

Establishment : June 1992

Sahajivan Shikshan Prasarak Mandal (Tehu) Sanchalit



Rani Laxmibai Mahavidyalaya Parola

Dist.Jalgaon 425111 Tel:-02597-292665,292666

U.G.C-2F&12B(8-211/2005CPP-1D:2011)

Website: www.rlcollegeparola.org | E-Mail: principalrlcparola@gmail.com

Ad.Kakasaheb Vasantao More

Ex.Member of Parliament
President

Dr. V.R.Patil (Principal)

Mob-9373459332

E-mail:- vasupatil13@gmail.com



3rd Cycle

Assesment and Accreditation

Criterion – VI
Governance, Leadership & Management

Key Indicator: 6.2 Strategy Developments and Deployment

6.2.1 QLM: The functioning of the institutional bodies is effective and efficient as visible from policies administrative set up, appointment and service rules, Procedures, deployment of institutional strategies / Perspective / development plan etc.

Establishment : June 1992

SSPM'S



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U.G.C-2F&12B(8-211/2005CPP-1D:2011)

Website: www.ricollegeparola.org | E-Mail: principalrlicparola@gmail.com

Outward No.

Date : / /20

DECLARATION

This is to declare that the information, Reports, true copies of the supporting documents, numerical data etc. submitted / presented in this file is verified by Internal Quality Assurance Cell (IQAC) and is correct as per the records. This declaration is for the purpose of NAAC Accreditation of HEI for 3rd Cycle period 2018-2019 to 2022-2023.

Date: 20/07/2023

Place: Parola


Coordinator, IQAC
Rani Laxmibai Mahavidyalaya
Parola, Dist. Jalgaon




Principal
Rani Laxmibai Mahavidyalaya
Parola, Dist. Jalgaon

6.2.1 QnM: The functioning of the institutional bodies is effective and efficient as visible from policies administrative set up, appointment and service rules, Procedures, deployment of institutional

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Sahajivan Shikshan Prasark Mandal
Parola (Tehu)-425 111. Dist. Jalgaon
19, Mahaveer Nagar, Parola (02597-292444)

Management Council

Sr. No.	Name	Post	Address
1.	Adv. Shri. Vasantao Jivanrao More	President	19, Mahaveer Nagar, Parola
2.	Shri. Parag Vasantao More	Secretary	At Tehu, Tal. Parola, Dist. Jalgaon.
3.	Shri. Ganjidhar Shivram Patil	Director	At Mehu, Post Tehu Tal. Parola, Dist. Jalgaon.
4.	Sau. Tanuja Parag More	Director	At Tehu, Tal. Parola, Dist. Jalgaon.
5.	Shri. Rohan Vasantao More	Director	19, Mahaveer Nagar, Parola
6.	Sau. Rohini Rohan More	Director	19, Mahaveer Nagar, Parola


Coordinator, IQAC
Rani Laxmibai Mahavidyalaya
Parola, Dist. Jalgaon




PRINCIPAL
Rani Laxmibai Mahavidyalaya
Parola, Dist. Jalgaon



Rani Laxmibai Mahavidyalaya Parola

Dist. Jalgaon 425111 Tel: (02597) 292666

Web : www.ricollegeparola.org
Email : principalrcparola@gmail.com

Date : / / 20

Outward No.

Governing Council (Academic Year 2018 – 2019 to 2019 – 2020)


Sr. No.	Name	Post
1	Prin. B. V. Patil (Principal)	Chairperson
2	Dr. G. P. Borse (IQAC Coordinator)	Member
3	Prof. V. N. Koli (Vice Principal)	Member
4	Prof. J. B. Patil (Vice Principal)	Member
5	Mr. M. R. Karanje (Head, Dept. of History)	Member
6	Prof. R. B. Patil (Head, Dept. of English)	Member
7	Dr. S. B. Sawant (Head, Dept. of Marathi)	Member
8	Dr. D. N. Suryawanshi (Head, Dept. of Physics)	Member
9	Dr. C. R. Patil (Head, Dept. of Botany)	Member
10	Prof. S. V. Chavan (Head, Dept. of Chemistry)	Member
11	Mr. S. D. More (O. S.)	Secretary

IQAC Coordinator


Coordinator, IQAC
Rani Laxmibai Mahavidyalaya
Parola, Dist. Jalgaon



Principal


PRINCIPAL
Rani Laxmibai Mahavidyalaya
Parola, Dist. Jalgaon



Rani Laxmibai Mahavidyalaya Parola

Dist. Jalgaon 425111 Tel: (02597) 292666


Web : www.ricollegeparola.org
Email : principatricparola@gmail.com

Date : / / 20

Outward No.

Governing Council (Academic Year 2020 – 2021 to 2021 – 2022)

Sr. No.	Name	Post
1	Dr. D. R. Patil (Act. Principal)	Chairperson
2	Dr. G. P. Borse (IQAC Corodinator)	Member
3	Dr. S. B. Bhavsar (Vice Principal)	Member
4	Mr. M. R. Karanje (Head, Dept. of History)	Member
5	Prof. R. B. Patil (Head, Dept. of English)	Member
6	Dr. S. B. Sawant (Head, Dept. of Marathi)	Member
7	Dr. D. N. Suryawanshi (Head, Dept. of Physics)	Member
8	Dr. C. R. Patil (Head, Dept. of Botany)	Member
9	Prof. S. V. Chavan (Head, Dept. of Chemistry)	Member
10	Mr. S. D. More (O. S.)	Secretary


Coordinator, IQAC
Rani Laxmibai Mahavidyalaya
Parola, Dist. Jalgaon




Principal
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Established: June 1992

Sahajivan Shikshan Prasarak Mandal (Tehu) Sanchalit



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Date : / / 20


Outward No.

Governing Council
(Academic Year 2022 - 2023)

Sr. No.	Name	Post
1	Dr. D. R. Patil (Act. Principal)	Chairperson
2	Dr. G. P. Borse (IQAC Corodinator)	Member
3	Dr. S. B. Bhavsar (Vice Principal)	Member
4	Dr. R. B. Nerkar (Head, Dept. of History)	Member
5	Prof. R. B. Patil (Head, Dept. of English)	Member
6	Dr. S. B. Sawant (Head, Dept. of Marathi)	Member
7	Dr. A. M. Patil (Head, Dept. of Botany)	Member
8	Mr. S. D. More (O. S.)	Secretary


IQAC Coordinator
Coordinator, IQAC
Rani Laxmibai Mahavidyalaya
Parola, Dist. Jalgaon



Principal 
PRINCIPAL
Rani Laxmibai Mahavidyalaya
Parola, Dist. Jalgaon

3. Automation in admission and administration

The admission process across all programs is online, the students have the access of college website

Link: online admission link

College prospectus 2022 – 2023
2021 – 2022
2020 – 2021
2019 – 2020
2018 – 2019

Number of the seats filled against seats reserved for various categories (SC, ST, OBC, Divyang, etc.) as per applicable reservation policies 2021 – 2022

Class / Program name and code	Intake Capacity	Number of Seats earmarked for reserved category						Total
		SC 13%	ST 7%	NT 11%	OBC 17%	Open and SEBC	Others	

Total number of seats earmarked for reserved category during 2021 – 2022 =

4. Participatory functioning through committees

The college management constituted about 25 committees. The college firms the objective and functions of various committees. The college has participatory functioning through activities of various committees. The constitution of all committees are given on college website, www.ricollegeparola.org.



About the college

1. NAME: RANI LAXMIBAI MAHAVIDYALAYA, PAROLA, DIST. JALGAON

Address: Gurav Lane, Behind bus stand, Parola, Dist. Jalgaon, MS. 425111

Website: ricollegeparola.org

2. For communication :-

Designation	Name	Mobile Number	e-mail address
Principal	Dr. V. R. Patil	9373459332	vasupatil13@gmail.com
IQAC Coordinator	Dr. G. P. Borse	9403390647	gokulborse01@rediffmail.com

3. Details of UGC recognition :-

Schemes	Date	Letter Number
2 (F)	September-2008	F 8-211/2005(CPP-1)
12 (B)	January-2011	8-211/2005(CPP-1/C)

4. Location of the campus

Location	Rural
Campus area in sq. meters	
Built up area in sq. meters	

5. Details of the Programs offered by the institute

Sr. No.	Program Level	Duration	Entry Qualification	Medium	Sanctioned Strength	Number of Students Admitted
1	UG	3 years	H. S. C.	English	120	145
2	Ph. D.	3 years	PG	English / Marathi	Asst. Professor = 04 Asso. Professor = 06 Professor = 08	16
3	Certificate courses	30 hrs / 60 hrs	H. S. C.	English / Marathi	30 per batch	xxxx

6. Details on students

Enrollment in the college during the academic year 2021 - 2022

Types of students	UG	Ph. D.	Certificate Courses
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Criterion VI Governance Leadership and Management

6.2.1 QLM: The functioning of the institutional bodies is effective and efficient as visible from policies administrative set up, appointment and service rules, Procedures, deployment of institutional strategies / Perspective / development plan etc.

4 Policies

4.1 Internal Quality Assurance Policy



Rani Laxmibai Mahavidyalaya Parola

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Email: principalrtparola@gmail.com

NAAC Accredited

Policy No. 1

INTERNAL QUALITY ASSURANCE POLICY

Policy Title: Internal Quality Assurance Policy		
1.	Administrative Policy Number (2019-20)	Functional Area: Quality in functioning and governance.
2.	Brief Description of the Policy:	Purpose: Promoting quality in Academies and administration Audience: All stakeholders of the organization.
3.	Policy Applies to:	All academic, administrative and managerial processes in the organization
4.	Effective from the Date:	20/6/2019
5.	Approved by:	College Development Committee (CDC) 7 Local Managing Committee (LMC)
6.	Responsible Authority	IQAC Coordinator
7.	Superseding Authority	Principal
8.	Last reviewed / Updated:	New policy
9.	Reason for the Policy	Quality as the sole criterion for updating
10.	References for the policy	UGC/NAAC/ University/RUSA, etc.

Introduction: Quality plays a pivotal role in the progress of the organization. Quality is everyone's responsibility and the only way in which an organization can rise. Quality needs to improve meaningfully and should be measured quantitatively. The IQAC Policy is a policy that defines all other quality



Policies, and primarily promotes the Vision, Mission, Goals and Objectives of the organization. The quality policy will be governed by the IQAC (formed as a mandate after the first cycle of NAAC accreditation) which is the torch bearer for conceptualizing, planning and deployment quality initiatives of the institution.

Policy Statement: The institution is committed to impart quality in every process of Academics, Administration and Governance for welfare of the organization, and its stakeholders, with a continual improvement in effectiveness of the quality management system. The quality policy is framed, finalized, communicated and understood by all stakeholders within the institution and will be reviewed periodically for its suitability and effectiveness.

Objectives:

- i. To work in conformity with institutional management University Stone Higher Education Department /NAAC/LOC and other Regulatory Bodies.
- ii. To Upgrade:
 - a) Infrastructure with safety for effective and best use
 - b) To create better value-based knowledge systems and mechanism for their effective dissemination.
 - c) To build up new curated learning resources (books, reading materials, notes, videos, recordings, e-resources, etc.) to make the Library a learning resource creator.
 - d) To promote a mechanism of continuous updating of the teaching staff through development and professional development programs.
 - e) To promote the processes of students' self-learning using technology, promotional learning, enthusiastic mechanisms and responsibility-based foci.
 - f) To champion proactive approaches in the employees and stakeholders for promoting a good work culture and value system.
 - g) To strengthen the institutional values through effective, multiple and continuous feedback from all sources to keep mechanisms and thereby quality in place.

Definitions

Quality:



Quality could be defined as a basic tool for a natural property of any good or service that allows to be compared with any other good or service of its kind. The word quality has many meanings, but basically, it refers to the set of inherent properties of an object that allows satisfying stated or implied needs. (Geneva Business News)

Stakeholders

A stakeholder is a party that has an interest in a company and can either affect or be affected by the business. The primary stakeholders in a typical corporation are its investors, employees, customers, and suppliers. However, with the increasing attention on corporate social responsibility, the concept has been extended to include communities, governments, and trade associations. (Investopedia)

Infrastructure:

Infrastructure is the general term for the basic physical systems of a business, region, or nation. These systems tend to be capital intensive and high-cost investments, and are vital to an economic development and prosperity (Investopedia)

Internal Quality Assurance Cell (IQAC): an institutionalized body created under the Guidelines of NAAC to promote quality in educational institutions.

IQAC Coordinator: An authority with seniority and experience appointed by the institution to promote, govern and create quality management systems. The IQAC Coordinator works under the leadership of the Principal/ Director.

Institution: Higher Educational Institution (HEI)

NAAC: National Assessment and Accreditation Council, an accrediting organization in India for higher educational organizations.

Institutionalization: The action of establishing something as a convention or norm in an organization or culture. (Oxford Dictionary)

Internal Quality Assurance System: a holistic mechanism that includes Quality Control (QC) and Quality Assurance (QA).

Processes:

Institutionalization of Quality The process involves:



a) Creation of an active and functional Internal Quality Assurance Cell (IQAC) as per the guidelines of NAAC

b) Institutionalizing the IQAC by coordination/ associating it with the apex bodies of the organization such as Managing Committee, Standing Committee, College Development Committee, Local Managing Committee, etc.

e) Keeping a budgetary provision for and expense head for quality activities and ensuring proper utilization of the budget.

d) Conduct of regular meetings of the IQAC.

e) Creation of the IQAC Annual Calendar and strategy/methodology for Implementation of the initiatives planned.

f) Understanding the organizational culture and creating mechanisms to improve it g) IQAC audits every year and its presentation to the institutional apex governing body each year.

Creation of Policies for Institutional Processes. Policies need to be created so that employees know the correct working methodology, and the expectations and working procedures of the organization Areas for which policies need to be framed include:

a) **Academics:** Teaching, Learning, Evaluation, Mentoring, Remedial Programs.

b) **Administration:** Work effectiveness and efficiency; work allocation, and financial accounting.

a. **Governance:** Role and Responsibility of administrative officers, decentralization and work sharing, departmental and committee effectiveness.

c) **Safety:** Environment, Electrical connections, Fire hazard control and safety of stakeholders on campus.

Policies help define benchmarking process and support the value framework and ethicality of the organization.

Audits: Regular auditing using Internal and External auditors to promote effectiveness, review and compliance, helps in identifying threats and



challenges and decide strategies to overcome these. The processes of audits will include:

- a) Designing audits
- b) Planning audits
- c) Preparing for audits
- d) Creating audit formats
- e) Communicate the auditing mechanism and responsibility.
- f) Conducting audits
- g) Analysing results and meetings by Going for the compliances
- i) Completing the compliances and reporting them.

Periodic assessments: Accreditations are an important feature of quality checks.

- a) NAAC accreditation,
- b) ISO,
- c) NIRF.
- d) Other international accrediting agencies
- e) CAS promotion assessments
- f) Teacher & teaching related evaluations (Performance Appraisal)
- g) Any other relevant ones.

The processes need to include all aspects, from inviting the assessment to completion of assessment.

Feedback: Conducting various technology-assisted system feedbacks and their analysis for understanding the stakeholder requirements and taking action on the feedback received. This feedback could be in the form of Student Satisfaction surveys, complaint/suggestion box, external ratings and surveys, Examination results, advice received, etc. The mechanism includes:

- a) Areas of feedback to be taken
- b) Time and duration of the feedback



- c) Sample size
- d) Finalizing the Key Performance Indicators (KPIs) to be used for analysis
- e) Analysis and Action Taken Report (ATR)
- f) Presentation to the management and its acceptance.

Documentation: One of the primary functions of the IQAC is "documentation". This includes preparation, training, circulation, and explanation of formats. It includes systems for acquiring and filing; fixing accountability of documentation. The collection of documents, their preservation, classification, filing and analysis is critical as it creates the evidence for understanding and evaluating the organization better.

Collaborations and Partnerships: Every organization prospers when it works with and interacts with the community. The job of the IQAC is to create collaborations and linkages for specific purposes such as research, placements, industry academic interactions, governmental agencies, social work (ISR) with NGO's, philanthropists, etc. The areas to be considered when collaborating or partnering for institutional benefit are:

- Objective of collaboration and partnership
- Duration
- Complementary skills needed' used and earned
- Advantage potential (mutual benefit) from the collaboration
- Key Performance Indicators to measure the progress and success of the

Collaboration/partnership.

The IQAC needs to look into:

- Specific outcomes each beneficiary expects.
- Clarity of what is and what is not included in the collaboration or partnership.
- Clear mention of the roles and responsibilities of each party.
- Clear awareness of responsibility to representatives of both parties for purpose of

Association.



- Joint decision-making parameters and methodology.
- Investments: financial and non-financial.
- Governance rules for the said collaboration.

Promoting value framework:

- Values promoted by NAAC and Organizational values.
- Creation of mechanisms to streamline and implement the value systems.
- Creation of mechanisms to evaluate percolation of value systems to all concerned

Stakeholders and beneficiaries.

Use of Technology:

A technology development, maintenance, up gradation, and utilization policy is a way to promote the technology use.

Constructivism in teaching & learning: The Constructivist approach in teaching and learning is a key fundamental consideration for the IQAC. The teaching and learning policy must include the aspect of adult learners also. The constructivist approach would include:

- Learners' experiences, thus aligning teaching methods to the dynamical shifts required.
- IQAC would focus on helping the teaching fraternity understand students' needs and design teaching methodologies accordingly (student-centric approach).
- Respecting the learners' experiences for effective teaching-learning. Their experience and ideas define the base of learning model The Gandhian philosophy of Hand, Head and Heart would play an important role.
 - Teaching methodologies would get associated with outcome-based education (OBE) and assessments (OBA) therefore promoting "attainment" as a combinatorial parameter rather than mere numbers / percentage. Used in analysis.
- the assessments methodologies would become diverse and the teacher will need to be trained to relate to a student with the "friend by side concept" rather than the authoritarian methodology. This changes a teacher to a "mentor" making the teacher more



- empowered and responsible for developing student with values, a conceptual change of a 'teacher' to a 'guru'.
- e. Learner would be made to use learning methods other than the classical by-rote methods and technology shift of the teacher would become evident and useful.

Documents:

Policy Documents, procedures, Guidelines, and other Resources

- a. Policy Statement
- b. Procedures
- c. Forms
- d. Guidelines
- e. Other resources
- f. Frequently Asked Questions:

(These statements and documents will vary from organization to organization)





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4 Policies

4.2 HR and Teacher



Policy No.2

POLICY ON HR FOR TEACHERS

	Policy Title:	Policy on HR for Teachers
1.	Administrative Policy Number (APN): (Suggested By IQAC)	Functional Area: Entire College with UG., PG and other areas
2.	Brief Description of the Policy:	The policy primarily aims to streamline Entry to Exit protocol for teachers, so that the institution can effectively use its academic human resource in a most effective and beneficial way to all its stakeholders.
3.	Drafting	By IQAC
4.	Policy Applies to:	Entire Teaching faculty
5.	Effective from the Date:	20/06/2019
6.	Approved by:	Governing Body
7.	Responsible Authority	IQAC/HR Manger / Principal
8.	Superseding Authority	Governing Body
9.	Last Reviewed/ Updated:	NA



10.	Reason for the policy	Transparency, Accountability and fair Working conditions for HR.
11.	References for the policy	UGC Guidelines, University act, University and Government statutes/ various directives from MHRD, Institutional vision and Mission, etc.

1. Introduction

More than the brick and the mortar, human resource determines the quality of an institution. An educated and expert man power is a delicate and precious resource for any academic institute. It needs careful and empathetic handling and management, so that the most promising personnel is attracted to the institution. HR Policy, which till recent past was restricted to industrial and corporate spheres, is now well percolated even in academic institutions for its academic fraternity. HR policy even for colleges and Universities is, therefore, a need of an hour.

2. Policy Vision Statement:

Enless efforts, centric to keep its human resource, ie teachers ever-ready and well-tuned for today's needs and tomorrows dreams.

3. Policy Mission Statements:

- To achieve the acclamation for the institution by its renowned and eminent staffon board.
- To design a congenial work culture for its human force.
- To be known for its illustrious job profile with rewarding pay packages.
- To emerge as a renowned consultant institute for Teachers Training Centre within the country.



- To evolve and implement reliable and quantifiable Teachers Quality Mapping (TQM) for its HR.

4. Policy Objectives:

- To ensure timely and full recruitment of the most deserving industry ready staff and its proper induction in the institutional academic culture, well before the beginning of academic year.
- To design a proper and clear job profile.
- To impart regular weekly, monthly and annual academic, research and domain
- Specific training to every staff member without exception. To evolve and implement a robust, quantifiable Teachers Quality Mapping (TQM)
- For appraisal, retention, increments and promotions.
- To develop a progressive duty allotment policy for Associations and Committees to maximise and capitalise potential abilities.

6. Terms used in this HR Policy Documents:

- Appointee
- Induction Process
- Mentoring
- Pedagogy
- Superannuation
- Termination
- Vacant Post
- Work Load



7. Sub-Policies, Processes and SOPs and Guidelines:

Sub-Policies	Process	Procedure
1. Recruitment Policy	<ol style="list-style-type: none"> 1. Estimation of workload 2. Estimation of Vacant Post 3. Approval of Management for recruitment 4. NOC Er Govt. if necessary 5. Advertisement 6. Selection and appointment 7. Joining Process 	<ol style="list-style-type: none"> 1). Inputs from Department 2) Post created by resignation, termination and superannuation 3) Demand for Posts 4) Application for NOC to Mngt/Govt. 5) Advertisement 6) Appointment of Scrutiny Panel 7) Scrutiny of Application 8) Appointment of Selection Panel 9) Call letters for Interview 10) Selection Procedure 11) Final Selection and Appointment <p>Guidelines: The process shall begin in the last 2 months of the academic year. Primary responsibility of ensuring the</p>



		<p>requisition of Post rests on the HOD of the Dept.</p> <p>Thereafter, Admin head with Office/Registrar shall complete the process</p>
2. Induction Policy	<ol style="list-style-type: none"> 1. Introduction about Institution, its ethos and Principals. 2. Introduction about expected moral, philosophical and ethical behaviour. 3. Introduction About Top Leadership 4. Institutional Hierarchy 5. Introduction To Departments 6. Introduction to other Faculty 7. Introduction about Associations and Committees 8. Introduction about Certain Policies 	<ol style="list-style-type: none"> 1) welcome 2) Introduction to Dept. colleagues 3) Visit to parent Dept. 4) Visit to other Department. 5) visit to library 6) Visit to Office and Office Staff 7) Staff Meeting and self-Introduction 8) Visit to college website 9) Visit to campus 10) Virtual tour of campus, if possible 11) Sharing of Literature like College Publications- Handouts, prospectus, Magazines, Departmental



		<p>publications, Brochures, etc.</p> <p>Guidelines:</p> <p>Induction In-charge like Staffroom Chairperson or staff club Chairperson or Staff Secretary to ensure the complete process with detail schedule of visit and induction. Coordination in Induction In-charge, Departments, Library, and Office is required. Ideally to be in the very 1st week of the joining of new appointee.</p>
3. Teachers' Training Policy	<ol style="list-style-type: none"> 1. Departmental training 2. Inter-departmental training 3. Team learning / projects 4. Encouragement for individual research projects 	<ol style="list-style-type: none"> a) Essential teaching skills b) Essential computer skills c) Essential research skills d) Team work culture e) Domain related f) Soft skills related

	<p>5. Encouragement for interdisciplinary research projects scope and policy for participation in W/S/C</p>	<p>g) Interpersonal relationship related</p> <p>h) In campus and off campus training policy</p> <p>i) Delegation and participation in W/S/C</p> <p>Guidelines:</p> <p>i. IQAC to streamline the training schedule for the entire year, and it must reflect in IQAC calendar.</p> <p>ii. Computer dept. all dept. hods, librarian, and even outside resource persons to pull in.</p> <p>iii. Every training session must have some self-assignment and evaluation</p>
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4. Teachers Quality Mapping (TQM)	1, contribution in teaching	<ul style="list-style-type: none"> a) Students Feedback b) Innovative pedagogy c) Teacher-wise Examination Results analysis d) Peer's Observation e) Mentor's Observation f) Evaluation by IQAC, Principal and Top Management.
	2, contribution in students activities and mentoring	<ul style="list-style-type: none"> a) As a member of Committee/association b) As a member of Committee /Association (Independent charge) c) Voluntary
	3, Contribution In research	<ul style="list-style-type: none"> d) Innovative events e) Mentorship to students a) Publication with Impact factor b) Collaborative research c) research projects



	<p>4, Contribution in University and college other than teaching</p>	<p>d) Usage of research funding schemes e) Consultancy f) Patents g) Training a) on various statutory bodies b) Imp Committees c) Admin Posts</p> <p>Guidelines:</p> <p>i. IQAC to monitor the entire process. ii. Format of TQM files is attached below.</p>
<p>5. Duty allotment Policy</p>	<p>1. Statutory Committees 2. Non-Statutory Committees 3. Institutional Committees 4. University / Govt. assisted associations 5. Department associations 6. Common associations</p>	<p>a) Entry stage (0-4 years) b) Stage of evaluation (5-9 years) c) Stage of enhancement (10-14 years) d) Stage of carving out space (15-19 years) e) Stage of notional promotion (20-24 years)</p>



		<p>f) Stage of accomplishment (25 years and above)</p> <p>Guidelines: IQAC to monitor the entire process.</p>
6, Appraisal retention, Promotion or Termination policy	<p>1. Warning</p> <p>2. Reform</p> <p>-----</p> <p>3. Recognition</p>	<p>a) Appreciation Felicitation</p> <p>b) Rewards (monitory and Promotion) -----</p> <p>-----</p> <p>c) Oral warnings</p> <p>d) Written warning</p> <p>e) Exit meeting</p> <p>Guidelines: To link it with TQM mentioned above</p>





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Criterion VI Governance Leadership and Management

6.2.1 QLM: The functioning of the institutional bodies is effective and efficient as visible from policies administrative set up, appointment and service rules, Procedures, deployment of institutional strategies / Perspective / development plan etc.

4 Policies

4.3 Alternative source of energy and
energy conservation measure



Policy No. 3 .

For Alternate sources of energy and energy conservation measures

Sr. No.	Title of the Policy	Maintenance and utilization
1.	Infrastructure Policy Number (IPN)	3. for Alternate sources of energy and energy conservation measures.
2.	Brief Description of The Policy	Purpose: The policy helps to judicious utilization and allocation of institutional facilities and guide in the maintenance and upkeep of the infrastructure
3.	Draft prepared by	IQAC/ College maintenance Committee
3.	Policy Applies to	for Alternate sources of energy and energy conservation measures.
4.	Effective from the Date	20-06-2019
5.	Approved By	Governing Body/ Management
6.	Responsible Authority	Principal
7.	Superseding Authority	Management
8.	Last Reviewed/ Updated	NA
9.	Key objective	Utilization, Allocation, & Maintenance of Alternate sources of energy and energy conservation measures. facilities of the institution.
10.	Reference for the policy	UGC, State Directorate of Higher Education.

Infrastructure Facilities of the institution:

INTRODUCTION:

Institutions own and operate an expensive infrastructure to deliver its teaching, Learning and research programs. The institutes should have established system and a well-developed policy for support infrastructure. The policy aims at providing transparent and user-friendly guidelines as the basis of



equitable allocation and efficient utilization of facilities based on the educational, research and administrative requirements of the institution.

Maintenance of support & other Amenities:


The institution owns and possesses the number of equipment's and facilities that help in the day today functioning of the institution. These includes sports and fitness equipment's. Power generator, Solar Panel, Fire Extinguisher, Water cooler, RO Systems, LED Lamps etc. once this equipment is procured through proper procedure the maintenance part is looked after by competent authority with the help of assistants. Their number and record are maintained duly in the logbook/ record book. The equipment is serviced from time to time and the maintenance record is entered into the logbook.

The solar panel, Fire extinguisher, water cooler, RO System, LED Lamps are regularly cleaned by the support staff and are maintained under annual contractor by the service provided.


Policy:

The policies:

- 1) To reduce Co2 emission generated by heat.
- 2) To reduce local air pollution emission by using environmental friendly vehicles, use of pedestrian-friendly roads etc.
- 3) To install LED bulbs in the complete campus to save energy.
- 4) To install solar panel for the generation of alternate energy.
- 5) To develop systematic waste management mechanism.
- 6) To conduct green audits regularly.
- 7) To take tree plantation drive to encourage use of advanced technology to minimize energy conservation.
- 8) To provide information and training opportunity on energy saving measures.
- 9) To encourage our employees and students to make environment go green.


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Coordinator, IQAC
Rani Laxmibai Mahavidyalaya
Parola, Dist. Jalgaon




IQAC CO Ordinator
Coordinator, IQAC
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Parola, Dist. Jalgaon

Established: June 1992

Sahajvan Shikshan Prasarak Mandal (Tehu) Sanchalit



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Management**

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4 Policies

4.4 Finance Policy



Rani Laxmibai Mahavidyalaya Parola

Dist. Jalgaon 425111 Tel: (02597) 292666

Policy No.4 FINANCE POLICY

	Policy Title	Finance Policy
1.	Financial Policy number (2019-20)	Functional Area: Finance Criterion: 4,5&6
2.	Brief Description of the Policy	To Ensure timely budget approval, allocation of funds, its judicious expenditure (as per approval) and auditing.
3.	Drafting	Principal, IQAC
4.	Policy applies to:	Administration and Finance
5.	Effective from the date:	20/06/2019
6.	Approved by:	College development Committee, management
7.	Responsible authority	Principal
8.	Superseding Authority	Management
9.	Last reviewed/ Updated;	NA
10.	Main Objectives of the policy	To make financial transactions, accounting Procedure effective and transparent
11.	References for the policy	1. Maharashtra Universities



Introduction:

This policy is to monitor and control financial transactions and accounting procedures of the Institute for efficacy and transparency. The Policy aims at getting approval to the budget by the CDC and management at least one month before commencement of next financial year and allocation of funds to different departments, judicious expenditure of funds, standard procedures to be followed while making financial transactions. It will also monitor expenditure incurred on various items through Internal Audit Committee, maintaining proper books of accounts, acquisition and dead stock register, external audit by Chartered Accountant appointed by the CDC/ Management.

Policy Statement:

To ensure timely budget allocation, judicious expenditure of funds, monitor expenditure incurred on various heads and auditing It shall apply to the conduct of all the financial affairs of the institute. All the academic and administrative departments, responsible persons (Principal, Bursar, Registrar, and Office Superintendent) are required to comply with the financial policy of the Institute and shall exercise high degree of vigilance in respect of Payments and Receipts of institute.

Definitions:

- i. Bank means any Nationalised Bank, Schedule Bank or Cooperative Bank in which the funds of the institute may be kept
- ii. Budget means a statement indicating probable income and expenditure of a financial year approved by the appropriate authorities.
- iii. CDC means College Development Committee constituted as per Maharashtra Public University Act 2019.



- iv. 'Management' means Governing Body of the Trust.
- v. 'Financial Year' means year beginning with 1st April and ending with 31 March of the following calendar year.
- vi. 'Internal Audit Committee' means a committee appointed by the principal for monitoring judicious expenditure of funds and to follow standard operating procedures (approved by the Principal/Management).
- vii. 'HOD' means a person designated as Head of Academic Department.
- viii. 'Purchase Committee' means a committee constituted by the principal as per Govt. of Maharashtra norms.
- ix. Other terms their usual meaning.

Procedures;

Budget:

- All Departments shall inform the principal about their requirement by 30 November of the current year.
- Registrar/O.S.in consultation with the Principal shall prepare budget for the ensuing year by 31 December of current year. The Principal shall place the budget in a meeting of the CDC for its Budget approved by the CDC shall be final and to the Management it is final approval. This process shall be completed by the end of February of current financial year
- After getting final approval from the management, the Principal inform all concerning departments about budget allocation before 31st March of current year.
- Supplementary budget may be prepared for items not covered in main budget. Same process should be followed for approval of Supplementary budget.



Receipts:

- All money received either as a fee, dues, or miscellaneous shall be credited into institute account without any delay.
- No duplicate copy of a receipt for money received or of a bill or other document for which money already paid, shall be issued if the original is lost. Instead, a certificate may be given, after verification of the loss, that on a specified date a certain sum on a certain account was received from or paid to a certain person/agency/firm.
- An account of the receipt books, forms, prospectus and similar articles having money value brought to the stock of the institute shall be maintained in the prescribed forms.
- Each receipt book shall bear a certificate stating number of receipts contained in each book and certified by the head of the institute on reverse side of the front cover page.
- Only one receipt book at a time shall be issued to the collection staff.

Payments:

- All payments, except for petty contingencies, minor purchases or repairs, shall be made through cheque only.
- All bills presented for payments shall be first examined by the concerned department and then Internal Audit Committee. Internal Audit Committee shall recommend bill for final payment only after its thorough satisfaction that the proper procedure laid down by the institute has been followed for the purchases, major repairs & construction work undertaken by the institute. A register of such bills shall be maintained indicating Agency name, Bill no., Brief



particulars of items, Date of payment and Payment mode (Cheque, RTGS, NEFT, DD, and VPP etc.).

- All departments and Internal Audit Committee shall ensure that all expenditure incurred conform to the relevant provisions made in the budget and in a judicious manner.
- If an exigency occurs, expenditure may be incurred over & above the budgetary provisions after prior approval from the management.
- A voucher may be prepared for money paid in cash
- The Accounts and Financial record of the institute shall be maintained in proper forms and register.

Sanctioning procedure and Procurement:

- For recurring expenses on procurement or repairs (on books, chemicals, equipment, furniture & IT related), the concerning department (after consultation and discussion in the departmental meetings) shall obtain pre sanction from the principal For administrative unit, application for pre sanction shall be forwarded by the Registrar, OS or In charge of that department.
- For non-recurring expenses (one time) prior approval of the CDC and subsequently of the Governing Body shall be necessary.
- For purchase of items costing Rs. 50,000 & above, notice/advertisement inviting tenders shall be given in at least two regional News Papers. For other, the process of inviting 3-4 quotations shall be followed.
- Tenders quotations shall be opened in Purchase Committee meeting, notice of which shall be given at least one week before the date of meeting. In case of exigencies 3 day notice may be sufficient. Generally lowest tender/quotation shall be selected. Reasons shall be for not selecting lowest tender/quotation



- A copy of order for supply to stores shall be given each to the concerning department, Account Section and Internal Audit Committee.
- Administrative department and principal shall have power to expend Rs. 500 and Rs. 5000 respectively in cash.

Purchase Committee:

There shall be Purchase Committee for every purchase more than Rs. 5000 the composition of Purchase Committee shall be as per norms of the State

Government prescribed for HEI. The composition shall be

- | | |
|--|----------|
| i. Principal of college/Director of Institute | Chairman |
| ii. One representative of the management | Member |
| iii. One teacher from Commerce Department | Member |
| iv. One teacher from Science Department | Member |
| v. One non-teaching employee(from finance section) | Member |

In addition to above. HOD of department for which purchase are made shall be invited as invitee.

External Audit:

External audit shall be completed before 30 June every year from a professional person appointed by the management.

Scholarships:

Scholarships of students shall be credited to their A/C within one month after the receipt of instalment from the State/Central government.

Investment Policy:



An investment policy may be adopted by CDC after approval of the management for surplus fund (if any) of self-financed courses.

Stock Verification:

Stock verification of every department shall be carried out by stock verification committee appointed by the principal in the month of April every year and its report be placed in the meeting of CDC.

Forms:

- Request for permission to procure
- Form of Invitation of Quotation
- Comparative statement format
- Order for supply of stores
- Format of notice of meeting of Purchase committee
- Form for repairing
- Instrument Logbook format
- Format for stock of receipt books, other forms and articles having money value

Guidelines:

Code of Account of University, Purchase Committee, and UGC guidelines

Other resources

Insurance policy

Depreciation policy

History:(Any kind of revision/ changes expected):



Revision changes are expected with change in financial rules of the university state government or by the governing body of the institutions

Key words: Budget approval, Allocation of funds, judicious expenditure and Auditing.

KPI's

- i. What is the date of intimation of requirement by various departments?
- ii. What is the date of preparation of budget?
- iii. What is the date of approval of budget by the CDC?
- iv. What is the date of final approval by the governing body?
- v. What is the date of intimation of approved fund allocation to various departments
- vi. Number of instances wherein SOP is not followed.
- vii. Account Heads in which expenditure is incurred below and above budgetary provisions and their percentage
- viii. Whether cheque register is properly maintained.
- ix. Whether bill register is properly maintained.
- x. Whether receipt register is properly maintained.
- xi. Whether expenditure register properly maintained.
- xii. Whether measurement book is properly maintained.
- xiii. Whether books of accounts (cash book, ledger) are properly maintained.
- xiv. Whether stock books (movable and immovable) are properly maintained.
- xv. Details of expenditure for which budgetary provision wasn't made.



- xvi. What is the percentage of amount of supplementary budget to the initial budget?
- xvii. Details of expenditure incurred on disallowed items.
- xviii. Instances (number) wherein payment was delayed.
- xix. What is quarterly average of expenditure?
- xx. Details of objections raised by Internal Audit Committee.
- xxi. Whether instruments log book, record of maintenance are properly maintained
- xxii. Whether Insurance dues are timely paid.
- xxiii. Whether AMCs are timely reviewed and renewed.

Form No. FI

Request for permission to procure

Name of the College:

REQUEST FOR PERMISSION TO PROCURE

To

The Principal/ Director

Following Equipment's /Chemicals / Furniture
/ Other accessories

_____ are required for
_____ Department. The

Budgetary provision under this head of account is
Rs. _____ Prior to this.

Requisition expenditure incurred under this budgetary head is
Rs. _____ balance amount available to expend is

Rs. _____.



S.N.	Particulars	Quantity	Approximate cost	Reason for procurement

You are requested to accord permission to procure above mentioned items.

Date:
HOD

Name & Signature of

Requisition approved, invite quotations.

Not approved because of

Principal/Director

Form No. F2

Invitation of Quotation

Name of the College:

No.

Date

INVITATION OF QUOTATION

To

M/s _____

Dear Sir,

You are requested to quote the rates, prices, the terms and conditions for supplying the following stores to this college by open/sealed quotation so as to reach this office on or before _____. A descriptive catalogue is welcome. The quotations will be opened at _____ p.m. on _____ your representative may be present during the opening of the quotation.

Freight to pay, (4) Warrantee Guarantee (5) Installation etc. The bill will be paid by crossed cheque within 15 days after receipt of ordered items subject to satisfactory inspection/testing/installation/satisfactory performance



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Criterion VI Governance Leadership and Management

6.2.1 QLM: The functioning of the institutional bodies is effective and efficient as visible from policies administrative set up, appointment and service rules, Procedures, deployment of institutional strategies / Perspective / development plan etc.

4 Policies

4.5 Management of the various types
of degradable and non-degradable
wastes



Policy NO.5 .

Management of the various types of degradable and non-degradable waste.

Sr. No.	Title of the Policy	Maintenance and utilization
1.	Infrastructure Policy Number (IPN)	5. Management of the various types of degradable and non degradable waste.
2.	Brief Description of The Policy	Purpose: The policy helps to judicious utilization and allocation of institutional facilities and guide in the maintenance and upkeep the management of the various types of degradable and non degradable waste.
3.	Draft prepared by	IQAC/ College maintenance Committee
3.	Policy Applies to	Management of the various types of degradable and non degradable waste.
4.	Effective from the Date	20-06-2019
5.	Approved By	Governing Body/ Management
6.	Responsible Authority	Principal
7.	Superseding Authority	Management
8.	Last Reviewed/ Updated	NA
9.	Key objective	Management of the various types of degradable and non degradable waste.
10.	Reference for the policy	UGC, State Directorate of Higher Education.



INTRODUCTION:

Institutions own and operate Management of the various types of degradable and non degradable waste. The institutes should have established system and a well-developed policy for support infrastructure. The policy aims at providing transparent and user-friendly guidelines as the basis of equitable allocation and efficient utilization of facilities based on the educational, research and administrative requirements of the institution.

Waste Management Policy:

Context: This Policy underlines our commitment with regard to sustainable waste management. It outlines a set of agreed aims and deliverables for all aspects of sustainability, including recycling and waste management.

The college adheres to the following principles of the waste management:

- Prevent – avoid creating waste
- Reduce – minimising the amount of waste produced
- Reuse – repair, refurbish or relocate items
- Recycle – promote segregation of waste to increase the quantity of waste recycled.
- Recovery – send non-recyclable waste to energy recovery
- Disposal – this will only be used as a last resort if all other options are exhausted. Solid Waste Management
- Measures shall be taken for minimal or optimal use of papers: Instead of taking hard copies of documents, keep in digital format as far as possible.
- Strategies to lessen the generation of paper waste are adopted: double sided printing, printing in reduced font size, printing in “fast draft” mode etc.
- e-billing is promoted to reduce use of paper.
- Use of paperclips (over staples) is encouraged.
- Reusing of envelopes with metal clasps and file folders by sticking a new label over the previous one is promoted.



- Dustbin system is employed for segregation of solid waste. These solid wastes including biodegradable as well as non-biodegradable materials are collected by the SLRM workers of Kokrajhar Municipal Board for recycling and productive use.

- A paper cutter machine is used for the management of (biodegradable) paper waste.

- A compost pit is functional to produce manures from biodegradable wastes in the college campus.

- Cleaning or emptying of dustbins is ensured at regular intervals daily.

Biological waste management:

The Girls' Common Room and the Girls' Hostel are being provided with incinerators for the hygienic disposal of sanitary napkins.

E-waste management:

- All solid wastes including e-wastes are managed properly by SLRM.

- The College makes efforts to use electronic/electrical goods to their maximum productive period before rejection.

Hazardous chemicals and radioactive waste management:

- Hazardous liquids released from the chemistry and Zoology laboratory are disposed of in a soak pit especially constructed for the safe disposal of such wastes.

- At present, no radioactive waste is generated in the College campus.

- The students are motivated to adopt eco-friendly practices about waste management, sanitation, and cleanliness.

- The students are also encouraged and mobilized for green practices and waste management through field trips for Environmental Studies, which is a compulsory subject for undergraduate students.


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4 Policies

4.6 Management of water conservation



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NAAAC Approved

Policy No. 6

Management of Water Conservation.

Sr. No.	Title of the Policy	Maintenance and utilization
1.	Infrastructure Policy Number (IPN)	6. Management of Water Conservation.
2.	Brief Description of The Policy	Purpose: The policy helps to judicious utilization and allocation of institutional facilities and guide in the maintenance and upkeep the management of the Water Conservation.
3.	Draft prepared by	IQAC/ College maintenance Committee
3.	Policy Applies to	Infrastructure facility .
4.	Effective from the Date	20-06-2019
5.	Approved By	Governing Body/ Management
6.	Responsible Authority	Principal
7.	Superseding Authority	Management
8.	Last Reviewed/ Updated	NA
9.	Key objective	Management of the Water Conservation .



Introduction:

Water scarcity is one growing concerns of the present times, the ultimate solution for which is water conservation. Issues related to water governance have not been addressed adequately. Mismanagement of water resources has led to a critical situation in many parts of the country. In this context our institute is committed to rain water harvesting and sustainable water management. We have taken several initiatives to conserve water such as rain water harvesting from rooftop run-offs, creation of pond/trenches and bore well recharge system, maintenance of water distribution system etc. Therefore, institute make a policy for water conservation and sustainable maintenance of resources.

Vision:

Proper water conservation measures to increase recharge of groundwater. The College views water from the three inter-related dimensions of Efficient Conservation, Responsible Consumption and Restoring and Retaining surface and groundwater.

Objectives:

- To increase recharge of groundwater by capturing and storing rainwater, by rain water harvesting from rooftop and run-offs.
- To store the water for gardening & washing purpose.
- To ensure continuous water supply to all sections and departments in college campus.
- To recharge bore well system in monsoon season.
- To Reduce wastage of water
- Soak pits to treat effluents from laboratories.
- Cleanliness drive to prevent water runoffs and clogging of waste material into nearby water sources.



Facilities:

- Rain water harvesting from rooftop run-offs.
- Well-developed bore well recharge system
- Low pressure & sensor-based water tabs in some areas of campus
- Water distribution system in the Campus
- Soak pits to treat effluents from laboratories.

Procedure:

- Obtain an approval status from the governing body for implementation of the policy
- Communicate the objectives of the policy and action plan to staff members and students
- Maintenance Water distribution system in the Campus through Go Green Committee


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4 Policies

4.7 Green Campus Initiative



Policy No.7

Green Campus Initiatives

Sr. No.	Title of the Policy	Maintenance and utilization
1.	Infrastructure Policy Number (IPN)	7. Green Campus Initiatives .
2.	Brief Description of The Policy	Purpose: The policy helps to judicious utilization and allocation of institutional facilities and guide in the maintenance and upkeep the management of the Green Campus Initiatives .
3.	Draft prepared by	IQAC/ College maintenance Committee
3.	Policy Applies to	Infrastructure facility .
4.	Effective from the Date	20-06-2019
5.	Approved By	Governing Body/ Management
6.	Responsible Authority	Principal
7.	Superseding Authority	Management
8.	Last Reviewed/ Updated	NA
9.	Key objective	Management of the Green Campus Initiatives. .

Green Campus:

A Green Campus is a place where environmentally friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social, and economic needs of mankind.



Objectives of the Go Green Programme:

The first step of the Go Green Programme involves establishing a viable Green-Campus Committee, within the organizational structure of the Institute. Hence, to give this initiative more clarity and authenticity, we now roll out a POLICYDOCUMENT spelling out the strategies, plans and other allied tasks to make this Program functional officially.

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

Composition of the Go- Green Committee:

1. Principal of the college- Chairperson
2. IQAC Coordinator- Secretary
3. Faculty Representative nominated by the Principal
4. Student Representative- General Secretary of the college
5. Non-Teaching Staff Representative- Office Superintendent
6. Parent Representative- Secretary of the Parent Teacher Association
7. Industry Representative- Member of Alumni Association

Role of the Go- Green Campus Programme:

The impetus for a successful Green Campus must begin at the top and emanate throughout the rest of the campus. Without a strong message of commitment and involvement from both the Chairperson and Members of the



Committee, well-intentioned initiatives may be too fragmented to allow for Institute-wide participation.

Thus, in view of this, the committee will plan and execute to:

1. Seek views of all the Stakeholders to make the Go Green Campus initiative functional throughout the year.
2. Conduct the Campus' environmental impacts to identify the targets for improvements.
3. Establish a Green Campus Environmental Ethic Awareness campaigns.
4. Set forth a Green Campus Mission and a Statement of Principles.
5. Link Green-Campus activities to Academics in the Institute.
6. Organize Awareness Programs for the students, faculty and society.
7. Chart out a yearly planner for the Institute, local community and Stakeholders.

Promotion of "Save Energy Tips" in and outside the Institute:

- Activate power management features on your computer and monitor so that it will go into a low power "sleep" mode when you are not working on it.
- Turn off your monitor when you leave your Table.
- Activate power management features on your laser printer.
- Whenever possible, shut down rather than logging off.
- Turn off unnecessary lights and use daylight instead.
- Avoid the use of decorative lighting. • Use LED or compact fluorescent bulbs.
- Keep lights off in conference rooms, classrooms, lecture halls when they are not in use.
- Use the fans only when they are needed.
- Unplug appliances not plugged into power strips (like TVs, Refrigerators, ACs, tea/coffeepots, printers, faxes, and chargers etc.)




Major Green Campus Initiatives:

- ISO Certification 14001:2015

Installation of Solar Power Station

- Waste water Management/ Rainwater harvesting
- Development of Sewage Water Treatment Plant
- Use of Micro-scale techniques
- Sensor based energy conservation
- Displayed poster on E-waste Management
- Maintenance of water bodies and distribution system in the campus
- MIS to make paperless administration
- Plastic free Campus
- Tree Plantation Drive
- Cleanliness Drive
- Landscaping and gardens
- Use of LEDs only
- Digital Library/ E-Learning Centre
- Organization of sensitization programmes for the stakeholders.


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4 Policies

**4.8 Disabled friendly barrier free
environment**



Policy No.8:

Disabled friendly barrier free environment.

Sr. No.	Title of the Policy	Maintenance and utilization
1.	Infrastructure Policy Number (IPN)	8. Disabled friendly barrier free environment
2.	Brief Description of The Policy	Purpose: The policy helps to judicious utilization and allocation of institutional facilities and guide in the maintenance and upkeep the management of the Disabled friendly barrier free environment .
3.	Draft prepared by	IQAC/ College maintenance Committee
3.	Policy Applies to	Infrastructure facility .
4.	Effective from the Date	20-06-2019
5.	Approved By	Governing Body/ Management
6.	Responsible Authority	Principal
7.	Superseding Authority	Management
8.	Last Reviewed/ Updated	NA
9.	Key objective	Management of the Disabled friendly barrier free environment .

The Government of India formulated the national policy for persons with disabilities in February 2006 which deals with educational rehabilitation of persons with disabilities, therefore in view of this COER has implemented these policies in the teaching and learning process. The COER's policy recognizes that persons with disabilities are valuable human resource for the institution and seeks to create an environment that provides equal opportunities, protection of their rights and full participation in the academic environment.

The focus of the policy is on the following:



1. To ensure that the design of the building such as ramp/ lift should be according to the disabled persons.

2. To ensure the accessible, gender-sensitive, safe, usable, and functional washroom facilities should be provided for disabled persons.

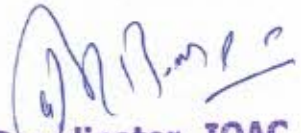
3. To ensure the proper text and pictogram signage such as tactile path, lights, display boards, signposts are necessary, located to be visible and touchable.

4. The use of signage of male and female symbols, in accordance with local customs and standards, with raised outlines and bright colour contrast will be more evident to everyone and particularly helpful for persons with visual impairments.

5. Learners with disabilities need to be adequately and appropriately supported in and out of the classroom with the right resources and assistive technology, and with leadership, teaching staff and college communities that are responsive to their needs.

6. To ensure the accessibility of software tools and technology for the people with disabilities.

7. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading etc.


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PRINCIPAL
Rani Laxmibai Mahavidyalaya
Parola, Dist. Jalgaon

~~Handwritten signature and stamp of the Principal, Rani Laxmibai Mahavidyalaya, Parola, Dist. Jalgaon~~



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Outward No.

Date : / /20

Criterion VI Governance Leadership and Management

6.2.1 QLM: The functioning of the institutional bodies is effective and efficient as visible from policies administrative set up, appointment and service rules, Procedures, deployment of institutional strategies / Perspective / development plan etc.

4 Policies

4.9 IT Administrative Policy



Policy No. 9

IT ADMINISTRATION POLICY

	Policy Title: IT Administration Policy	
1.	Administration Policy Number (APN):XXXX/XX/XX (Suggested By IQAC)	Functional Area: Administrative
2.	Brief Description of the policy	IT related infrastructure procurement and maintenance
3.	Drafting	IQAC
4.	Policy Applies to:	It Administrative committee
5.	Effective from the date:	20/06/2018
6.	Approved by:	Principal
7.	Responsible authority	Computer Department
8.	Superseding authority	Principal
9.	Last Reviewed/ Updated:	-----
10.	Main Objectives of the policy	<ol style="list-style-type: none"> 1. Timely review of requirement, Planning for procurement and Maintenance of the IT infrastructure of the college. 2. To provide IT facilities to assist staff, students. 3. To make student teachers and staff aware and responsible for the protection of the IT network. 4. To facilitate an effective



		availability of network at all times. 5. To resolution of any network problems 6. To minimize interruptions in the IT service.
11.	References for the policy	University of KBCNMU/UGC guidelines.

Introduction:

There for appropriate use, maintenance and up-gradation of Information Technology related infrastructure and Services to support the Institute's teaching, Research , administrative, and service functions.

Policy Statement:-

Computer department is responsible for maintaining the network, servers, workstations and peripherals, license renewals, software upgrades, AMC and IT support to ensure that quality is maintained at reasonable cost.

Definitions:

IT equipment means desktop computers, iPad, laptops, smart phones, servers, monitors, printers, audio-visual equipment's, software, network equipment, Telecommunication equipment's and CCTV but excludes IT consumables such as printer cartridges.

Policy Objectives

1. Maintenance of IT infrastructure
2. To provide IT Facilities to assist staff, students and other authorized users to conduct bonafide academic and administrative pursuits.
3. To ensure that all users must accept full responsibility for using the IT
4. To make the system administrators and users aware and responsible for the protection of the IT network.
5. To facilitate an effective availability of network at all times, and rapid tracking down and resolution of any network problems.
6. To minimize interruptions in the IT services.





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4 Policies

4.10 Performance Appraisal Policy

Established: June 1992

Sahajvani Shikshan Prasarak Mandal (Tehri) Sanchali



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Policy No.10

PERFORMANCE APPRAISAL POLICY

Policy Title: Performance Appraisal		
1.	Administrative Policy number (APN): (suggested By IQAC)	Functional area; Administrative
2.	Brief Description of the Policy:	Placement / Promotion of staff and non-teaching staff based on annual performance Indicators
3.	Drafting	IQAC
4.	Policy Applies to:	Teaching faculty, non-teaching staff
5.	Effective from the date:	20/06/2019
6.	Approved by:	Principal, Management
7.	Responsible Authority	Principal
8.	Superseding Authority	Management
9.	Last Reviewed / Update:	-----
10.	Main Objective for the Policy	<ol style="list-style-type: none">1. To assess the strengths of the faculty2. Timely implementation of CAS for faculty / providing increment to the faculty3. Time-based promotions of non-teaching staff4. To take disciplinary action against the defaulting teaching staff and non-teaching staff
11.	References for the Policy	UGC/GR/Affiliating University circular



Introduction:

This policy is for making staff and non-teaching staff adhere to the timely submission of the self-appraisal forms to ensure smooth and unhindered career advancement. The Institute will follow all the rules and regulations of UGC affiliating University and submit the applications of the staff to the University Office of the Regional Joint Director for Higher Education after scrutiny for appropriate and action. This policy will ensure hassle free promotions of the staff and non-teaching staff.

This policy will also be a source to gauge the strengths of the staff and their weaknesses. It will also provide direction to the training programmes to be conducted for uplifting the quality of deliverables.

Policy Statement:

The teaching staff and the non-teaching staff (Grant in aid and Self-financed-Programs) will be required to submit their performance appraisal forms annually as per the prescribed format with all the necessary documentary proofs in the given stipulated time to ensure the smooth promotions/ continuations of their services as prescribed by the respective regulatory bodies.

Policy Statement

The teaching staff and the non-teaching staff will be required to submit their performance appraisal forms annually as per the prescribed format with all the necessary documentary proofs in the given stipulated time to ensure the smooth promotions/ continuations of their services as prescribed by the respective regulatory bodies.

Procedures

Grant-in-aid Teaching Faculty:

- Circulation of the PBAS format for Self-appraisal Form F1)
- Training for the awareness of miles for Promotion as per guidelines and API form filling
- Yearly submission of self-appraisal forms
- Submission of Application for CAS.
- Scrutiny of the application and preparation of consolidated score cards



- Appointment of Chairperson, Subject Experts, Government Nominee, Academicians of repute and other members as per UGC/affiliating University guidelines
- Conduct of Scrutiny Interviews as per UGC/ affiliating University guidelines
- Forwarding the files for approval of the recommendations of the committee to the University and subsequently to the Office of the Regional Joint Director of Higher Education.
- Implementation of the after receiving the approval from the above mentioned bodies
- Informing the staff about the status of their CAS application
- Appropriate changes in the ERP software, Office records (Personal file) and service books.
- The non-submission of appraisals in time will lead to losing the increment/promotion for the year.
- Objective based Institute appraisal form to support this policy

Grant-in-aid Non-Teaching Faculty


- Circulation of the format for Confidential Report (Form F4)
- Filling and authentication of the CR by the Heads of the Department to be done annually
- Submission of the CR to the Principal
- Scrutiny and authentication of the CR's by the Principal
- Scrutiny/Approval for Promotion by Internal Promotion Committee and subsequently by Administrative Committee of the Management
- Submission of CR's and all supporting documents to Joint Director office
- Implementation of the higher scale after receiving the approval from the Joint Director office
- Informing the staff about the status of their promotion
- Appropriate changes in the ERP software, office records (Personal file) and service books
- Objective based appraisal form to support this policy (For Administrative NT staff and lab Assistants only) (form f5)
- Appropriate changes in the ERP software, office records (Personal file) and service books
- The non-submission of appraisals in time will lead to losing the increment promotion OR termination of services



- Objective based appraisal form to support this policy (For Administrative NT staff and Lab Assistants only) (Form F5)

Key Words:

Academic performance Indicator, Career advancement scheme, confidential Report.


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Established: June 1992

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**Criterion VI
Governance Leadership and
Management**

6.2.1 QLM: The functioning of the institutional bodies is effective and efficient as visible from policies administrative set up, appointment and service rules, Procedures, deployment of institutional strategies / Perspective / development plan etc.

4 Policies

4.11 Staff Development Policy



Policy No. 11

STAFF DEVELOPMENT POLICY

1.	Title of the policy	Staff Development Policy
2.	Administrative Policy Number	(APN) (Suggested by IQAC):
3.	Brief Description of the Policy	This policy promotes organized learning and development activities for all the staff members, which results in periodic upgrading by all the teaching and non-teaching staff and also encourages them to transfer their learning in current job roles and also prepare them for future jobs/growth.
4.	Drafting	IQAC
5.	Policy applies to:	All levels of staff members and administrators namely, principal, Vice-principal, Coordinator of the IQAC, CoE, Assistant professor, Associate professor and Professor and non-teaching staff members at all levels
6.	Effective from the date:	20/06/2019
7.	Approved by :	Principal/CDC
8.	Responsible authority	Vice-principals
9.	Superseding authority	Management
10.	Last Reviewed/ Update:	NA
11.	Reason/Objective of the policy	To update the knowledge of the staff members in the relevant fields, in teaching pedagogy, in technology, in administration, decision making, and role realization and also to boost the morale to contribute to the organization and stakeholders.
12.	References for the policy	Affiliating University / HRDC/UGC/ management Staff welfare policy



Staff Development Policy

Introduction: the Institution believes in the growth of an individual internally In the organization for superior positions (academic & administrative) and commits itself for the career development of its employees.

Purpose

- To strengthen the professional competency
- To prepare the staff to use the updated teaching pedagogy and not lag behind
- To provide scope to national contribution by involving students
- To sustain the expectations of the students and other stakeholders
- To provide scope to design and develop e-content
- To march towards excellence
- To venture into new evaluative processes

Process Owner

IQAC Coordinator/ Principal

Policy

To update the knowledge of the staff in their core subject and pedagogy with evolving trends progression paradigm shift so as to improve the teaching effectiveness, practice new method of teaching new examination methods, and enable a substantial growth in research by giving creating avenues such as hands-on-training /workshops /seminar/ certificate programs/hands out-materials/ knowledge sharing online module (MOOC) etc. to be able to meet the needs of the teaching -learning processes, which are evolving with the change in the systems either introduced by the affiliating university or by the need of any other autonomous body.

Process

- ❖ Identification of the area of development
- ❖ Determining the resource required for development
- ❖ Aligning with appropriate agency for development
- ❖ the staff to understand the need
- ❖ Initiating the Program
- ❖ Adopting the feasible change
- ❖ Implementation of new teaching techniques



Encouragement to Faculty: This policy encourages and provides for Duty leaves participation in workshops, staff enrichment programs, Management Development Programs by the teaching and non-teaching staff members, with the objective of upgrading their skills. Knowledge and attitudes.

Deputation to represent the institution for Research Paper Presentations: The institution will encourage employees to attend seminars/conferences to present .

Organizing seminars, conferences, FDPs/FEPs/PDPs: The institution encourages the IQAC/ Academic Departments to organize seminars, conferences, FDPs, FEPs and PDPs with institutional funding and encourages them also to raise additional funds, as the case may be.

Research & Development: The institution has established a Research (and Development) Cell which facilitates provision of seed capital for research and development activities by the staff members.

Sponsored Research: Staff encouraged getting a sponsored research, from the government and non-government agencies or other institutions Special provisions in the form of relaxation of duties are made to ensure that they complete such project on time.

Incentives for Research: The institution has a policy to provide incentives for the good research papers published with high factor.

Permission for Higher Studies: The institution has a policy to support members for pursuing higher studies in the relevant fields of study and as per the requirements of the institution in India or abroad, under the conditions that upon successful completion the candidate shall work for the institution for a stipulated period of time.

Personal Development: The institution has a policy to encourage Personal Development of a staff member through Research and Development, Paper Presentation, Conducting workshops, seminars and Management Development Programs (MDP) such participations are allowed to learn from multiple dimensions

Participation in International Seminars/Conferences: The members are encouraged to attend international seminars/conferences and apply for the fund earmarked for it annually.





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4 Policies

4.12 Policy for improved internship
and
placement



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Policy No. 12

POLICY FOR IMPROVED INTERNSHIPS AND PLACEMENTS

1.	Title of the policy	Policy for Improved Internships and Placements
2.	Administrative Policy Number	(APN) (Suggested By IQAC)
3.	Brief Description of the Policy	To institute diverse mechanism for enhanced internships and placements for the students of the college.
4.	Drafting	Placements Cell of the college
5.	Policy Applies to:	The students of the college
6.	Effective from the Date:	20/06/2019
7.	Approved by:	IQAC Cell of the college
8.	Responsible Authority	Placements cell of the college
9.	Superseding Authority	Principals
10.	Last reviewed/updated:	NA
11.	Reasons/Objective of the Policy	To increase the participations of the students of the college In the placements process and to groom them for increased quality placements.
12.	References for the Policy	University/UGC Norms

Policy details

Introduction

As the institutional character changes with the introduction of more vocational and professional course related to the industry, the need for a well-designed placements system becomes improve for the college. It is not



only about increasing the number of placements but also having quality internships and placements. In an ever widening and competitive placement scenario, it is important to prepare the students for the various levels of screening.

Policy Statement

Initiation of diverse mechanisms for enhanced internships and placements for the students of the College.

Policy Purpose

- The job market has shifted towards the industry and the corporates, with more vocational and professional courses being introduced in the College.
- Students prefer a job experience before they enroll themselves in the post graduate courses.
- Having an on-job experience is one of the essential requirements for applying to certain professional courses abroad.

Process and Procedures

1. A Staff Council-authorized Placement Cell, comprising of a teacher Convener and five teacher members, to be constituted.
2. Applications will be invited from the interested students of the College. After thorough scrutiny of the applications and interview by the Placement Cell teacher members, two student members from each department will be appointed to the Placement Cell.
3. Placement Cell Calendar for the Placement Cell programmes in an Academic Year will be created.
4. A part-time Placement Officer, from outside College, with good industry network, will be appointed by the Governing Body of the College.
5. Priority cold-calling by the Student members of the Placement Cell to increase industry networking as per Placement Calendar. The companies that accept will be invited to the College to carry out the screening process after due approval from the Placement Cell.
6. Compulsory Personality Development Classes for the students of all Departments, will be organized by the Placement Cell.
7. Various strategies and tactics will be employed, as per the Placement Calendar, for increased participation in the screening process:




- i. Professional experts to be invited from outside the College to conduct regular sessions for holistic personality development of the students.
 - ii. Post-session to and Assessment of the Students evaluation be conducted.
 - iii. Various incentives to be given to the students to register and participate in the screening process of the companies.
 - iv. Regular inter-college job fairs focusing on inter-related departments for every semester to be organized
 - v. Industry Experts to be invited to deliver motivational talks at frequent interval
8. Agreement on job profile with the industry.
9. With the industry coming to the College for internships and placements for better pay packages and perks.
10. A feedback mechanism to be instituted to get inputs from the students regarding their preferable job profiles, pay packages and companies. Feedback will be taken form the companies to assess their experience and guidance for enhanced student involvement.

Records

1. Application Form for Placement Cell membership.
2. Application Form for each Company according to the job profile and the requirement of the Company.
3. Feedback Form for Students.
4. Feedback Form for Companies.

Audit Documents

1. Application Forms.
2. Minutes of meetings of placements Cell.
3. Attendance records of students attending the placement Cell activities.
4. Attendance records of students in the screening.
5. Feedback and Feedback analysis of students and companies.
6. Financial implications to the institutions.


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4 Policies

4.13 Library Policy



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Policy No. 13 LIBRARY POLICY

1.	Title of the policy	Library functioning
2.	Administrative Policy Number	(APN)(Suggested By IQAC)
3.	Brief Description of the Policy	To ensure proper services, easy access and requisite procurement of textbooks, references materials, journals, periodicals, and other technology developed library materials (e-resources) along with their maintenance at all levels of higher education so as
4.	Drafting	Librarian
5.	Policy Applies to:	The students and staff of the College
6.	Effective from the Date:	20/06/2019
7.	Approved by:	IQAC cell of the college
8.	Responsible Authority	Librarian
9.	Superseding Authority	Principal
10.	Last reviewed/ updated:	NA
11.	Reasons/Objective of the Policy	<ul style="list-style-type: none"> To achieve the vision and mission of the college by playing a vital role in acquisition organization and dissemination of knowledge. To purchase books and other curated learning resources for use by the students for their academic pursuits and research. To obtain maximum footfalls in library. To have an Integrated Library Management System (ILMS) in



		<p>place so as to ensure maximum use of its systems and tools.</p> <ul style="list-style-type: none"> • Accessibility to the differently-abled stakeholders. • Safety measures with regard to copyrights, scans, photos as well as maintenance / prevention of damage of books and other learning resources in the repository.
12.	References for the Policy	University UGC Norms

Process flow

Input

- Purchase and update requirement of books, periodicals, journals, magazines, newspapers etc., from time to time.
- Functioning of ILMS system.
- Prompt services to stakeholders
- Update Syllabus of various courses approved by University
- Maintenance; accession register, furniture, equipment.
- Understanding University and IQAC norms

Resource Enablers

New technologies facilities offered budget, library space on the web, Innovative course assignments Research networks, Innovative course assignments Electronic books, dictionaries, recreational materials IQAC standards, Purchase.

Output

- Annual verification of books and maintenance
- Use of books by community, alumni and regular students
- Promotion of students towards self-learning
- Maximum footfalls/logins.

Risks and actions to mitigate the identified risks

Potential/probable risks

- Improper updating of the requirements of books
- Improper maintenance of equipment's

Actions to mitigate the identified risks



- Principal and management ensure that requirements on user departments are correct in all respects.
- Quotations are reviewed for suitability of items quoted for the college requirements
- Orders placed are reviewed before communication to suppliers for correctness in all respects.
- Maintenance is carried out by qualified people or agencies expert in the respective field.

Process procedure

Planning

- Librarian discusses with Principal with regard to annual budget.
- Recommendation of books, periodicals by HOD/ Subject in charge after consultation with teachers.
- Meeting with library committee.
- Arrangement of orientation for new admitted students.

Price List

- Librarian obtains price list from book suppliers/publishers/vendors.
- Librarian will check for discount with suppliers/publishers/vendors.
- Library committee reviews the genuine requirements in the meeting.
- Check for duplication in books requirement of additional copies.

Approval

- Librarian will seek the approval of Principal.
- Principal in consultation with management will give approval.
- Order is placed on the approved/selected supplier.

Receipt of books

- Library attendant inspects the pages of the books.
- Preparation of a satisfactory report



- Payment towards the purchase
- Accessioning, Classification, cataloguing with ILMS
- Home Lending facility.

Integrated Library Management System

- Speedy book circulation.
- Varied search engines.
- Searches by author title/subject keyword
- Book tags, ID card and Barcode generation support.
- Flexibility in circulation
- Different policy for different member types and different material types.
- Library uses Library User's Tracking System to monitor user's check-in and check-out in the library

New arrivals

- New arrivals of books are regularly displayed.
- Weeding out unwanted books and materials.

Maintenance and preservation.

- It is ensured that all the furniture, equipment's and books are preserved.
- Pest treatment is done at regular intervals.
- Disposal of scrap from time to time.
- Stock verification is conducted and reported to principal about any loss.
- Appropriate steps are taken towards loss of books.
- Maintenance is carried out by qualified people or agencies experts in the respective field.

Rules and regulations of library are displayed.

- Working hours Issue and Return timings are displayed.
- Bona fide students of the college with identity card/library card are allowed in The library.
- Alumni, Repeater students and external members are allowed from 12.00 noon to 4.00 pm on all working days against nominal fee pay



- Only books from general collection are issued to the staff and students.
- Dictionaries, Encyclopedias, Reference materials are issued for reference within the library.
- The users can reserve the already issued book by filling in the demand slip. The borrowing facility will be withdrawn or restricted in case of misconduct of any user in the library.
- The users should check the book thoroughly for any missing or torn pages while borrowing the book.
- Fine of Rs, 2/ per day shall have to be paid by the student against receipt in the library if the book is returned after the due date.


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4 Policies

4.14 Policy on the functioning of the
parent teacher association

Established June 1992

Sahajvan Shikshan Prasarak Mandat (Tebu) Sanchalit



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Policy No.14

POLICY ON THE FUNCTIONING OF PARENT-TEACHER ASSOCIATION

1.	Policy Title:	Policy on the functioning of Parent-Teacher Association (PTA)
2.	Administrative Policy Number (APN):	(Suggested By IQAC)
3.	Brief Description of the Policy	<ul style="list-style-type: none">• This is a formal Association composed of parents and teachers.• It is intended to facilitate parents' participation in the institution's activities.• The Association aims at the welfare of students and provides support for enhancing the quality of the teaching learning process, student support and infrastructural development.
4.	Drafting	Principal/IQAC
5.	Policy Applies to	Students, Parents, Teachers and Management
6.	Effective from the Date	20/06/2019



7.	Approved by	Management and College Council
8.	Responsible Authority	The Secretary PTA
9.	Superseding Authority	Principal
10.	Last Reviewed/ Updated	New policy prepared
11.	Objectives of the policy	<ul style="list-style-type: none"> • Proper monitoring of teaching-learning and evaluation. • Student support and progression. • Improvement of learning resources and development infrastructural facilities.
12.	References for the policy	<ol style="list-style-type: none"> 1. Affiliating University Guideline 2. State Govt. Guidelines 3. UGC Guidelines

Policy and Procedure for Parent Teacher Association (PTA)

Introduction

The association aims at the welfare of students and provides support for enhancing the quality of the teaching-learning process, student support and progression and the improvement of learning resources and development infrastructural facilities.

Purpose

The aims and objectives of the PTA:

- To foster and promote good relationship among the members of the teaching staff, students and parents/guardians of the students.
- To create in its members, an awareness of the importance of creating an academic culture conducive.



- To the promotion of quality education, personality development of the students and maintaining good discipline, peace and harmony.
- To institute scholarships, prizes, medals etc. to encourage and reward student performance.
- To provide the students with necessary amenities and support and to monitor their progress as good students.

Policy

- The PTA of college will be a forum for the promotion of the good communication between teachers and parents of students for the betterment of the institution.

Process flow

PTA Executive Committee (comprised of 13 members)

(a) The administration of the Association will be controlled by an Executive Committee, hereinafter referred to as the Executive Committee, elected for the purpose.

(b) The committee shall consist of:

- (i) A President
- (ii) A Vice President
- (iii) A Secretary elected from among the members of the Teaching Staff.
- (iv) The Vice President will be elected from the Parent- Representatives.
- (v) Members from parents.
- (vi) 5 members HOD's of college.

(c) The term of office of the Committee shall be for a period of two year.

Membership



- (a) The parents/guardians of all the students on the rolls of the College during an academic year shall be the members of the Association.
- (b) When a student is removed from the rolls of the college, the parent/guardian of the student shall ipso facto cease to be a member of the Association.
- (c) The Principal and the other members of the teaching staff shall ipso facto be member of the Association.

Duties of the office bearers

1. President

The President shall have control over all the affairs of the Association and shall preside over all Committee meetings and the meetings of the General Body.

2. Vice President

In the absence of the President, the Vice-President shall chair the meeting and perform the duties of the President.

3. The Secretary

He/she shall have the following duties:

- a) To enroll members.
- b) To maintain the registers and records, to keep in safe custody of all official papers of the Association.
- c) To keep a correct record of the proceedings of all Committee and General Body meetings.

Executive Committee meetings

- (a) The quorum for a meeting of the Committee shall be six.
- (b) The President shall preside over all Committee meetings and in his absence the Vice President In case the Vice President is also the absent, the members of



the Committee present shall nominate one from among them to be the President of the meetings.

(c) Three days' notice shall ordinarily be given for all committee meetings.

(d) Special meetings of the committee may be convened by the President at the written request of at least 5 members of the committee.

(e) All decisions shall be by a majority of votes. In case of equality of votes, the President of the meeting shall have a casting vote.

Reviewing the Plans

The last meeting of the PTA Executive Committee and PTA Representative Council in an academic year will review the yearly programs and policies, and address the complaints and bring about corrective and preventive actions.

Records

- PTA minutes and attendance registers.
- Class PTA minutes and attendance registers in each Department.

Other documents

- List of students
- Class wise list of parents/guardians with mobile numbers and email IDs.
- Event Register


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4 Policies

4.15 Alumni Association Policy

Established June 1992

Sahajvan Shikshan Prasarak Mandal (Tehsil Sanchalit)



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NAAC Accredited Group

Policy No.15

ALUMNI ASSOCIATION POLICY

Policy Title: Alumni Association Policy		
1.	Administrative Policy Number (APN): XXXXXX (Suggested By IQAC)	Functional Area: Alumni Association
2.	Brief Description of the Policy:	This policy is intended to provide a platform for members of the alumni association to bond with the institution and align its activities towards attainment of the Vision and Mission of the institution.
3.	Drafting	IQAC/Alumni
4.	Policy Applies to	Alumni Association
5.	Effective from the Date	20/06/2019
6.	Approved by	Alumni Association, Management and IQAC
7.	Responsible Authority	President of the Alumni Association
8.	Superseding Authority	Principal
9.	Last Reviewed/ Updated	NA



10.	Reason for the policy	Creation and maintenance of strong alumni network and provide a framework for active participation of the alumni in the activities of the institution.
11.	References for the policy	UGC/NAAC/SPPU/ Societies Registration Act

Introduction: Alumni can play a significant role in achieving the Mission of the college and building institutional quality. Different ways and means can be used to garner their support and expertise in building systems which benefit both the alumni and the institution. The association shall provide adequate avenues for drawing upon the knowledge and expertise of the alumni for furthering the cause of the college and attain distinction in the academic, social and business world.

Objectives of the Policy

1. To provide a link between the alumni and the institute.
2. To explore different avenues of alumni contribution in college activities.
3. To solicit help of alumni in the placement of students.
4. To seek cooperation of alumni in attainment of the Vision and Mission of the institution.
5. To help alumni support student education through need cum merit scholarships.
6. To showcase, felicitate and celebrate achievements of the members.
7. To organize programs/ activities to support the alumni.
8. To enhance alumni membership.

Policy Statement: This policy aims at leveraging the goodwill, knowledge, experience,



networks, expertise and talents of the alumni to help the college in becoming a center of excellence and to offer them support systems for their personal and professional growth.

Procedures

Planning: Before the end of the academic year the coordination committee may plan and recommend suggest to the Alumni Association about the activities to be organized/ conducted for the ensuing year.

Affairs of the association: The affairs of the alumni association shall be as per its constitution/Bye laws.

Registration of Members to the Alumni Association

Action plan shall be drafted and implemented for enrolment of new members to the association. The Alumni Association, its activities and achievements of outstanding alumni to be presented during farewell/ annual day/ student induction programme and registration counters to be set up.

Updating and Maintenance of Alumni data base

- Alumni data base of the current students to be duly maintained by each department in coordination with Alumni Association and collated at the end of the academic year.
- Registered members list to be maintained and updated every year.

Alumni Engagements: Alumni association shall conduct / organize activities relating to academic enrichment/ sports/ cultural events/ mental wellbeing sessions mentoring for the



students.

- Organize Alumni Day every year.
- Alumni association members shall act as members of various committees of the college.
- Help the college in placement drives and internship projects and field visits.
- The Alumni Association will ensure its publicity through word of mouth /college events/social media/ college website.
- Organize programs/ activities to support the alumni.
- Offer free ships and scholarships to need cum merit students.

Reviews: Activities of the association to be reviewed by the IQAC twice a year.

Records

1. Application/ registration for membership to the Alumni Association.
2. Activity conduct form
3. Attendance Record form
4. Data up-dation form of the registered members
5. Application for free ships and scholarships

Key words: Alumna, Alumni Association, alumni engagements.

Documents:


1. Annual Alumni Association Report
2. List of registered members
3. Registration/application forms
4. Database of the alumni
5. Minutes of meetings
6. Activity Register
7. Bank statements



8. Audit statement
9. Stock register

Key Performance Indicators

1. 10% (ten percent) of all passed out students to be enrolled as registered members of the association.
2. 30% enrolment of the current batch as registered members of the association every year
3. Twelve activities organized every year
4. Five referrals/ internship projects every year
5. Ten students be benefited by free ships/scholarships
6. Five alumni be benefited by the support received from the association/ institution
7. Corpus collected by the association
8. At least rupees one lakh expenditure per year be incurred in achieving the objectives of the institution


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Date : / /20

Criterion VI Governance Leadership and Management

6.2.1 QLM: The functioning of the institutional bodies is effective and efficient as visible from policies administrative set up, appointment and service rules, Procedures, deployment of institutional strategies / Perspective / development plan etc.

4 Policies

4.16 Infrastructure facilities of the
institution

Established June 1992

Sahayvan Shikshan Prasarak Mandal (S.M.) Sanstha



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NAAC Accredited - Group 1

Policy No.16

Infrastructure Facilities of the Institution

Sr. No.	Title of the Policy	Maintenance and Utilization of Physical, Academic & Support Infrastructure
1.	Infrastructure Policy Number (IPN)	Area of Function: Infrastructure
2.	Brief Description of the Policy	The Policy helps in judicious utilization and allocation of Institutional facilities and guides in the maintenance and upkeep of the infrastructure.
3.	Draft prepared by	IQAC/College Maintenance Committee
4.	Policy Applicable to	Infrastructure
5.	Policy Effective from	25/06/2019
6.	Approved by	Management
7.	Authority Responsible	Principal
8.	Superseding Authority	Management
9.	Last Reviewed/ Updated	N. A.



10.	Web Address of the Policy	
11.	Key Objectives	Utilization, Allocation & Maintenance of Infrastructural Facilities of the Institution
12.	References	UGC, State Directorate of Higher Education

INTRODUCTION

Institutions own and operate an expansive infrastructure to deliver its teaching, learning and research programs. The Institutes should have established system and a well- developed policy for maintenance and utilization of computers, classrooms, equipment and laboratories as well as its support infrastructure. The policy aims at providing and user-friendly guidelines as the basis of equitable allocation and efficient utilization of facilities based on the educational, research and administrative requirements of the institution.

POLICY STATEMENT

The Policy for Utilization and Maintenance of Infrastructural Facilities is carefully chalked out with a view to provide instructions to the students and staff of the College as well as other stakeholders regarding judicious utilization and maintenance of infrastructural facilities including physical infrastructure like building, grounds, lawns, parking space, Library infrastructure and equipment including laboratory, sports, furniture, etc.



PROCEDURES

Allocation & Utilization of Physical Infrastructure

Allocation of Classrooms & Laboratories

- (i) The Principal constitutes a Timetable committee comprising of two to four senior faculty members from different streams.
- (ii) Departmental timetables are submitted by the HOD's to the committee, prepared as per the required workload suggested by the UGC & affiliated university.
- (iii) The committee in co-ordination with HoDs of all the departments prepares a ground Timetable for the college.
- (iv) It is the responsibility of this committee to judiciously allocate all the classrooms keeping in mind the size of the classroom and the strength of the class.

Allocation of Office Space

- (i) Office space is the College property that is allocated to administrative staff, heads of various departments, librarian, or to any committee as available, in a manner that best advances College interests.
- (ii) The Principal allocates departmental Offices and administrative offices are allocated by the Office Superintendent in consultation with the Principal.

Allocation of Library Space

- (i) Library space facilities are extended to current students, present faculty and staff and also to the retired staff members of the college.



(ii) The facility can be availed by external users such as research scholars, alumni, parents and other persons with prior permission of the competent authority, which in this case shall be the Principal.

Allocation of Sports Facilities

(i) All sports facilities present in the campus are used for sports education, training, competition and recreation of the college students, faculty and staff members.

(ii) The schedule of Sport facilities is decided by the HOD of the Physical Education department in consultation with the Principal.

(iii) College sports facilities can be allocated to external users for inter collegiate, University level or other sports competitions with prior permission of the Principal.

Allocation of Common Space

(i) Common Space of the institution includes Auditorium, Conference Room, Seminar Rooms, College Ground, Common Room, Open-air theatre, Staff Room, Parking Space and Canteen.

(ii) The common space of the institution is utilized for organizing various co-curricular or extra-curricular activities of the institution or for providing leisure facilities to the students and staff of the institution.

(iii) The common space is allocated to external users only with the prior permission of the Principal.



Allocation of Equipment

Technical Equipment

- (i) The college owned equipment such as servers, computers, LCD projectors, Televisions, Sound equipment, printers, audio-visual aids and generator are operated by trained personnel authorized by the College authority.
- (ii) Internal users requiring the use of College equipment request, for these services when reserving the facilities by seeking prior written permission from the competent authority, i. e. Principal.
- (iii) If the external users organizing some event in the college premises require this equipment, they give their requirement in written to the Principal, then deputed the appointed technician to make the arrangements.

Laboratory Equipment

- (i) Custodial Departments have primary responsibility for the care, maintenance, physical inventory and control of the equipment in their custody.
- (ii) Head of the departments ensure that sufficient equipment is available in working condition for practical sessions and research work from the available equipment in the department.

Policy for Maintenance of Physical, Academic & Support Infrastructure

Integration of Maintenance Process: Infrastructural improvements to all properties owned by the Institution must be effectively and efficiently maintained in order to support operational efficiency, as well as to ensure sustained use, occupational health, safety and financial viability.



Maintenance Operations: The physical facilities of the institution are maintained by seeking services of plumbers, electricians, and computer analysts who are available round the clock in the campus. Teachers-in-charge and electrician are responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Support staff undertakes maintenance of water plumbing plants, sewage and drainage.

Maintenance of Classrooms, Smart Classrooms and Laboratories including Language Lab

1. Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department.
2. Items such as blackboards, fittings and furniture are regularly renewed and repaired as part of the maintenance policy.
3. The laboratory assistants take care of their respective laboratories.
4. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis.
5. Staff of respective departments monitors the maintenance of the laboratories.
6. Students optimally utilize all classrooms during the daylong working hours and are also guided for the upkeep of furniture.
7. Cleaning of the campus areas in the institution including the academic and administrative buildings is performed daily in the morning before the regular twice classes begin with the help of support staff. Toilets are cleaned twice every day



Maintenance of Library and Library Resources

1. The library staff is instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents.
2. Bound volumes are carefully stacked to maintain the shelf life of the books.
3. Cleanliness and maintenance is done regularly.
4. Proper pest management is done to minimize the problems caused by insects like termite and white ants. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfish.
5. Proper cleaning, fumigation and exposure to sunlight to the documents is done to reduce the effect of insects in the library. Repellants are used to save materials from rats.

Maintenance and Utilization of Seminar Halls and Auditorium

1. Seminar halls and auditorium are under the purview of the Office Superintendent and the cleanliness is taken care of by the housekeeping team.
2. Effective utilization of seminar halls and auditorium for organizing academic meetings, seminars, conferences and cultural events is made.
3. For accessing the facilities, the organizing faculty/staff member submits a form available with OS, through HOD and Dean and the date of event is registered and the halls are accessed on priority basis.



Maintenance of Electronic Instruments & ICT facilities

1. The Computer Centre and its support staff maintain the ICT facilities including projectors, smart boards, laptops, podium, computers, printers, UPS and servers.
2. The annual maintenance includes the required software installation, antivirus and up gradation.
3. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused.
4. The out dated electronics/computers are put on buy back as per norms.
5. Campus Wi-Fi is maintained by the respective service centre.
6. The maintenance of ICT equipment comprises actions that are carried out to replace worn out assets.
7. Computer teacher do routine maintenance by checking and reporting the status of the equipment to the HOD.

Maintenance of Lab Equipment

The policy document provides guidelines for maintenance of all types of equipment retained in various laboratories. Maintenance policy ensures that equipment is always ready to use and in reliable condition as well as calibrated to provide quality outputs.

1. Once the equipment is purchased is recorded in the departmental logbooks.
2. Heads and faculty in the departments are accountable for proper use of equipment. If the equipment requires maintenance or repair, the faculty members



will notify Head of the department. The requisition will be made to the Principal with due sanction from the HOD.

3. If some major maintenance, replacement or repair is required, Head of the department will contact the vendor/supplier of the equipment. A rough estimate of repair and maintenance must be taken from the technician. This must, then, be submitted to the Principal. The Principal will give necessary permission for the same. After this the vendor or technician will repair the equipment.

4. If there is necessity to move equipment out of college campus for repair or maintenance,

the permission must be sought from the Principal by the Head of the department.

5. HODs must ensure that teachers should calibrate all equipment required for practical training of the students.

Maintenance of Support & Other Amenities

The institution owns and possesses a number of equipment and facilities that help in the day- to-day functioning of the institution. These include sports and fitness equipment, Power Generator, Solar panels, Fire Extinguishers, Water Coolers, RO systems, Air Conditioners, etc. Once this equipment is procured through proper procedure, the maintenance part is looked after by competent authority with the help of assistants. Their number and record is maintained duly in the logbook/record book. The equipment is serviced from time to time and the maintenance record is entered into the logbook.

1. The sports equipment, fitness equipment, ground and various courts in the institution are supervised and maintained by the Faculty members of Physical Education Department. Expensive equipment in the gymnasium is maintained through Annual Maintenance Contract.



2. The maintenance record of the Power generator is entered in the logbook along with the diesel input and the working hours of the genset.
3. The solar panels are regularly cleaned by the support staff and are maintained under the Annual Maintenance Contract by the service providers.
4. A committee specially constituted along with the support staff maintains the effluent treatment plants and rainwater harvesting/ recharging systems.
5. The maintenance of equipment for water pumping plants, sewage, etc. are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier.
6. The campus is equipped with 24/7 safe and adequate drinking water supply using water coolers and purifiers, which are regularly cleaned and maintained under Annual Maintenance Contract.
7. Fire extinguishers are installed in all labs, administrative offices, seminar halls, library, auditorium and corridors as per the conditions laid down by fire authority and are maintained by the respective departments with the support of the committee. These are replaced/re-filled from time-to-time or as and when required.
8. Canteen facility is accessible for all stakeholders and the maintenance is looked after by respective service providers on annual contract along with the Canteen Committee, which oversees the maintenance and hygiene of the canteen on regular basis.
9. Green environmental aspects-Gardens, lawns, solar panels, rain-water harvesting, Teachers of Botany systems, Herbal garden and the green house are maintained by the teachers of Botany department every day and frequently by



the National Service Scheme volunteers as a service activity. A campus cleanliness and beautification committee oversees the maintenance of the same. 10. The institution remains under 24X7 surveillance and the facility is taken care of by the Campus Security Committee and through security guard.

Annual Stock Checking

Annual stock checking of furniture, lab equipment, stationery, ICT facilities, sports items and all assets and reporting of repairs is done by designated faculty as a year end activity and the consolidated report is submitted to the administration to take necessary actions, if required

Replacement of Equipment/ Electronics /Computers

The maintenance comprises actions that are carried out to replace worn out assets.

To avoid e-waste the outdated electronics /computers are put on buy back as per norms and new items are procured.

Day-to-day Emergency Maintenance

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor



repairs that necessitate day to day maintenance. Checks are taken care of by the Office Superintendent as well as College Management Committee.

Renovation, Alteration and Up-gradation of Existing Infrastructure

1. Renovation, alteration and up-gradation of the existing academic, research and support facilities done as per requirement, to accommodate new or reformed programs.
2. Principal decides the renovation in consultation with Construction & Maintenance Committee of the college.
3. The requisition for the same is submitted to Management of the college and the work is carried out after seeking due permission.

Forms:

Requisition Form
Form for Repair
Annual Stock Check Register
Department Logbook format
Monthly Lab Maintenance Report

Glossary and Frequently asked Question:

CAS	Career Advancement Scheme
UGC	University Grants Commission
API	Academic Performance Indicators
CR	Confidential report



PBAS Performance based Appraisal System

ERP Enterprise Resource Planning

Frequently Asked Questions:

What is budget?

Statement showing probable income and expenditure of a financial year.

What is supplementary budget?

It is the request for additional funds by departments or institute during the course of the year.

What is mean by tender?

It is an invitation to bid for a project/ equipments/materials or work that must be submitted within finite deadline.

What are different types of tender?

There are different types of tender, open tender, selective tender, negotiated tender and term tender.

How many books of accounts are there?

There are two books of accounts, cash book and ledger.

What is stock register?

It is register /file/software record used for maintaining college/institute stock.



What is dead stock register?

An inventory showing disposed off or lost items.

What is mean by Re-appropriation?

Transfer of funds from one budget head to another.

What is mean by recurring expenditure?

Expenditure incurred more than once in a financial year and which is not of a capital nature.

What is mean by non recurring expenditure?

Expenditure incurred on capital items.

What all should be covered under IT infrastructure?

IT equipment means desktop computers, iPad, laptop smart phones, servers, monitors, printers, audio-visual equipment's, software, network equipment, telecommunication equipment's and CCTV but excludes IT consumables such as printer cartridges.

What is the difference between CAS, API, CR?

CAS is a well formulated scheme proposed by UGC revolved by the state government and then University and adopted either in Toto or with changes the enforcement in career of Grant-in- aid teaching faculty.



API's are the academic performance indicators that allow the understand the areas of significance for performance so as to facilitate his functioning as well as grow in career.

CR is formulated by the management of the Institution the progress and performance of the teaching and non-teaching staff.

Is CAS applicable to all the faculties?

Yes, CAS is applicable to the entire Grant- in- and reaching faculty.

What Is Outcome-Based Education?

Outcome-Based Education (OBE) is a learning approach it uses entirely on student competency and success is measured by the salon's allay fo meet previously established outcome criteria.

What are Course Outcomes [COs]?

COs are the statements of knowledge skills/ abilities that students me expected to know understand and perform as a result of their learning experience in each course.

What are Higher Order Learning Outcomes?

The ability to apply learned concepts, analyze data situations, evaluate a situation and create say Marketing Mix are referred to as Higher Order Learning Outcomes.



What is Pedagogy mix?

To ensure that you achieve higher order learning skills, you need to use relevant pedagogical tools. For example, to help students analyze, or apply a concept, you may need to undertake a case study rather than employing chalk and talk method of reaching.

You may devise a small project, mail research field work to help students evaluate situation or create a solution /policy Related Information.

What is Outcome-Based Evaluation?

Giving assignments that clearly test and reveal achievement of learning outcomes.

In such assignments, marks are given relative to the outcomes (criterion referenced)

For example, giving a case study as an assignment to feat skills of analysis.

How many outcome-based assignments are to be given?

One assignment for one credit in a course [1 credit = 15 hours]. Hence three assignments for a three-credit course.

Should all assignments be on higher order outcomes?

Yes, at SVIMS, we do not allow assignments that test memory and only understanding. These automatically can be assessed through higher order outcomes.



What is a Rubric?

Rubrics are scoring tools that define performance expectations for learners. Every assignment should carry criteria on which basis assessment will be done. Levels such as Excellent, Good, average etc., should be developed for each criteria and marks should be assigned for each criteria and each level of performance under each level.

For example

In a particular case if there are 4 situations that have led to a problem, then the rubric could be

Criteria	Excellent [10 marks]	Good [7.5 marks]	Average [5 marks]	Below Average [2.5 marks]
Identification of issues	Correct identification of four issues in the case [1*2.5 marks]	Correct identification of 3 issues [1*2.5 marks]	Correct identification of 2 issues [1*2.5 marks]	Correct identification of 1 issues [1*2.5 marks]

Links to other related policies, information, guidelines, or procedures that should be cross-referenced.

With this policy there will be too many power centers too many supervisors for instance, conveners, and Deans.

For proper harmonious functioning of academic affairs of the institution, duties and responsibilities will be earmarked and compliance will be expected.



Will the departments lose their individuality and uniqueness with the implementation of this policy?

The policy does not impinge on the autonomy of any department. It is for encouraging interdisciplinary studies and reducing over lapping of programs and enhancing financial prudence. The challenge for every department would be to design programs that are interdisciplinary yet retain the core academics aspects of the subject.

What is the procedure for registration?

The application form available on the website to be duly filled along with necessary registration fees via online payment mode/ NEFT/ cash counter of the college during working hours.

What is Life membership?

A member of the association on paying the life membership fees which is one-time payment as prescribed by the association will be entitled to life membership.

Do I have to pay in order to become a member of the Alumni Association?

Yes, you have to pay the membership fees.

What is the procedure for payment of membership fees/ donations?

On filling up the online form for membership fees/ donations available on the college website, click on Alumni Association tab and duly paying the fees/ donation amount via online payment/ NEFT/ payment's at the cash counter during working hours, is available.



I want to update my details in the database. How do I go about it?

Visit the college website. Click on the Alumni Association tab, select alumni association member details up-dation form.

What is expected of me once I am a member of the association?

As a member of the association to participate in the events organized by the association, attend the annual general meeting, contribute to the activities of the association with your knowledge, professional expertise, industry connect, free ships and scholarships to students and donations to the association and help in building brand value of the institution.

How can I help the association?

Your help is solicited by way of sharing your professional expertise, industry connect for placement of students, guest speaker, organizing events/ cultural activities/ sports/ outreach activities, instituting free ships/ scholarships to need cum merit students.

How many times in a year do we have to meet?

Twice a year- annual alumni event and annual general meeting

How can I stay connected with my batch mates?

A telegram group of the Alumni is created. On registration you are added to the group.



Does the Association provide placement facility for alumni?

Yes, the association provides placement facility to the alumni. Details of the company, job description will be shared with you.

Which courses are offered by the institution for Alumni?

An array of credit course, certificate course, skill development courses are offered to the alumni. The list of the same is provided in the Extra credit courses tab on the website.

How will positions be filled?

Positions will be filled by elections.

What is Infrastructure?

Infrastructure is the basic facilities and installations that help a government including buildings, water and electricity supply, phone lines, sewage treatment and power generation. In an educational institution, infrastructure plays a major job. It is major determining factor for students in making their selection.

What is meant by Physical and academic facilities?

The term 'Facility' refers to the physical infrastructure like college building any structure laboratory, library, sports space, gymnasium, equipment, furnishing, parking space etc present in the college campus. Physical and academic facilities in an educational institution speak volumes of the progressive and futuristic vision of the institution.



What is meant by Equipment?


Items acquired by the college including, but not limited to sports, scientific and laboratory equipment, computers and information technology equipment and miscellaneous equipment with prior written sanction of the Principal.

What is understood by Maintenance and upkeep of facilities?


The act of keeping physical infrastructure in acceptable condition or at a prescribed level of performance is called maintenance. It includes planned, preventive, deferred and other types of maintenance. Maintenance also includes replacement of parts of components and other activities needed to preserve the asset so that it continues to provide acceptable services and achieves its expected life.

What is stock and dead stock register?

The record of all the items purchased related to academic, laboratory, sports or support equipment with the prior sanction of the Principal through proper procedure is entered into record/log books known as the Stock register. This register is maintained by the responsible authority/ Head of the Departments/ Teachers In-charge. When some equipment is no longer in use or becomes obsolete, the Head of the department reports it to the annual stock checking committee. Once the committee checks it, the equipment is written off and the record is maintained in a record book called Dead stock Register.


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Policy 17 E-GOVERNANCE POLICY

Policy Title: E-Governance Policy		
1	Administrative Policy Number	02/IQAC/2017-2018
2	Brief Description of the Policy:	<ol style="list-style-type: none"> 1. Implementation of E-governance in various functioning of the institution. 2. Achieving efficiency in functioning of the institution. 3. Promoting transparency and accountability. 4. Achieving paperless administration of the institution 5. Facilitating online internal and External communication between Various functionaries of the institution. 6. Providing easy access to information 7. Making the institution visible globally.
3	Drafting	IQAC
4	Policy Applies to:	IQAC
5	Effective from the Date:	20-07-2017
6	Approved by	Management and IQAC
7	Responsible Authority	Principal
8	Superseding Authority	Management
9	Last Reviewed/ Updated:	NA
10	Reason for the policy	<p>In order to provide simpler and efficient system of governance within the institution.</p> <p>It is decided to adopt and implement e-governance in maximum activities of our Functioning.</p> <p>The institution has already started with E-Governance in some aspects of functioning, such as library and accounts. This Policy has been framed to include more areas within the of e-governance.</p>
11	Reference for the policy	Management Guidelines



Process:

E-governance policy is divided into various areas of operation. These areas of operation are illustrative and the institution reserves the right to implement e-governance even in the areas not enlisted herewith.

1. Website:

The website of the college needs to be revamped /restructured taking into account the changes occurring from time to time. The website is both a magazine and a storefront of the college and allows visitors to see the institution in virtual space. To create an effective website, a separate service provider / web designer may be appointed by the Management of the institution. Suitable training should be given to the existing staff and persons should be identified to undertake the responsibility of website administration and updating at the institution level.

2. Student Admission:

When institutions decide to process all admissions in the online mode, arrangements need to be made with the associated / relevant Bank with whom the institution already maintains all its accounts. The Head of Institution / Parent Body is given the authority to take appropriate decisions and identify the persons responsible for implementation of this aspect of the policy.

3. Accounts:

For ease of maintaining accounts, the parent body of the institution is already using generic accounting software (such as Tally). Accordingly, requirements should be assessed by the Management through discussion with the Accountant and other accounts staff and accordingly new software may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updating the existing software must be done on a regular basis.

4. Library:

The Library is a repository of all learning resources and publications of the institution. Each year, this repository increases due to institutional and statutory demands. E-learning resources for the benefit of the teachers and students has become the need of the hour. Presently the Library is using software for its internal working. Similarly newer e-learning resources such as online / digital research journals and other published material should be identified and subscribed to taking into account the recommendations of the Library Advisory Committee (LAC). Recommendations of the teachers and students also need to be taken into account while subscribing to these resources. Appropriate training should be provided to the staff and students for accessing and using the e-learning resources.

5. Administration:

To provide a hassle-free, convenient and economic process, a shift of administrative procedures to ICT based platforms should be facilitated. Facilities should be provided for online leave management of employees, e-copy of salary certificates, internal communication between the employees etc. Students should be able to obtain maximum services like Transfer Certificates, bonafide certificates, Examination Result Sheets, etc. in online mode.



6. Examination:

With a shift of conduct of examinations from offline to online, the use of e-communication platforms and software has become necessary. Filling and submission of applications for examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks and declaration of results has become online. For this, utmost secrecy and confidentiality needs to be maintained while handling examinations and the work needs to be done with utmost care and caution. The College Examination Officer needs to supervise the entire process of examination under the guidance of the Principal of the college.

7. Alumni:

In order to strengthen alumni interaction, a separate portal should be provided for alumni registration, information of college activities, showcasing prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose a separate agreement can be entered into with suitable service providers by the Head of Institution and an independent Alumni Association Coordinator at the college level be appointed to take care of the entire activity.





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Date : / / 20

Policy No. 18

Green Audit Policy

Sr. No.	Title of the Policy	Green Audit Policy
1.	Infrastructure Policy Number (IPN) 17	for Green campus in the college
2.	Brief Description of The Policy	Purpose: The policy helps to Maintain the green campus in the college.
3.	Draft prepared by	IQAC/ College Development Committee
3.	Policy Applies to	For green campus and clean environment.
4.	Effective from the Date	15-06-2019
5.	Approved By	Governing Body/ Management
6.	Responsible Authority	Principal
7.	Superseding Authority	Management
8.	Last Reviewed/ Updated	NA
9.	Key objective	<ul style="list-style-type: none"> • To maintain clean campus. • To avoid single use plastic. • Environmental Education and awareness • Proper Distribution of solid and liquid Waste.
10.	Reference for the policy	KBC,NMU university, Jalgaon



Mission Statement

Green audit aims to monitor the impact of college practices on the environment and Measures taken to secure healthy, eco-friendly and sustainable environment.

➤ **Procedures-**

- The College focuses specifically on the Waste management issues to protect the green environment of the campus. The staff and the students involve themselves to address the waste management issues through recycling and reuse.
- The institution observes the three waste management techniques like solid waste management, liquid waste management, and E- waste management.
- Solid Waste Management: The Department of Zoology prepares Vermi compost from dried waste. The compost is also used as manure in our botanical garden and is also sold to generate income.
- Liquid Waste Management: In the Department of chemistry waste chemical hazardous liquid first collected in the plastic tanks and neutralized and then passed. labs attached to chemistry and life sciences use water and this liquid waste along with the unused distilled water of RO plant is diverted to a deep pit which.
- The rainwater collects in the water harvesting, for rise the water level.
- E- waste: The department of computer science conduct the awareness campaigns on E-waste management.
- The gases generated in the laboratories are disposed through fuming chambers which are installed in chemistry laboratory.
- In the college ban on use of plastic in the college. no plastic day is being organized to reduce plastic usage.
- Two of the staff members use e-bikes to contribute to climate. Most of the staff members 'carpool' to reach the institution.
- Most of day scholars (70%) come to the college by bicycles 20% of students use public transport and remaining students come on foot. The staff members use public transport and 'car- pooling' also. The college has pedestrian friendly roads all around and present a pleasant view with flowering plants and trees.
- Under health audit mushroom cultivation certificate is organizing by microbiology & botany department to provide hands on training and to extend the knowledge of the health benefits of mushrooms.

