



*Shree Jagadguru Moorusavirmath
Vidyavardhak Sangha's*

**ARTS & COMMERCE
COLLEGE FOR WOMEN**

J. C. Nagar, HUBBALLI-580020

HAND BOOK 2020-21





**SHREE JAGADGURU MOORSAVIRMATH
VIDYAVARDHAK SANGHA'S
ARTS AND COMMERCE COLLEGE FOR WOMEN
J.C. NAGAR, HUBBALLI-580020
(ESTD-1967)**

Accredited at 'A' Grade by NAAC (3rd cycle) CGPA-3.18
AISHE: Code C-8689

Affiliated to Karnataka State Akkamahadevi Women's University, Vijayapur

**Internal Quality Assurance Cell (IQAC)
Handbook for Various
Stakeholders**

College e-mail id sjmvscollegeforwomenhubli@rediffmail.com

IQAC e-mail id: iqacsjmvsomenscollege15@gmail.com

College Website: [www.http://sjmvsdegreewomenscollegehubli.com](http://sjmvsdegreewomenscollegehubli.com)

Phone No: (0836) 4256817, 4256820, 4257324

**The College Emblem symbolizes the noble ideas of this institution,
It proclaims that:**

- **Acquisition of complete knowledge is education.**
- **Purification of soul is life**
- **The rays of the sun dispel the darkness of ignorance**
- **Our education aims to inculcate in the students values like selflessness, Integrity and ethics.**

VISION:

- **Education**
- **Employment**
- **Empowerment**
- **Excellence**

MISSION:

- **To prepare young women from different social spectra for their life ahead.**
- **Foster knowledge, culture and values.**
- **Providing a holistic education to make them enlightened human beings.**

GOALS AND OBJECTIVES:

- **To impart value based education to meet new challenges**
- **To prepare our students to be efficient managers and entrepreneurs**
- **To enhance practical knowledge, skills, competency and creativity**
- **To motivate our students to develop humanitarian qualities.**



Holy Gadduge of Katru
Shri ShriJagadguru Gurusiddeshwara Mahaswamiji
Shree Jagadguru Moorusavirmath, Hubballi



Founder, President
His Holiness
Late. Dr.Shri Jagadguru Gangadhara Rajayogeendra
Mahaswamiji
Shree Jagadguru Moorusavirmath Vidyavardaka
Sangha, Hubballi.



President
His Holiness
Dr. Shri Jagadguru Gurusiddha Rajayogeendra
Mahaswamiji
Shree Jagadguru Moorusavirmath Vidyavardaka
Sangha, Hubballi.

The College

- ❖ **SJMVS Arts and Commerce College for Women Hubballi is a premier institute for women in North Karnataka is one of the oldest and most vibrant colleges for women. The institution is managed by Shree Jagadguru Moorusavirmath, Vidhyavardhak Sangha, Hubballi and is affiliated to Karnataka State Akkamahadevi Women's University, Vijaypur. On since its inception in 1967, the college has been in the forefront in the field of higher education.**
- ❖ **The main objective of the college is to provide holistic education to young women hailing from different social spectra and thereby enabling them to carve a niche for themselves in the society. Qualified and experienced faculty, state of art and well equipped infrastructure facilities, optimum use of innovative and ICT based teaching and learning methods, congenial atmosphere and ample scope for learning and all round development have contributed towards making the college a centre for academic excellence and achievement.**
- ❖ **In its 53 years of glorious history, the college has achieved many milestones. The growing demand for Commerce in the global market led us to establish the PG course in Commerce in the year 2009. The college has also to its credit the rare distinction of being accredited with "A Grade by NAAC three times i.e. in 2004,2010 and 2016. The college also has the honour of being bestowed with the status of college with potential for Excellence (CPE) by UGC during the XI & XII plan period. The funds received in this regard were completely utilized for enhancement of quality education, research and extension activities. Research Centre in Commerce has been sanctioned by Karnataka State Akkamahadevi Women's University, Vijaypur. M.Music has been introduced from the year 2018-19. A total of 980 students have enrolled themselves for B.A, B.Com, M.Com, and M.Music during the academic year 2019-2020 and also got permission from university to start B.Voc in Accounting & Taxation, Sports Fitness & Yoga.**
- ❖ **Debating union, Students Welfare, Counselling Cell, NSS, NCC units, Youth Red Cross Wing, Human Rights Cell and other cells and departments organize number of co-curricular programmes and activities that help to shape and harness the potentialities of the students and prepare them to compete at the global level. Many of our alumnae are serving as bureaucrats, lawyers, entrepreneurs, teachers, chartered accountants and in other capacities in different parts of the world.**
- ❖ **The college has scaled the heights of success in academics, sports and cultural activities. Bagging the university ranks every year, both at the UG level (B.A & B.com) and PG level (M.com) has become a tradition of the college. In the field of sports also the college has produced a number of University Blues. The college has also won the Championship trophy five times in the Inter collegiate Youth Festival conducted by Karnataka State Akkamahadevi Women's University, Vijaypur.**
- ❖ **The management has been instrumental in providing constant support and facilities to help the faculty and students to excel. Every year the management felicitates the achievers with gold medals. Many cash prizes, scholarships and financial aid are given to deserving students on the basis of need cum merit.**
- ❖ **The college will continue to endeavor to foster knowledge, culture and values there by shaping the young women to be enlightened human beings.**

Dr. Cecilia D'cruz
IQAC, Coordinator

Dr. Lingraj Angadi
Principal

Code of Conduct for Stakeholders

Stakeholders refer to one who is associated with the welfare and success of a college and its students. The progress of the institution depends upon all stakeholders.

The management, Principal, Teaching & Non-teaching faculty, Students, Parents and Society as a whole play a prominent role in functioning of the institute.

The stakeholders affect the objectives and policies of the organization. The outcome of the institution depends on the responsible stakeholders who carry out their responsibilities and duties towards effectively.

Responsibilities and Duties of Management

- Management representation in Governing Body and IQAC
- Meetings with Principal/ Teaching and Non-teaching faculty
- Regular/Surprise visits to the college
- Interaction with other stakeholders-parents, students and industry experts
- To provide state of the art facilities
- To appoint teaching and non-teaching faculty

Responsibilities and Duties of Principal

- To frame various academic and administrative committees
- Allotment of curricular and extra-curricular duties
- To co-ordinate with the authorities of the university, JD office and other institutions
- To hold regular staff meetings
- Signing the daily diaries of faculty
- To ensure discipline in the college
- To ensure the smooth functioning of the college
- To collect feedback from all stakeholders and take necessary measures for improvement
- Any other duties assigned by the Management from time to time.

Responsibilities and Duties of Teaching Staff

- To be on time to the college duties.
- Registering fingerprint in biometrics-morning and Evening.
- Preparation of teaching plan
- Teaching and ensuring attendance of students as per university norms
- To use ICT based teaching, learning methods and Innovative methods of teaching
- Evaluation of Assignments/Projects/works/Internal test papers/Class test papers
- Counseling the students
- To display on notice boards, marks, attendance details etc. pertaining to the students as and when required
- To motivate students to participate in co-curricular, extracurricular, sports and other activities with in college and outside the college
- To conduct the meetings for mentees and record it in the extra co-curricular dairy
- Submission of daily diaries for signatures to HOD and Principal on 1st of every month
- Participation in departmental, college activities and all other duties
- To redress the students grievances
- To provide remedial coaching for slow learners
- Examination work such as invigilation, evaluation
- Participate in seminars/conferences/workshops
- Upgrading of qualifications and involvement in research work
- Any other duties assigned by the Management and Principal from time to time.

Responsibilities and Duties of Non Teaching Staff

- All Non-teaching staff faculty should remain on duty during college hours.
- Non-Teaching staff should maintain cleanliness in the campus.
- Any loss or damage to any article in the Lab or Class rooms should be reported to Principal in writing immediately.
- Non-teaching staff will carry out their duties as instructed by the authorities.

Office Superintendent

- Proper maintenance of official documents and registers of students and faculty
- To maintain casual leave register
- To maintain movement register for staff
- To maintain the records of scholarships of students
- To take care of biometric requirement
- To supervise the work allotted to administrative staff of different sections
- Any other duties assigned by the Management and the Principal from time to time.

Accountant

- To prepare budget estimate of the college under guidance of principal
- To prepare documents for audit (half yearly & annual audit)
- To verify bills for payment
- To maintain records of UGC/CPE funds
- To hold custody of receipt books and vouchers
- To settle journey claims and advances and other bills
- To maintain files of major/minor projects/seminars/workshop etc funded by UGC
- Any other duties assigned by the Management and the Principal from time to time.

Examination Officer

- To organize all works related to college level examinations such as preparation of supervision chart, appointments of senior supervisors in consultation with principal
- To correspond with university regarding college examinations, results of students, students complaints
- To organize the filling of examination forms, revaluation and verification forms of students and submission to university
- To obtain results of students and display in the college
- To send requirement of examination stationary to university and maintain its up to date records
- To maintain the records (hard & soft copy) of all passed out students of the institute

- To organize arrangement of furniture and numbering of examination seats for examinations
- To maintain stock registers
- Any other duties assigned by the Management and the Principal from time to time

Responsibilities and Duties of Librarian

- To prepare and issue of library cards to students and staff
- To issue chest cards for students
- To follow up return of books issued to students and staff members
- To receive international journals and magazines and highlight important articles and news
- To compile back volumes of Journals and Periodicals and arrange for binding and stacking
- To maintain the day wise records of visits of staff members in library
- Display of cuttings of newspapers on education/social matters on notice board
- To prepare list of required books and to submit to the Principal for further procurement
- To ensure discipline of the students in the library
- To effectively encourage faculty and student to use e-journals
- Regularly under take binding of books which are damaged
- Weeding of old books
- To organize book exhibition and talks for the benefit of students
- Any other duties assigned by the Management and the Principal from time to time.

Responsibilities and Duties of Students

- Students should attend all the classes, tests, examination, co-curricular and extra -curricular activities regularly
- Students should wear the college uniform every Day
- Students should not write & speak about the college to the press or any other Media without the prior permission of the Principal
- Students should wear their chest cards in the college compulsorily
- Students should read the notices put up on the notice boards regularly
- Student secretaries are selected by way of interview

- Use of mobiles is strictly prohibited in the campus. If found, penalty has to be paid
- Fees once paid will not be refunded
- Atleast 75% of attendance is a must in all subjects
- Students should submit assignments, seminars, project work etc on time.
- Students should respect all the faculty members and maintain discipline in the campus.
- Students should not indulge in any untoward activity either on the campus or outside the campus.
- Students should not write on walls of the college, benches and boards. Those who try to impair the beauty of the college will be punished.
- Ragging is strictly prohibited in the college campus. Any student indulging in ragging shall be punished and rusticated from the college under section 109,110,111,112,113,114,115,116.
- In case of sickness or any other unavoidable reason, a candidate can get an exemption upto 25% of the attendance after providing a proof for absence to the head of the institution in this regard in advance.
- Student with less than 75% attendance in any subject is not eligible to appear for semester-end examination.
- General Secretaries are the members of the IQAC
- Students can submit their grievances (if any) to the student Welfare Department or Principal
- Students should provide their feedback about the college facilities and faculty

Responsibilities and Duties of Parents

- Parents must participate in their wards learning progress by motivating them and inculcating moral values in them.
- Parents must make sure that their wards never skip the classes and have a good attendance record at the college.
- Parents must regularly take feedback from teachers about their wards progress and also develop positive relations with the college staff.
- The parents should be supportive and encourage a safe environment for all students at the College.
- Parents/Guardians must attend the parents teachers meet
- Parents' representatives must attend the IQAC meetings without fail.
- Parents should provide their feedback regularly
- In any case Students should not go media without the permission of Principal