MAINTENANCE POLICY**

1. Maintenance work sanctioned for the department is to be supervised by the respective HOD
2. Cleanliness of the class rooms/labs etc. should be maintained by the concerned departments.

**XIII) LIBRARY POLICY**

1. Library should function for the benefit of the entire college community during the working hours and the Librarian has to render selfless support
2. A list of library requirements from the departments may be collected by the Co-ordinator of the Library committee at the beginning of the academic year and has to be forwarded to the Principal.

**XIV) WASTE MANAGEMENT POLICY**

In consonance with the institutional principle of green protocol, the college should maintain a very strict and eco-friendly waste management mechanism.

1. The college admits its environmental responsibilities and recognizes its obligations to contribute to the resolution of global and local environmental issues by minimizing its environmental impact.
2. The entire stake holders are directed to take the ethical responsibility in reducing individual waste generation based on the waste management motto of the college: Reduce, Reuse and Recycle.
3. The policy binds all the institutional activities to the dual principles of plastic reduction and lowest waste generation.
4. Innovative and practical measures for waste management introduced by various departments of the government, and scientific agencies should be implemented in the campus after making studies on its plausibility.
5. Communicate the waste management policy of the college with staff, students, and other stakeholders in the campus to ensure all are aware of the waste management strategy followed by the college.
6. All should aptly utilize the dust bins for waste disposal made available at different locations in premises and the campus
7. All should strictly exercise separate disposal of dry, wet, electronic and biomedical waste.

## **XV) INFRASTRUCTURE & FACILITIES POLICY**

### **Classrooms**

The Office Superintendent is required to ensure that–

- All classrooms are kept clean and tidy
- Desks and benches in the classrooms are kept in order
- Class IV employees i.e. peons shall undertake the above tasks to the satisfaction of all concerned
- Allocation of rooms for holding daily classes shall be determined by the Timetable Committee.
- Allocation of rooms for holding academic examinations (Internal /University) to be determined by the Examination Committee constituted by the Principal.
- It shall be the responsibility of the Officer In-Charge of the examination committees to ensure tidying up and keeping the furniture (desks and benches) of the examination halls in proper order after the conduction of the examinations

## **XVI) LABORATORIES AND RESEARCH FACILITIES**

HODs of all departments shall ensure that –

- All laboratories under their jurisdiction are kept clean and tidy.
- Desks, benches, materials, and equipment in the laboratories are kept in order.
- Class IV employees/ laboratory support staff attached with the departments are properly instructed to undertake the above tasks to the satisfaction of all concerned
- All users adhere to the directions given in the statutory display boards (mobile restriction/ energy saver reminder/ laboratory instructions) in every laboratory room.

### **General Guidelines for Laboratories**

The following guidelines are designed to ensure optimum safety conditions inside the labs and to ensure protection against various forms of injuries. These guidelines are enforceable at all times by

## Nehru Mahavidyalaya (Arts, Com. & Sci.), Nerparsopant

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authorized departmental personnel only. Students who do not follow these guidelines are liable for dismissal from the lab and other disciplinary action as deemed fit.

- Entry to laboratory is not encouraged unless specifically permitted for any intended use by the departmental head / teacher / lab in-charges.
- Students must carefully read experimental protocol before issuing any instruments.
- Doubts, if any, need to be cleared before the start of any activity / experiment.
- Students should not perform unauthorized / unscheduled experiments; Prior permission is mandatory from the concerned teachers before starting of any activity / experiment.
- Students are expected to follow all written instructions (displayed in the laboratory) and verbal instructions given by the concerned teachers / lab in-charges.
- Students must remain alert and attentive at all times
- Equipment/ instruments/ materials/ tools should not be touched unless instructed by the concerned teachers/ lab in-charges.
- Students must be made aware of the location and usage of all safety equipment and measures that are available, e.g. fire extinguisher, first aid kit, etc.
- Food and beverages should not be brought inside or consumed inside the lab
- Dangling jewelry and loose-fitting clothes must be avoided; loose sleeves must be rolled up;
- Equipment/ instruments/ materials/ tools inside the lab must be handled carefully and for the purpose for which it is intended.
- Equipment/ instruments/ materials/ tools must be checked before the start of any experiment
- Damaged, cracked and defective equipment/ instruments must be reported immediately to the concerned teachers/ lab in-charges/ instructors
- Malfunctioning of equipment/ instruments and accidents/ breakages during the course of any experiment must be reported immediately to the concerned teachers/ lab in-charges/instructors

## Nehru Mahavidyalaya (Arts, Com. & Sci.), Nerparsopant

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- Equipment/ instruments/ materials/ tools that were used in the lab for the conduct of any experiment must be cleaned thoroughly and returned in good working condition at the end of the practical sessions, and kept in the proper designated location if trans-located during the conduct of experiments
- Lab area must always be left in a clean condition at the end of practical sessions
- All electrical switches must be turned off
- Running experiment must be aborted and instruments quickly turned off



**Bill for purchase of Solar Panel**

**PRASHANT ENTERPRISES NER [P]**  
**COMPOSITION DEALER** MEN ROAD BARI PURA NER DIST YAVATMAL 445102 9423624880  
 Cash Memo **BILL OF SUPPLY** Original

M/s.: **Kendrapramukh Y.C.M.O.U. Neharu M.Ner** Invoice No. : 85  
 Nerparsopant Date : 20/02/2020  
 ner - 445102 Mob No : 9766001000  
 Place of Supply 27-Maharashtra

SrNo	Product Name	Warranty	Qty	Rate	Amount
1	LUMINOUS SOLAR PCU NXT 12.5KVA Sr. No. : 21KCD2B1141460			100000.00	100000.00

GSTIN No.: 27AMUPK9660J1Z5 Sub Total 100000.00  
 Bill Amount : One Lakh Only Cash Recived 100000.00

Note : PEMENT BY CHAKE Bajaj Fin  
 WARRANTY AS PAR COMPANY Terms and Conditions Rs. 0.00  
 Terms & Condition : Principal Balance Amount 0.00  
 1. Our risk and responsibility ceases as soon as the goods leave our premises.  
 2. Interest @18% p.a. will be charged if payment is not made within due date.  
 3. Goods once sold will not be taken back. 4. "Subject to 'NER' Jurisdiction only. E.&O.E"

For, PRASHANT ENTERPRISES NER [P]  
 प्रशांत एन्टरप्राइजेस  
 प्रशांत मेहता (Authorized Signatory)  
 दि. २४/०२/२०२०

**PRASHANT ENTERPRISES NER [P]**  
**COMPOSITION DEALER** MEN ROAD BARI PURA NER DIST YAVATMAL 445102 9423624880  
 Cash Memo **BILL OF SUPPLY** Original

M/s.: **Principal Neharu Mahavidyalaya./Ner** Invoice No. : 84  
 Ner Date : 20/02/2020  
 NER - 445102 Mob No :  
 Place of Supply 27-Maharashtra

SrNo	Product Name	Warranty	Qty	Rate	Amount
1	LUMINOUS PANELS 325W Sr. No. :		30	12000.00	360000.00
2	LUMINUS SOLAR BAT 150 AH TUB Sr. No. :		10	19000.00	190000.00

GSTIN No.: 27AMUPK9660J1Z5 Sub Total 550000.00  
 Bill Amount : Five Lakh Fifty Thousand Only Principal Cash Recived 550000.00

Note : BAT WARRANTY 5 YEARS / Pement by chake. Bajaj Fin  
 WARRANTY AS PAR COMPANY Terms and Conditions Rs. 0.00  
 Terms & Condition : Principal Balance Amount 0.00  
 1. Our risk and responsibility ceases as soon as the goods leave our premises.  
 2. Interest @18% p.a. will be charged if payment is not made within due date.

For, PRASHANT ENTERPRISES NER [P]  
 प्रशांत एन्टरप्राइजेस  
 दि. २४/०२/२०२०

**Bills for Degradable & Non-degradable Tanks and Ramp for physically Handicap**

॥ श्री भवानी प्रसन्न ॥ 9423432244  
7038329999

**भोयर बिल्डींग मटेरियल सप्लायर्स**  
नेरपरसोपंत

प्रोग्रा. सुभाषचंद्र दा. भोयर, टोलीपुरा, नेर 196  
398 दि.04/10/2021

अंमन प्रा. जी.ए.श. महा.नेर

तपशिल	नग	दर	एकुण रुपये पैसे
न्दुरी २२००२२x4000			8000 = ००
सिमेन्ट बॅग 2x 360+10			740 = ००
			<u>8740 = ००</u>

ग्राहकाची सही

*[Signature]*  
सही

॥ श्री भवानी प्रसन्न ॥

9423432244  
7038329999

## भोयर बिल्डींग मटेरियल सप्लायर्स

नेरपरसोपंत  
प्रो. सुभाषचंद्र दा. भोयर, टोलीपुरा. ने. (95)  
दि. 2 / 8 / 20

मं. 216  
शीमान नेहरू महाविद्यालय नेर

वस्तु	मा	द	रुपये	पैसे
सिमेंट 9 टोक			390	
208 5x800			400	
हमाणी + भाड			110	
			<u>900</u>	

याहकाची सही \_\_\_\_\_ सही

### \* पावती \*

नेहरू कला योगेश दाराशिंग ठाकुर

नेहरू देतो की, प्राचार्य, नेहरू कला, वाणिज्य, विज्ञान महाविद्यालय,  
नेरपरसोपंत

नेहरू महाविद्यालयाच्या परिसरामध्ये कामे केला बद्दल

ते रुपये 9500/-

अक्षरी रूपये पंधराशे रुपये कमा

ने. जी. मिळाले.

यशवंत

नं. 25/11/2021

सही

Bill for Green Campus Environment

कॅश / क्रेडिट मेमो  
**राज बर्सरी** मो. 9730604768  
 9326841791

सर्व प्रकारची लहान व मोठी फुल, फळ, शो, इनडोर, आऊटडोर  
 आणि लेआऊटची झाडे मिळण्याचा विश्वसनीय ठिकाण  
 पुनम चौक, यवतमाळ - ४४५ ००१ (महा.)

बिल क्र. 1073 दिनांक : 16/09/21

श्री. प्र. नेर भाटा, विद्यालय

क्र.	विवरण	नग	दर	रक्कम
१	जासवंद	७	१००	७०० २००
२	गुलाब मोला	२	१००	२०० २००
३	गुलाब बाल	२	६०	१२० २००
४	मिना लसूर	६	५०	३०० २००
५	देवाई	१	१००	१०० २००
६	श्याम	२	६०	१२० २००
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			एकुण रक्कम	1540 २००

धन्यवाद !  
 इकदा विकलेला माल परत घेतल्या जाणार नाही.

तर्फे - राज नेर भाटा

\* पावती \*

लिहून देणार प्र. नेर भाटा

लिहून देतो की, प्राचार्य, नेहरू कला, वाणिज्य, विज्ञान महाविद्यालय,  
 नेरपर्सोपंत  
 महाविद्यालयात गुलाब्या शमारे 15 झाडे लहान  
 यांचे कडून विकारी २ रुपये अक्षरी बदल  
 नगदी रूपये ५००७ - अक्षरी रूपये चारथ  
 आज रोजी मिळाले.  
 दिनांक 17/09/2021

सही  
प्र. नेर भाटा

