

Aadivasi Seva Sahayyak & Shikshan Prasharak Sanstha's
**Shri D.H. Agrawal Arts, Shri Rang Aavadhoot Commerc
& Shri C.C. Shah & Shri M.G. Agrawal Science College**
Navapur Dist. Nandurbar 425418 Maharashtra

POLICY DOCUMENT

Document prepared by

Internal Quality Assurance Cell
(IQAC)



Affiliated to

Kavayitri Bahinabai Chaudhari
North Maharashtra University, Jalgaon

Published by

The Principal
ACS College Navapur
District Nandurbar 425418
Maharashtra

Date: January 2018

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INTRODUCTION

“Quality is never an accident; it is always the result of intelligent effort”

John Ruskin

ACS College Navapur has been evolving as a higher education institution imparting knowledge with values to the students, since its inception in 1980, by adapting to the requirements and changes in the globalised world. The Education Commission constituted in 1964 pointed out that the exercise of academic freedom by teachers is a crucial requirement for the development of the intellectual climate of our country. In the absence of such an environment, where the students, teachers, and management act as co-partners in raising the quality of education, no substantial improvements and innovations could be achieved.

Any higher education institution can stand the test of time only if it aims at quality and professionalism in all its activities.

Given the freedom to higher institutions enjoy in implementing quality standards on par with any higher educational institution of the world, ACS College Navapur took up the task of fulfilling its Vision and Mission in a better way. The Internal Quality Assurance Cell of the College prepared this Policy Document streamline and standardise the activities of the College.

The Document details the systems and procedures of the ACS College Navapur for achieving professionalism, transparency, and efficiency in all its curricular, co-curricular, and extra-curricular activities. This document should be used as a book of reference by all the stakeholders for any queries relating to the role and responsibilities or the tasks to be accomplished by any Committee/ Group. As the official Policy Document of the College, the stakeholders have to strictly adhere to the norms given in the book.

1. VISION

To provide higher education facilities to the tribal students and prepare to compete with urban students and to contribute their services to Nation building by promoting education.

2. MISSION

“परस्परोग्रहो जीवनाम” Let’s help one another to make life comfortable, peaceful and help to one another to uplift the standard of life of poor, especially of tribal people.

3. CORE VALUES

1. The core objective of the institution is to impart higher education to the students of tribal area of this Northern part of Maharashtra, which is dominated by the tribals.
2. To work for the all-round development of students specially the tribal community.
3. To help the needy and weaker students in education.
4. To help to uplift the standard of life of the tribals.

5. To make the tribal students competent to compete with the students of other community and make them responsible citizens.
6. To eradicate blind beliefs and superstitions among tribal's.
7. To motivate the faculty and the learners to take quality initiatives in academic research and extension activities and help they serve as desirable human resource in the development of the nation.
8. To prepare them to accept the challenges of the modern world.

4. QUALITY POLICY- INTERNAL QUALITY ASSURANCE CELL (IQAC)

“To strive for excellence, in all Academic and Co-curricular activities, to provide stakeholder value, by creating competent and empowered student who are socially productive and morally upright.”

Vision

To ensure quality culture as the prime concern for the College through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective

- To develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization and institutionalisation of quality norms and best practices.

Strategies

IQAC shall evolve mechanisms and procedures for:

Ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks;

Relevant and quality academic/ research programmes;

Equitable access to and affordability of academic programmes for various sections of society;

Optimization and integration of modern methods of teaching and learning;

The credibility of assessment and evaluation process;

Ensuring the adequacy, maintenance, and proper allocation of support structure and services;

Sharing of research findings and networking with other institutions in India and abroad.

Functions

- 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;
- Collection and analysis of feedback from all stakeholders on quality-related

institutional processes;

- Dissemination of information on various quality parameters to all stakeholders;
- 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 adoption and dissemination of best practices;
- Periodical conduct of Academic and Administrative Audit and its follow-up.
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Composition

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

Term: 5 years, that can be extended if necessary by the Principal

Meetings: At least once a semester.

5. ADMISSION POLICY

The college follows a very transparent process in admission to all its academic programmes. The college strictly adheres to the government norms and the guidelines of the affiliating University with regard to eligibility and reservation.

Admission Rules and Procedures

Admission to various UG and PG programmes is being done online/offline by the college strictly as per the rules and regulations stipulated by the KBC NMU University and the Government of Maharashtra.

Detailed admission procedures, eligibility and the method of preparation of rank list are explained in the Prospectus of the college and published in the website.

Rank list are prepared on the basis of merit and published in the college website and notice board.

- At the time of admission the applicant should produce their certificates in original.
- It is advisable that the class fees for the whole year be paid in lump sum at the time of admission.
- All admissions will be provisional and subject to verification and approval by the KBC NM University.
- On securing admission, the Pass Certificate of the qualifying examination and other certificates are to be surrendered to the college. The students are, therefore, advised to keep with them sufficient number of attested true copies of the certificates.
- All those who wish to apply for fee concession, scholarship or stipend of any kind, should keep with them the following: attested true copies of (i) the mark lists (ii) the certificate proving date of birth (iii) and Community Certificate.

- The certificates submitted to the college office at the time of admission will be returned only at the end of the course or on obtaining Transfer Certificate.
- Students belonging to Scheduled Castes, Scheduled Tribes, Other Eligible Communities and Other Backward Communities should produce the necessary Income Certificate/ Community Certificate in the prescribed form to get the benefit of fee concession.
- Fee concession under scholarship scheme is admissible to students belonging to Forward Communities on the basis of income, provided they produce the Income Certificate and Community Certificate.
- The seats available are classified as Merit Seats (including SC/ST), Community Seats.

RESERVATION OF SEATS

Types of Reservation: Out of the total merit seats available in the college for various UG/PG programmes; seats will be reserved for different categories under the following main items (as per university circular 50/95).

1. S.C. 13%
2. S.T. 22%
3. Free casts and nomadic tribes 03%
Vimukta caste and similar 14 casts 03%
Nomadic tribes and two % of similar castes before January 1960- 02.05%
The nomadic tribes of Vanjaris and Dhangars and the like- 02%
4. Other Backward Castes- 16%
5. Reservation for disabled students- 3%
6. Active solders/Ex-solders wards- 02%
7. Two seats under supernumerary quota J & K

6. RECRUITMENT POLICY

This document lays down the necessary and desirable requirements for the recruitment and career progression of the teaching/non teaching staff with a view to attain and maintain high standards in academics as well as a reasonable degree of satisfaction of the individual aspirations of the employee of the college. The employees can be broadly classified into the following categories:

Academic, Technical, Administrative and miscellaneous.

- The college follows a very transparent process in recruiting Teaching/Non-Teaching for aided and self-financing programmes of the college.
- The college strictly adheres to the UGC/State government norms and the guidelines of the KBC Nm University with regard to eligibility and reservation for recruitment.
- The applicants should satisfy all the eligibility criteria at the time of submission of application.
- Applicants for the post under community reservation quota shall submit Community Certificate and Non-Creamy Layer Certificate.
- ST/ST candidates shall submit community certificate for claiming reservation.
- Applicants who have obtained degrees from Universities / Institutions outside the State of Maharashtra shall submit equivalence certificate issued by KBC NMU Jalgaon.
- Selection Committee is constituted as per the government sanctioned available teaching posts for the college.

- Selection Committee for the Non-teaching staff is constituted as per the State government norms and the guidelines of the KBC NMU Jalgaon with regard to eligibility and reservation for recruitment.
- Selections of the Assistant Professor on Contract are done annually during the months of April-May before the commencement of academic sessions. Advertisements are published through the college website and the newspapers for the anticipatory vacancies. The Selection Committee is constituted as per the government directives.
- For the Self-financing recruitments the college follows the State government norms and the guidelines of the KBC NM University as per the anticipatory vacancies. The composition of the Selection Committee:

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- Chairman of the Sanstha or his nominee
- Principal
- Concerned HoD
- Subject Expert
- Apart from the Non-teaching posts sanctioned by the government, for the proper functioning of the college, the Management appoints technical staff/non-teaching staff for the self-financing section/office assistants/security/cleaning staff and other miscellaneous staffs. The selection is made on the basis of qualifications and professional expertise of the candidates. The composition of the Selection Committee:
- Chairman of the Sanstha or his nominee
- Principal
- Bursar
- Office Superintendent
- Selection Procedure: The selections of the candidates are done as per their academic/professional merit, demonstration of teaching/professional skills and personal interview.
- Recommendation of the Committee: All the selection procedure of the Selection Committee shall be completed immediately after the selection committee meeting. Minutes will be prepared and list of selected candidates should be published on the college notice board and college website.

7. PROFESSIONAL ETHICS

Self-discipline is the most important quality for the development of an individual and the overall growth of an institution. For the effective functioning of the College, rules and regulations become necessary to enforce discipline and to maintain decorum. Every student, teacher, and non-teaching staff of ACS College Navapur is expected to maintain their respective professional ethics in performing their duties and responsibilities and thereby upholding the standards of the Institution, whether on or off the College campus. Following are the Codes of Conduct for Principal, Students, Teachers, and the Non-teaching Staff.

CODE OF CONDUCT FOR PRINCIPAL

- Should always align the college activities with the Vision and Mission of the College.
- Any important decision regarding the college functioning has to be taken only after consultation with the management.
- An unbiased and transparent approach has to be followed in all matters.
- Grievances of the teachers, non-teaching staff, and students have to be addressed promptly.
- Dignity and decorum of the office have to be maintained.
- All the important initiatives, system changes have to be communicated to the stakeholders.

- Meeting with the stakeholders has to be convened at least once a year.
- Action taken report on the feedback of stakeholders has to be discussed in an open forum.
- No financial dealing should be done without the knowledge of the Finance Committee.
- The principal should delegate the responsibility of managing the college to one of the Vice Principals when on leave.
- Any meeting with external agencies for collaboration has to be communicated to the management in advance.
- Financial Assistance or funds for College Development provided by the philanthropists should not be accepted personally.
- Should not involve in any political activities or encourage any pressure groups within the college.

CODE OF CONDUCT FOR STUDENTS

- Prayer time should be observed with silence, respect, and devotion.
- Announcements to reach for a programme must be promptly and strictly responded to.
- When a teacher enters the classroom, the students should rise, greet and remain standing during the short prayer.
- If a teacher is absent, the class prefect should inform the concerned Department.
- Each class will be entrusted to a Class Teacher and the students will be grouped under a mentor/mentor.
- Students shall be punctual and regular in attending classes and other academic, co-curricular, and extra-curricular activities.
- Use of drugs, alcohol and stealing is strictly prohibited.
- Students should not collect money for any purpose without the permission of the Head of the Department.
- Students are expected to behave in a polite, decent, and refined manner.
- Students are not permitted to leave the campus during working hours. In case of an emergency, the sanction must be obtained from the Principal by forwarding a written request duly countersigned by the parent/ guardian, warden, and the head of the department/class teacher.
- Students should follow the Green Protocol.
- College properties should be handled with care. Do not disfigure desks/benches, walls, and doorways with writing, fixing nails, and pasting notices.
- Students are strictly prohibited from the use of mobile phones both in the hostels and on the campus. Suspension will be imposed in case of violation.
- Students are expected to check the Notice Boards every day.
- Letters officially addressed to the principal should enclose a self-addressed, stamped envelope, if a reply is needed.
- Strict silence should be observed in the Laboratory and Library.
- Discipline and decorum are expected from the students during programmes convened in the auditorium or elsewhere.
- Strikes and similar demonstrations are not allowed.
- Prior permission from the Principal is essential to take part in the intercollegiate competition, fashion shows, or TV/ Radio programmes.
- No meetings can be convened in the college premises without the permission of the Principal.
- Students are prohibited from bringing four-wheelers into the college campus due to parking constraints.
- Students coming in two-wheelers are expected to park their vehicles in the space allotted.
- Students are expected to wear modest dresses. Tights, miniskirts, midi, long skirts, jeans and blouse, and leggings are not allowed.
- Students can voice their grievances in the Grievance Redressal Cell/ put the grievances in the boxes or can personally meet the Principal.

CODE OF CONDUCT FOR TEACHERS

- Teachers are expected to be on the campus during working hours.
- Teachers should inform the Principal when they go out of the campus for any purpose during working hours.
- Teachers have to submit the duly filled leave form to take any casual or ommuted leave.
- The teacher in charge of each class is expected to have all the information relating to the class and she/ he has the responsibility to see that their attendance is marked by all the teachers.
- Teacher mentors should consider their role as the greatest opportunity to mould the young minds and should do that with utmost sincerity and devotion.
- All the teachers are expected to go an extra mile for the institution by availing themselves for the organisation of various programmes and the conduct of club activities.
- Prior permission from the Principal is necessary for attending any course/programme/ seminar/ workshop by the teachers.
- No meetings can be convened in the college premises without the permission of the Principal.
- Teachers are not expected to involve themselves in any political organisations or interest groups that are against the vision and mission of the College.
- Teachers should come in modest dress.
- Parking of the vehicles should be made only in the area allotted.
- Teachers are expected to report to the Principal any difficulties or concerns they have on the campus.
- Teachers should not organise any pressure groups within the campus for any purpose without the knowledge of the Principal.
- Announcements to reach for a programme must be promptly and strictly responded to.
- All notices and invitations should be through notice board/Whats App Group.
- Teachers have to adhere to the Green Protocol of the College.
- Discipline and dignity to be maintained in behaviour and all activities of teachers.
- Teachers should not distribute any notice or pamphlet on the campus without the permission of the Principal.
- Reports of the Associations, Clubs, Work Diary, Mentoring Book, Minutes Books of all the bodies have to be submitted to the Principal and get signed every year.
- Teachers have to update their profiles on the website every 3 months.
- Teachers are expected to complete at least one MOOC course in a year.

CODE OF CONDUCT FOR NON-TEACHING STAFF

- Non- Teaching Staff is expected to be on the campus during working hours.
- Behaviour towards students and other staff should be polite, decent, and dignified.
- No meeting can be convened in the college premises without the permission of the Principal.
- Non-Teaching Staff is not expected to involve themselves in any political organisations or interest groups that are against the vision and mission of the College.
- Non- Teaching Staff should not distribute any notice or pamphlet on the campus without the permission of the Principal.
- Queries of outsiders should be responded to promptly and quickly.
- Green Protocol of the College should be followed in the office.
- Work assigned should be carried out in a time-bound and efficient manner.
- The staff is expected to report to the Principal any difficulties/ concerns or grievances.

8. CURRICULUM DEVELOPMENT POLICY

Curriculum Development Policy underlines the norms relating to planning, designing, and restructuring of the curriculum of various Programmes offered by the College. Curriculum can be broadly defined as the formal academic plan to impart distinct learning experiences to students of various Programmes. It includes the outcomes, content, sequencing, instructional methods, and activities, instructional resources, and evaluation methods.

Curriculum Development should be based on

- Learning Outcomes
- Local, National, and International needs
- Skill Acquisition
- Requirements of the Industry/Society
- National Priorities
- Stakeholder and Alumnae feedback

Norms

- Curriculum development should be a continuous process.
- The Academic Monitoring Cell for Excellence (AMoCE) is responsible for collecting the feedback on curriculum from the stakeholders.

Training for Capacity Building

The IQAC is expected to organise Workshops and Seminars for teachers to equip them with the necessary skills and knowledge to frame the curriculum.

Workshop on ICT-enabled teaching and learning, curriculum design and development, question bank preparation, innovative methods for teaching, learning, and evaluation should be conducted.

Departments can organise Seminars and Workshops related to recent developments in their specific programmes.

9. EXAMINATION POLICY

All the examinations conducted by the Department or College are obligatory. Internal examinations are regularly scheduled and absence from an internal examination without the prior permission of the Principal will incur a fine of Rs.50/- per paper. In case of illness, the leave application must be submitted before hand and the medical certificate is to be produced without delay. If a student is absent from an internal examination, the Teacher/Department concerned may assign a supplementary examination for the concerned student. The date, duration, venue, and other details are left to the discretion of the Teacher or Department concerned. Any malpractice in the end semester or class examination will be dealt with seriously. Progress reports are issued by the Departments after each internal examination. These reports on the student's performance are information to the parents on the academic standard and progress of their wards.

Rules Regarding Conduct of Examinations

- Candidates should take their places in the Examination Hall soon after the second bell. Candidates presenting themselves more 20 min. after the appointed time should not be admitted.
- Strict silence shall be maintained in the Examination Hall. Candidates are not allowed to write on the question papers supplied to them.
- The Register Number should be written by the candidate on the answer books both in words and in figures.
- All books, notebooks, manuscripts. brought by the candidates should be placed outside the Examination Hall. This instruction shall be strictly enforced.
- Any candidate detected of malpractice in the Examination Hall should not be permitted to sit for the remaining examinations if the External Senior Supervisor is Prima facie convinced about the guilt of the candidate. All such cases should be reported to the Principal, as soon as they are detected. Statements may be got recorded from such candidates and the Junior Supervisor concerned and arrangements for conducting inquiry according to rules should be made with the expedition.

- Answer books of candidates who are detected of malpractice should not be sent along with the answer books of other candidates. Such answer books together with the necessary documents such as Report of the Junior Supervisor invigilating in the Examination Hall, report of the Senior Supervisor, manuscripts and such other relevant material recovered from the candidates should be handed over to the Principal of the College, who will arrange for conducting an inquiry into the case of malpractice committed by the candidate.
- Candidates shall be permitted to leave the Examination Hall only after their answer book is taken by the invigilator on duty in the hall.

10.GRIEVANCE REDRESSAL POLICY

Grievance Redressal Mechanism is very important to provide value to the stakeholders and to maintain peace, harmony, and quality of any Higher Education Institution. The College has a very transparent and efficient mechanism for Grievance Redressal. Grievances of Students, Teachers, and Non- Teaching Staff is addressed and amicable solutions are arrived at in a short span of seven days. A Committee has been constituted for the Grievance Redressal.

Grievance Redressal Committee

01	Chairman
02	Member(N.S.S.-P.O.)
03	Member(Librarian)
04	Member (Student Welfare Officer)
05	Director of Physical Education
06	Ladies Staff Representative
07	Rector: Ladies Hostel
08	Rector: Gents Hostel
09	Senior Faculty Member
10	Office representative
11	Student Representative

Powers and Responsibilities

1. All grievances related to the internal evaluation are recorded in the Internal Grievances Register in each Department and the Head of the Department has the power to resolve matters relating to internal evaluation. If the student is not satisfied with the department-level intervention, she can raise the issue before the Principal.
2. All grievances related to the end-semester evaluation have to be directly reported to the Controller of Examination. Controller of Examination will notify the matter to University.
3. Grievances related to office matters, infrastructure facilities, and others are addressed by the Principle.

The mechanism for recording Grievances

- Internal Grievances Register in the Departments
- Grievances Register in the Controller of Examination's office
- Grievance Boxes in front of office.
- Individual meeting with the Principal

Method of communicating to Stakeholders

A meeting of the stakeholders will be convened and the solutions for the grievances raised will be made known to them by the Committee members in an open forum.

Term: 3-5 years

Meeting: At least two times a year.

11. SEXUAL HARASSMENT (PREVENTION, PROHIBITION, AND REDRESS)

The College is committed to providing a safe and secure campus environment to the staff and students. Since sexual harassment results in violation of the fundamental rights of women to equality as per articles 14 and 15 and her right to live with dignity as mentioned under Article 21 of the Constitution, the Government of India enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redress) Act 2013. The policy of the College is in line with this Act.

What is Sexual Harassment?

“Sexual Harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication), namely:

- Physical contact or advances;
- A demand or request for sexual favours;
- Making sexually coloured remarks;
- Showing pornography;
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature (Handbook by the Ministry and Women and Child Development, Government of India)

Examples of Behaviours and Scenarios that Constitute Sexual Harassment

Below are examples of behaviour that may or may not constitute workplace sexual harassment in isolation. At the same time, it is important to remember that more often than not, such behaviour occurs in a cluster. Distinguishing between these different possibilities is not an easy task and requires essential training and skill-building.

Some examples of behaviour that constitute sexual harassment at the workplace:

- Making sexually suggestive remarks or innuendos.
- Serious or repeated offensive remarks, such as teasing related to a person’s body or appearance.
- Offensive comments or jokes.
- Inappropriate questions, suggestions, or remarks about a person’s sex life.
- Displaying sexist or other offensive pictures, posters, MMS, SMS, WhatsApp, or e-mails.
- Intimidation, threats, blackmail around sexual favours.
- Threats, intimidation, or retaliation against an employee who speaks up about unwelcome behaviour with sexual overtones.
- Unwelcome social invitations, with sexual overtones, are commonly understood as flirting.
- Unwelcome sexual advances may or may not be accompanied by promises or threats, explicit or implicit.
- Physical contact such as touching or pinching.
- Caressing, kissing, or fondling someone against her will (could be considered assault).
- Invasion of personal space (getting too close for no reason, brushing against or cornering someone).
- Persistently asking someone out, despite being turned down.
- Stalking an individual.
- Abuse of authority or power to threaten a person’s job or undermine her performance against sexual favours.

- Falsely accusing and undermining a person behind closed doors for sexual favours.
- Controlling a person's reputation by rumour-mongering about her private life.

Some examples of behaviour that may indicate underlying workplace sexual harassment and merit inquiry:

- Criticizing, insulting, blaming, reprimanding, or condemning an employee in public.
- Exclusion from group activities or assignments without a valid reason.
- Statements damaging a person's reputation or career.
- Removing areas of responsibility, unjustifiably.
- Inappropriately giving too little or too much work.
- Constantly overruling authority without just cause.
- Unjustifiably monitoring everything that is done.
- Blaming an individual constantly for errors without just cause.
- Repeatedly singling out an employee by assigning her with demeaning and belittling jobs that are not part of her regular duties.
- Insults or humiliations, repeated attempts to exclude or isolate a person.
- Systematically interfering with normal work conditions, sabotaging places or instruments of work.
- Humiliating a person in front of colleagues, engaging in smear campaigns.
- Arbitrarily taking disciplinary action against an employee.
- Controlling the person by withholding resources (time, budget, autonomy, and training) necessary to succeed.

Some examples of workplace behaviours that may not constitute sexual harassment:

- Following up on work absences.
- Requiring performance to job standards.
- The normal exercise of management rights.
- Work-related stress e.g. meeting deadlines or quality standards.
- Conditions of works.
- Constructive feedback about the work mistake and not the person.

12. INTERNAL COMPLAINTS COMMITTEE

The College has constituted an Internal Complaints Committee to address the complaints relating to sexual harassment. The members of the Committee are:

1. Principal (Chairperson)
2. Vice Principal
3. Two Senior Members among the faculty who are committed to the cause of women
4. One external member having legal knowledge/ experience in social work.

Responsibilities of the Committee

- Organise Workshops, Seminars, and Orientation Sessions.
- Know the Act, Policy, and/or relevant Service Rules
- Gather and record all relevant information
- Determine the main issues in the complaint and prepare relevant interview questions and conduct necessary interviews
- Ensure that the parties are made aware of the process and their rights/responsibilities within it.
- Analyse the information gathered and prepare the report with findings/recommendations within 90 days.
- Ensure confidentiality at all stages.

Term: 3-5 years

Meeting: At least twice a year and more times if required. (Minutes book should be maintained).

13.ANTI-RAGGING POLICY

The anti-ragging policy of the College is commensurate with the UGC regulations- “Curbing the menace of Ragging in Higher Educational Institutions (third amendment), Regulations, 2016.”

The 3rd Amendment of UGC Regulations on “Curbing the menace of Ragging in Higher Educational Institutions, 2016”, ragging includes ‘any act of physical or mental abuse (including bullying and exclusion) targeted at another student (Fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background’.

Anti-Ragging Committee (ARC)

The following members constitute the Anti-Ragging committee of the College. The Committee is very vigilant throughout the year both on the campus and in the hostels.

01	Chairman
02	Member (NSS- P.O.)
03	Member (Librarian)
04	Member (Student Welfare Officer)
05	Member (Director Physical Education)
06	Member (Rector- Ladies Hostel)
07	Member (Rector- Gents Hostel)
08	Member (Teacher)
09	Member (Teacher)
10	Member (Teacher)
11	Member (Leady Teacher)
12	Member (Leady Teacher)
13	Member (Office Superintendent)
14	Member (Support Staff Representative)

Functions

- To attend to the complaints of the students.
- Organising talks, exhibitions, and competitions to create awareness among students regarding the menace of ragging.
- To decide on the punishments to be given to the guilty.

Depending upon the nature and gravity of the offence as established by the ARC, the possible punishments for those found guilty may be any one or combination of the following.

- Cancellation of admission
 - Suspension for attending classes
 - Withholding/ withdrawing scholarship/ fellowship and other benefits
 - Debarring from examinations
 - Withholding results
 - Debarring from representing the Institution in any regional, national or international events.
 - Suspension or expulsion from the hostel.
 - Rustication from the Institution for a period ranging from 1 to 4 semesters.
1. Fine of Rs. 25,000/-
 2. When the persons who committed the crime of ragging are not identified, the Institution may resort to collective punishment.

Term: 3-5 years

Meetings: Twice a year (Minutes book to be maintained).

14. STUDENT SUPPORT POLICY

College has developed an efficient student support policy besides the regular Teaching-Learning Programmes. There are various mechanisms and support systems to help students to adjust the environment of the college. Department Associations, Clubs and Cells cater to the academic, spiritual, personality-related, career-oriented, art, and aesthetic needs of students.

- **E-Learning Centre** tries to support the students by providing resources. Students can make use of this facility to grasp difficult topics by listening to the lectures as many times as they need.
- **Counselling Centre** offers services of Counsellors on the campus.
- **Mentoring** is a CARE Programme that involves Continuous Accompaniment Reflection and Experience (CARE). Students get intellectual, academic, and psychological assistance from teachers. One teacher will take care of 20-50 students. By this programme, students will be able to establish a significant relationship with an educator-formator (mentor) and they feel understood and appreciated and gain self-esteem and self-confidence. Students get the opportunity to share the experience of their personal lives and seek academic, vocational, and career guidance.
- **Remedial Coaching:** Special coaching are organized outside of the regular classes where the students can clinch out any doubt and study informally, so that the curricula may be more interesting.
- **The Placement Cell** of College helps students to acquire skills that make them market-ready and arranges placement drives.
- **Debate Committee** offers a platform for students to share their ideas through public speaking and thus refine communication, presentation, oratory, and debating skills. The Debate committee of the College has functioned keeping in mind the vision of providing opportunities to the students to discuss current topics and ideas and to engage in activities benefitting their personal and professional development.
- **Science Club and Vivek-vahini** is dedicated to creating awareness among students about the importance of protecting our nature and environment, eradication of superstitions in students and inculcating scientific approach in students.
- **Tribal Student Welfare Committee** promotes folk arts, culture, and local oral traditions of tribal's through various programmes, performances, and activities.
- **Gymnasium and Health Club** under the supervision of the Department of Physical Education offers classes in Yoga, Health, and Fitness before and after College hours.
- **Planning Forum** functions under the leadership of the Commerce and Economics Department. Since its inception, the Club has been organising several programmes to create entrepreneurial awareness and skills among the students.
- **Energy Audit Committee** promotes awareness on energy conservation among students and the members of the club are instrumental in the Energy Audit of the College campus.
- **Literary Association** is instrumental in identifying the artistic talents among students and organising all the cultural and literary events of the college.

- **NSS Unit** of the college is a part of the Youth Welfare Programme of the Government of India and its main objective is the development of the personality of students through community service.
- **The student Support Programme** is a remedial coaching programme for the slow learners to come up in their studies and score better ranks.
- **Anti-Ragging Committee** is functioning according to the Anti-Ragging Policy of the institution and implements the policy effectively if required.
- **Centre for Women's Studies** develops and coordinates academic courses and community programmes on gender-related issues. The centre also coordinates the activities of the Women's Cell in the College. It maintains a library with books and periodicals related to Women's Studies.
- **Equal Opportunity Cell** of the College addresses the issues concerning Scheduled Caste, Scheduled Tribe, Other Backward Class, and Persons with Disabilities in the campus.

15. SCHOLARSHIPS AND AWARDS

- Since its inception, College is committed to its social responsibilities towards the various categories of students and played a vital role for decades in uplifting the educational standards and qualification of students. The stakeholders of the College, the Management, Faculty, Non-Teaching Staff, PTA, Retired Faculty Association, Alumnae Association, takes special initiative to motivate promising and meritorious students by providing additional benefits and instituting various Scholarships in a methodical manner along with the Government and University scholarships.
- For the Government of India Scholarships and Government of Maharashtra Scholarships students are applying online through the respective websites. With regards to scholarships/awards instituted by College students are nominated as per the defined eligibility criteria mentioned for the each category of scholarships/awards.
- The College has framed the Policy Statement for Scholarships/Awards for the smooth and efficient functioning of the institution, selection and disbursement of the scholarships.
- The Central, State Government and University Scholarships has to be applied through the respective government portal. The details of scholarships instituted by the College and the Other Agencies are updated in the college calendar every year.

Following are the different scholarships instituted and availed by the students of the college.

- 1
- 2
- 3
- 4
- 5
- 6
- 7

16. STUDENT QUALITY ASSURANCE CELL(SQAC)

The Objective

The Student Quality Assurance Cell is an initiative of the IQAC to include the major stakeholder- the student community- in the quality assurance process of the College.

Composition and Tenure of the SQAC

1. Principal
2. Vice principals
3. Senior Faculty Members
4. Students Representative
5. Librarian
6. Director of Physical Education

The tenure of the SQAC is three years and it may be extended when required by the decision of the Principal.

The Selection Process

The process involves three stages.

- Advanced learners are identified from each department based on their academic performance, leadership qualities, team playing ability, and character. Students will be selected from each class. (If the number of students in a class is more than 50, five students will be selected; if the student strength in a class is between 25 and 49, three students will be selected and two students will be selected from a class of strength less than 25).
- 50 students will be selected through a written test in the second stage.
- Core group of a maximum of 25 students will be selected through group discussion and interview.
- From the final list, a Coordinator and Secretary should be identified.

Duties and Responsibilities

The students selected as members of the SQAC of the College are expected to function as role models to other students. They have to abide by the rules and regulations of the College and should not engage in any activity inside and outside of the College that is detrimental to the values and interests of the Institution. Any violation of this will result in the cancellation of the membership in the SQAC. Discipline and decorum have to be maintained in all the activities engaged and should always try to have an amicable relationship with the members of the Institution and its stakeholders. The responsibilities of the SQAC include:

- Act as a wing of the IQAC to create a rapport with the students.
- Collect feedback from students regarding the functioning of the College.
- Suggest creative ideas to make the Campus more student-friendly.
- Collect data regarding the activities of students, their achievements, and placements.
- Attend conferences and seminars related to quality enhancement in Higher Education Institutions.
- Participate in the Green initiatives of the College.
- Convene meetings once a month to suggest, evaluate or chalk out quality initiatives.

Rules and Regulations

- Meetings can be arranged only with the prior permission of the Principal.
- The faculty in Charge should chair the meetings.
- Minutes of the meetings should be recorded in the register and should be kept with the Coordinator.
- Without the permission of the Principal, no suggestion should be implemented.

Students get intellectual, academic, and psychological assistance from teachers. One teacher will take care of 20-50 students. By this programme, students will be able to establish a significant relationship with an educator-formator (mentor) and they feel understood and appreciated and

gain self-esteem and self-confidence. Students get the opportunity to share the experience of their personal lives and seek academic, vocational, and career guidance.

Objective

The overall objective of mentoring is to enable a student to understand his/her strengths and weaknesses and to instil confidence to face the challenges of life. Thus '**preparing for life**' is the basic purpose of mentoring. The specific objectives of mentoring include:

- Nurturing leadership qualities
- Fostering teamwork and coordination
- Motivating and inculcating a desire to strive, seek and achieve
- Boosting self-esteem, and uplift moral, ethical responsibility, creativity, and critical thinking.

Function

- Beginning of every academic year, the Principal announces the approved list after scrutiny of the Mentor and Mentee list forwarded to her through the Heads of the Departments.
- Once the list is finalised, each Mentor communicates to the students allotted to him/her. Every teacher is a mentor and the College provides training to them occasionally to mould them as effective mentors.
- Each mentor will have 20-50 mentees.
- The system functions as part of the regular academic programme as a support system.
- The Mentor tries to provide confidential, unbiased support in academic, interpersonal, professional, and personal matters to mentees by meeting them personally and discussing with them.
- In some cases, if the mentor feels that the involvement of parents is required, they will be called to the College for a confidential meeting with them. Individuals who require professional help are directed to a professional Counsellor keeping the details strictly confidential.
- Details of the meeting with the mentee/ parent are recorded in the mentoring register. The Register will be periodically verified by the Principal to ensure its smooth functioning.
- The principal convenes the Mentors' meet once a year to discuss the concerns, challenges, and difficulties in the mentoring process.

Method of assessing the outcome and effectiveness:

The academic, personal, and emotional growth of the mentee is monitored through her progress in the examination results, participation, and involvement in extracurricular activities. The effectiveness of the mentoring process is assessed through the student satisfaction survey.

17. MENTORING POLICY

Mentoring is a CARE Programme that involves Continuous Accompaniment Reflection and Experience (CARE). Students get intellectual, academic, and psychological assistance from teachers. One teacher will take care of 20-50 students. By this programme, students will be able to establish a significant relationship with an educator-formator (mentor) and they feel understood and appreciated and gain self-esteem and self-confidence. Students get the opportunity to share the experience of their personal lives and seek academic, vocational, and career guidance.

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18. VALUE EDUCATION POLICY

College is being imparting value based education to students to make them morally upright and socially committed. Value education has a paramount role to play in creating a society that is tolerant, humane, socially cohesive and ethically righteous. Values are guiding principles that shape our world outlook, attitudes and conduct. Value Education is a process of helping the pupil think freely and critically on values, to act responsibly and with courage and conviction.

Objectives

- Moral Development: good manners, moral values and compassion.
- Fostering Human Values: individual dignity, social outreach, respect for culture and traditions.
- Inculcate the spirit of national integration and patriotism.
- Practice Eco-friendly behaviour and sustainability.

- Promoting Gender Equity, Human Rights and Peace

The Mechanism

The college has developed various mechanisms to achieve the goals of Value Education:

- Certificate Courses and Short Term Courses on Value Education are organised methodically for each student for the UG/PG Programmes.
- ‘Flg Day’ an annual event for raising funds for helping the Indian Army.
- The ‘Red Riboon Club’ for awareness about HiIV/AIDS.
- Collection of fund and distributing it to needy people during natural calamities.
- Spiritual and Value Orientation for students, Spiritual Orientation Programme, Value Education Seminars, Inter-collegiate Camps and Life Guidance Courses for students.
- NSS, Women Cell, Equal Opportunity Cell promote human rights and peace.
- Nature Club, Green Guardian Club, Biodiversity Club and Energy Club promote eco-friendly green practices.
- Extension and Social Outreach is compulsory programme for students to develop social responsibility.

19. ASSUMPTION PROGRAMME BASED EXPERIENTIAL LEARNING (APEL) (SPORTS AND EXTRACURRICULAR ACTIVITIES)

Sports and extracurricular activities are essential for the holistic development of students. A healthy body is a prerequisite for clear and rational thinking and the flourishing of creativity and innovation. Extra-curricular activities form an integral part of the educational environment and boost the efficiency and life skills of students. In line with this, College has made participation in extracurricular activities for all UG and PG students.

Extra-curricular activities include

1. Sports (Yoga, Pranayam and Meditation)
2. Cultural programmes (Dance, Mime, Music, Entrepreneurial activities, Drama, Quiz, NSS.....)

Committee for APEL

All the activities related to sports are under the direct control of the Department of Physical education. Extra-curricular activities are monitored by the Committee for APEL that is composed of the following members.

1. Principal
2. Vice principals
3. All the Teachers in charge of various Committees, NSS
4. Head of the Department of Physical education
5. Two teachers nominated by the Principal

Functions

1. Collect all the information and data about extra-curricular activities of students.
2. Disseminate information to the students regarding the extra-curricular activities.
3. Journal for recording the participation

4. Certificates to be given to students after the successful completion of the minimum required time for extra-curricular activities.

Term: 3-5 Years

Meeting: Once a semester. (Minutes book to be maintained)

20. EQUAL OPPORTUNITY AND INCLUSIVENESS

Discrimination against any person on the grounds of his/her disability or physical limitations and minority status is a gross violation of universally accepted principles of equality and human rights and even constitutional obligations. Equal Opportunity Cell was set up by the College to address the issues concerning Scheduled Caste, Scheduled Tribe, Other Backward Class and Persons with Disabilities, as per the 'Guidelines for Scheme of Equal Opportunity Centre by State Government.

The basic aim of the Equal Opportunity Cell is to ensure that students and faculty belonging to various diverse backgrounds of community, religion, region, gender, or ability are not deprived of their basic opportunities. They all must have access to all the basic rights to promote inclusivity and harmony. Through this cell, several activities are organized to promote inclusive policies and practices for all and to look into the grievances to ensure equality and equal opportunities to the disadvantaged group on campus through proper implementation of policies, skills, and programs of the society.

Objectives

- To promote equality among all and eliminate discrimination or harassment.
- To adopt and implement harmonized guidelines and space standards for a barrier-free built environment for all.
- To identify the issues on the campus and to provide an enabling and nondiscriminative environment for all.
- To disseminate the information related to schemes, programs, notifications/memoranda, office orders of the Govt., related to the welfare of target groups from time to time.
- To promote diversity and inclusive practices on campus and provide the underprivileged groups with adequate opportunities.
- Safeguard the interest of students without any prejudice to their caste, creed, religion, language, ethnicity, gender, and disability.
- To create an atmosphere of equal opportunity through awareness generation programmes.
- To expedite legal Redressal in matters of violation of equal opportunity.

The Committee

The Committee consists of the following members:

1. Principal
2. Vice principals
3. Heads of the Departments
4. Three nominated members (Teaching, Non-teaching, and Students)

Term: 3-5 Years

Meetings: Twice a year (Minutes book to be maintained)

21. POLICY FOR THE DIFFERENTLY ABLED (*DIVYAJAN*)

College takes a special interest to create an all-inclusive environment and to ensure all possible aids to the Differently-abled students. A teacher is allotted to five students and the Teacher Mentor is supposed to extend a continuous hand-holding to them. The Mentor establishes a rapport with the family members of such students and helps them with a lending hand in need.

The objective of the Programme

College has always been an advocate of empathy and compassion for the needy. Through different programs and activities, the College is inculcating the following values among its teachers and students for an inclusive education along with the *Divyajana*.

- Be a Listener
- Be Empathetic
- Be an Advocate
- Be a Volunteer
- Be Private
- Be a Giver
- Be Aware
- Be Kind
- Be Creative

The Committee

1. Principal
2. IQAC Coordinator
3. Two Teacher Mentors nominated by Principal
4. Librarian
5. Director of Physical Education

Functions

- To provide special care in their academic requirements.
- To motivate them to showcase their artistic talents in cultural programmes of the college.
- Regular interactions with the mentors to discuss their problems.
- To communicate with the parents and to make a combined effort to help the students give their best.
- Provide awareness to the Parents about the possible employment opportunities of these students.

Special Examination Regulations

The College is following the guidelines issued by KBC NMU and the provision in the circular dated 29/08/2018, issued by the Ministry of Social Justice and Empowerment, consequent to the enactment of the Rights of Persons with Disabilities Act, 2016 in providing concessions to the differently-abled students (*Divyajana*) in examinations. For candidates who are eligible to avail of the services of scribes, the Chief Superintendent of Examination is authorized to appoint scribes according to the following conditions:

- No separate criteria for regular examinations.
- The disability certificate issued by the competent medical authority at any place is accepted.
- The facility of Scribe is allowed to any differently-abled students.
- The differently-abled students can have the discretion of opting for their Scribe with prior information.
- The person appointed as scribe shall not be an employee of the college.
- He/ she shall not be a relative of the candidates who are appearing for the examination.
- The educational qualification of the scribe shall be less than those of the candidates.
- A proforma with a declaration shall be obtained from the scribe.
- The proforma signed by the scribe shall be forwarded to the office of the COE.
- The procedure of availing the facility of a scribe is simple with the necessary details recorded at the time of filling up the form.
- The examination centre makes available suitable seating arrangements for giving the examination.
- The examination for differently-abled students is held at the examination centres is accessible

for them.

- Compensatory time of examination is to be given for persons who are allowed the use of scribe as per concessions mentioned below.
- The decision of the Controller of Examination of the University will be final.
- Grace marks will not be awarded to a candidate if he/she secures less than 5% of the maximum mark for the theory paper. UO NO.1205/ACA8/26.02.2021 regarding the distribution of grace marks is applicable for differently-abled candidates also. They should submit the grace mark claim through written applications.

22. POLICY FOR INTERNSHIP/FIELD VISIT/ON THE JOB TRAINING/EXCURSION

College has adopted the following norms to encourage teachers and students for field visits, internships, On the Job Training, excursions to promote experiential learning.

- The field visits, internships, On the Job Training, excursions must be conducted by government rules and policies.
- The purposes and specific educational objectives of the field visits, internships, On the Job Training, excursions should be carefully developed.
- The field visits, internships, On the Job Trainings, excursions should provide an orientation, which helps the participants in achieving appropriate personal, social, and academic development.
- The field visits, internships, On the Job Training, excursions should have adequate faculty staff supervision, both in terms of students/staff ratio and in terms of staff expertise to deal with contingencies.
- All the arrangements of field visits, internships, On the Job Training, excursions (such as transportation, accommodation, food, and finances), and other support services should be well planned and managed effectively.
- The Principal, heads of the department, teachers in charge, and student representatives chalk out action plans to ensure the smooth and safe functioning of the field visits, internships, On Job Training, excursions.

23. POLICY FOR HUMAN RESOURCES DEVELOPMENT AND CAREER GUIDANCE

The College has established a committee to Human Resources Development and to provide career guidance to students. The major functions of this committee are the following:

1. To organise training programmes for teachers, non-teaching staff, and students.
2. To facilitate the Induction Programme and the Bridge Course for the fresher.
3. To organise the orientation cum training programme for the newly appointed teaching and non-teaching staff.
4. To facilitate the student and faculty exchange programmes of the College.
5. To organise placement drives.
6. To conduct the English proficiency test of the new students in collaboration with the IQAC.
7. To act as an intermediary between the College and the Industry.
8. To facilitate the Finishing School Programme.
9. To facilitate the selection process of the CORALS and student IQAC.
10. To provide training programmes to students regularly to make them market ready.
11. Opportunities for Scholarships and awards to students and faculty members have to be announced promptly.
12. The Career advisor has to provide career counselling to students.
13. The Career Advisor should organise aptitude tests to understand the innate potential of students.

The Team

HR Committee have to report to the Vice-Principal at the end of every month.

Term: The term of office is for three years, but the Principal can terminate the service at any time if it is deemed necessary. Also, if the performance is satisfactory, the Principal could extend the term.

Meetings: Month-end meeting with the Vice Principal, meeting with the student representatives as and when required, and six-monthly meeting with the Principal. (Minutes book to be maintained)

24. PARENT-TEACHER ASSOCIATION

Parent-Teacher Association is one of the most active associations in the College. This provides a platform to exchange concerns, aspirations, and suggestions of parents and teachers. The Association proactively participates in the development of the institution by providing constructive feedbacks, financial assistance to needy students.

The Objective

1. To establish a good rapport with the parents and the Teachers.
2. To provide a platform for expressing the concerns of the students.
3. To proactively participate in the activities and development of the College.
4. To make use of the experience and expertise of the parents in providing counselling and career guidance to students.
5. To improve the facilities and infrastructure of the College with the support of parents.

The Activities

1. Annual PTA meeting
2. PTA sponsored seminars and talks
3. Scholarships and awards instituted by PTA
4. Charity drives

The PTA Executive Members

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Three faculty members (current) nominated by the Principal
6. Parent representatives of each Section.

All representatives are nominated by the Principal.

Term: 3-5 year

Meeting: At least four meetings every year (One general body meeting and three Executive body meeting)

Note: Minutes book to be maintained

25. ALUMNAE ASSOCIATION

All outgoing students after the completion of the courses of graduation, post graduation, and research are expected to become members of the Association of College Alumnae. The Association aims at fostering fellowship among alumnae and to enable their creative

involvement in the activities and progress of the College. The Alumni Association is governed by the stipulations of its constitution.

The Objective

1. To act as a link between the present student and the Alumnae.
2. To provide a platform for interaction between the past students, present students, and faculty members.
3. To enable the alumnae to participate in the activities and development of the College.
4. To make use of the experience and expertise of the alumnae.
5. To improve the facilities and infrastructure of the College with the support of alumnae.
6. To facilitate internship and employment of students

The Activities

1. Annual Alumnae meet
2. Alumnae lectures
3. Alumnae sponsored events and competitions
4. Scholarships and awards
5. Cultural fests

The Alumnae Association Executive Members

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Three faculty members

The first four Executive members are elected and the three faculty members are nominated by the Principal.

Term: 3-5 years

Meeting: At least two meetings every year (One general body meeting and two Executive body meeting)

Note: Minutes book to be maintained

26. POLICY FOR EXTENSION AND SOCIAL OUTREACH

In line with its Vision and Mission, the College has always redefined its strategies to make students socially committed and learning beyond the confines of classrooms. The College made the Extension and Social Outreach Programme a compulsory component for the successful completion of the undergraduate and post-graduate programmes. Extension and Social Outreach Programme (ESOP) is a compulsory social involvement programme for instilling social commitment in the minds of students and to equip them to understand and respond to the socio-economic realities of our nation. Village was adopted by the College for its extension and social outreach programme. It is intended to provide the students a better understanding and feel of the socio-economic realities of their local community and also to get them involved in the development of these villages.

The Objective

The core objective of the Programme is to sensitise and educate the students about the problems and practices of the local community and to inculcate in them the spirit of responsible citizenship.

The Programme

The Programme starts in the first year of the undergraduate and postgraduate programmes. Each department is given the responsibility to serve a particular Village adopted by the College. The activities in each Village may include:

- Educational Modules
- Recreational Activities
- Interactive and Participatory Programmes
- Exhibitions and Demonstrations.

Thrust Areas

- Health and Fitness
- Waste Management
- Energy Conservation
- Organic Farming
- Financial Literacy
- Skill Development
- Motivation and Empowerment of women
- Civic Consciousness
- Communication Skills
- Cyber Security
- Legal Literacy

Instructions to the Students

- A student has to contribute his/her service only to the assigned Village throughout the specified term.
- Though 50 hours is the minimum requirement for the successful completion of the programme, it has to be conducted throughout the year.
- Students can work in the Village assigned on Sundays and the duration of work in scrutiny after the completion of the Programme.
- Students can report to the ESOP office any problems or difficulties they face during work.
- The certificate will be issued only if the student has completed the programme.

Monitoring Mechanism

- The time of the social outreach programme is decided by the Principal and Vice Principals every academic year.
- One or Two teachers from each department are selected by the Head of the department as Supervisors of ESOP and that has to be approved by the Principal.
- Students have to get the signature of the Supervisor in their ESOP record book every day.
- The Code of conduct of the students in their assigned localities has to be monitored by the Supervisor/ any other member deputed by the Supervisor.

27. RESEARCH POLICY

Research is one of the most important dimensions of quality in any higher education institution. Knowledge-driven innovations are essential for the development and visibility of higher education institutions in the globalised world. Keeping this in view, the College has established the Research Recognition Committee (RRC) to foster research and innovation activities.

Composition of the RPAC

1. Principal of the College
2. Coordinator (A Senior faculty member nominated by the Principal)
3. Two Heads of the Departments (One Member from the Science stream and the other from Arts)

4. One External Expert from academics (College/ University) who is active in research nominated by the Principal.
5. One Expert from within the Institution.

The Coordinator should have a minimum of five years of teaching experience with at least three publications in research journals.

Responsibilities of the RRC

1. To create an ecosystem in the institution for research and innovation.
2. Develop strategies for the promotion of research culture among staff and students.
3. Provide information regarding the availability of research funds for the staff and students.
4. Organise workshops and conferences relating to research methodology and innovative practices in research.
5. Publish the research journal.
6. To develop methods to prevent plagiarism and to ensure good practices in research.
7. Monitor the consultancy activities of the College.
8. Provision for seed money.

The Research recognition Committee should ensure ways and means to prevent plagiarism in the research works of the staff and researchers in the Research Centre of the College. Though the Research Centre of the College is directly under the KBC NMU Jalgaon, institutional regulations are binding to the researchers in the Centre. The Committee should ensure that the researchers undergo institutional level plagiarism checking before submitting the Thesis to the University.

Term: The term of office is for five years.

Meeting: The members of RRC should meet at least twice a year. (Minutes book should be maintained)

RESEARCH ETHICS POLICY

The research ethics committee plays a vital role in ensuring the ethical standards and scientific merit of the research. Keeping this in view, the College has established the Research ethics committee to ensure quality by maintaining integrity and ethics in research.

Composition of the Research Ethics Committee

1. Principal of the College
2. Coordinator of Research Recognition Committee
3. Head of two Research Departments (One Member from the Science stream and the other from Arts)
4. Librarian

Responsibilities of the Research Ethics Committee

1. Ensure that there is no act of research misconduct.
2. Ensure that the rights of research participants are protected.
3. Review all research and research projects, involving human subjects at the College.
4. Ensure that all researchers follow research integrity and publication ethics (including plagiarism prevention).

Operating Procedure of the Committee

- The committee shall review all the research proposals submitted by faculty and students irrespective of the funding agency.
- The Post Graduate level project reports, MPhil and PhD, produced from the college, also come under the review of the committee.
- The committee shall screen the articles published in the college magazine.

- Since the college is affiliated with KBC NMU Jalgaon, the committee ensures that all the guidelines and directives issued by the university and UGC regarding the code of conduct of research ethics are followed.
- The PhD produced under the guidance of the research departments of the college shall be screened for plagiarism by KBC NMU Jalgaon itself, and the Post Graduate Level project reports shall be checked for plagiarism using the plagiarism checking software subscribed by the college.
- Amendments to this policy will be made as per the demands of the time.

Term: The term of office is for 3-5 years.

Meeting: The members should meet at least once a year.

28. CONSULTANCY POLICY

Consultancy means providing professional or expert advice in a particular field of enquiry to an individual or institution. The consultancy services of a higher education institution measure the knowledge spill over emanating from it to the society. A major part of the consultancy services offered by the Staff is non-paid. Through the Consultancy Policy, the Institution tries to standardise the consultancy activities and also to encourage more faculty members to undertake Consultancy. Consultancy policy details the terms and conditions of undertaking consultancy work by the faculty of the College.

Eligibility

To undertake consultancy work the following norms have to be fulfilled:

- Has to be a faculty member of the College (Aided or Self-Financing).
- The faculty member can avail on-duty for a maximum of two days to visit the places or Organisations.
- The faculty should ensure that her/his teaching is not affected by the consultancy work.

Norms and Conditions

- The faculty has to apply to the Principal through the Head of the Department.
- MoU (or Letter requesting consultancy service) should be signed between the Department and the Organisation that has requested the consultancy service.
- Progress report of the consultancy has to be submitted to the Principal.
- The final report should be given to the Research Recognition Committee.

Revenue Sharing

Sl. No.	Particulars	Faculty	College
01	Use of Institute Space and /or Equipment	40%	60%
02	For providing solutions/expertise	75%	25%

Monitoring Authority

Research Recognition Committee (RRC) is in charge of monitoring the consultancy services provided by the faculty to various Institutions. The RRC should maintain the records of the consultancy activities and any person violating the norms and conditions should be informed to the Principal to take the necessary action.

29. MAINTENANCE POLICY

The Maintenance Policy details the systems and procedures for the maintenance of the academic and non-academic infrastructure of the College.

The System

- Budget allocation for maintenance every year.
- Annual Maintenance Contract for lab equipment, water purifiers, generators etc.
- College electrician for repairs of electrical articles, power lines, and optical cables.
- The College has a list of carpenters and painters for annual carpentry and painting works.
- Vice-Principal for Infrastructure (Bursar of the College)

The Procedure

The Internal Maintenance Committee is in charge of the maintenance and contract negotiations. The maintenance requisitions of the departments will be intimated by the Heads of the Departments to the Principal. The purchase and maintenance register is then forwarded with sanctioned of the Principal to the Bursar's office. The Maintenance Committee convenes a meeting with the respective Head of the Department for implementation of the request.

Members of the Maintenance Committee

1. The Principal (Chairman)
2. Vice Principal
3. Bursar
4. Two senior members of the staff nominated by the Principal
5. IQAC Coordinator
6. O.S./Head Clerk/Jr. Clerk

Term: 3-5 years.

Meeting: The Internal Maintenance Committee should meet twice a year.

29. GREEN POLICY

College is committed to the philosophy of 'REDUCE, REUSE and RECYCLE' in its efforts to make the campus green and clean. The Green Policy of the College details the planning, implementation, and monitoring of the eco-friendly initiatives of the College.

The Mechanism

- Planning is to be done by the IQAC and along with the Teachers in charge of the Science club and Nature club.
- Implementation of the Green Policy is through awareness creation and enforcement of strict adherence to the Green Protocol by the stakeholders. This is facilitated by the various Departments, Nature Club, and Green Guardians. Awareness creation is effected through seminars, workshops, competitions, and study tours.
- Monitoring and evaluation are done through Green Audit and Stakeholder Feedback.

Green Protocol

The Internal Quality Assurance Cell of the College has the responsibility to develop a Green Protocol for the College. The following are the elements of the Green Protocol.

- Mandatory Green Audit
- Avoid the use of all kinds of disposables
- Use only steel/glass/porcelain cups and containers instead of those made of paper and plastic

- Use and throw carry bags are not allowed on the campus
- Staff and students are encouraged to use cloth bags
- Always use cloth banners instead of flex
- Reduce the use of plastic and paper
- Dematerialise the records and documents
- Segregate biodegradable and non-biodegradable waste for better management
- All the departments and supporting facilities should be zero waste zones
- Staff and students should use eco-friendly files
- Green gifts are encouraged in functions

Assumption Social Responsibility Regarding Green Initiatives

The College is always responsive to the issues and problems of the local community. Even though Navapur is a tribal area, waste management is a serious problem in the locality. Hence the College has developed some Green Practices. The following are the proposed Green Practices.

- To promote biodiversity, encourage Residential Associations to plant saplings.
- Green belts should be initiated in a phased manner at different places.
- Vegetable self-sufficiency through Kitchen garden should be encouraged.
- Awareness sessions on waste management at the source should be organised.
- Common waste segregation bins should be provided in public places and regular collection of waste should be ensured.
- Vermicomposting should be popularised.
- Acknowledge the green initiatives by the Institutions, Organisation, and NGOs and their success stories should be made available on the Municipality website.
- Take the responsibility of monitoring the green protocol in offices, Schools, Colleges, and Associations in the Navapur Municipal Area.

31. GENDER POLICY

The word 'gender' refers to the socially constructed ideas, norms, and practices of what it is to be female or male. The principle of gender equality is enshrined in the Preamble, Fundamental Rights, Fundamental Duties, and Directive Principles of the Indian Constitution. The Constitution not only grants equality to women but also empowers the State to adopt measures of positive discrimination in favour of women.

College provides ample opportunities to young girls to learn, grow and lead in every sphere of life. The College nurtures them to shape their discourses and supports them to take upon all kinds of activities from academic to co-curricular, from discussing politics to film making, from engaging in social responsibilities to participating in activities as a responsible citizen of India. The College takes initiatives to create awareness about the problems faced by women in society and in particular regarding gender discrimination and women's welfare laws.

Objectives

- To develop the self-confidence of Women.
- To create awareness about Women's Welfare Laws.
- To assert the importance of spiritual, economic, social, racial, and gender equality.
- To highlight the importance of health and hygiene.
- To organize seminars, workshops on gender issues
- To prevent sexual harassment and to promote the general well-being of female students, teaching and non-teaching women staff of the College.
- To provide and maintain a dignified, congenial working environment for women employees and students, where they can work, study and explore their potential to the fullest.

Gender Committee

The College has constituted an Internal Gender Committee to address the issues relating to promote gender equality. The members of the Committee are:

1. Principal (Chairperson)
2. Vice Principal
3. Two Senior Members among the Faculty who are committed to the cause of Women
4. One external member having legal knowledge/ experience in social work.
5. One social worker who are committed to the cause of Women

Specific Responsibilities of the Committee

1. Organise Workshops, Seminars, and Orientation Sessions.
2. Gather and record all relevant information
3. Determine the main issues
4. Coordinate awareness programmes and other events

Roles and Functions

- To encourage involvement through academic, cultural, and outreach activities such as talks, seminars, workshops, community action, drama, street theatre, poster-making.
- To become a resource centre for women and provide a forum for the exchange of ideas.
- To review safety and security measures for female employees and girl students at the college campus.
- Creating an environment on the campus for the balanced development of students to realize their full potential.

Term: 3-5 years

32. E-GOVERNANCE POLICY

Information and Communication Technology has changed the method of governance in higher education institutions and industrial enterprises. The use of technology has brought in transparency in the processes and operations, efficiency in decision making, and helped to achieve economy of time. The College installed ERP to make its operations more professional, efficient, and transparent. Following are the areas where e-governance is used:

Planning and Development

- Admission
- Examination (Question Paper for Internal Examinations, Publication of Internal Results)
- Library
- Fees payment
- Salaries of Staff

Committee for e-governance

The Committee consists of the following members:

1. Principal
2. Vice-principal
3. Bursar
4. Controller of Examinations
5. System Administrator
6. Office Superintendent
7. Librarian
8. Two faculty members nominated by the Principal
9. One non-teaching staff (Computer Assistant)

Functions of the Committee

The Members of the Committee have the following responsibilities:

- Smooth conduct of the system (Software and Hardware) without technical failures.
- Upgradation of the Software.
- Organising training/ workshops, related to efficient use of technology, for teachers and non-teaching staff.
- Dissemination of information to the stakeholders regarding system changes and procedures.
- Attend the difficulties and queries related to the use of ICT.

Term: 5 years which can be relaxed when necessary by the Head of the Institution.

33. POLICY FOR FINANCIAL MANAGEMENT AND RESOURCE MOBILISATION

Adequacy of financial resources is essential for the development of any institution whether academic or non-academic. Financial management involves the efficient and most productive use of the available resources and resource mobilisation involves sourcing funds from various agencies to tide over the financial constraints. To ensure optimal use of financial resources and also to mobilise finance to tide over the paucity of funds, the College formed a Finance Committee.

Finance Committee Members

1. Principal (Chairperson)
2. Bursar
3. Head clerk
4. One teacher nominated by the Principal

Functions of the Committee

- Organise internal and external audits every year and submit the report to the relevant agencies.
- Apart from the customary government aid, the Finance Committee guides the College to manage and utilize funds effectively for the development of the institution.
- All the construction and maintenance works are undertaken by the management after discussing the matter with the Finance Committee.
- The Committee takes initiatives to encourage the faculty members to avail themselves of the research and infrastructural incentives/ funds/ aids by various government and non-government agencies.
- The Committee encourages the departments to find sponsors for conducting seminars, conferences, workshops, and fests and provides financial aids for the same whenever in need after analysing the proposals submitted for departmental programmes and extension activities.

Term: Three Years

Meeting: At least 4 times a year

34. FACULTY EMPOWERMENT

College encourages and ensures the greater participation of the teaching faculty in the planning, decision making, and implementation of policies of the College. The College maintains a democratic structure, confidence, and freedom to the faculty members to enhance their capabilities and utilize them for the development of the institution. The following initiatives are undertaken to empower the faculty members and enhance their capabilities:

- Orientation Programmes for the young faculty members on the vision, mission, and activities of the college.

- Special training programmes on professional ethics.
- Faculty Development Programmes, workshops, training programmes are organised to make them aware of the recent academic and policy trends in higher education.
- Disseminating information through regular meetings, official letters, and office advisory or memorandum;
- Constant feedback from the faculty is taken to ensure the conscientious performance of the routine works.
- Faculty members with outstanding achievements are honoured.
- Faculty members are encouraged to undertake Ph.D. programmes and Project works without sacrificing their service.
- Representation of faculty members in all the administrative bodies.
- A conducive ecosystem for consultancy is provided.

36. FEEDBACK POLICY

A feedback system is an essential element for efficiency in any higher education institution. Feedback helps to maximize the potential of the faculty and the management of the institution and provide scope for improvement and actions to be taken for perfection.

Objective

- The main objective of the Feedback Policy is to achieve efficiency, quality enhancement and quality sustenance.
- Feedback system should monitor and assess teaching methods.
- Feedback should be taken from all the stakeholders: Students, Teaching and Non-teaching Staff, Parents, Alumnae, and Employers.
- Feedback should aim at monitoring of academic content and processes.

Feedback Collection

1. Feedbacks from students are collected on the following aspects:

- Teaching and Institutional Quality: Feedback is collected annually from students to evaluate each teachers teaching quality, functioning of the various programmes and physical facilities of the college.
- Feedback on Curriculum: The feedback on curriculum is collected from the Final Year students to evaluate the curriculum design, course structure, courses, the syllabi etc. and to receive any suggestions for improvement.

2. Feedback from Teaching and Non-teaching Staff are collected on various institutional parameters through online feedback mechanism.

3. Feedback from the Parents is collected through both formal and informal methods.
4. Feedback from the Alumnae is collected on a regular basis.
5. Feedbacks from the Employers institution/industry in which students undergo Projects/Internships etc are collected.

The Process

College has developed a systematic feedback policy involving following steps:

- Collection of Feedback: Feedbacks are collected through a well designed questionnaire from the stakeholders under the guidance of IQAC.
- Analysis and Reporting: Collected feedbacks are analyzed by a team of faculty members under complete confidentiality. The analysis is submitted to the Principal and Management.
- Action Taken: The Principal and the IQAC decide the plan of action for improvisation. The action ranges from, counselling and mentoring to teaching staff to corrective actions.

36. STRATEGIC PLANS

The Objective

Strategic plans are very important for an Institution to function effectively as it outlines the goals and measurable targets. It provides a sense of direction and helps in evaluating progress. It acts as a guide to carry out the various activities with a proper action plan. The strategic plan is usually made for five years in the College. It encompasses all the areas that need to be taken into consideration for enhancing the quality of the Institution. Every year a thrust area is identified and more focus will be given to achieving the target set in that specific direction during the year.

The Strategic Plan Formulation Process

The Strategic Plan document is made through a participatory process ensuring the involvement of all the stakeholders.

- The College creates the Strategic Plan for five years through a detailed consultation process with stakeholders.
- The ideas gathered from the stakeholders are fine-tuned with the involvement of the Planning and Evaluation Committee comprising of the Principal, Vice Principal, IQAC team and senior faculty members.
- The draft document is presented in an open meeting with students, staff, and faculty for feedback.
- The revised document is presented to the Managing Board before framing the final document.

37. POLICY REFORMS

College maintains a flexible approach regarding reforming the existing policies if required for the greater good of the institution. The College takes a dynamic approach to the institutional policies to evolve constantly with the need of the time and changes in the higher education scenario of the nation. The amendments to the existing policies can be made only by the Managing Board and the same has to be ratified by the Governing Body. The policy reforms are undertaken on the following grounds:

1. Changes in the policies and requirements of UGC, NAAC, affiliating University, State and Central Governments.
2. Changes to be incorporated due to changes in the internal or external environment.
3. Changes due to local needs.
4. Changes due to the structure of the College.
5. Changes due to the demands made by the stakeholders.

The Amendment Process

1. The Managing Board should feel the necessity of incorporating changes due to valid reasons.
2. Two-third of the members of the Managing Board should favour the change to implement it.
3. The Governing body of the College should ratify the changes.
4. The IQAC has to incorporate the changes in the Policy Document.