B. K. Birla College, Kalyan

(Empowered Autonomous Status)

Quality Policy Manual

PREFACE

A policy is like a roadmap that guides decisions, helping to make choices today and in the future. Policies and procedures are crucial in the realm of higher education, providing a framework for understanding, cooperation, efficiency, and unity among the teaching and non-teaching staff. The Quality Policy Manual is the commitment of the college to maintain high standards in education, ensuring fairness, and promoting a sense of togetherness within the college community.

The policies are designed to create a inclusive platform for everyone involved in the college, irrespective of background or identity. These guidelines are written down to help the college govern effectively, stay compliant with regulations, and ensure the smooth flow of processes within the institution.

The primary commitment of the college is to provide top-notch educational programs. This commitment involves the active participation of the Governing Board, staff, and all stakeholders. The college management is dedicated to maintaining a highly qualified and productive staff, offering the necessary facilities, resources, and conducive working conditions. In return, staff is expected to uphold high standards of quality and productivity, act professionally, and contribute to achieving the institution's goals.

The purpose of this policy is to inform students, teaching and non-teaching staff about the policies, regulations, and expectations that govern their roles and relationships within the college.

To ensure college policies stay relevant and effective, this manual undergoes regularl review by the Internal Quality Assurance Cell (IQAC). The College believe in continuous improvement to align with the ever-evolving needs of our institution.

Stakesholder can Consider this manual as compass. It's made to guide everyone involved in making decisions that align with the goals of institution. The policies within this manual became effective upon approval by the Governing Board of the College and revised from time to time.

The college reserves the right to modify, revoke, suspend, or change any part of these policies at any time, with or without notice, based on factors like funding limitations, legal requirements, or changing conditions.

In essence, this Policy Manual is a collaborative effort to create an environment where everyone can thrive, learn, and work together toward shared success.

IQAC Coordinator   **Principal**

Contents

Curriculum Design and Development Policy

Introduction

The College is an epitome of education and learning with the sole aim of providing outcome based academic programs to our learners which can serve their life and career goals. The College provides a coherent, inclusive and stimulating physical and social environment to the learners to harness and utilize their full potential and channelize their core values towards personal growth as well as contribute to nation building and national development. The College takes every kind of effort required in engaging, nurturing and transforming the lives of the learners. One such effort is related to the design and development of Curriculum which aims to provide a proactive, holistic and need based curriculum to the learners from the array of programs and courses offered by the College.

The College aims to provide an effective and robust curriculum according to COs POs, PSOs and in line with Blooms Taxonomy learning levels. The College is keen on introducing skill-based programs as per the industry requirements, local and global needs. The College has well defined policy on the design and development of Curriculum based on following aspects:

- Vision and Mission of the College
- Guidelines and regulations of regulatory bodies., University Grant Commission and University of Mumbai.
- Meeting up the quality indicators set by other authorities of Higher Education
- Promoting global standards and encompassing student diversity

Scope and objectives

The foundation of a vibrant and progressive educational institute is its pathbreaking, knowledge-enriching and thought-provoking curriculum. It is said that curriculum is the torch bearer for both the teachers and the learners in the path of academic success and career development. Accordingly, the curriculum policy of the college is committed to develop a curriculum enriched with inter-disciplinary and multi-disciplinary learning, skill developing, value adding and employment generating courses, aimed at developing six capacities amongst our students:

- Conceptual Knowledge: Promoting conceptual understanding amongst the students.
- Research Oriented: Creating Research oriented learners with scientific temper and rational thinking.
- Skill Based: Developing problem solving and decision-making skills amongst the students.
- Promoting lateral thinking and critical reasoning.
- Career Oriented: Building Confident learners ready to face the challenges of the market-oriented world.
- Nation-Building: Nurturing responsible citizens having faith in constitutional values and contributing to national development with the spirit of scientific enquiry and reforms.

- Socially Inclusive: Developing empathetic learners sensitive to the needs of the marginalized sections of society.

Curriculum Design and Development Process:

The College shall follow a well-structured system for developing content of the curriculum and the overall design of the curriculum. The restructuring of the curriculum shall be prepared giving due consideration to suggestions from stakeholders so as to make the curriculum relevant to contemporary times. To be globally relevant the curriculum shall be revised with not more than 3 years gap.The same process shall apply to skill based certificate courses (2 credits) and other Add-on courses.

The framing and revision process of Programme Outcomes, Programme Specific Outcomes, Course Outcomes and Course Objectives shall be specifically aligned to the vision and Mission of the College and as per UGC notification (Feb 2018/April 2023) for autonomous institutions. The needs and requirements of all the stakeholders like the students, teachers, parents and employers shall be primarily considered during the course designing process.

Statutory Bodies to be involved in Curriculum Design and Development Process:

Governing Council

- It shall be the central decision making body of the college and formed as per the guidelines from Government of Maharashtra.

Governing Body

It shall comprise of the following members:

- Management (5 Members): Trust or management as per the constitution or byelaws, with the Chairman or President / Director as the Chairperson

- Teachers of the College (2 Members) : Nominated by the Principal based on seniority by rotation

- Educationist or industrialist (1 Member): Nominated by the management

- Administrative staff (1 Member): Nominated by the UGC

- State Government nominee (1 Member): Academician not below the rank of professor or State Government official of Directorate of Higher Education / State Council of Higher Education

- University Nominee (1 Member) : Nominated by the University

- Principal of the College - Ex-Officio

- Other Permanent Invitees

Academic Council:

It shall comprise of the following members:

- The Principal (Chairman)
- All the Heads of Departments
- Not less than four experts / academicians from outside the College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences, etc. to be nominated by the Governing Body
- Three nominees of the university not less than Professors
- The Controller of Examination of the College
- A faculty member nominated by the Principal (Member Secretary).

Board of Studies (BoS) :

It shall comprise of the following members:

- Head of the Department concerned (Chairman)
- The entire faculty of each specialization
- Two subject experts from outside the Parent University to be nominated by the Academic Council
- One expert to be nominated by the Vice Chancellor from a panel of six recommended by the College Principal
- One representative from Industry / corporate sector / allied area relating to placement
- One postgraduate meritorious alumnus to be nominated by the principal.
- The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
- Experts from outside the college whenever special courses of studies are to be formulated
- Other members of staff of the same faculty.

Policy

The college shall strive towards academic excellence through the strong foundations of learner centric, knowledge based, value based and need based Curriculum enabling each student to develop path breaking careers and stimulate their conscience with quest for excellence and knowledge. The college shall :

- Provide quality curriculum synchronizing with the needs of diverse student base.
- Offer value-based curriculum enriching the minds of the learners.
- Develop research capabilities, critical thinking and life long passion for learning.
- Emphasize on industry oriented experiential learning, practical application of the subject, etc. to make the curriculum more interesting for the students.

- Foster global competencies amongst the students.
- Develop employability, entrepreneurship and vocational skills of the learners through career-oriented curriculum.
- Design the progressive curriculum with focus on professional ethics, human values and creating environment and cultural awareness in the minds of the learners.
- The structure of the curriculum shall contain details related to
  - Number of lecture required
  - Pattern of evaluation
  - External and internal assessment
  - The number of semesters
  - Credit pattern for core and elective papers
  - List of reference material and question paper pattern based on bloom's taxonomy.
- Curriculum design process shall follow the below mentioned process:
  - Stakeholders' suggestions to be collected by each department before curriculum revision.
  - Departmental meetings shall be held to prepare a draft copy of syllabus in consultancy with members of Board of Studies.
  - Board of Studies meeting to be conducted to prepare find draft of the curriculum.
  - After implementing suggestions given by the members of the Board of Studies, the curriculum shall be placed for the approval of the Academic Council.
  - After adapting the suggestions given by the Academic Council, the syllabus shall be forwarded to the Governing Body and Governing Council for the approval.

Role of IQAC in Continuous Upgradation of Curriculum

IQAC along with the dedicated faculty from each department shall focus on timely upgradation of curriculum. IQAC shall :
- Scrutinize proposed curriculum changes and assess their alignment with the institutional mission, relevance to current trends, and effectiveness in meeting the evolving needs of students and society.
- Foster a culture of continuous improvement through effective curriculum upgradation from time to time.
- Adopt innovation, pedagogical advancement, and responsiveness to the ever-changing educational landscape.
- Ensure that the revised curriculum remains dynamic and transformative to enable shaping the future of its students.
- Shape and refine the curriculum of each department, ensuring that it reflects the latest advancements, aligns with department-specific goals, and meets the ever-evolving needs of students and industries.

- Act as the custodian of academic quality and specialization, along with team of dedicated educators from each department and experts in their respective fields.

- Foster a sense of ownership and expertise amongst faculty members towards the process of developing a dynamic curriculum meticulously scrutinise the subject matter to transform the curriculum into a relevant framework, empowering students to excel in their chosen fields and navigate the complexities.

Admission Policy

Introduction

In the spirit of fostering a vibrant and inclusive academic community, the Admission Policy of college shall stand as a beacon of opportunity. It shall serve as a gateway for aspiring minds from all walks of life, underlining our commitment to providing equal access to the transformative power of education. Anchored in the principles of meritocracy, the policy shall ensure that talent and dedication shall remain the primary criteria for selection, while simultaneously celebrating the diverse tapestry of human experience. With transparency, fairness, and a holistic approach to evaluation, college shall aim to not only admit students but also future leaders, innovators, and change-makers who shall collectively shape the dynamic future of the institution.

Scope and Objectives

The objectives of this policy shall be to establish guidelines and procedures for the admission of students to Degree College undergraduate programs in Arts, Science, and Commerce faculty, in accordance with the University guidelines. This policy shall be applied to First Year, Second Year, and Third Year Degree College, including both aided and unaided programs in Arts, Science, and Commerce faculty.

Policy

The Admission Policy at the college shall be committed to fostering a diverse and inclusive student body while upholding the principles of merit, transparency, and equal opportunity. The college shall ensure a extensive student body, representative of a variety of backgrounds and perspectives, contributes to a vibrant and enriching educational experience for all. No donations of any kind shall be accepted.

Procedure of Admission

Online Admission procedure shall ensure transparency and ease of processing by the applicant. Any out of process admissions shall be liable to be disciplined as per defined rules of the college.

Complete admission schedule shall be notified as per the guidelines of University of Mumbai and Government of Maharashtra.

- Prospectus: A printed prospectus shall be provided to the first-year students. The college prospectus will clearly outline all admission related procedures, rules, and regulations. For second and third-year students, admissions shall be directly handled by the admission committee.

- Admission Committee Formation: The principal shall constitute the admission committee comprising of members from each Program to oversee the admissions process.

- Admission Notice: The admission committee shall issue an admission notice for the academic year, detailing available programs, eligibility criteria, fee structure, documents required, and admission dates.

- Enrollment and Form Submission: First-year students shall complete online enrollment forms on the website of University of Mumbai Road the the College. The filled forms, along with necessary documents, shall undergo scrutiny by admission committee for verification.

- Merit-Based Selection: All admissions shall be done only on a merit basis. Entrance exams shall be conducted for selected programs.

- Aided and Unaided Programs: In-house students shall have preferential admission to aided programs as per the guidelines from Univdrsity of Mumbai, while unaided programs admissions shall be strictly merit based.

- Merit Lists and Admission Process: Merit lists shall be prepared, displayed on the notice board, and eligible students shall have three working days to complete the admission process. Subsequent merit lists shall be prepared wherever required.

- Document Verification and Fee Collection: Admin Clerk shall verify documents, obtains Vice Principal's signature, collect fees through online mode or Demand Draft, and shall issue fee receipts.

- Eligibility verification: Admissions requiring eligibility and equivalence clearance shall be forwarded to the concerned administrative department for verification and approval.

- Admissions from Management Quota: Admissions through the management quota shall be decided as per the college policy. Applications received shall be forwarded to the Chairman-Governing Council, and all management quota admissions shall be granted based on the decision of Management of the College.

- Scholarship based admissions:
  - Admissions for EBC students and Sports students shall be covered under the management scholarship policy of the college.
  - Admissions under various categories shall be done fully and fairly as per the government prescribed reservation policy.

- Identity Card Issuance: The administrative office shall issue identity cards to the studentswho secure admission of College.

- Second and Third Year Admissions: Admissions for these years shall follow a similar procedure, with seats shall be allocated based on availability after filling up the in-house student.

- Cancellation of Admissions: Duly filled admission cancellation forms, signed by the concerned Vice Principal, and Principal shall be received, and entered into the admission cancellation register.

- Refund of Fees: Fees are refunded as per the guidelines from University of Mumbai.

Teaching Learning and Evaluation Policy

Introduction

The College place the highest priority on providing a rich, innovative, and student-centric teaching and learning environment. Teaching, Learning, and Evaluation Policy shall remain a testament to commitment to academic excellence of the college, ensuring that our educational programs are designed to empower students with knowledge, skills, and experiences necessary for their personal and professional development.

Scope and objectives:

This policy shall apply to all Programs at the College.

This policy provides a framework for establishing an excellent teaching-learning and evaluation at the college in each attribute of curriculum design, support and administration. It reflects the vision, mission, core values and considered objectives of the College.

- College shall put in place an elaborate and extensive mechanisms for the ongoing review of the teaching-learning process.
- IQAC shall monitor the review process for achieving higher benchmarks of quality.
- The teaching learning process shall
  o Focus on student centric methods and effective teaching learning process in digital platform.
  o Ensure access to education for a diverse student body, accommodating various backgrounds, learning styles, and needs. Stimulating learning styles reflect real progression opportunities in sustainable environments
  o Emphasize upon implementation of learner-cantric, job-oriented, socially relevant, research-based, and innovative programs.
  o Focus on equipping students with the skills and knowledge required for thriving in a highly competitive global landscape.
  o Focus upon innovative and dynamic educational approaches. College shall strive to go beyond traditional boundaries, preparing students not just for academic success but for a broader, more interconnected world.

Policy

The College shall remain committed to fostering a dynamic teaching and learning environment that not only imparts knowledge but also nurtures critical thinking, creativity, and personal growth. Teaching, Learning, and Evaluation Policy shall stand as a testament to dedication to educational excellence, innovation, and the holistic development of students.

1) The teaching-learning activities shall

   a. primarily focus on achieving outcomes, encompassing Course Outcomes (COs), Programme Specific Outcomes (PSOs), and Program Outcomes (POs).

   b. aim to enhance students' abilities in English language proficiency, critical thinking, reflection, ethical behavior, and informed decision-making, preparing them for life and work challenges.

2) Skill based courses for language proficiency, soft skills, job preparedness, shall be integrated in the programs.

3) Recognizing the unique knowledge, skills, and attitudes each student brings, the College shall offer optimum choice of electives in the programs.

4) Utilizing educational technology, including Learning Management System (LMS) and Campus ERP (Mastersoft College Management System), the College shall commit to continuous improvement in teaching and learning.

5) Student centric methods, such as experiential learning, participative learning, and problem -solving methodologies shall be used for enhancing learning experience. Teachers shall use ICT- enabled tools including online resources for effective teaching and learning process.

6) The college shall

   a. effectively use a mentor-mentee system so as to extent impactful support to the students.

   b. facilitate effective peer mentoring programs in the campus.

7) Teachers shall introduce and employ a variety of teaching and learning methods and resources, both inside and outside the classroom, such as:

   a. Experiential learning

   b. Intelligent Questioning Techniques

   c. Practical reflective learning activities

   d. Interactive seminar- and tutorial-style sessions

   e. Use of other interactive methods/resources

   f. Teacher-led lessons

   g. Use of a Virtual Learning Environment and other media

   h. Field trips and visits

   i. Invited speakers/experts

   j. Case study-based group work

   k. Research-based assignments

Operational Principles of Teaching, Learning, and Evaluation

1) Curriculum revisions shall prioritize measurable course outcomes at higher levels of Bloom's Taxonomy to ensure apparent attainment levels.

2) Course outcome attainment shall be measured through multiple assessments, emphasizing continuous assessment (CA) and semester-end assessment (SEA). Innovations include components like Continuous Assessment for Research Skills (CARS) and Continuous Assessment for Deepening Knowledge (CADL).

3) The College shall support teachers by providing resources, facilities, and continuous professional development opportunities. Recognition of excellent teaching and the sharing of good practices contribute to an enriched teaching environment.

4) The Academic calendar shall be prepared by a committee comprising of Principal, Vice Principals and IQAC members.

5) IQAC shall undertake the following significant activities:

   a. Academic calendar and action plan.

   b. Teaching plan, teachers diary and attendance record of the students.

   c. Adoption of innovative teaching methods

   d. Monitoring the teaching-learning process by HODs regularly

   e. Conducting formative and summative assessment as per schedule

   f. Appraising the performance of teachers

   g. Feedback from all the stakeholders

6) College shall provide quality learning resources and remain dedicated

   a. to ensure a comprehensive and supportive learning environment for its students.

   b. To provide personalized guidance from the initial inquiry stage until the completion of the program and beyond.

   c. To assure each Student of the college an access to high-quality learning resources, an effectively managed classroom setting conducive to learning, and timely, personalized feedback to facilitate continuous improvement.

   d. to emphasize the integration of work-based learning experiences, recognition of prior learning, and the implementation of fair and transparent assessments aligned with specified learning outcomes.

7) The institution shall be committed to introduce outcome-based learning as per the UGC guidelines across all programmes. Every course offered by the institution shall remain to uphold the highest standards of educational excellence. The institution shall clearly state learning outcomes (programme and course outcome)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents and the attainment of the same shall be evaluated.

   a. Each course in the college shall be characterized by explicit and well-defined learning outcomes, coupled with clear statements outlining the course objectives.

   b. Emphasizing practicality, the courses shall focus on fostering employment-related outcomes and facilitating career development.

c. A carefully structured program of subjects, modules, or units shall be implemented, ensuring cohesiveness that aligns seamlessly with the overarching goals of each course.

d. Commitment to quality shall be evident through the regular formal review processes that each course undergoes, demonstrating the institution's dedication to continuous improvement and adaptability in the dynamic landscape of education.

e. All modules shall have clear statements of learning outcomes.

f. All modules shall be taught by faculty members with appropriate levels of up-to-date knowledge and skills

g. College shall focus to develop learners' self-assessment skills to identify potential improvement areas.

h. College shall remain committed to assess the students fairly and objectively and no discrimination

8) At the commencement of program, the college shall do a learner analysis, classify learners, and provide special support to students. Students with special needs shall be given special attention. Additional guidance shall be provided using simple and/or regional language with relatable examples beyond regular teaching schedule.

9) The College shall remain committed to elevating the proficiency of its educators through a multifaceted approach.

a. Embracing the digital age, the college shall actively foster the integration and advancement of educational technologies to enhance the overall teaching and learning experience.

b. A culture of acknowledgment and appreciation shall be cultivated through the recognition and rewarding of outstanding teaching.

c. The College shall place a premium on the continuous growth of its teaching staff, ensuring unfettered access to ongoing professional development opportunities.

10) By fostering a collaborative environment, college shall promote the sharing of best practices across all facets of the College.

11) College shall remain committed to encouraging scholarly pursuits, with an emphasis on the excellent teaching and learning, thereby fostering a community of educators dedicated to the continuous refinement and enrichment of pedagogical approaches.

The teaching, learning, and evaluation policy of the College stand as a testament to the commitment to creating a dynamic, inclusive, and learner-centric educational environment. Through continuous improvement, technological integration, and a focus on outcomes, college aim to empower students for a lifetime of success and contribution to society.

Innovation and Entrepreneurship Policy

Introduction

The College established with the broad objective of empowering youth has evolved into an institution of repute, serving national, regional and local needs. Tracking the nation's trajectory towards self development, the college has focused on imparting quality education and all-round development of the students. In line with the policy of the government of India in nurturing the innovation and Startup culture in HEIs, the college established the Institution Innovation Council registered with MHRD in the academic year 2019-20.

Objectives

- Identify and motivate interested students from all the departments to join and become active members of the cell.
- To tie up with government bodies like Atal Innovation Mission (AIM) or START-Up India, Techno Hub, DST, and Govt. of Raj. Etc.
- To teach and train students (non-commerce & BMS background) the skills & basics of Business Administration, Entrepreneurship, Economics, Accounting, and different functional areas of Management
- To assist and guide startups by providing mentorship support in converting innovative business ideas from early-stage to scalable level & commercially viable level
- To support startups by providing industry tie-ups, mentorship, connection to funding agencies, and management training
- To plan and conduct different innovation and entrepreneurship-related activities such as periodic workshops, seminars, and interactions with entrepreneurs, Angel investors, and professionals, and build a mentor pool for students.
- To motivate students' awareness of their social responsibility and also encourage the idea of social entrepreneurship.

Policy

- Innovation Ambassador Programs for training and providing mentoring support to students and faculties must be organized at regular intervals.
- Impact lecture session should be arranged to improve our Institution's performance in comparison to other HEIs should be arranged.
- Mentor and guide students to encourage maximum participation in Innovation Contests organized by Ministry of skill development and entrepreneurship.

- The College shall:
  - Work towards Getting more and more Inter Institutional Collaborations to promote entrepreneurial culture in our Institution.
  - Organize Specific Women Entrepreneurship Promotion Programs
- Collaborative activities to be conducted with NGOs for grass root entrepreneurial and innovation practices.
- Support students in exploring entrepreneurial talents, specifically in the IT sector, and come up with technical innovations.
- The college must
  - Facilitate Copyright and patent registration procedures.
  - Set up an incubation center.
  - Start skill development certificate courses
  - Take initiatives to commence vocational UG and PG programs.
  - Encourage socioprenuers initiatives amongst students of the college.
- Student training and workshops for faculty to be conducted to enhance overall entrepreneurship culture amongst students.
- MoU with institutes to be signed for monitoring and supporting interested students.

Research Policy

Introduction

The College is a multi-faculty institution. More than 8500+ students pursue higher education at the UG, PG and Ph.D. level. There are 23 faculty members are recognized as Ph.D. Guides of University of Mumbai. The college has Ph.D. Centres in Botany, Physics, Chemistry, Zoology, Microbiology, Biotechnology, Hindi, History, Economics. The department of Marathi and Political Science enrol their Ph.D. Students at University departments. Till date 74 students have been awarded their Ph.D. from BKBCK. The college adheres to norms, ordinances and regulations formulated by University of Mumbai.

Scope

- To be recognized not only as a college that imparts quality education, but also to grow as an institution of genuine and meritorious research culture and development.
- To expand its footprint in innovation, consultancy, and in patenting of ideas emerging from research work.
- To provoke more meaningful engagement with contemporary issues of the world and to open conserve conversation in inter-disciplinary studies.
- To facilitate and provide Seed Money to the concerned faculty as per the research proposals proposed to the Research Committee and College Management.
- To encourage
    - the faculty members to attend the Faculty Development Programs and other research activities and reimburse the expenditure under the provision of Seed Money.
    - The faculty members to take up research and publish in peer-reviewed journals listed in UGC CARE, Web of Science, Scopus, and other reputed platforms, write books or book chapters for reputed publishing houses.
- The college aims to provide an impetus to develop the culture of research.

Objectives

- To inculcate research awareness amongst the faculty members / students through interactions with eminent scientists from various fields.
- To motivate newly appointed faculties to pursue doctoral / post-doctoral research and undertake Research Projects.
- To undertake Minor / Major research projects, consultancy from various funding agencies and emphasize interdisciplinary research.
- To organize National / International conferences / seminars / webinars / workshops on frontier research topics on regular basis.

- To encourage
    - Publication of research outcomes in reputed national / international journals which would help the faculty members to enhance their research activities.
    - Collaborative research with reputed national / international institutions. Workshops pertaining to research methodology and IPR are organized to promote research outcomes.
    - the faculty members to continuously take up research and publication works with greater assiduity and passion
- To provide
    - Partial financial assistance, grant special leave for faculty members to attend conferences at national / international level as and when needed.
    - Infrastructural development, creation of sophisticated instrumentation centers; with instrumentation like XRD, FTIR, AAS, HPLC, HPTLC, AFM, RT-PCR etc.
    - Computational facilities to upgrade research centers.
- To apply for NABL accreditation for various parameters to strengthen Research and Consultancy.
- To strengthen industry and academia linkages by undertaking consultancy projects.
- The college has well equipped central library, and has useful resources for research in Humanities, Science, Commerce and Management.

Policy

Establishment of the Research Committee:

The College shall form a Research Committee comprising the Principal as the Chairman of the Committee, and the faculty members of the three streams that is Arts, Science and Commerce as the Committee Members. The committee members shall be responsible to keep an eye on the research activities performed in the college, and motivate, plan and implement these activities in the college. The committee shall adhere the responsibility of upgrading the various norms and rules of UGC and other research organizations by displaying or informing the faculty and students regularly. The committee shall be responsible to encourage the faculty members to achieve the grant in the form of Seed Money provided by the institution. However, the committee shall further scrutinize the proposals submitted under the Seed Money provided by the organization, and shall decide upon the amount to be spent on seed money for attending conference to present a paper: for registration, or travelling expenses etc. The committee shall be responsible for following the research ethics in the institution.

Strategies evolving to achieve the targets of the Research Policy
- The college shall
    - Promote inter-disciplinary research collaborations amongst the departments through project proposals and grants funded by national and international research bodies.
- The college shall Encourage

- o Memoranda of Understanding in academics and industries.
- o Staff members to publish research papers in standard journals (UGC Care Listed, Scopus, Web of Science, Peer Reviewed) along with students.
- o Faculty members to edit and publish research papers and books on subject specific domains.

- The College shall recognize the Ph.D. recipients among its faculty and students at the annual Convocation ceremony by felicitation of the student along with their respective guide.

- Research output shall be an essential criterion for faculty recruitment and promotion.

- In tune with the policy of research ethics and conduct, the College shall use the University software/ subscribed software for Plagiarism.

- Health and Safety protocols in line with ISO 9001:2015 standards shall be maintained in all the research laboratories.

- To secure National and State level Grant for research promotion and innovation and accordingly the college shall obtain grants from CE, CPE, FIST, AYUSH, RUSA, and DBT Star College Scheme.

- In order to promote innovation skills among students, the Entrepreneurship Development Cell (EDC) shall be established and a 'Learn and Earn Scheme' has been working for the needy students at the college.

- The consultancy cell shall be active and has a general practice of providing research-based consultancy to industry and other business firms like NABL, DRDO, and Century Rayon, Shahad, Thinq Pharma and NMRL, Ambernath.

- The college shall support filing of patents and accordingly the college has 34 National and 12 International patents which have been published from the department of Microbiology, Zoology, Biotechnology, Physics, Chemistry, Computer Science and Hindi.

- Students shall be encouraged to participate in National Research activities like *Avishkar* and *Economic Convention.*

Consultancy Policy

Introduction

Ref: University of Mumbai Circular No. APD/449/1/of 2012 dt. 18th February 2012.

Aims and objectives.

It aims to create systematic provisions for carrying out the consultancy work by the faculty of the college. The objectives of Consultancy Policy are as follows:

- Determine, develop and support faculty to provide consultancy
- To enhance academic endeavors in interdisciplinary, multidisciplinary and interdisciplinary perspectives in collaboration with Universities, Industries, Government Bodies and Academic Institutions.
- To guide the faculty to handle the consultancy projects smoothly and to coordinate various stages of consultancy.
- To become an active partner of knowledge exchange with other organizations.
- To establish, distribute, retrieve, and rebuild the technical knowhow and knowledge on cross-cutting issues.
- To enlarge and reinforce the research abilities and competencies of the faculty members.
- To draw coordination between the current expertise and demands in the industry with curriculum.
- To foster entrepreneurship development activities and develop employment opportunities through consultancy services.

Policy

- The faculty must undertake consultancy assignment with prior permission of the Head of the Departments / Principal of the College / Director of the College. The concerned faculty should submit complete details of the entire assignment viz time-invested, finance, detailed schedule etc.
- The faculty will not get any concession in the actual teaching hours / workload, whatsoever while executing the assignment. However, the faculty, if misses the teaching duty due to any emergencies / unavoidable circumstances the competent authority may allow the faculty to undertake the said activity with an assurance to make good, the academic loss which has to be adjusted by exchanging the duty appropriately.
- The faculty may be granted not more than 50% concession in the total time other than the actual teaching hours for which he /she is expected to be present on the premises per week for the assignment undertaken by him / her with prior permission of the competent authority.
- Ordinarily, permission cannot be granted for more than 5 assignments at a time. However, in exceptional cases, same may be considered, provided proper time management is ensured.

- A separate ledger account shall be opened and maintained by the Department / College for resource generated from the. activities and the same shall be utilized for infrastructure development and other facilities as may be deemed fit mutually by the Head of Dept. / Principal of the College and the faculty generating said resources. Dead stock Register shall be maintained wherever applicable. The Department / College shall be accountable for the same. The College shall verify the records, as and when required.

- There shall be no bearing on the grant in aid (salary / non salary grant) of the College and that the College shall continue to enjoy the same grants, Management funds, irrespective of the revenue generated from the said activities.

- The sharing of revenue generated from various assignments / activities shall be as follows:

  a) The expenditure incurred as direct cost and recurring cost shall be deducted from the resource generated before sharing the funds / resources.

  b) If the infrastructure of Dept. / College is used, the said sharing will be in the ratio of 30:70, wherein the share of 30% after deduction of the expenditure as envisaged here in above shall be paid to the College, while 70% shall be retained by the concerned faculty / faculties.

  c) However, if no infrastructure of Dept. /College is used, then the said sharing shall be in the ratio of 10:90 wherein, the share of 10% after deduction of the expenditure as envisaged here in above, shall be paid to the College / Dept. while 90% shall be retained by the concerned faculty / faculties.

  d) If a teacher authors any book of academic and research importance the consultancy charges (Royalty) received towards provision of Intellectual Services can be completely (100%) kept by respective faculty. (all kinds of taxes to be paid by faculty only).

- As a part of quality enhancement, industry academia interface and also for encouraging resource generation for supporting higher education, the following activities can be undertaken, subject to the above conditions.

  a) Consultancy
  b) Services
  c) Incubation Model
  d) Corporate Research and Development
  e) Market Research and Consumer Study
  f) Government and Industrial Project
  g) Pilot Plant
  h) Entrepreneurial Activities in collaboration with Educational Institutions
  i) Software and Hardware Solutions.

Feedback Policy

Introduction

Feedback policies at the college play a pivotal role in shaping the quality of education, fostering stakeholder engagement, and ensuring the institution's long-term success and recognition in the ever-evolving landscape of higher education. The importance of these policies cannot be overstated. They cultivate a student-centric approach, placing students at the core of decision-making processes. By fostering a culture of continuous improvement, feedback policies help the college adapt its programs and services to changing needs and standards.

Scope and objectives

As an important part of academic activity, college feedback policy shall focus

- To conduct curricular, co-curricular and extracurricular programs.

- To enhance the quality of teaching-learning.

- To improve teaching standards for all academic programs

- To help IQAC create benchmarks in the teaching-learning process.

The IQAC shall implement feedback on teaching learning through a dedicated online mechanism on college website to implement the entire process. Feedback shall be conducted for all academic programs in every semester.

Feedback collection Policy

- The Feedback Policy shall

  - Highlight commitment of college towards transparency, responsiveness, and continuous improvement.

  - Be dedicated to creating an environment where all stakeholders feel comfortable sharing their thoughts, knowing that their input is valued.

  - Serve as a catalyst for positive change and ongoing excellence in the college.

- The feedback committee shall consist of HODs, senior faculty members and IQAC coordinator.

Student Satisfaction Form:

- Online student satisfaction form shall be designed by feedback committee using suitable web-based Platform.

- The Online feedback link shall be shared with the Students by the program heads and faculty so as to cover maximum students.

- The sample size for student feedback shall be at least 20% of total student strength.

- Student Satisfaction forms data shall be collected and analyzed using suitable digital tools.

- The satisfaction index shall be calcualted.

- The same shall be presented in the management review for discussion and continual improvement.

Teaching Learning Feedback Form:

- Online student feedback form shall be designed by feedback committee using suitable web-based Platform.

- The rating of each teacher shall be calculated and informed to the teacher concerned by the Head of the Department.

- The same to be presented in the departmental meeting for discussion and continual improvement.

Curriculum Feedback

- Syllabus review suggestions shall be taken from students and other stakeholders.

- Online student feedback form shall be designed by feedback committee using suitable web-based Platform.

- Feedback shall be taken for the curriculum designed from Students, Faculty Members, Employers and Alumni.

Feedback data collection and analysis process

Data shall be collected and analyzed for monitoring and measurement of student perception and satisfaction. Analysis and graphical presentation of collected data on Student Satisfaction and Feedback Forms shall be used for continuous improvement of the teaching-learning process.

- A structured (rating-based) feedback form, designed by feedback committee shall be shared with all HODs for circulating amongst stakeholders such as: 1. Students 2. Teachers 3. Alumni and 4. Industry Experts.

- Distribution of Student Satisfaction and Feedback Forms online link to the faculty members shall be done by the Vice Principals through the Heads of the Department biannually (Semester wise).

- The Head of the Department shall arrange to collect the duly filled in feedback forms

- Feedback forms data shall be collected and analyzed through suitable software

- The Heads of Department shall arrange to analyze the collected Feedback Forms.

- The analysis report with documents shall be submitted by the HOD to the Vice Principal within 7 days

- The Vice Principals shall review the report and present it to the Principal and Director within 7 days for discussion and selection of value adding suggestions

- The same shall be presented in the IQAC Meeting and discussed with Director, Principal, management representative and HoDs for continual improvement.

- The responses from stakeholders to be analysed by the members of the feedback committee

- The suggestions received from the feedback reports shall be promptly communicated to members of all departments.

- An Action Taken Report (ATR) shall be prepared by each department and be submitted to the IQAC.

- IQAC shall analyse the reports and compile it in the form of an Annual Feedback Action Taken Report.

- The ATR shall be approved by the feedback committee and shall be duly uploaded in the college website.

Through feedback from all stakeholders, this policy shall eventually assist in continuously improving the teaching-learning process.

MoU for Collaboration Policy

Introduction

An MoU is a formal agreement between the college and one or more external entities (such as other organizations, institutions, or government agencies) to establish a framework for cooperation and collaboration while clearly defining the roles, responsibilities, and objectives of each party. This unique policy statement for MoU Collaboration Policy reflects the spirit of collaboration and innovation in a distinctive manner.

Scope and Objectives

The College MoU for Collaboration Policy serves as the foundation for fostering innovative and impactful collaborations. It outlines the principles and procedures for the development and execution of Memoranda of Understanding (MoU s) within the college. Our aim is to catalyse synergy, establish clear role delineation, and ensure that all MoUs are constructed with legal and ethical rigor.

The purpose of this policy is to facilitate collaboration, define expectations, and ensure that all MoUs adhere to legal and ethical standards. This policy applies to all MoU s established by the College with external entities, including but not limited to other organizations, institutions, government agencies, and any third-party collaborators MoU shall be amended from time to tome to enhance value to the programme offered in the campus. For international tie ups the laws of land to be followed.

Policy

MoU Formation

a) All proposed MoUs should align with the mission and goals of the College.

b) The initiation of an MoU can come from any department within the College and should be approved by the appropriate authorities.

c) Prior to drafting an MoU, a feasibility assessment should be conducted to evaluate the potential benefits and risks.

d) MoUs should be drafted and reviewed by legal counsel to ensure compliance with applicable laws and regulations.

e) MoUs may be signed by authorized representatives of the College and the partnering entity.

Contents of MoU

a) MoUs should include:

- Parties involved (including contact information)

- Purpose and objectives

- Scope and duration

- Roles and responsibilities of each party

- Financial terms (if applicable)

- Dispute resolution mechanism
- Confidentiality and data sharing provisions (if applicable)
- Termination and exit strategies.
- Governing law and jurisdiction

b) MoUs should clearly state that they are not legally binding contracts and are subject to negotiation and revision.

Execution and Implementation

a) Both parties should ensure that the MoU is implemented according to the agreed-upon terms.

b) Regular communication and collaboration should be maintained to achieve the outlined objectives.

c) Any modifications or amendments to the MoU should be made in writing and approved by both parties.

Monitoring and Review

a) A designated party within the College should be responsible for monitoring and evaluating the progress and outcomes of MoUs.

b) MoUs should be reviewed periodically to ensure that they continue to serve the interests and goals of the College.

Termination

a) Either party may terminate an MoU with written notice, as specified in the MoU.

b) Termination should be conducted in good faith and with a focus on resolving any outstanding issues.

Compliance

a) All MoUs must comply with local, state, and federal laws, as well as policies and procedures of the College.

b) Legal counsel should review MoUs to ensure compliance.

Record-keeping

a) Copies of all MoUs and related documentation should be maintained by the College.

b) All parties should have access to copies of the MoUs.

Training and Awareness

The College shall provide training and awareness programs to employees involved in creating, implementing, or managing MoUs.

Review and Revision

This policy should be reviewed periodically and updated as necessary to reflect changes in laws, regulations, or needs and objectives of the College.

Contact Information

For questions or concerns related to MoUs, contact Principal of the College .

Maintenance Policy

Introduction

This policy has been developed to ensure effective maintenance, handling, and management of various physical and support facilities. The policy shall focus on cost savings by:

- Improving the overall ambience of the campus

- Cutting down on equipment and system downtime.

- Increasing the lifespan of buildings, equipmetns, and machinery.

- Increasing the reliability and accuracy of equipment.

- Ensuring that equipment remain opeational.

Scope and objectives

This policy shall apply to all the activities that and amenities that meets the College requirements. The objectives of this policy include:

- To abide by an organized program so that administrative costs are minimized and the workload for human resources is organised at a relatively constant level.

- To have an environment friendly ambience and ensure the health and security of all the stakeholders.

- To carry out maintenance on a continual basis.

- Precautionery and preventive maintenance system so that corrective measures may be planned, estimated in the budget and completed in a timely manner.

- To preserve energy and resources by ensuring maximum operating efficiency of energy consuming equipment and systems.

- To maintain user friendly approach and to emphasize on preventive maintenance activities.

- To identify and implement possible developments that will reduce costs, improve service, and result in more efficient operation.

- To upgrade the amenities in accordance with technological advancements.

Classification of maintenance

The repair works shall be classified as:

- Day to day repairs/service facilities

- Monthly maintenance

- Annual repairs/ Special repairs

- Preventive Maintenance

Daily maintenance

The activities that need to be done on a daily basis, such as clearing clogs in drainage pipes, manholes, restoring water supply, repairing taps, replacing blown fuses, repairing defective switches, fans ,tube lights, watering plants, grass mowing, hedge cutting, leaf sweeping, and so on, are covered by day-to-day service facilities. The goal of this facility shall be to ensure that various services in the buildings continue to function properly.

Monthly maintenance

Monthly maintenance shall focus on

1) Pest Control
2) Fogging
3) Tank cleaning
4) Watercooler Cleaning (Four times a month)

Preventive Maintenance (AMCS)

Examination of the building shall be ensured to do preventive maintenance. Preventive maintenance shall be done:

- To keep machinery, devices, and equipment from breaking down and causing maintenance issues in buildings and services.
- Based on frequent inspections and surveys.
- Shall be performed to avert mechanical failure.
- Shall cover AC, Generators, WTP, STP, All UPS, Hydrant System, Fire Extinguishers, Transformer, All CCTV Cameras and Turnstile.

Annual Repairs/Special repairs

These repair projects shall be carried out

- To repair existing buildings and maintain what have deteriorated as a result of the age/ wear and tear of the building.
- To prevent the structure and services from deteriorating and to restore them to their original state.
- Before every monsoon, the building must be inspected 2-3 times a year.
- Shall focus on painting, Planned Repairs, Waterproofing (In the case of buildings, preventive maintenance, such as against seepage, is essential), Structural strengthening, Replacing of old doors and windows, Repair of all Grills, Clearing of all storm water drains before Monsoons.

Asset management

Effective management of IT assets, Laboratory equipment, instruments and other equipment shall be essential for the efficient operation of the organization.

- To ensure
    - accountability and maintenance, all department heads shall be entrusted with the responsibility of overseeing the IT assets within their respective departments.
    - the longevity and optimal performance of these assets, preventive maintenance shall be conducted on a regular basis.
- Each IT asset shall be meticulously tagged with a unique identification, and a comprehensive asset register shall be maintained to track these assets (E.g., computers, servers, etc.).
- The asset register shall be shared with the IT department for physical verification, promoting transparency and accountability.
- Moreover, a systematic record of asset issuance and returns shall be maintained, enabling to monitor and manage the distribution and retrieval of IT assets.
- In instances where an asset is no longer operational, it shall be either repaired or properly disposed of, with prior approval from the IT department, in adherence to established protocols.
- In the interest of data security, any asset being scrapped shall undergo thorough formatting and data removal procedures. The organization shall also conduct periodic internal asset verifications, and records of these verifications shall be diligently maintained at the department level.
- Furthermore, the organization shall carry out periodic audits of the asset management processes within each department, ensuring compliance and adherence to established policies and procedures.
    This comprehensive approach to IT asset management will contribute to the smooth functioning of our organization while safeguarding our valuable assets.

Physical infrastructural maintenance

The physical infrastructural maintenance shall focus on civil and electrical:

- Civil: All works which are to be executed by a civil engineer comes maintenance by civil department.
- Electrical maintenance- the works to be executed by electrical engineer comes under electrical maintenance

Civil Maintenance

The civil Maintenance Department shall be looked after by the designated employee to look after all Civil repair and maintenance. This Department looks after the plumbing, maintenance of the buildings, painting work, maintenance of roads, renovation projects, etc. All technical advice shall be given by Civil Department, Century Rayon regarding the Civil Maintenance. The complaint received and rectification date shall be noted in the maintenance register. A list of one time jobs shall be prepared at the beginning of the year for the budget approval.

Electrical Maintenance

The College shall have an electrical section to ensure uninterrupted power supply and maintenance of electrical assets. The electrical maintenance section shall be looked after by the assigned team and all technical guidance shall be given by an Electrical Engineer from Century. The electrical maintenance works focus on work related to repair of Inverter, Generator, Air Conditioner, Transformer, motors, pumps, electrical wiring, streetlight, painting of electric poles, earthing to buildings, solar panels etc. Any complaint received regarding the Electrical maintenance shall be attended immediately. The complaint received and rectification date to be noted in the maintenance register. A list of one time jobs to be prepared at the beginning of the year and a budget approval for the same taken. The job shall be carried out in a phased manner.

Complaint register

- Admin section of the college shall maintain a complaint register. All the complaints received shall be entered in the complaint register and closely watched to ensure that the complaints are attended at the earliest.

- The complaints shall be assigned a serial number and the time of lodging of complaint/clearing the Complaint to be recorded.

- The likely time frame for attending the complaint shall be intimated to the complainant for his or her reference.

- The complainant shall be asked to indicate the nature of complaints/Department/contact number so that the person deputed for the job can clarify about the exact nature of complaint and can carry with him or her necessary tools and materials.

- The complainants may be advised to contact the senior offices in the department only in case the complaints are not solved within a reasonable time, or the work has not been done adequately.

Maintenance of facilities

Classrooms/toilets/passage

- Classrooms with furniture and teaching aids shall be maintained by the respective department staff and attendants and supervised by the respective Head of the Department.

- The Heads of Departments report to the administration periodically for all the maintenance work.

- Students shall optimally utilize all classrooms during the daylong working hours and shall be mentored to upkeep the furniture.

- All classrooms/labs/offices shall be locked every day.

- The buildings shall be sealed by the Security every Night after a thorough check of the buildings.

The service frequency shall be as under:-

- Cleaning of Classrooms -Once a day
- Floors dust mop, wet mop, High and low dusting, Emptying waste baskets-housekeeping staff once a day, Cleaning of toilets-Three times a day
- Passages/staircase-At regular intervals.

Maintenance of conference hall/seminar hall

Conference halls and Seminar halls shall be used for different academic and cultural activities. Maintenance of, Conference Hall and Seminar Hall shall be taken care of by the housekeeping team. For accessing the facilities, the faculty/staff that organise events shall fill a form kept at the reception, through HOD and the date of event to be registered giving program details for ensuring all Admin arrangements on the specific date. Then the Seminar Hall shall be made available on first-come first served basis.

Housekeeping and security

Cleaning of the campus areas including all buildings to be performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team. Toilets shall be cleaned thrice every day. The whole campus area must be monitored by outsourced security and maintained by housekeeping. Training of all Housekeeping and Security shall be carried out once a month. Fire training shall be carried out once a quarter. There must be two separate Housekeeping and Security Supervisors in the campus.

Support facilities

Maintenance of All Support Facilities:

- Library: Regularly assess the relevance of the library's collection by soliciting input from faculty and students. Implement a dynamic acquisition and de-acquisition strategy to keep the collection aligned with academic needs.
- Gymkhhana / Playground : Conduct seasonal safety audits that address specific concerns based on weather conditions. For example, in winter, focus on anti-slip measures, while in summer, ensure availability of proper hydration stations and shade.
- Garden: Develop a biodiversity calendar to schedule specific maintenance tasks based on the different seasons. This can include pruning during dormant periods and planting during optimal growth seasons
- Solar Panels: Utilize predictive analytics to forecast potential issues with solar panels. Implement a proactive maintenance strategy, addressing potential efficiency drops or malfunctions before they impact energy production.
- ETP and STP: Establish a real-time monitoring system for effluent and sewage treatment parameters. This allows for instant response to deviations from optimal conditions, ensuring compliance and preventing environmental impact.

- Parking Facility: Implement user-friendly technology solutions for parking management, such as a mobile app for real-time space availability, automated payment systems, and QR code access, making the parking experience more convenient for users.
- Canteen: Form a committee comprising nutritionists, chefs, and student representatives to regularly innovate the canteen menu. This committee can gather feedback, check taste, and introduce new, health-conscious items to cater to diverse preferences.

AUDITS

The following audits shall be conducted:

- Internal Audit- Carried out by the Internal ISO team.
- External Audit-carried out once by the external ISO Team
- Fire and safely External audit- This shall be carried out once every year by Century Rayon Team.
- Energy Audit: Shall be carried out to identify energy consumption patterns and areas for improvement.
- Green Audit: Carried out to stay updated on environmental regulations and standards, ensuring that the organization remains compliant with green audit requirements.

Monitoring Mechanism

- Monitoring of all complaints shall be done through the Complaint Register.
- For all equipments under AMC: A service report shall be submitted by the visiting engineer and logged.
- A format shall be available at admin department to monitor all planned visits.
- Civil and Electrical one-time jobs shall be completed as per the plan and Budget sanction taken at the beginning of the year.
- The progress of all work shall be monitored by the Admin Department.

Resource Mobilization Policy

Introduction

The institution's Resource Mobilization Policy is designed to achieve organizational goals while maintaining transparency and accountability. The Finance Committee oversees the management of funds and ensures their optimal utilization for the advancement of a learner-centric ecosystem.

Scope and objectives

This policy aims to provide insight into the sources of fund mobilization, allocation mechanism, monitoring procedures, and statutory audits. The College shall stick to the accepted 'No Donation Policy' right from its inception.

The college shall maintain a transparent and prudent financial management system. In addition to fees and grants from State Government, the college shall take required efforts to receive funds from Government and Non Government bodies. IQAC in consultation with departments shall deliberate on securing funds from various agencies for additional revenue generation.

Sources of Fund Mobilization:

The financial resources of the institution include:

I. Funds received from UGC / NAAC/ DBT/ UoM:

- Grant received from UGC for best College of Excellence Status
- Financial assistance received from RUSA for enhancing 'Quality and Excellence' under component 8
- Grant under Star college scheme of DBT, Government of India
- Grant from DRDO NRB (Naval Research Board)
- Granted under Autonomous Status by UGC and UoM
- Approved as potential 'Mentor institution' by UGC under Paramarsh Scheme with grant
- Grant received under Unnat Bharat Scheme
- Grant received under NCW (National Commission for Women)
- Grant under Star college Scheme of Margdarshan by NAAC
- Government Scholarships
- Sports Grant from UoM

II. Internal Sources

- Funds received from Management
- Endowments from retired Faculty Members/ Staff, Alumni, etc.
- Interest earned on fixed deposits, investments etc.

III. Other Sources

- Research Grants (received for minor/major)
- Revenue from consultancy with NABL, etc.
- Grants from philanthropists
- Funds received under CSR
- Alumni Contribution
- Revenue generation from other institutions like YCMOU, ICAI, etc. for conducting exams or as contact centre.
- Any other source of revenue generation (eg. Rent for photocopying centre, recycling of ewaste, etc.)

Allocation Mechanism:

- Budgeted expenses (Capital and Operational) to be approved by the Head of Departments/In charges/ followed by Principal and Management.
- The Finance Committee to review, and approve the summarized budget, including departmental and committee budgets.
- Principal to ensure a standardized procedure for sanctioning funds for activities or settlement of advances.
- Accounts department to be responsible for maintaining and examining all transactions for periodic methodological verification.
- Finance Committee to monitor annual expenditure, scrutinize the budget, and review audited statements to ensure effectiveness of the financial system.

Monitoring of the Policy:

- Ongoing internal checks which is to be supplemented by external audits to verify income, expenditure, and capital expenditure.
- All accounting processes have to be regularly audited as per the internal audit system.
- Funds received from UGC or other funding agencies: Utilization Certificate as per required format and procedure to be prepared and submitted in time.
- Annual Audit verification: Timely preparation finalization and submission of all financial documents related to public funds utilized by the college, settling of final accounts after clarifications and corrections.

Statutory Audit:

The College shall appoint external auditors for audits in two stages: Interim Audit and Final Audit. The audit shall cover all financial statements, notes, documents of accounts and finance. The aim shall be to ensure efficient conduct of institution activities and provide a comprehensive view of the institution's financial health. This policy establishes guidelines for effective resource mobilization, transparent financial management, and stringent monitoring mechanisms to ensure the institution's fiscal integrity and responsible use of funds.

Student Social Media Policy

Introduction

The College understands the multifaceted advantages and possibilities that the realm of social media offers. Our commitment extends to leveraging these platforms for the dissemination of crucial information concerning academic endeavors of the college, sharing inspiring success stories, and facilitating meaningful connections in the realm of research. By embracing the power of social media, we aim to enrich online presence and reputation of the college. In this spirit, we also actively urge our College students to harness the potential of these digital channels, guiding them to foster a constructive online image for the institution, ultimately nurturing a legacy that benefits the entire College community in the years to come.

This policy is designed to guide students in the responsible and ethical use of social media platforms when associated with their status as a college student or when making any references, direct or indirect, to the college. The purpose is to ensure a positive and respectful online presence that aligns with the values and reputation of the institution.

Scope and objectives

In the context of this policy, the term 'Social Media' refers to platforms dedicated to community-driven input, interactions, content sharing, and collaboration. Various types of social media encompass websites and applications focused on forums, microblogging, social networking, social bookmarking, social curation, and wikis.

The platforms covered by this policy currently include, but are not restricted to, Facebook (including Messenger), Instagram, WhatsApp, Snapchat, Allo, Twitter, LinkedIn, Reddit, Pinterest, Google+, Google reviews, and Quora.

This policy is applicable to social media communications posted on both public and private forums. While content published on public forums is accessible to any member of the public, it's crucial for students to be aware that content shared in private forums can also be disseminated publicly by others. Notably, there have been instances where students nationwide faced disciplinary actions due to offensive remarks made on private messaging services like WhatsApp, which were subsequently shared. Therefore, it's essential for students to understand that the College may take appropriate action if behavior that contravenes policy guidelines is detected, whether it occurs in a public or private context.

Policy

Behavior and conduct on social media

a) The responsible use of social media by students is of paramount importance, and it is imperative that they adhere to the behavior standards outlined in this policy.

b) While social media has become a common platform for addressing concerns and grievances in society, students seeking to raise complaints must be encouraged to follow the established Student Complaints Procedure, which shall involve contacting the Proctor/DSW/Students Grievance Cell.

c) Students shall be guided to employ social media in a manner that respects the rights and privacy of their peers and the staff of the college. Making ill-considered comments or judgments about individuals, including other students, staff members, or third parties, shall be strongly discouraged

d) A comprehensive list of unacceptable content for social media posting to be provided, including but not limited to the dissemination of confidential information, details of complaints and legal proceedings involving the university, personal information about others without their consent, and the use of fake or unauthorized accounts. Inappropriate material, which includes content that may be perceived as threatening, harassing, discriminatory, illegal, obscene, indecent, or defamatory, shall be strictly prohibited

e) Students shall be counselled to recognize the potential legal consequences of statements made on social media

f) Students should be made aware of the legal framework governing social media communications in India and the regulations of the college aimed at preventing interference with legal proceedings. Publicizing information related to ongoing or potential complaints and legal proceedings, even in the heat of the moment, shall be regarded as unacceptable behavior.

g) Students shall be cautioned against implying that their views represent those of the College when using social media. Additionally, unauthorized use of the logo is strictly prohibited and considered an offense under the social media policy of the college.

Cyber bullying

a) The College must uphold a zero-tolerance policy towards any manifestation of bullying or harassment involving College members, students, or stakeholders.

b) A clarity on the types of behavior that constitute cyberbullying, must be outlined and displayed by the college as a non-exhaustive list of examples that underscore the seriousness of the issue such as:

   a. Deliberately, negligently, or recklessly spreading falsehoods, rumors, or gossip through SMS, email, or other digital means, with the intent to malign or harm an individual's reputation.

   b. Engaging in behavior perceived as intimidating or aggressive by those who encounter it on social media platforms.

   c. Making offensive or threatening comments or sharing content that is perceived as such by the audience on social media, including propagation.

c) Posting comments, photos, or other content with the deliberate, negligent, or reckless intent to mock or humiliate an individual, causing potential distress or humiliation as perceived by those witnessing the content. This includes posting morphed, animated, or edited content, as well as impersonation through visual elements and audio must be strictly disallowed.

d) The College shall

    a. emphasize that not only creating inappropriate content on social media but also endorsing, sharing, or forwarding such content shall be regarded as supporting and subject to similar disciplinary consequences, underscoring the severity of these actions.

    b. remain steadfast in its commitment to providing a safe and respectful environment, ensuring that any incidents of cyberbullying are addressed promptly and decisively.

Student Responsibilities

In an age of increasing digital transparency, students are urged to exercise prudence in managing their online presence, bearing in mind that potential employers and industry associates often scrutinize social media profiles to glean insights into a candidate's character, personality, and employability. It is paramount for students to be cognizant of the enduring impact of their online posts, as today's expressions may inadvertently obstruct their future prospects.

Consequently, the commencement of college life presents an opportune moment for students to embark on a transformation towards a more professional online persona, a process that necessitates a meticulous review and, if need be, cleanup of their existing social media accounts. It is imperative that all students adhere to the guidelines provided herein, alongside periodic checks of the newly established the College Student Regulations webpage for any minor updates.

Furthermore, students should exercise due diligence by examining the terms and conditions of social media platforms before sharing content, as such actions may potentially relinquish ownership rights and control over their material, particularly when it pertains to the identification of third parties. Caution should be exercised in the dissemination of information, especially if it implies or indirectly reveals details about individuals. Additionally, students should refrain from posting content that goes against public domain or public policy and contravenes the preceding clauses.

It is crucial for students to recognize that any digital content they share online can reach a far wider audience than initially anticipated, and the College retains the right to ensure its permanence and viewership within the framework of its social media Policy

Breach of the policy

a) The commitment of the college to uphold the standards of this policy must be unwavering, and any student found in violation of its provisions shall face disciplinary actions, both within the framework of the Social Media policy and through any other applicable means

b) When an individual is suspected of breaching this policy, they shall be obligated to fully cooperate with any ensuing investigation, adhering to the established disciplinary procedure. Failure to cooperate shall result in further disciplinary measures.

c) Additionally, individuals shall be required to promptly remove internet or social media posts that the college deems as policy violations. Failure to comply with such requests shall lead to escalated disciplinary actions.

d) It is essential that any breach of this policy is reported in accordance with Student Complaints Procedure. In the initial phase, these breaches should be brought to the attention of the Registrar, Principal, or Head of the Department head of the College.

e) Furthermore, a commitment to obedience and respect for the directives disciplinary authorities of the College should be emphasized. Failing to comply with written or oral instructions from authorized officials of the College to attend meetings or hearings shall be considered a breach of this policy.

f) Lastly, students shall be expected to maintain conduct that befits a representative of the College, and any behavior deemed unbecoming of student shall be addressed accordingly.

Monitoring

a) The proposed Social Media Policy Committee plays a pivotal role in safeguarding the principles and integrity of this policy. Among its key responsibilities, the committee shall ensure that the policy, along with any amendments, remains easily accessible to both staff and students, promoting transparency and awareness.

b) Additionally, the committee shall offer valuable guidance to students, such as during orientation programs, to enhance their online safety while engaging with social media platforms.

c) Furthermore, the committee shall diligently monitor online references to the college across various social media platforms and the internet, promptly addressing any complaints related to student conduct on social media, thereby upholding the standards of behavior.

d) In cases where inappropriate behavior surfaces, affecting students, staff, the college, or the any individual, the committee shall take a proactive stance by recommending necessary disciplinary actions to rectify the situation.

e) As part of its commitment to ensuring the policy's relevance and efficacy, the committee shall conduct periodic reviews and updates, reflecting the dynamic nature of the digital landscape. Any changes or revisions to the policy shall be made available to the college community, fostering a culture of continuous improvement and adaptability

f) This multifaceted approach, spearheaded by the Social Media Policy Committee, shall reinforce the dedication of the college to maintain a secure and respectful online environment for all its members.

Disciplinary actions

In the event of a student being held responsible for violations of the SMP, the college must enforce a range of disciplinary actions designed to address the severity of the misconduct. For minor transgressions, students may receive oral or written reprimands, wherein they are advised and cautioned about their misconduct. In more serious cases, a written warning may be issued, signifying the need for improved conduct during the student's

stay at the College. This written warning explicitly communicates that further breaches of the Student Media Policy shall result in more stringent disciplinary measures.

In case of major infractions, students may face penalties such as restrictions or the suspension of certain privileges, including but not limited to lab facilities, library usage, cafeteria access, sports facilities, membership in clubs and other organizations, and participation in placement activities and internships.

Furthermore, students found responsible for causing damage shall incur fines, with a minimum of Rs. 5,000/- for each code of SM conduct breached, and the panel may recommend additional penalties for multiple violations.

Disciplinary probation, which entails written notification that further SMP violations shall lead to suspension, is determined on a case-by-case basis. Suspension involves the withdrawal from all courses in the current semester, forfeiture of fees, and restrictions from college premises, unless authorized in writing by the Discipline Committee. The duration of suspension varies according to the seriousness of the offense(s), and reinstatement can occur upon a written request after the suspension period concludes.

For the most severe violations, expulsion may be imposed, resulting in the forfeiture of rights, degrees not yet conferred, and the right to study and fees. Students may only visit college premises with written permission from the Discipline Committee. These disciplinary measures should reflect the commitment of the College to maintain a safe and respectful environment for all students and ensuring that appropriate actions are taken based on the nature and gravity of the violations.

Discipline committee

College shall form a Discipline committee. The formal procedure of a complaint shall be heard and adjudicated by the Disciplinary Committee (DC) comprising of the following:

(a)	Principal	Chairperson
(b)	Concerned Vice-Pricnispal	Secretary
(c)	Concerned Head of Department	Member
(d)	Faculty	Member
(e)	Faculty	Member
(f)	Faculty	Cordinator

(e) Member of SC / ST / OBC / Minority as the case may be, in case the same lacks the representation in the above committee

In addition to the above, all the laws relating to cybercrimes / IT Department directions, Circulars, Notifications etc., and other penal provisions from time to time shall also be applicable.

Examination Policy

Introduction

The College Examination policy outlines the rules, procedures, and guidelines governing the conduct of examinations within the institution. It serves as a comprehensive document that ensures fairness, integrity, and consistency in the examination process.

Scope and objectives

The examination system implemented at the College aims to cultivate a culture of continuous assessment, diverging from the conventional emphasis solely on Semester end exams(SEE), as deemed appropriate by guidelines and regulations. This approach is designed to instill in students the habit of consistent study, alleviating the necessity for last-minute cramming at the conclusion of the Semester. The system places the responsibility on students to sustain a steady academic performance, and discouraging sporadic study patterns. Throughout the semester, students undergo evaluation through both internal assessments and the Semester End Examination, ensuring a comprehensive and balanced appraisal of their academic progress Policy. The key objectives include:

- To provide guidelines for exam procedure and student conduct.
- To ensure minimum use of unfair means in examinations by the students.
- To understand the challenges of examination system and improve the system further.

Policy

Control and Administration of Examinations

1) The Principal shall have the pivotal role of the Chief Controller of Examinations, wielding the authority to appoint both the Controller of Examination and Deputy Controller. This strategic allocation is crucial for overseeing the seamless functioning of the examination system and its associated processes.

2) The controller of examination, in collaboration with the entire Board of Examinations, comprising Teaching and Administrative staff, bears the responsibility for a spectrum of examination-related matters. This includes but is not limited to:

   a) Crafting examination papers and meticulously evaluating Answer sheets.
   b) Orchestrating the preparation of results and their subsequent declaration.
   c) Facilitating and managing meetings for various stakeholders.
   d) Overseeing the revaluation and rechecking processes of answer sheets.
   e) Managing financial affairs linked to the procurement of equipment and materials pertinent to examinations.
   f) Adjudicating decisions pertaining to cases of unfair means.

g) CoE guided by the recommendations of the Principal, forms specialized committees, including: A BoE, comprised of senior members from Arts, Science, and Commerce faculties.

h) BoE is entrusted with scrutinizing results before their official declaration.

i) A grievance redressal committee, designed to resolve examination-related grievances.

j) A committee dedicated to addressing unfair means cases (Unfair means enquiry committee) is formed by Principal.

k) A team of senior staff members designated for conducting Undergraduate (UG) and Postgraduate (PG) exams, structured with Chief conductor of exams and deputy chiefs.

Scheme of Examination and assessment

- A semester-end examination shall be conducted only after the completion of 90 working days.

- The scheme of Examination shall be divided into two parts: Internal assessment and semester-end examination(SEE). Internal Assessment includes Assignments, Projects, Seminars, Case Studies, Quizzes, Viva, Open book test, Unit Tests etc.

- Internal Assessment, constituting 40 marks, relies on continuous evaluation methods to gauge the learners' performance over time. The Semester End Examination, comprising 60 marks, involves a comprehensive theory examination that serves as the culmination of the evaluation process. This dual-component approach ensures a well-rounded and thorough assessment of the learners' academic progress and understanding.

- The learners shall obtain minimum of 40% marks in the Internal Assessment and 40% marks in Semester End Examination separately, to pass the course and minimum of 40% marks in practical examination, wherever applicable, to pass a particular semester.

- The performance grading of students shall be on ten point grading system as laid down. The performance of overall program is calculated as per the University of Mumbai guidelines.

- The gracing shall be carried out as per existing ordinances of the University of Mumbai in force

- ATKT policy shall be followed as mentioned in the College examination manual

- Paper setting and evaluation:
  o The responsibility for setting and evaluating question papers lies with the teacher instructing the course.
  o In cases where a course is taught by multiple teachers, it is preferable for them to collaboratively design the question paper, with each teacher handling the assessment of specific sections or questions.
  o The faculty must submit four sets of question papers for various courses to the examination committee
  o These question papers will be reviewed by the respective Board of Studies, and their observations will be conveyed to the Academic Council.

o The feedback from both the Board and the Academic Council will then be communicated to the concerned colleges. This ensures a transparent and collaborative process in the examination system.

o The entire work of assessment of the answer papers at the Semester End Examinations shall be centralized.

- The remuneration payable to the paper setters and examiners will be as prescribed by the University Statute from time to time. The remuneration payable to the teaching and non-teaching staff appointed for the conduct of the examinations will be as per the rates prescribed by the University.

- The process of mapping the POs against the COs shall be undertaken. The attainment levels shall be well defined at a set target. The CO attainment shall be based on semester end examination and internal assessment. CO attainment shall be calculated at 75% (Attainment level in semester end examination) + 25% (Attainment level in internal examination).

- The PO attainment shall include 80% (direct assessment) + 20% (indirect assessment through feedback from various stakeholders). The curriculum of all the programmes/ courses shall be reviewed and revised periodically, based on the feedback received.

- Corrective measures in the form of remedials coaching, Progression of students for Higher Education along with placement shall be indicators ensuring the fulfillment of learning outcomes.

Examination Procedure

1) The date of commencement of examinations shall be declared well in advance on the website of the college.

2) Examinations are conducted after taking an undertaking from each faculty member that they have completed 90 days of teaching and completed the syllabus of the course to the satisfaction of the students.

3) The timetable shall be published on the website 30 days before the date of commencement of examinations.

4) Hall tickets are issued on the mobile app and student login to every student.

5) On the day of examinations the seating arrangement chart shall be displayed on the College notice board.

6) Exams (SEE) are conducted on alternate days so that every student gets at least one day to prepare for the next paper.

7) During exams candidates are made aware of punishment for using unfair means.

8) UG Sem-V and VI, PG Sem-III, and IV answer papers are checked by two evaluators.

9) Results of the examinations are declared within 30 days from the last date of the examinations.

10) Results are published on the website of the College and also provided on the mobile app and the student login.

11) Each student gets their provisional marksheet on their mobile app.

12) If students are not satisfied with their results, they get 15 days to apply for verification, photocopy and re-evaluation, and of their answer paper. Notice of the same shall be published on the notice board.

13) A student who is absent in certain or all courses due to medical reasons or represents the College/University in sports, cultural activities, NSS, NCC, or Sports training camps sanctioned by recognized bodies or competent authorities, or for any other valid reason under exceptional circumstances and approved by the Principal or the Head of the Institute, or has failed in some or all courses, is entitled to take the supplementary examination. The additional examinations are scheduled to occur 15 days after the announcement of their original results.

14) Conversion certificate (Grade to Marks) shall be provided to the students on their written request.

15) Medical help if required shall be made available for students during the exams.

16) Seating arrangement for physically challenged students shall be made on the ground floor. Thirty minutes extra shall also be given for three horus examination.

17) Seating arrangements for students who need writing and extra time shall be made inseparate classrooms.

Code of conduct for students during Examination

All Students are required to follow the following code of conduct during the examination. These rules are indicative and not an exhaustive set of rules.

1) Students must report to the examination center well in advance, and carry out extensive and compulsory checking before entering the Examination Hall

2) The students are required to produce their proper Hall-tickets during all examinations. The student will not be allowed to write the examination without valid Hall-ticket. If the students have misplaced/lost their hall tickets then they are required to obtain a duplicate hall ticket.

3) The Candidate must occupy the seat in Exam Hall on the allotted seat 15 minutes before the scheduled time.

4) No students shall be allowed inside the hall once the examination has started, without a valid reason. The decision of the Senior Supervisors shall be final.

5) Students are strictly warned not to use any unfair means during examinations.

6) Smartwatches /Mobile phones/books/bags are not allowed in the examination hall. Possession of mobile phones during an examination shall be treated as the use of unfair means and liable for punishment.

7) Permissible materials allowed inside the examination hall are writing materials, non-programmable

calculators, transparent writing pads, drawing materials, erasers, transparent pouches, small purses containing money, or any other material as mentioned in the question paper.

8) No valuables shall be allowed to be brought inside the examination hall other than those mentioned in the above point. The College authorities will not be responsible if any such valuables are lost.

9) No student shall be allowed to receive their mark-sheets without producing their hall tickets and fee receipts. They are required to keep their hall tickets safely till they have obtained all the documents from the College.

10) Students are required to bring their own materials needed for the examination. No student shall be allowed to borrow any materials from any other student during the examination. Exchange of pens / pencils / drawing instruments / calculators, tables, etc.

11) All students are required to check their surroundings for any materials lying around. They are required to give such materials to the block supervisors before the commencement of examination. Once the examination has begun, any incriminating materials found near the student will be treated as use of unfair means.

12) Students are informed that they should not be writing anything on the benches/hands/legs or any other part of their body or dress, this shall be considered as use of unfair means. If any material shall be written on the bench then it should be brought to the notice of the block supervisors.

13) No student is allowed to write their name/roll number on the answer paper unless specifically asked to be written. If they have written their names/roll number or made any symbols not required in the answer paper then it shall be treated as revealing identity. They will also be required to defend their case in front of the unfair means inquiry committee.

14) Students cannot take any supplements or answer booklets outside the examination hall.

15) No student shall be allowed to leave the examination hall before the first half hour and last 10 minutes of the examination. If a student leaves in the first half of the examination then they are required to submit their question paper to the supervisor writing their seat number on the question paper.

16) Students found to misbehave in the examination hall can be asked to leave the examination hall and they shall be required to bring their parent/guardian for their next examination to get permission to give their subsequent examinations.

17) Students are not allowed to chew anything during examinations. If they are required for medical reasons then proper permission to be taken before the commencement of the examination from the senior supervisors (they will have to produce the Doctor's prescription).

18) Students are required to inform the senior supervisors before the commencement of examination if there shall beany medical problem faced by them. They are required to bring the list of substances not allowed to be given if any problem arises and this list to be submitted to the senior supervisors. This list should contain the contact details of the person to be informed if required.

19) Once the student has submitted their answer papers to the block supervisor then it will not be given back to them once they have left the block.

20) Once the students leave the block after submitting their answer papers they are not allowed to loiter in the corridor and they are required to leave the premises without making any disturbances

21) Students shall wear open footwear like chappals/Slippers and sandals.

22) Gossiping/talking will not be allowed in the examination hall. In case of repeated acts, the student shall be expelled from the examination.

23) Students found cheating in the examination hall, shall be reported to the unfair means enquiry committee.

24) Student misbehaving with faculty members/supervisors shall be reported to CoE

25) Students shall not write anything on question paper except roll number.

26) Temporary absence from examination hall will not be allowed. In case of emergency conditions, students can leave examination hall after submission of answer book.

27) In case of any grievances regarding question paper, students can discuss with concerned faculty member after completion of paper.

28) Students should follow the College dress code. (Formal Dresses)

29) For practical examinations students should be in neat ironed apron with displayed roll numbers and carry necessary practical kit in a transparent box

IT Policy

Introduction

In the dynamic landscape of Information Technology (IT), the College has a robust framework to govern the use, protection, and management of digital resources. This Information Technology Policy serves as the foundation, delineating the principles, rules, and procedures that guide the responsible and secure use of IT assets within the organization. The IT policy is designed to ensure the effective and secure operation of IT systems within an organization.

Scope and Objectives

This comprehensive policy framework encompasses a series of distinct policies, each addressing specific aspects of IT usage and management to ensure a holistic and secure digital environment. The objectives of an Information Technology (IT) policy are multifaceted, encompassing various aspects of IT governance, security, and responsible usage. Here are common objectives associated with an IT policy.

The key objectives focus on:

- Implementing measures to safeguard information assets and IT infrastructure from unauthorized access, disclosure, alteration, and destruction
- Identify, assess, and mitigate risks associated with IT operations and data management.
- Adhere to legal and regulatory requirements related to IT, including data protection laws, industry standards, and other compliance obligations.
- Efficiently manage and optimize the use of IT resources, including hardware, software, and network resources.
- Ensure the accuracy, reliability, and availability of data by implementing measures for data backups, recovery, and access controls
- Educate and raise awareness among users about IT security best practices, policies, and their roles and responsibilities.
- Encourage the responsible adoption of new technologies to enhance organizational efficiency and competitiveness.
- Regularly review and update IT policies to adapt to evolving technologies, emerging threats, and changes in the regulatory landscape

Policy

1. Acceptable Use Policy (AUP): The AUP of the College shall focus on setting the boundaries for the appropriate utilization of IT resources, including computers, networks, and internet access. It shall aim to define acceptable behavior, fostering a responsible digital culture among users while delineating the associated rights and responsibilities.

2. Security Policy: The policy shall focus on safeguarding information assets against unauthorized access, disclosure, alteration, and destruction. It establishes guidelines for password management, access controls, encryption, and security awareness, forming a robust defense against potential threats.

3. Data Backup and Recovery Policy: To mitigate the risk of data loss, the college shall take regular data backups. College shall take necessary steps for recovery process in the event of system failures, disasters, or data corruption, ensuring the organization's resilience against unforeseen challenges.

4. Network and Internet Usage Policy: College shall follow the set rules for network and internet resource utilization, and shall addresses issues such as bandwidth usage, website access, and the responsible use of external applications and services, promoting efficient and secure digital connectivity.

5. Email Usage Policy: College shall ensure for the appropriate use of email systems. Covering aspects like confidentiality, email etiquette, and restrictions on mass mailing, it ensures that communication channels remain secure and in compliance with organizational standards.

6. Software and Hardware Acquisition Policy: Guiding the procurement and utilization of software and hardware, the college shall follow the procedures for software licensing compliance and outlines approval processes for new IT acquisitions, ensuring a streamlined and legally compliant acquisition process.

7. Bring Your Own Device (BYOD) Policy: Addressing the increasing trend of using personal devices for work purposes, this policy defines security measures, acceptable devices, and the responsibilities of both employees and the organization in fostering a secure and flexible work environment.

8. Incident Response and Reporting Policy: In the event of security incidents, this policy outlines procedures for reporting and responding. It also defines the roles and responsibilities of individuals involved in incident response, facilitating a coordinated and effective approach to handling security breaches.\

9. Remote Access Policy: Establishing guidelines for secure remote access, this policy specifies security measures such as VPN usage, multi-factor authentication, and encryption to ensure that access to the organization's network remains protected

10. Compliance and Legal Considerations: College shall addresse legal and regulatory requirements related to IT, ensuring adherence to data protection laws, industry standards, and other compliance obligations, mitigating legal risks associated with IT operations.

11. Training and Awareness: Fostering a culture of security, college shall plan for ongoing IT security training and awareness programs for employees. College shall emphasizes the importance of education in maintaining a vigilant and informed workforce.

12. Monitoring and Auditing Policy: Describing the organization's approach to monitoring and auditing IT systems, college shall conduct regular audits to ensure compliance and security, providing a proactive mechanism for identifying and addressing potential vulnerabilities.

In summary, the IT Policy framework stands as a comprehensive guide, ensuring the responsible, secure, and compliant use of digital resources within the organization. Each policy within this framework contributes to the overall objective of fostering a resilient and adaptive IT environment.

Disposal Policy

Introduction

The objectives are to ensure legal compliance, responsible resource management, and protection of sensitive information.

Scope and objectives

The College strives to achieve the goal of a 'Zero Waste' campus.

- Safely dispose of electronic equipment and prevent environmental harm.
- Safeguard against environmental and health risks by appropriately disposing of hazardous materials
- Protect sensitive information and comply with data privacy laws.
- Maintain a record of all disposal activities for accountability and audit purposes.
- Minimize negative impacts on the local community and environment.

Policy

E-waste disposal

The college shall ensure that its usage of technology and generation of e-waste does not impact the environment. For this purpose, the college shall strive towards:

- Provisions for the disposal of the institutional e-waste.
- Collaboration with e-waste recycling companies to get electronic waste recycled.
- Awareness amongst students about reduction of e-waste and environment friendly disposal practices for e-waste.
- Encouraging department and society level activities pertaining to e-waste management

College shall organize e-waste and plastic waste collection drive and focus on recycling of waste materials. In view of the Government of India's resolution the college shall ban plastic use on campus premise to make it a 'Plastic Free Campus

Solid waste disposal

- College shall arrange
  - For Segregation of waste for dry and wet waste at various locations.
  - For disposal of Biodegradable waste through biocomposting, vermicomposting and biogas generation.
- Biocomposting and Vermicomposting shall be carried out to convert dried leaves to compost. Bio-compost and vermicompost shall be used as organic fertilizer on the campus.

- A Biogas plant shall be installed near the canteen. The biodegradable waste from the canteen shall be treated to generate biogas which shall be used in the canteen.
- College shall inspire employees and support for assembling biogas plant in the campus.

Liquid waste disposal

- A 300 KLD Sewage Treatment Plant (STP) shall be installed on the campus for treatment of sewage from all sources in the campus.
- The STP shall have the following processes:
  - Preliminary treatment consisting of bar screen chamber, oil and grease trap.
  - Primary and biological treatment consisting of Moving Bed Biofilm Reactor (MBBR), (PVA gel technology), anoxic treatment, activated sludge process.
  - Tertiary treatment by media filtration (pressure sand filter and activated carbon filter).
- The treated water shall be reused for flushing in washrooms and for gardening
- Effluent Treatment Plant (ETP) shall be installed on the campus. Laboratory effluent shall be neutralised and treated in primary clarifier. Pre-treated effluent from ETP shall be treated in the STP.

Biomedical waste management

- The College shall place sanitary pad collection bins in all ladies' washrooms.
- The technology shall ensures safe and hygienic disposal, of used sanitary pads and biological wastes.
- Microbial waste from the Department of Biological Sciences labs shall be autoclaved/sterilized before disposal.

Paper waste disposal

The College shall take the following steps to optimize paper usage:

- Internal notices and communications shall be sent through E-mail/SMS/WhatsApp.
- Prints and photocopies shall be taken on both sides of the printing paper.
- Reusing/recycling of old papers/ scrap shall be practiced for decoration purpose during college events.
- Students shall be informed about Green Initiatives through QR codes strategically placed at various locations.
- Study Material shall be provided to students through Microsoft TEAMS and social media.
- The library shall have an 'e-Book system' where books and journals have been made available online.
- Workshop shall be organized to make paper/ cloth bags.

Library Policy

Introduction

The College Library is committed to provide its users with a collection of materials that are relevant, current, and useful. A well-defined library policy helps creating a transparent and effective library environment that serves the needs of its users while promoting responsible resource management.

Scope and objectives

This policy applies to all books in the College Library, regardless of format or subject area. The purpose of this policy is

- Ensure a diverse, relevant, and up-to-date collection that supports the academic and research needs of users. Facilitate easy access to library resources for all users.
- Provide efficient and effective services that meet the information needs of library users.
- Preserve and maintain the integrity of library materials.
- Establish guidelines for the weeding of books in the College Library.

Policy

Acquisition (Book Selection & Ordering) Policy

- The H.O.Ds shall give the list of books to the librarian directly for ordering through the purchase indent forms.
- Any staff or students can give their request for ordering of books only after the approval from the H.O.D.
- The Reference / text books for undergraduate courses published by local publishers as per current university syllabus shall be selected and ordered directly by the librarian based on the demands of the students. The number of copies shall be decided based on the strength of the students, demand for that particular book and the number of copies currently existing in the library.
- The books arrived on approval from book vendors and publishers shall be selected on approval based on the demands of the library users, new editions and after duplicate checking from the existing library collection.
- The selected books shall be classified as per the departments/subjects and the classified list shall be sent to the respective H.O.Ds for their reference.
- The books arrived on approval shall be displayed for a period of one week for H. O. D. and staff recommendations.
- H. O. D. or any deputed staff from the department shall select the books arrived on approval for ordering through the purchase indent form duly signed by the H. O. D.

- H. O. D. or staff from any department, if receive books on approval directly from any book vendor or publisher, should contact the librarian for budget and fill the purchase indent form for the books selected.
- Staff member from any department purchasing the books directly should contact the librarian for budget, for confirming that old editions and duplicate books are not purchased and then fill in the purchase indent form.

Weeding policy

The policy is intended to ensure that weeding decisions are made in a fair and objective manner, and that the collection remains relevant to the needs of the faculty, students, and staff of the college. To ensure that the collection meets these standards, the Library periodically weeds out materials that are no longer needed or used.

1. Weeding decisions shall be made by the Librarian, in consultation with the Library Committee. The Librarian shall consider the following factors when making weeding decisions:
   a. The age of the book.
   b. The condition of the book.
   c. The circulation history of the book.
   d. The relevance of the book to the needs of the faculty, students, and staff of the college.
   e. The availability of the information in the book in other formats.
2. Weeded materials shall be disposed of in a manner that is consistent with the environmental policies of the college. In general, weeded materials shall be recycled or donated to other libraries or organizations.
3. This policy shall be reviewed on a regular basis to ensure that it is meeting the needs of the faculty, students, and staff of the college.
4. In addition to the factors listed in the procedure, the librarian may also consider the following factors when making weeding decisions:
   a. The availability of new editions of the book.
   b. The obsolescence of the information in the book.
   c. The duplication of information in other books in the collection.
5. The librarian may also consult with faculty and students in the subject area of the book when making weeding decisions.
6. The librarian will keep a record of all weeding decisions. The record will include the title of the book, the date it was weeded, and the reason for weeding it.
7. The librarian will notify the College community of any major weeding projects through the email and social media channels.

Internal Complaints Committee (ICC) Policy

Introduction

As per the mandate of the University Grants Commission (UGC), the College, has set up Internal Complaint Committee for maintaining the healthy and safe environment for girls and women Employees in Campus.

The College has constituted the internal complaints Committee to address any type of Complaint on the campus. The Internal Complaints Committee shall be the Statutory Body to ensure that Campus shall be safe and free from any complaint.

Objectives

- To create a healthy environment in the campus where every individual feels safe and self-confident without any problems relating to gender discrimination and sexual harassment.
- The Role of the Committee / (Functions of ICC):
- Examine the complaints logged by the student / Staff on any kind and to conduct an enquiry in this regard.
- Address the informal and formal complaints of any employee or student as specified in the objectives of the cell.
- Verify the complaint submitted by the complainant through his/ her dated signature or thumb impression, as applicable, ensuring authentication of the document.
- College shall take initiative to organize awareness Programmes and popularize the committee in the campus.
- Promote awareness about various acts to prevent sexual harassment through expert and guides seminar.
- To ensure the fair and timely addressing of the complaints and to take proactive measures towards sensitization of all those.
- Provide counselling and support services at our campus.
- Ensure that complainant and the witnesses are not victimized or discriminated because of their complaints.
- Allow for the option of conciliation prior to commencing an inquiry, if requested by the complainant.

The committee passes its recommendation on each case to the principal, who shall be the final authority and decision maker.

Complaint procedure Policy:

- The staff / student facing the problems of sexual harassment or gender discrimination shall submit the complaint in writing to ICC chairman.

- The complaint may be oral or in writing. If the complaint received orally, it shall be documented in writing by the ICC member receiving the complaint.

- The complaint shall be forwarded to the Principal to initiate disciplinary action against culprit.

- The inquiry shall be accomplished within a period of 90 days from the date of the complaint. the date of accomplishment of the inquiry and such report shall be made accessible to the concerned parties. Action to be taken against the respondent. The Principal shall act upon the recommendation within 60 days of receiving it.

- These complaints shall be discussed and resolved by the ICC members. Wherever appropriate & necessary the matter shall be referred to higher authorities for necessary action.

- All complaints shall be handled in a confidential manner within a time bound framework.

- There shall be Drop box at the main Entry gates where Grievances in written form could be submitted.

- The Internal Complaints Committee (ICC) shall be a forum dealing with all the types of complaints (including Sexual Harassment) at the workplace.

- The link to the details pertaining to this committee shall be provided on the college website

- The link to the college Internal Complaint Committee (Including Sexual Harassment) and Students and College Grievances Redressal Cell (CGRC), Anti –Ragging cell shall be provided on the college Website

Anti-Ragging Policy

The University Grants Commission has reiterated ban on ragging of learners in Institutions of Higher Education. The learners admitted in the College are therefore directed to strictly desist from any kind of ragging in the college premises.

Ragging is deemed a criminal offense, and the UGC (University Grants Commission) has established regulations aimed at curbing this menace within higher educational institutions. The objective is to proactively prohibit, prevent, and eliminate the practice of ragging, fostering a safe and conducive environment for learning. In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05. 2009 in a Civil Appeal.

Forms of Ragging

Display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, including rowdy, undisciplined activities which cause or likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehensive fear in a fresher, or asking the students to do any act or perform something which a student will not do in the ordinary course and which causes him/her shame or embarrassment or danger to his/her life, etc.

Curbing the Menace of Ragging

The members of the Anti-Ragging Squad will operate under the careful supervision and guidance of the Anti-Ragging Committee. Their responsibilities involve conducting regular inspections of areas such as canteens, College playground, classrooms, and other student gathering spots to maintain a vigilant stance and promptly intervene in any instances of ragging. In addition to their preventive role, the squad is entrusted with the responsibility of educating the student community through various means about the detrimental impacts of ragging and the consequences associated with such behaviors. Their proactive efforts contribute to fostering a culture of respect and ensuring a safe learning environment for all students.

Guidelines to Prevent Ragging:
- The guidelines include few explanations of what could constitute ragging:

    1. Teasing, treating or handling a fellow student with rudeness;

    2. Causing physical or psychological harm;

    3. Causing or generating a sense of shame;

    4. Exploiting a fresher or any other student for completing academic tasks assigned to an Individual or a group of students;

    5. Financial extortion or forceful expenditure;

    6. Sexual assaults, stripping, forcing obscene and Lewd acts, gestures, causing bodily harm.

- To prevent ragging students shall sign an undertaking that they shall not engage in ragging activities.

- The college shall set up appropriate committees, including the course-in-charge, student advisor, and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the fresher's and seniors.

- If found guilty by the anti-ragging committee, any member of the committee shall "proceed to file a First Information Report (FIR), within 24 hours of receipt of such information.

Ragging Complaints Registration

Students experiencing distress due to incidents related to ragging are encouraged to reach out for assistance through the National Anti-Ragging Helpline at 1800-180-5522, which operates 24x7 and is toll-free. Alternatively, they can seek support by emailing helpline@antiragging.in.

Another avenue for reporting and seeking help is through the UGC Monitoring Agency, the Centre for Youth (C4Y), accessible via antiragging@c4yindia.org or by contacting 011-41619005 or 98180 44577 in case of emergencies. These helplines are dedicated to providing prompt and effective support to address any concerns or distress related to ragging incidents.

Punishments:

Depending upon the nature and gravity of the offence as established, the possible Punishments for those found guilty of ragging at the institution level shall be as per clause 9 of UGC & AICTE Regulations.

Any student found guilty of ragging on college campus shall be liable to one or more of the following punishments:

1. Suspension from the College.

2. Debarring from appearing in Internal and Semester Examinations.

3. Cancellation of Admission and compulsory Transfer Certificate.

4. Any punishment or fine awarded by the legal authority.

Policy to curb the Menace of Ragging:

1. Preparing and distributing of circulars against ragging.

2. Display of posters / putting up of notices at all the designated places in the college.

3. Obtaining Affidavits, Undertaking forms from all the Students and their Parents.

The College in compliance with the regulations, directives and act, shall constitute an Anti-Ragging Committee at the College Level and Anti Ragging Squads at the Department Level for overseeing the effective Implementation of the provisions for the curbing of any form of ragging in its campus with Immediate effect.

Monitoring policy

Anti-ragging Committee:

i. Anti-Ragging Committee shall be headed by the Head of the Institution, and it consists of Representatives of Police Administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, nonteaching staff.

ii. It shall be the duty of the Anti-Ragging Committee to guarantee compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force regarding ragging, and also to monitor and direct the performance of the Anti-Ragging Squad in preventing of ragging incidences in the institution.

Anti-Ragging Squad:

i. Anti-Ragging Squad shall be nominated by the Head of the Institution having representation of Faculty and staff members for maintaining vigil, oversight and patrolling functions. It shall Remain mobile active at all times.

ii. It shall be the responsibility of the Anti-Ragging squad to be called upon to make surprise raids on different places open to to clashes and having the potential for ragging and shall be authorized to inspect such places.

Grievances Redressal Policy

Introduction

A grievance is generally defined as a complaint raised by an individual who believes they will face adverse consequences due to the misinterpretation or misapplication of a written company policy or a collectively bargained agreement. This encompasses situations where an employee perceives a violation of established guidelines or agreements, leading to a negative impact on their employment conditions or rights.

To address grievances, employers typically implement a grievance procedure.

The three Types of Grievances:

- **Individual grievance:** One person grieves that management has violated their rights under the collective agreement.
- **Group grievance**. A group grievance complains that management action has hurt a group of individuals in the same way.
- **Union grievance**.: A union grievance may involve a dispute arising between the parties to the collective agreement.

Primary Responsibilities of Committee:

- Develop Plan to Resolve Complaints.
- The Grievance Committee shall review the conduct, decisions and policies that are involved in the complaint and works with each party to develop a plan that shall address the concerns of all those involved.
- Focus on ways to handle a grievance.

Role of Grievance Redressal Cell

- Handle all complaints of discrimination seriously.
- Conduct proper investigations into complaints.
- Respond to the affected person promptly and proactively.
- Record and file grievances confidentially.
- Treat both complainant and respondent fairly.

The objectives of the grievance procedure:

1. To create an opportunity for the employee to communicate with management.
2. To ensure that complaints are effectively dealt with by management.
3. To prevent disputes from arising in the workplace

Grievance procedure, to be effective, must be acceptable to both management and employees and their union. In order to be acceptable, the procedure should ensure

    i.   A sense of fair play and justice to employees,

    ii.   Reasonable exercise of authority by management,

    iii.   Adequate participation of employees/union.

Grievance Redressal committee shall deal with matters relating to internal complaints of employees as well as students and act as a Grievance Redressal System.

Students' Grievance Redressal policy

Introduction

The new regulations supersede the University Grants Commission (Redress of Grievances of Students) Regulations, 2019, and require all higher education institutions to establish a Students' Grievances Redressal Committee (SGRC) and appoint Ombudsperson(s) (16-Apr-2023)

Scope and objectives

For timely redressal of grievances and concerns by learners as and when they arise. The Grievance Redressal Cell shall be constituted for the redressal of the problems reported by the learners of the College with the aim and objective of keeping the self-esteem of the College by ensuring strife free atmosphere in the college through encouraging cordial Student teacher relationship and Student-Student relationship etc. The objectives are:

- To develop a responsible and receptive attitude among all the stakeholders so that a harmonious educational atmosphere shall be maintained in the college.

- To encourage the students to express their problems / grievances frankly and freely and without any fear of being victimized. Any kind of mental or physical harassment complaints , if and when they arise.

Policy

1. The committee shall
   - deal with all genuine grievances of learners of the college.
   - meet to resolve the grievances.

2. All complainants should file their grievances either by writing in paper to the committee or by online on the website of the college.

3. The student shall bring up his grievances immediately to the grievance cell without fail. The number of grievance settled or pending will be reported to the Principal.

4. A box marked 'Grievance Box' shall be placed on the ground floor. Any student may put in their case/concern with name, date and class, nature of the complaint in the grievance box. Confidentiality and privacy shall be maintained.

5. One may refer to the University Circular for more details regarding the grievance redressal process.

6. There shall be a Drop box at the main Entry gates where Grievances in written form could be submitted.

7. The Internal Complaints Committee (ICC) shall be also a forum dealing with all the types of complaints (including Sexual Harassment) at the workplace. The link to the details pertaining to this committee shall be provided on the college website

8. The link to the college Internal Complaint Committee (Including Sexual Harassment) and Students and College Grievances Redressal Cell (CGRC), Anti –Ragging cell has shall be on the college Website.

Scholarship / Freeship Policy

Introduction

The scholarship / freeship policy of the College outlines the objectives, procedures and guidelines for awarding financial assistance to eligible students. The College shall offer various types of scholarships / freeships based on academic achievement, achievements in sports and cultural activities, extra curricular activities and events.

Objective

The primary goal of the scholarship / freeship policy is often to promote academic excellence, encourage talent, and provide financial support to students who may face economic challenges in accessing higher education.

Procedure for Government Scholarship / Freeship

The list of students benefited by Scholarship and Freeship by Government shall be prepared on the basis of data obtained from the scholarship / freeship portal of Maha DBT website of Government of Maharashtra (https://dbtworkflow.mahaonline.gov.in/- Aaple Sarkar DBT portal).

The procedure from application by students to the disbursement of scholarship / freeship should be completed through online mode on Maha DBT Portal. Government of Maharashtra has uploaded concerned Government Resolutions regarding Scholarships / Freeships on Maha DBT Website. (mahadbt.maharashtra.gov.in).

Accordingly the college shall follow rules and regulations for legal compliances of Scholarship / Freeship by government. Hence, no letter or declaration shall be issued separately to the college by the Government for the same.

The college facilitate Scholarship / Freeship by Government for: UG students, PG students, and Grant Received for NSS Volunteers.

College shall inform the beneficiary students time to time by circulating notices in classrooms, displaying notices on students display boards, uploading the notices on college website and guide the concerned students for obtaining benefits of scholarship / freeship schemes provided by the government.

Students who wish to avail the freeship/scholarship scheme shall submit the application with all necessary documents required.

Procedure for Non Government Scholarship / Freeship

College Management shall provide a Scholarship / Freeship Scheme for eligible beneficiaries students of the college. College students shall benefit with scholarship from College management / Non-government Institutes / Bodies / Faculty Members.

- The beneficiaries of freeship/scholarship shall include deserving students coming from weaker economic background, rank holders of each program, differently abled students, etc. Students with excellence performance in sports, research, social, cultural, leadership etc are also eligible for freeship / scholarship / sponsorship.
- The College shall facilitate Non-govt. Scholarship / Freeship out of students aid fund, students welfare fund and funding by management:
  - Scholarship / freeship by non government institutions / bodies.
  - Financial support for research promotion:
    - to Students participated in Economic Convention
    - to students participated in Avishkar Research Convention
  - Financial support for academic excellence, students participation in different academic and extra curricular activities and events
  - Provide Scholarship in Kind : Book Bank Facility

E- Governance Policy

Introduction

The College has introduced E-governance policy to enhance governance through transparency, interactions, transactions, and exchange of information among its stakeholders. The college will implement e-governance in all aspects of its functioning, including the library, accounts, admissions, administration, and teaching.

Scope

The policy's scope extends to the following areas:

- College administration for development: Implementing a centralized information system to provide real-time updates on administrative decisions, policies, and activities.

- Student admissions: Creating an online portal for admission-related information, including eligibility criteria, application procedures, and merit lists. Digitizing student records for streamlined admissions management and ensuring data accuracy.

- Examination and evaluation: Developing an online platform for exam schedules, syllabi, and grading criteria. Maintaining digital records of student performance, facilitating quick and accurate result processing.

- Library management: Implementing an e-library system to provide students and faculty access to a vast digital repository of academic resources. Digitizing library catalogs and tracking user interactions to enhance resource management.

- Account and finance section: Digitizing financial records, ensuring secure and accessible storage, and automating financial reporting processes.

- ICT infrastructure: Regularly updating and maintaining records of ICT assets, licenses, and upgrades. Providing comprehensive information on the ICT infrastructure of the college with regular trainings

- E-waste management: Disseminating information on responsible e-waste disposal practices to all stakeholders. Documenting e-waste disposal activities, ensuring compliance with environmental regulations.

- Communication and Reporting: Implementing a robust communication system for seamless interaction among stakeholders, utilizing channels like emails, messaging platforms, and official websites. Generating regular reports on various aspects of college functioning, such as academic performance, financial status, and administrative decisions.

- Transparency in Functioning: Ensuring that relevant information regarding college policies, decisions, and activities is easily accessible to all stakeholders.

Objectives

The objective of this e-governance policy is to enhance the governance system of the college by leveraging new and cutting-edge technologies. It encompasses various areas, including admissions, examinations, day-to-day operations of departments, e-library management systems, and stakeholder inclusion in a staged manner.

The e-governance policy aims to achieve the following objectives:

- Implement e-governance in all aspects of the functioning of the college to provide a simpler and more efficient governance system.
- Create a paperless environment within the college.
- Promote all initiatives towards a green campus.
- Provide easy access to information for stakeholders.
- Maintain data in a secure environment.
- Increase global visibility of the institution.
- Ensure easy and quick access to information.
- Promote transparency and accountability in all college functions.
- Establish a Wi-Fi-enabled campus.
- Make classrooms ICT-enabled with desktops, laptops, smartboards, projectors, etc.
- Establish a fully automated library.

Policy

1. Website and social media:
   a. Administrators shall regularly update the website with accurate information, ensuring that it reflects the latest activities, notices, and course offerings.
   b. Social Media team shall share relevant and engaging content on social media platforms, highlighting the achievements, special lectures, and important announcements.

2. Academic and Office (ERP System):
   a. Administrators and Department Heads shall oversee the proper implementation of the ERP system modules, ensuring efficient management of student records, finance, human resources, courses, and evaluations.
   b. Faculty shall utilize the teaching and learning modules effectively, provide timely feedback, and ensure accurate recording of student performance.

   Thus, streamlining processes, improve productivity, and ensure accurate and timely management of data and tasks.

3. Communication System shall ensure effective communication among stakeholders through various channels, including email, messaging apps, and a dedicated communication platform. This enables seamless interaction and collaboration.

4. Finance and Accounts:

   a. Finance Department shall utilize the ERP system for budgeting, accounting, and financial reporting, ensuring accuracy and transparency in financial management.

   b. Administrators shall oversee proper control and monitoring mechanism in all administrative aspects eg. allocation of funds and other resources, financial planning based on the reports generated by the ERP system.

5. Library Management:

   a. Librarian shall implement and maintain the automated library system, ensuring proper cataloguing, resource management, and user support.

   b. Faculty shall encourage students to utilize library resources, providing input on required materials for courses.

6. Feedback:

   a. The College shall collect regular feedback and suggestions from Students, Parents, and Alumni, through the online system, contributing to continuous improvement of academic and administrative processes.

   b. Administrators shall analyze feedback data and ensure suitable implementation to enhance the overall quality of functioning of the college.

7. E-Waste Management:

   a. Facility Management shall implement and oversee e-waste management practices, ensuring compliance with environmental regulations.

   b. Students and Staff shall dispose electronic devices responsibly, following established guidelines for e-waste management.

8. IT Security and Connectivity:

   a. IT Department shall implement and maintain robust antivirus software, secure firewall systems, and oversee WiFi networking and LAN connectivity to ensure a secure and reliable digital environment.

   b. Administrators shall collaborate with the IT department to establish and enforce IT security policies, safeguarding sensitive data and maintaining uninterrupted connectivity for academic and administrative operations.

By implementing governance policy, the College aims to create a collaborative and accountable environment where each stakeholder plays a crucial part in the successful implementation and upkeep of various technological initiatives and sustainable practices.

HR Policy

Introduction

Human Resources (HR) Policy shall remain a testament to nurturing a diverse, inclusive, and highly skilled workforce. The institution shall recognize that our faculty and staff are the backbone of our institution, and our HR policy shall be designed to attract, retain, and develop top talent while maintaining a fair and inclusive work environment.

Scope and objectives

The objective of HR policy is to invite the best minds to teaching profession, preserve them and enable their professional growth while they serve the academic community at the College. These policies, framed are applicable to all current and future employees and are subject to modifications, revision, deletion or addition by the college as and when found necessary.

The objective of HR policy is to invite the best minds to teaching profession, preserve them and enable their professional growth while they serve the academic community at the College. These policies, framed are applicable to all current and future employees and are subject to modifications, revision, deletion or addition by the college as and when found necessary.

College shall appoint / engage-

- Experts from academia and industry as visiting faculty.
- Professor of practice to enhance quality of education.

Policy Recruitment of Aided Teaching Staff

Assessing requirement of academic staff

The number of faculty members required in the particular academic year must be assessed by the HOD, Vice Principal and Principal while planning. Number of vacancies of faculty members for every subject shall be ascertained on the basis of workload norms framed by University of Mumbai and Government of Maharashtra for every subject. The following steps to be followed:

- File Roster for degree college (Format of Roster Register to be used as per the guidelines of Government of Maharashtra Rules) for final approval
- NOC to be obtained from Govt. of Maharashtra (through the office of Joint Director, Higher Education, Konkan region, Panvel)

Advertisement, short listing & communication

- Advertisement draft must be prepared mentioning eligibility criteria about competence as per University Byelaws. It has to be approved by competent authority and then published in one regional and one English language newspaper having circulation all over India.
- The copy of advertisement shall be sent to Special Cell and Government Agencies for Reserved Category requesting them to send the list of reserved category candidates eligible for appointment.

- The applications received are to be scrutinized by the HOD, Vice Principal and Principal, eligible candidates are to be short listed for interview calls.

- Meanwhile selection panel is to be obtained / sought from University of Mumbai as per the guidelines.

- Call letters for interview are also to be sent to the candidates as per the list sent by the Special Cell, University of Mumbai and eligible applications received.

- The interviews are to be scheduled after confirming availability of selection panel.

- The communication / call letter must be sent 15 working days prior to the date of interview to eligible candidates to appear for interview on the given date, time and location.

Interview and selection

- The selection panel should conduct interview of the candidate present on the given time and date.

- For the interview the candidate fills the form showing academic, professional and personal details.

- The interview report is prepared subject wise and category wise must be recorded by the selection panel.

- Selection shall be made after taking unanimous consent of all the members of selection panel.

- Appointment letter shall be issued in duplicate and the candidate returns a copy duly signed by him as a token of acceptance.

- After joining the candidate must complete the administrative formalities as per the guidelines.

- After the appointment all the papers are submitted to University of Mumbai and Office of Joint Director for approval.

- University Bye-laws Compendium Rules shall be strictly followed for assessing the competence for selection of teaching staff.

- Statutory and regulatory requirements of Special Cell and CONCOL shall be followed.

- Appointments shall be made only after obtaining caste validity certificate in case of reserved category candidate.

After joining.

1. The name of the new recruit shall be added in the muster roll and ERP module. A personal file shall be maintained containing: a) Filled up personal data form with photo of the faculty b) Copy of appointment letter signed by him/ her c) Certificates, Details of appraisal, promotion and disciplinary action from earlier institution, if any, shall also be added to the personal file later on.

2. The probationary period of employee shall remain one year in normal course. At the end of the probation period, the services of the employee shall be regularized or terminated, and a letter of confirmation/ termination shall be issued.

3. The college follows robust policies for performance appraisal.

4. Increments are strictly linked to the performance of employee as per the guidelines from University of Mumbai and Govt. of India.

5. Any type of leave must be approved by the concerned authorities in advance.

6. Management shall have the right to make interdepartmental transfers and re-assignments of duty as and when necessary.

7. Staff meeting is to be conducted once in every fortnight or as decided by the principal and attendance of the staff meeting is mandatory. Absence from the staff meeting without permission from the Principal shall be treated as leave

8. The state and government laws will be observed with regards to PF, grautity and Pension Fund

9. Letter of resignation should be addressed to the Principal but submitted through the Head of the department and Vice Principal. Notice for resignation shall be as per terms of appointment letter

10. The age of retirement for a teaching faculty in degree college shall be 60 years. However, the management may extend the services on management role.

Recruitment of Non-Teaching Staff

Persons eligible for posts of Registrar, Office Superintendent, Head Clerk, Clerk, Laboratory Assistant, Library Assistant, Laboratory Attendant, Library Attendant, Peon.

(75% of vacant posts filled by direct recruitment. 25% of vacant posts filled by promotion subjected to the NOC from Govt. of Maharashtra)

Assessing requirement of Non-teaching Staff

The number of staff required in the particular academic year has to be assessed by the Principal, Vice Principal and Registrar while planning on the basis of student strength and sanctioned staff by the J.D. H.E., Konkan region, Panvel (NOC). Approval roster to be obtained and also NOC to be obtained from Government of Maharashtra.

The vacancies staff approved by J.D. H.E., Konkan region, Panvel has to be sent to the Governing Council for the approval before publishing advertisement.

Advertisement, short listing & communication

- Draft advertisement design has to be approved from University of Mumbai.
- Publication of draft advertisement in two national dailies
- Applications received are to be scrutinized.
- Eligible Candidates shall be short listed for the interview along with:
  - Candidates recommended from employment office
  - Candidates recommended from POITDP
- The communication / call letter has to be sent 15 days in advance to eligible candidates to appear for interview on the given date, time and location

Interview and selection

- To appear for interview the candidate shall fill the prescribed application form to give details.

- Conduction of interview by Interview panel as per the guidelines.

- The candidate has to be assessed as per the competency matrix .

- Candidates may also be asked to demonstrate their working knowledge like Computer skills, Typing, Accounting, etc.

- Selection must be made after taking unanimous consent of all the members

- Preparation of selection report by Interview panel.

- Selection letter must be issued in duplicate and the candidate returns one copy duly signed by him or her as a token of acceptance.

- After joining the candidate must complete the administrative formalities as per the guidelines.

- After appointment the approval must be taken from the Joint Director's Office.

- Caste validity to be conducted at the times of interview.

Monitoring and Measurement

Guidelines regarding competency level decided by the Government of Maharashtra shall be strictly followed for assessing the competence of staff for selection. Selection of a competent candidate must be done by unanimous decision of interview committee members.

Policy - Recruitment of Faculty on CHB

- For CHB posts against the vacant posts in aided college NOC shall be obtained from Government of Maharashtra.

- Once the NOC is obtained a draft advertisement shall be submitted to University of Mumbai for approval.

- Approved advertisement shall be published in two national dailies.

- Applications received are scrutinized to screen eligible candidates.

- Call letters are sent 15 days in advance to all eligible candidates.

- Interviews are conducted by interview panel.

- Appointment letters are issued to selected candidates.

Policy - Unaided faculty

Recruitment of unaided staff

- Requirement of faculty as per the workload of each department is submitted to management by Principal and Vice principal for approval.

- The advertisement for the approved posts is to be published in national dailies/ website.

- Applications received are scrutinized for eligible candidates.

- Interviews are conducted by constituted panel.
- Appointment letters are issued to selected candidates.

For unaided staff, a group Gratuity Fund will be created in collaboration with an insurance agency. This is calculated based on '15 days salary' for every completed year by the employee in the organization for those who serve the organization for continuous 5 years.

Leave Policy of unaided staff

The leave policy for teaching and non-teaching staff for unaided programs shall be approved by the management as per guidelines prescribed by the competent authorities like University of Mumbai, Government of Maharashtra, Dy. Director of education, Director of vocational education etc. The leaves for unaided courses / Ad-hoc appointments are as under:-

Types of Leave	Degree college	Junior & MCVC	Administrative staff	Laboratory staff
Casual Leave	15	12	8	8
Sick Leave*	10	-	10	10
Earned Leave	-	10	30	-
Summer Vaccation inclusive of Ganapati festival**	21	21	-	21
Diwali vacation	8+5	8+5	5	8+5
Christmas holidays	2+6	2+6	2	2+1
Total	67	64	55	55

- * Sick leave is applicable to staff after completion of 2 years
- ** Summer vacation and Ganapati festival – Out of 42 days vacation teaching staff are required to devote 21 days for admission work, exam work, intensive coaching, remedial coaching, project work, viva-voce, etc and take vacation for balance 21 days
- Maternity leave for female staff members completing 2 years of continuous service in the college shall be eligible for maternity leave upto 180 days (at a stretch) for (upto) two children.
- The staff who has joined during the academic year will get proportionate casual leave for the first year.
- Apart from above mentioned leave, no other leave is applicable for unaided staff.
- All other conditions and system of availing leave will be as per guidelines prescribed by the competent authority.

Welfare measures

College shall offer various financial and non financial welfare measures for the employees.

Financial welfare measures:

- Provident fund and gratuity benefits shall be provided to the employees appointed by the management
- The College shall-
    - take Group accidental insurance for staff members
    - felicitate faculty members and staff who have served the college for 25 years or more
    - provide cash as marriage gift for employees and their children as approved by the management.
    - permit functioning of Employees Co-op credit society and support various facilities offered
    - provide 50% fee concession to the children of employees
    - facilitate Employee Benovolent Scheme for the employees undergoing any serius medical treatment
    - provide TA/DA for official visits by staff members
- Uniform and washing allowances shall be provided to Class IV employees.
- Non teaching staff members shall be provided with kit to participate in sports activities.

Non-financial welfare measures:

- Through MPower cell in the campus, the college shall facilitate psychological consultations if needed
- College shall
    - provide Office 365 email ID with good storage capacity for smooth functioning
    - distribute cake on birthdays/ marriage anniversaries every year
    - convene free health check up and medical consultations at regular intervals.
    - facilitate employees any medical facility if needed at century rayon hospital and Ayush hospital
    - organize team building activities to facilitate bonding and camaraderie
    - organize training programs for upskilling teaching staff
    - provide access to a childcare centre
- Medical room with one full time trained nurse shall be available in case of any emergency in the campus
- Non teaching staff shall be provided help and support to pursue higher studies
- Non teaching staff shall be provided tea(twice a day) during working hours

Performance Appraisal Policy

Introduction

The college shall recognize the pivotal role that performance appraisal play in ensuring the continuous growth and development of faculty and staff. Performance Appraisal Policy shall be a commitment to fairness, transparency, and professional excellence. It should provide a structured framework for evaluating and enhancing the performance of our employees.

Scope and objectives:

The College shall be committed for Performance Appraisal Policy that is not only a means of evaluation but a catalyst for professional growth and recognition. It shall embody dedication to maintain a skilled, motivated, and high-performing workforce that contributes to institution's success and the achievement of educational mission.

The purpose of this policy shall focus :

- To maintain
  - Records in order to determine compensation packages, wage structure, salariy raises, etc.
  - The potential in a person for growth and development.
- To identify the training and development needs of an employee.
- To provide feedback to individuals on their job performance.

The policy shall be applicable to all the Teaching & Non – Teaching Staff (Permanent/ Temporary/ Contractual) of the college.

Policy

- In aided section performance appraisal for teaching faculty shall be as per the prevailing guidelines of University of Mumbai and Government of Maharashtra.

- As per the guidelines, meetings of the Career advancement scheme committee are conducted 2-3 times a year for career advancement of faculty. The performance of the faculty members for career advancement shall be assessed on the basis of self-appraisal, API Scores, Students feedback and performance on academic and administrative activities of the college.

- Academic Performance Indicator (API) Scoring System shall be established by the college as per the UGC norms for evaluation, and promotion and increments are awarded to the faculties.

- For non-teaching staff whenever they are due for promotions a confidentiality report shall be considered.

- Unaided faculty members shall submit information in the prescribed format developed by management

along with D2 form.

- As interviews shall be conducted periodically to evaluate the teaching skills and professional growth of teaching faculties from Self-Financing Courses. The assessment report and concluding remarks shall be considered for the promotion, increment, recognition, etc. From the outcomes of the appraisal measures, the competency level of the staff is increased, and the academic performance can be improved.

- Based on appraisal committee's suggestions, improvement programs shall be arranged to strengthen their performance. The performance appraisal facilitates the promotion/increment process in a transparent manner. This practice should help in maintaining a consistent development of the institute.

- The report from the Head of the Department shall be considered for the performance appraisal of non-teaching staff members.

Eligibility:

Staff members who have completed a one-year uninterrupted service shall be eligible for performance appraisal effective from the next academic year subject to continuation of service.

Policy for financial support to faculty members

Introduction

This policy entails the provision of financial assistance to faculty members for their participation in conferences and workshops organized by esteemed institutions such as the Institute of National Repute, Universities, and Colleges.

Objectives

The primary objectives of this policy is as follows:

1) **Encouraging Research Presentation**: Motivating teaching staff to present research papers at conferences of both national and international acclaim.

2) **Facilitating Discussions on Novel Developments**: Supporting teaching staff in seizing opportunities to engage in discussions regarding novel developments, emerging challenges, and future perspectives within their respective fields of interest.

3) **Promoting Academic Activities**: Assisting teaching staff in fostering teaching, learning, research, extension activities, and governance through active participation in conferences, seminars, and workshops.

4) **Enhancing Academic Credentials**: Elevating the academic credentials of teaching staff members and boost leadership skills.

Reimbursement policy

As per the guidelines, full-time faculty members are permitted to attend conferences, seminars, and workshops at the international, national, or state level.

1. Conference/ Seminar/ Workshop at International / National / State Level F aculty to be entitled to receive a maximum of Rs. 3000/- (Rupees Three Thousand only) per annum or the actual expenditure incurred for the same whichever is lower.

2. The reimbursement shall be made by the annual expenditure given to each department.

3. Faculty upgradation expenses: College to pay registration and other costs of orientation/refresher courses/trainings attended by faculty and administrative staff

4. Membership fees maximum of Rs. 5000/- (Rupees Three Thousand only) per annum or the actual expenditure incurred for the same whichever is lower.

5. The above financial support can be increased at the discretion of the management.

Faculty members shall actively participate by presenting a paper or chairing a session. The institution reserves the right to review and assess the impact of the professional development activities on faculty members and the institution's overall academic environment. This policy is designed to support the continuous growth and excellence of our faculty, aligning with our commitment to providing a high-quality education environment.

Career development and placement Policy

Introduction

Career Development and Placement Policy is a strategic framework designed to guide and support students in their journey from education to employment. This policy outlines the commitment of the college to prepare students for the professional world, facilitating their career development, and fostering successful placements. It serves as a roadmap for the initiatives of the college to bridge the gap between academic learning and practical application in the workforce.

Scope and objectives

The scope of the policy encompasses a wide range of activities and services aimed at equipping students with the skills, knowledge, and resources necessary to navigate and excel in their chosen careers. It covers career counselling, skill development, Internships and Experiential Learning, Networking and Industry Exposure, Resume Building and Interview Preparation, Job Placement Services, Professional Development, Alumni Engagement, etc.

The key objectives of the Career Development and Placement Policy are:

- Adapting to Changing Industry Dynamics: Stay abreast of evolving industry trends, technological advancements, and changes in the job market, adjusting career development strategies accordingly to ensure relevancy.

- Building a Robust Alumni Network: Leverage the experiences and successes of alumni to guide and inspire current students, fostering a strong and supportive network.

- Connecting with Industry: Forge strong ties with industries, businesses, and organizations to provide students with exposure to real-world scenarios and create opportunities for internships and placements.

- Enhancing Employability: Equip students with the skills, knowledge, and attributes that make them competitive and attractive to employers in their chosen fields.

- Ensuring Inclusivity: Create a supportive and inclusive environment that caters to the diverse needs and aspirations of all students, irrespective of their academic backgrounds and career goals.

- Facilitating Career Exploration: Guide students in exploring diverse career paths, aligning their aspirations with market trends, and making informed decisions about their professional futures.

- Fostering Professionalism: Instill a sense of professionalism, ethical behavior, and a commitment to continuous learning, enabling students to navigate the professional landscape successfully.

- Tracking and Assessing Outcomes: Establish mechanisms to track and assess the effectiveness of the career development and placement initiatives, ensuring continuous improvement based on feedback and outcomes.

Policy

- College shall have placement cells. The Student Placement Coordinators representing from final year of different departments shall assist TPO in organizing the placement activities like training, campus hiring and sharing of student data.
- The placement cell ensures that, according to the requirements of the companies, all the required arrangements for the smooth conduct of the hiring process is made with adequate facilities, interview rooms and for per-presentation talks.
- The functions of placement cell include:
  - Invite firms/organizations for campus recruitment.
  - Coordinate with mentors for students' preparedness for interviews and employability
  - Coordinate with various departments of college with regard to placement activities.
  - Delegate work to placement representatives from each department
  - The Placement Office acts as an information Centre for job openings in various government, public, private and start-ups sector organizations.

Guidelines for Training and Placement activities:

Students studying in final year courses wishing to be considered for programs of the placement services should register in the prescribed format (Placement Application Form) to the Placement Officer/Coordinator. Registered students who are permitted by the Director / Principal / HOD / only would be allowed for the placement process.

- Transparency shall be followed in every process of the placement cell at the College and equal opportunity shall be provided to every student for the placement.
- Students must keep a regular / frequent check of the E-mails and messages at the E-mail-Ids and contact numbers provided to the placement cell.
- Students are expected to inform Placement Cell about any change in mobile numbers and their email IDs for smooth communication.
- The notices issued by the placement cell about the recruitment drives by the companies must be thoroughly read and understood by the students before registering for the same.
- Candidates getting job offers through their own are expected to inform the Placement Cell within 15 days of their appointments.
- Students appearing for the campus placements drive should be in formal attire and should maintain dignity and conduct during the entire placement process.
- Students registering for a recruitment drive must participate in the entire interview process.
- Students rejecting more than 2 offer letters from companies (organized by placement cell) will be barred from participating in further placement drives.

- Students who refuse to participate in more than 2 recruitment processes after registering shall be barred from further placement drives.

- Students registering for Training programs must attend all the sessions.

- Reason for inability to participate in any placement drive, recruitment process or training session due to personal issues should be notified in a timely manner.

- Students need to inform the Placement Office by email and in person as soon as the job offer has been accepted.

- A student once facilitated job offer should abide the rules and the regulations of the employer.

- College has no control on the administrative system and procedures of the employer's companies.

Environment and Energy Policy

Introcuction

The College shall be committed to promote sustainability and environmental responsibility. The college recognizes the importance of reducing environmental impact, conserving natural resources, and supporting a healthy and sustainable future for students, faculty members, administration members, and staff. This policy outlines commitment to sustainable practices and sets the framework for responsible energy and environmental stewardship.

Goals and Objectives:

- Energy Efficiency: College shall strive to reduce energy consumption and promote energy efficiency throughout our campus.
   a. Implement energy-efficient technologies and systems.
   b. Establish energy conservation guidelines for students, faculty, and staff.
   c. Set specific energy reduction targets and track progress regularly.

- Renewable Energy: College shall invest in renewable energy sources to reduce carbon footprint and promote clean energy generation.
   a. Explore and adopt renewable energy sources, such as solar and wind energy.
   b. Encourage research and educational programs in renewable energy.

- Waste Reduction and Recycling: College shall minimize waste generation and promote recycling on campus.
   a) Implement a comprehensive recycling program and provide easily accessible recycling bins.
   b) Organize awareness campaigns for encouraging responsinble energy consumption and reduction of wastages.
   c) Reduce single-use plastics and promote reusable alternatives.

- Sustainable Transportation: College shall promote sustainable transportation options for students, faculty, and staff.
   a. Promote use of public transportation and carpooling initiatives.
   b. Explore electric vehicle charging stations on campus.

- Water Conservation: College shall implement water-saving practices to reduce water consumption and promote responsible water use.
   a) Repair/ replace faulty plumbing fixtures and continue with regular maintenance for increasing efficiency.
   b) Educate the Students, Faculty and Staff on the importance of water conservation.

- Biodiversity and Green Spaces: College shall preserve and enhance green spaces on campus to support biodiversity and provide a healthier environment.

    a. Maintain green spaces for recreational and educational purposes.

    b. Encourage biodiversity through sustainable landscaping practices.

- Environmental Education: College shall integrate environmental sustainability into the curriculum and promote awareness among students, faculty, and staff.

    a. Incorporate sustainability topics into academic programs.

    b. Organize seminars, workshops, and events to promote environmental awareness.

Responsibilities:

The college administration, faculty, staff, and students are collectively responsible for implementing and promoting the policies and practices outlined in this document.

Monitoring and Reporting:

Regular assessments and reports on the energy and environmental performance of the college shall be conducted. Progress shall be shared with the college community.

Review and Continuous Improvement:

This policy shall be reviewed periodically to ensure alignment with emerging best practices and new opportunities for environmental stewardship.

Community Engagement:

The College shall actively engage with the college community and external stakeholders to foster a culture of environmental responsibility and sustainable practices.

Compliance:

Compliance with this policy shall be mandatory for all members of the college.

The College shall be dedicated to maintaining a sustainable and environmentally responsible campus, and this policy serves as a guiding framework for our collective efforts in achieving these goals.

Waste Management Policy

Objective

The College shall remain committed to the following:

- To limit waste creation in all possible ways, including reducing the procurement of new materials,
- Reusing and recycling existing materials, and
- Dsposing of garbage in a manner that has the least environmental impact.

Policy

- The usage of single use plastic shall be prohibited on campus.
- Waste containers/Dustbins for Dry waste and Wet waste to be positioned whereever they are required.
- Biocomposting and Vermi Composting of solid waste from canteen and dried leaves from garden
- Laboratory Waste to be disposed of properly.
- Digitization of attendance and internal assessment records by ERP system to avoid use of manual methods.
- Organize awareness workshops on solid waste management for students.
- Organize Awareness among students by conducting Plastic Waste Collection and E-Waste Collection drives for responsiblee-waste disposal techniques to relevant recyclers.
- Work with e-waste recycling firm to recycle electronic waste.

Air quality management policy

- Increase and maintain green cover to enhance CO_2 sequestration from campus.
- 'No Vehicle Day' to be organized periodically.
- Encourage students and employees to take public transportation regularly.
- The College shall promote carpooling to reduce pollution.
- Restrict entry of automobiles inside the campus to maintain air quality.
- To monitor Ambient Air periodically.

Green Policy

Introduction

The College shall be committed to practice and maintain high environmental standards in all its activities. The college will be more environmentally conscious and has earned a reputation as a responsible institution. The lush green campus with well-maintained gardens shall remain a testament to the efforts for maintaining high environmental standards.

Scope and objectives

The Green Policy of college shall serve as a comprehensive blueprint, embodying our commitment to environmental stewardship and sustainability.

Designed to permeate every facet of campus life, this policy outlines a strategic framework aimed at minimizing our ecological impact and fostering a culture of responsibility towards the environment. It encompasses a diverse range of initiatives, touching upon campus operations, infrastructure development, academic programs, and community engagement, all working in tandem to create a sustainable and environmentally conscious institution

Objectives of the Green Policy

1. Environmental Stewardship: At the heart of the college green policy lies the objective to be exemplary stewards of the environment, showcasing our dedication to responsible and sustainable practices.

2. Resource Conservation: The policy is geared towards resource conservation, advocating for the efficient use of energy, water, and materials to minimize our environmental impact.

3. Climate Action: College shall be committed to contributing to global climate change mitigation efforts by actively reducing greenhouse gas emissions and adopting practices that align with carbon-neutral goals.

4. Sustainability Education: College goal is to create a campus culture that values sustainability, achieved by integrating environmental education into our academic programs and encouraging sustainable behaviors among our students and staff.

5. Innovation and Research: The policy encourages and supports pioneering research initiatives that explore innovative, sustainable solutions to environmental challenges, fostering a culture of continuous improvement.

6. Community Involvement: Recognizing the connection of our campus with the broader community, the college actively engages in sharing resources, knowledge, and expertise to contribute meaningfully to sustainability initiatives beyond our immediate surroundings.

7. Continuous Improvement: Embracing adaptability, our green policy establishes mechanisms for regular assessment and improvement, ensuring alignment with evolving environmental standards and the latest sustainable technologies.

Policy

- The Environmental and Energy Policies of the college shall provide an overview of the vision of the college to minimize the environmental impacts of its activities and operations.
- The policy statement highlights how the college would pursue environmental best practices.
- The policy shall
  - Focus to reduce energy consumption and use environmentally friendly products and practices.
  - Communicate the College administration's goals and objectives to stakeholders and staff, as well as assist in the creation of a sustainably resilient future for the next generations.
  - Apply to all the stakeholders of the institution.
- College shall
  - Accept suggestions and promote exchange of ideas for a sustainable society.
  - Strive to be a desirable institution for students and other stakeholders for study, research, and collaboration with the related institutions and industry as a result of the execution of this policy.
  - Strive to protect environment by adopting and or innovating measures which help create a sustainable environment for all as well as our future generations.
- The college shall be committed to the following while implementing green practices with continual improvement:
  - Minimize the dependency on fossil fuels and adopt renewable / clean energy practices.
  - Promote the use of public and green transportation system.
  - Continuously improve the efficient use of all resources, including energy and water.
  - Encourage efficient use of water in the campus. Focus on clean water and sanitation.
  - Implement solid waste management measures including a ban of single-use plastic, minimize use of paper etc. within the campus. Focus on minimization, segregation, composting and sustainable disposal of solid waste.
  - Maintain and improve the habitat and biodiversity in and around the campus.
  - Adopt sustainable procurement practices with regards to products & services, to reduce the environmental impact.
  - Promote use of ecofriendly and sustainable material/products to improve the overall health of students and staff.
  - Practice and preach responsible consumer behaviour.
  - Integrate education for sustainable development and climate change issues in teaching methodologies.

- Encourage community-level engagement to create awareness.
- Continuous monitoring of the green practices to reduce the environmental impacts.
- Include management, teaching and support staff, and all students to implement the Green Policy

Green Campus Committee shall be formed to implement, monitor, review, evaluate and improve sustainable practices, and to increase substantial involvement of other staff members and students at the College.

Policy for Divyangjan – Persons with Disabilities

Introduction

Upholding humanitarian values, the College stands for inclusive education and is against any sort of discrimination on any ground including disability. The college is resolved to extend a comprehensive and inclusive teaching and learning environment in which differently-abled students/staff are treated favourably and they are respected and accompanied in their journey of healing.

Scope and Objective:

The objectives are:

- To create inclusive culture to avoid discrimination, exploitation and exclusion of differently abled students from all spheres of education.
- To provide inclusive education wherein students with and without disability learn together and the system of teaching and learning is suitably adapted to meet the learning needs of different types of students with disabilities.
- Inclusion of PWDs (Person with Disability) in higher education and to provide facilities to persons with disabilities.
- To ensure implementation of all legislations with respect to persons with disabilities for their education.

The Differently abled (Divyangjan) friendly policy shall be applicable to differently abled staff and students and the guests who visit the campus with some purposes.

Policy

The college should

- Provide human assistance to differently-abled (Divyangjan) students/staff by providing required information at the security help desk and administrative staff.
- Provide facilities like Scribe, screen reading software, braille material, lifts, ramps, disabled friendly washrooms etc. Wheelchair access shall be available on the Institution's campus.
- Provide extra time as per regulation for visually impaired students while writing the university examination as per university norms.
- Encourage Peer learning where differently-abled (Divyangjan) students/staff can learn better.
- Make efforts and encourage to admit differently-abled students/staff.

Responsibilities:

Student council shall be in charge of monitoring differently-abled (Divyangjan) students facilities at the Institution

- To provide a supportive environment for staff and students of the College
- To educate all students and staff to foster a respectful and safe campus environment for Differently Abled (Divyangjan) Students/Staff.
- To ensure fair and timely resolution of complaints about usage of facilities or issues related to Differently Abled (Divyangjan) students.
- To provide counseling and support services on campus to Differently Abled (Divyangjan) students / staff.

Website shall also contain details of facilities available for differently-abled (Divyangjan) students/staff. Educational posters and pamphlets shall be on notice boards to create awareness about facilities available for differently-abled (Divyangjan) students/staff.

Facilities available for Divyangjan:

- Medical Centre: There shall be a provision of first aid/medical room with all the facilities required for medical assistance. The college must arrange for a home nurse and doctor on call.
- Ramps, Rails, and lift: The college shall be having ramp facilities for differently abled students. The wheelchairs shall be taken directly to the lift using these ramps.
- Rest Rooms: Separate toilets shall be made available for people with disabilities. They shall be identifiable and accessible. The doors shall be wide enough and lockable from the inside and releasable from the outside. There has to be enough manoeuvring space inside. All floor surfaces shall be slip-resistant. Mirrors, flushing arrangements, and dispensers shall remain mounted at appropriate heights. Every floor shall have a restroom allotted for differently abled students.
- Braille Software/facilities: The differently-abled students shall be provided the facility of Braille Software to develop their skills. The college should help them to develop their language and other skills through the Braille Software.
- Audiobooks/content: Audio recordings of the classes shall be provided to visually challenged students.

Documentation

The admin head shall maintain documentary records for the repairs and maintenance of all the facilities that are meant for the differently abled (Divyangjan) students/staff.

Code of Ethics policy

Introduction

Faculty, staff and learners of the College are expected to fulfil their responsibilities which must be based on vision, mission, goals and objectives. The college upholds high level of ethics and integrity as expected by the higher education standards.

Objectives

The objectives of the policy are:

- Formulating effective code of ethics

- Ensuring awareness amongst the stakeholders on the code of conduct

- Assure a robust mechanism to avoid academic legal violations.

- Effective implementation of code of conduct for all the stakeholders

- Preventing misconduct if any

Policy

The Faculty, staff and students are expected to follow and demonstrate certain ethical behaviour on the campus. The faculty members are inspiration to the younger generations. They are looked upon as role models and hence the faculty members are expected to adhere to certain ethical behaviour even outside the campus.

Integrity and Honesty:

a) Exhibit these characteristics in all the curricular and professional activities.

b) Refrain from any kind of academic dishonesty (plagiarism, cheating, etc.)

c) Uphold the moral principles and encourage academic honesty among college students.

Respect and Fairness:

a) Regardless of background, race, gender, religion, or any other characteristics, treat everyone with respect, fairness, and humanity.

b) Encourage the development of a safe, friendly, and motivating environment that acknowledges diversity and promotes it among students, professors, and staff.

c) Refrain from any kind of bullying, harassment, or prejudices.

d) Strive for academic achievement and uphold the highest standards of scholarship.

a) Practice critical thinking, honest intellectual inquiry, and independent research.

b) Comply with the guidelines and rules of the college governing tests, assignments, and various other academic requirements.

Professionalism:

a) Exhibit professional behaviour and conduct in all communications with other people, both within as well as outside the college.

b) Retain secrecy and protect privacy of the people, especially while working with sensitive information.

c) Adhere to the rules, regulations, and policies of the college and report any violations or unethical behaviour.

Academic Freedom:

a) Acknowledge and support the values of intellectual diversity, academic freedom, and freedom of expression.

b) Promote courteous and open discussion that allows for the free exchange of ideas and perspectives while upholding a welcoming and safe learning environment.

c) Accepting personal accountability for choices.

d) Recognise the outcomes of unethical behaviour and make an effort to learn from mistakes.

e) Promote a culture of responsibility and accountability.

Gender Policy

Introduction

"नारीशक्ति शक्तिशाली समाजस्य निर्माणं करोति।" (English Translation: A powerful woman builds a strong society). The main goal of gender policy at the College shall be to ensure equal opportunities for women and men by encouraging more gender-competent management in research, innovation, and decision-making bodies. In terms of gender relations, education has the innate ability to spark social transformation. Gender equality shall remain a cross-cutting issue, and everyone who works there must be committed to, involved in, and contributing to the implementation of the gender policy.

The importance of an educational institution in educating students about gender issues cannot be overstated. It should be important to alter students' attitudes about people of the opposite sex. In total, 58% of the students and 70% of the Faculty and Staff at the college are female. Respect for one another shall be instilled in students by the teachers of the college.

The college shall be equipped to handle and address any concerns including discrimination based on gender and to provide a setting where men and women can collaborate with a sense of personal security and dignity. The college should support the incorporation of a fair gender policy to ensure equal opportunities and treatment at the workplace. Our main goal is to develop a gender policy, which shall necessitate the dedication, involvement, and input of all stakeholders. The empowered committees for proper implementation of gender policy in the college shall be Women Development Cell, Internal complaints committee and Grievance redressal committee. Gender issues shall be addressed at two levels- institutional level and program level.

Objectives of Gender Policy

- There shall not be any form of gender-based discrimination within the college.
- The college shall-
  - Advocate equal opportunities to all genders and freedom for everyone to express an honest, unbiased opinion.
  - Put in place efficient safeguards for the safety and welfare of all the genders.
  - Promote the appointment of Lady Administrative Security Officer.
  - Recommend institutional modification of beliefs, customs, and behaviors that impede the advancement of gender equality.
  - Promote gender sensitization campaigning and build partnerships and connections with organizations working for women's rights and trans rights.
- Training the students who can promote gender awareness should be educated through workshops and other activities.

Institutional level

1. The College and its management shall remain impartial while hiring staff members for the College, whether they are men or women.

2. The presence of women on various college committees shall remain equitable.

3. Full time and Part time employees of college shall be being granted with Maternal and Paternal benefits as per rules. Ladies staff shall be entitled to get 180 days of paid maternity leave.

4. Regardless of whether a student is Female, Male or Transgender, college should maintain an impartial approach when evaluating their application for admission.

5. The reservation policy for girls shall be strictly adhered to at the time of admission.

6. Both male and female students shall have an equal chance to participate in the co-curricular and extracurricular activities of the college.

7. The college shall promote

    a. equality of opportunity for all, regardless of gender.
    b. conduct activities to increase enrollment of girl students.
    c. offer scholarships and extra library services to all applicants, regardless of gender.
    d. encourage the promotion of talent in academic, co-curricular, and extracurricular activities.

8. The college campus shall be equipped with multiple CCTV cameras near all entry and exit gates, turnstiles, hallways, library, and Gymkhana facility, academic building and facility.

9. The Central Library, the Knowledge Resource Centre of the college shall offer students comfortable on-campus sitting for reading, learning, and conversation. For female students, a separate reading space shall be made available.

10. 'Mpower', a counselling center, be opened for all students, regardless of gender, to handle issues relating to their family / home/ education.

11. Emergency phone numbers, including the Women Helpline, shall be posted in strategic places across the campus for employees and students to see.

12. The college NCC unit shall include a decent number of female cadets. The NCC unit for girls shall give a strong emphasis on developing traits and skills like teamwork, self-control, leadership, a secular worldview, and an adventurous spirit.

13. College shall take measures to enrol more girls in NSS, and the NSS unit should regularly encourage girls to fulfil their social responsibilities.

14. The college should provide gender-specific common rooms and washrooms in the appropriate locations for male and female students. The female staff members and girl students shall have access to sanitary napkin vending machines. Padcare bins shall be installed for safe and hygienic disposal of sanitary napkins in the ladies and girl's washrooms. Discarded used sanitaty napkins shall be recycled as a green practice.

15. In the housekeeping department, women shall be employed to clean and maintain the restrooms for women and girls.

16. A lady peon shall be assigned to each floor for safety and discipline.

17. To promote gender balance, the college has separate common rooms and sports facilities for boys and girls.

18. The safety and security concerns of female workers and students must be engaged by providing female security guards on the campus.

19. The college shall initiate and execute an annual gender sensitization plan to promote gender equity.

Program level Policy

1. The college should regularly hold orientation programmes, seminars, and workshops to increase staff and student awareness of gender issues and promote gender equity.

2. A variety of committees, units, cells, and departments, including NCC, NSS, and DLLE, shall organise inspirational workshops on the lives and contributions of powerful women.

3. The Women Development Cell in association with ICC shall organise programmes and talks on sexual harassment, cyber security, legal awareness, eve teasing, mental health awareness, marriage, and sex education, choice of partner and relationship management, preventing sexual harassment, and more. Peri-menopausal and menopausal syndrome management, nutrition and diet of girls and women, and menstrual hygiene are a few examples.

4. The WDC shall offer self-defence hands on training to female staff members and students.

5. Every year WDC shall conduct workshops specifically for girl students on creative skills such as rangoli, mehndi, Diya and Pooja thali decoration, corporate gift wrapping, warli painting, artificial jewellery making, baking-cooking, nail art, fashion designing etc.

6. To prevent gender typecasting from excluding or stereotyping students in their employment and/or roles in their personal and professional lives, the College should run gender equity programmes.

7. To help students comprehend Savitribai Phule's contributions to women's education and empowerment, NSS shall organise events like a webinar on her contributions on her birth anniversary.

8. International Women's Day shall be celebrated with great enthusiasm by WDC and WSC every year. Various special programs shall be organized in association with other units like NSS. In addition, NSS volunteers shall congratulate and felicitate female police officers, teachers, medical professionals, lawyers and other powerful women on this occasion.

9. The NSS unit shall organise programmes for the young people to inspire their minds to grow on National Girl Child Day.

10. The college shall facilitate 'Earn and Learn scheme' offered by DLLE to encourage entrepreneurship among students.

NEP Implementation Policy

Introduction

The College shall focus on implementing the National Education Policy 2020 (NEP 2020) introduced by GOI to transform the education system in the country. College shall take necessary initiatives for smooth implementation from the year 2023-24 as laid by government. (https://www.education.gov.in/sites/upload_files/mhrd/files/NEP_Final_English_0.pdf)

Scope

The NEP implementation plan shall aim on:

- Equity and inclusion in higher education
- Global outreach of higher education
- Integrated higher education system
- Motivated, energized and capable faculty
- Multidisciplinary and holistic education
- Promotion of Indian knowledge systems, Languages, culture and values
- Research, innovation and rankings
- Technology use and integration

The scope of the NEP implementation strategy is comprehensive, touching upon various facets of education to bring about systemic changes and improve the overall quality and relevance of education. The scope of the implementation policy shall include curricular aspects, assessment reforms, vocational education, skill development, inclusive and equitable education, multilingual education, Technology integration, etc.

Objectives

The NEP 2020 policy of GOI has the aim to change the traditional education pattern and give a relevant world competent structure to the education system of the nation. The college shall follow the Govt. of Maharashtra rules and regulations. The objective of this policy focus on:

- Developing a strategic plan for implementing NEP 2020 in the campus
- Developing a phased roadmap for curricular reforms with a focus on multidisciplinary and holistic education, ensuring a comprehensive approach to academic enhancement.
- Initiating the revision of the curriculum to foster flexibility in choices, actively seeking input from students to tailor educational offerings to their needs.

- Introducing an outcome-based curriculum aligned with key aspects of the National Education Policy (NEP), fostering a results-oriented and student-centric learning experience.
- Incorporating open/general elective courses with a multidisciplinary approach, aligning the curriculum with local and global needs to broaden students' perspectives.

Policy

The college shall follow the guidelines given by UGC, Government of Maharashtra and University of Mumbai in this regard. The College shall adhere to the following guidelines / documents while implementing the NEP 2020 programs:

1) National Education Policy (NEP) -2020 document: UGC National credit framework https://www.ugc.gov.in/pdfnews/9028476_Report-of-National-Credit-Framework.pdf
2) NEP Maharashtra Task Force - Mashelakar Report: https://htedu.maharashtra.gov.in/Main/DocMasters/Website/Media/1/NEP%20Task%20Force%20report.pdf
3) Four Year UG degree -RDKulkarni Report Curricular Framework and Credit System for the Four-Year Undergraduate Programme https://www.ugc.gov.in/pdfnews/8126011_Draft--curriculum-framework-credit-struture-FYUGP.pdf
4) UGC FYUG guidelines UGC guidelines for curriculum and credit framework for UG programmes https://www.ugc.gov.in/pdfnews/7193743_FYUGP.pdf
5) National Credit Framework (NCrF) National_Credit_Framework.pdf (education.gov.in)
6) UG Credit and Curriculum Framework GR dated 20-04-2023 UG credit and curriculum framework GR dated 20-Apr-2023 https://htedu.maharashtra.gov.in/Main/DocMasters/Website/Media/1/202304201925266908.....pdf
7) PG Credit and Curriculum Framework GR dated 16-05-2023 https://htedu.maharashtra.gov.in/Main/DocMasters/Website/Media/1/202305161722195408.pdf

Implementation of NEP 2020

College shall focus on

1. Restructuring programs with a renewed emphasis on global competency, aligning academic offerings with international standards.

2. Integrating value and skill-based courses across all programs of study to equip students with practical knowledge and ethical values.

3. Implementing community-based courses and projects in vocational education programs, fostering a practical and community-oriented approach to learning.

4. Establishing collaborations with national and international universities for joint academic and research programs, fostering a global perspective in education.

5. Initiating the introduction of formative, comprehensive, and continuous evaluation methods to assess student progress effectively.

6. Launching specialized courses on Yoga, Life Skills, Value Education, Bhagavad Gita, and the Indian Tradition of Knowledge to promote holistic development.

7. Enriching the revised curriculum by integrating significant Indian classical texts, such as Bhagavad Gita, Kautilya's Arthashastra, Charaka-samhita, Patanjali Yoga Sutras, and other similar works, to impart a deep understanding of India's rich traditions.

8. Establishing a Multidisciplinary Research Centre to bridge the gap between the university and industries, promoting collaborative research initiatives.

a. Developing a Research Manual outlining the university's vision for integrated undergraduate, postgraduate, and research programs across all disciplines.

b. Establishing an Intellectual Property Rights (IPR) Cell and Research Promotion Cell to cultivate a culture of quality multidisciplinary research within the university.

c. Encouraging cross-disciplinary and interdisciplinary research opportunities by allowing students to register for Ph.D. programs in subjects beyond their core disciplines.

9. Offering community-based vocational programs in collaboration with local artists, entrepreneurs, and other community members.

10. Introducing new departments of study, including Music, Philosophy, Indology, Fine Arts, Translation and Interpretation, and Comparative Literature.

11. Implementing the remaining targets outlined in the National Education Policy (NEP) 2020 to ensure the university's commitment to comprehensive educational reforms.

12. Integrating co-curricular and extra-curricular activities seamlessly with curricular offerings across all disciplines and programs.

13. Establishing an International Students Office to cater to the needs of international students and promote a diverse and inclusive learning environment.

Formation of NEP Cell

The college shall form an NEP cell for the implementation of NEP 2020 from the academic session 2023-24. The colleges shall establish NEP Implementation Cell under the aegis of IQAC.

The NEP cell will try to look after the implementation of New Education Policy in the college.

The NEP cell shall prepare a road map for smooth implementation of NEP.

NEP cell in association with IQAC and faculty members shall focus on smooth implementation.

Curriculum framework of NEP 2020

Keeping the tenets and recommendations about the NEP2020 from the UGC, along with adhering to the directives from the Maharashtra State – Department of Higher and Technical Education, the college shall prepare a comprehensive undergraduate and postgraduate curricular structure. This new structure shall also adhere to the key values of Innovation, Integration, and Inclusion:

a) Major Subject: A single subject course of study pursued by a student as a mandatory requirement of the programme of study.

b) Minor Subject: A second subject of study pursued by a student as an additional requirement of the programme of study.

c) Open Elective (OE): An elective course chosen generally from an unrelated discipline/subject, to seek multidisciplinary exposure.

d) Vocational Skill Course (VSC):

- Courses aimed at imparting practical skills, hands-on training, and soft skills to increase the employability of students. Specific or supporting the major subject is to be chosen from a basket/pool offered by the college.

- Skill Enhancement Course (SEC): Courses aimed at imparting practical skills, hands-on training, and soft skills to increase students' employability. It could be chosen from a basket/pool offered by the college or a MOOC on Swayam or NPTEL platforms.

e) Ability Enhancement Course (AEC):

- Mandatory Courses on content related to Linguistics & Communication Skills, and Literature (i) Compulsory – English communication (ii) Elective – any Indian language other than English.

- Indian knowledge system (IKS) to be included in the core courses. Elective Course: An elective course could be a project designed to acquire skills to supplement the major study.

- Value Education Course (VEC): Compulsory courses on (i) The Constitution of India and (ii) Fostering Social Responsibility & Community Engagement iii) Environmental Education.

f) On-Job Training(OJT)/Internship/Field Project (FP)/Community Engagement Programme (CEP)

- Research Project (RP): Application of knowledge/concepts in solving or analyzing a real-life problem. All these are related to the major subject.
- Co-curricular Course (CC): For the holistic development of students through Cultural activities such as performing art, visual art, NCC, NSS, Yoga, etc.

Programs offered under the NEP 2020 from June 2023

College shall follow the guidelines given by UGC Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions.(https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/abc_doc.pdf)

The college shall plan quantum of UG and PG Programs that will be offered under the Arts, Science, and Commerce (grant-in-aid) programs starting from June 2023.

Completion of program and awarding degree

On successful completion of three years and obtaining 132 credits, a student can opt for an exit with a bachelor's degree in their domain, e.g., B.Sc./B.A./B.Com/BMS/BAF/BBI etc. On successful completion of the UG fourth year (PG I) and obtaining 176 credits, a student will get a Bachelor's Degree with Honors. If a student opts for an Honors degree by Research, the eligibility criteria will be at the discretion of the College. The total credits that a student will collect in each semester is 22. This is as per the directives of Maharashtra State. A student is free to exit at the end of each academic year as per guidelinmes.

The college shall ensure collaborative environment for smooth communication of teachers, students, and other stakeholders for successful implementation of the NEP. The college shall monitor and evaluate the progress regularly, considering the dynamic nature of the NEP implementation process.