Bharatiya Jain Sanghatana's
Arts, Science and Commerce College Wagholi, Pune – 412207

E-GOVERNANCE POLICY

1	Administrative Policy Number	
2	Brief Description of the Policy	1. Implementation of E-governance in functioning of the institution. 2. Achieving efficiency in functioning . 3. Promoting transparency and accountability 4. Achieving paper less administration. 5. Facilitating online internal and external communication. 6. Providing easy access of information. 7. Trying to present the institution visible globally.
3	Drafting	IQAC management
4	Policy Applies to :	IQAC / Principal
5	Effective from the Date	1 October 2022
6	Approved by	Management and IQAC
7	Responsible Authority	Principal
8	Superseding Authority	Management
9	Last Received Updated	NA
10	Reason for the policy	To provide simpler and efficient system, it is decided to adopt and implement e-governance. It is already started in some aspects such as library and accounts. This Policy has been framed to include more areas within the purview of e-governance.
11	References for the policy	Accreditation Guidelines / Management Guidelines.

Process

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

1.   Website: The website of the college needs to revamp restructured as per changes done from time to time. The website is both a magazine and a storefront of the college and allows visitors to see the institution in virtual space. To create an effective website, a separate service web designer may be appointed by the Management. Suitable training should be given to the existing staff and persons should be identified to undertake the responsibility of website administration and updating at the institution level.

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

3.   Accounts: For case of maintaining accounts, the parent body is already using generic accounting software (such as Tally). However, with new accounting methods and compliances required, it has become necessary to procure other dedicated accounting software as well. Accordingly, requirements should be assessed by the Management through discussion with the Accountant and other accounts staff and accordingly new software may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions.

4.   Library: The Library is a repository of all learning resources and publications of the institution. Each year, this repository increases due to institutional and statutory demands. E-learning resources have become the need of the hour. Presently the Library is using KOHA software. The fairly common OPAC system needs to be converted into a web based service to expand its usage by remote access and increase utilization of the library resources effectively. Appropriate training should be provided to the staff and students for accessing and using the e-learning resources.

5.   Administration: To provide a hassle-free, convenient and economic process, a shift of administrative procedures to ICT based platforms should be facilitated. Facilities should be provided for online leave management of employees, e-copy of salary certificates, internal

communication between the employees, etc. Students should be able to obtain maximum services like Transfer Certificates, bona fide Certificates, Examination Result Sheets, etc. in online mode.

6.   Examination: With a shift of conduct of examinations from offline to online, the use of e-communication platforms and software has become necessary. Filling and submission of applications for examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks and declaration of results has become online. The College Examination Officer needs to supervise the entire process of examination under the guidance of the Principal of the college,

7.   Alumni: In order to strengthen alumni interaction, a separate portal should be provided for alumni registration, For this purpose a separate agreement can be entered into with suitable service providers by the Head of Institution and an independent Alumni Association Coordinator at the college level be appointed to take care of the entire activity.

<h1 style="color:red; text-align:center">HR POLICY FOR TEACHERS</h1>

		Policy Title : HR Policy for Teachers	
1.	Administrative Policy Number (APN) (Suggested By IQAC)		Functional Area : Entire College with UG, PG and other areas
2.	Brief Description of the Policy:		The policy primarily aims to streamline Entry to Exit protocol for teachers so that the institution can effectively use its academic human resource in a most effective and beneficial way to all its stakeholders.
3.	Drafting		By IQAC
4.	Policy Applies to:		Entire Teaching faculty
5.	Effective from the Date:		15 June 2023
6.	Approved by:		Governing Body
7.	Responsible Authority		IQAC/HR Manger/Principal
8.	Superseding Authority		Governing Body
9.	Last Reviewed /Updated:		NA
10.	Reason for the policy		Transparency, Accountability and Fair Working conditions for HR
11.	References for the policy		UGC Guidelines, University Act, University and Government Statutes/ various directives from MHRD, Institutional Vision and Mission, etc.

1. Introduction:

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

2. Policy Vision Statement:

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

3. Policy Mission Statements:

- To achieve the acclamation for the institution by its renowned and eminent staff on board.
- To design a congenial work culture for its human force.
- To be known for its illustrious job profile with rewarding pay packages.
- To emerge as a renowned consultant institute for Teachers Training Centre within the country.
- To evolve and implement reliable and quantifiable Teachers Quality Mapping (TQM) for its HR.

4. Policy Objectives:

- To ensure timely and full recruitment of the most deserving industry ready to design a proper and clear job profile.
- To impart regular weekly, monthly and annual academic, research and domain specific training to every staff member without exception.
- To evolve and implement a robust, quantifiable Teachers Quality Mapping (TQM) for appraisal, retention, increments and promotions.
- To develop a progressive duty allotment policy for Associations and Committees to maximize and capitalize potential abilities.

6. Terms used in this HR Policy Documents:

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

7. Sub – Policies,Processes and SOPs and Guidelines

Sub-Policies	Process	Procedure
1. Recruitment Policy	1. Estimation of workload 2. Estimation of Vacant Post 3. Approval of Management recruitment 4. NOC for Govt, if necessary 5. Advertisement 6. Selection and Appointment 7. Joining Process	1) Inputs from Department 2) Post created by resignation, termination and superannuation 3) Demand for Posts 4) Application for NOC to Mngt/Gov. 5) Advertisement 6) Appointment of Scrutiny Panel 7) Scrutiny of Application 8) Appointment of Selection Panel 9) Call letters for Interview 10) Selection panel 11) Final Selection and Appointment **Guidelines:** Primary responsibility of ensuring the requisition of Post rests on the HoD of the Dept. Thereafter, Admin head with office / Registrar shall complete the process
2. Induction Policy	1. Introduction about Institution, its ethos and principles. 2. Introduction about expected moral, philosophical and ethical behavior. 3. Introduction about Tap Leadership 4. Institutional Hierarchy 5. Introduction to Departments 6. Introduction to other Faculty 7. Introduction about Associations and Committees 8. Introduction about	1) Welcome 2) Introduction to Dept. colleagues 3) Visit to Parent Dept. 4) Visit to other Departments. 5) Visit to Library 6) visit to Office and Office Staff 7) Staff Meeting and Self Introduction 8) Visit to college website 9) Visit to campus 10) Virtual tour of campus, if possible **11)** Sharing of Literature . **Guidelines:**

	Certain Policies	Induction In-charge like Staffroom club Chairperson or staff club Chairperson or visit and induction. Ideally to be completed in the very 1st week of the joining of new appointee.
3. Teachers' Training Policy	1. Departmental training 2. Inter-departmental training 3.Team learning / projects 4. Encouragement for individual Research Projects 5. Encouragement for interdisciplinary Research projects Scope and policy for participation in W/S/C	a) Essential Teaching skills b) Essential Computer skills c) Essential Research skills d) Team work Culture e) Domain related f) Soft Skills related g) Interpersonal Relationship **Guidelines:** I) IQAC to streamline the training schedule for the entire year, and it must reflect in IQAC Calendar. ii) Computer Dept., All Dept. HODS, Librarian, and even outside resource persons to pull in. iii) Every training session must have some self-assignment and evaluation
4. Teacher Quality Mapping (TQM)	1. Contribution in Teaching	a) Students feedback b) Innovative pedagogy c) Teacher-wise Examination Results analysis d) Peer's Observation e) Mentor's Observation f) Evaluation by IQAC, Principal and top Management.
	2. Contribution in Students Activities and Mentoring	a) As a member of Committee/ Association b) As a member of Committee/ Association (Independent charge) c) Voluntary contribution

		d) Innovative events e) Mentorship to student
	3.Contribution in Research	a) Publications with Impact factor b) Collaborative Research c) Research projects d) Usage of research funding schemes e) Consultancy f) Patents g) Training
	4.Contribution in University and College other than teaching	a) On various Statutory bodies b) Imp Committees c) Admin Posts **Guidelines:** i. IQAC to monitor the entire process. ii. Format of TQM files is attached below.
5.Duty Allotment Policy	1. Statutory Committees 2. Non- Statutory Committees 3. Institutional Committees 4. University / Govt. Assisted Associations 5. Departmental Associations 6. Common Associations	a) Entry stage(-4Years) b) stage of evolution (5-9 Years) c) stage of enhancement (10-14 years) d) stage of carving out own space (15-19Years) e) Stage of National Promotion 20-24Years) a) Stage of Accomplishment(25years and above) **Guidelines:** IQAC to monitor the entire process.
6 Appraisal, Retention, Promotion or Termination policy	1. Warning 2. Reform 3.Recognition	a) Appreciation / Felicitation b) Rewards (Monitory and Promotion) c) Oral Warnings d) written Warning e) Exit Meeting **Guidelines:** To link it with TQM mentioned above

FINANCE POLICY

	Policy Title:	Finance Policy
1.	Financial Policy Number (FPN): JMV/20/F-01	Functional Area: Finance Criterion : 4,5&6
2.	Brief Description of the policy:	To ensure timely budget approval, allocation of funds, its judicious expenditure (as per approval) and auditing.
3.	Drafting	Principal, IQAC
4.	Policy Applies to:	Administration and Finance
5.	Effective from the Date:	2022-23
6.	Approved by:	College Development committee, Management
7.	Responsible Authority	Principal
8.	Superseding Authority	Management
9.	Last Reviewed/Updated:	NA
10.	Main Objectives of the policy	To make financial transactions, accounting procedure effective and transparent
11.	References for the policy	1.Maharashtra Universities Accounting Code 2. Purchase Guidelines of Govt. of Maharashtra, Govt. Regulation, dated 1.12.16 3. UGC Guidelines regarding finance

Introduction:

This policy is to monitor and control financial transactions and accounting procedures of the Institute. The Policy aims at getting approval to the budget by the CDC and management at least one month before commencement of next financial year and allocation of funds to different departments.

Policy Statement:

To ensure timely budget allocation, judicious expenditure of funds, monitor expenditure incurred on various heads and auditing. It shall apply to the conduct of all the financial affairs of the institute.

Definitions:

i) Bank 'means any Nationalized Bank, Schedule Bank or Cooperative Bank in which the funds of the institute may be kept.

ii)   'Budget means a statement indicating probable income and expenditure of a financial year approved by the appropriate authorities.

iii)   'CDC means College Development Committee constituted as per Maharashtra Public University Act 2019.

iv)   'Management' means Governing Body of the Trust.

v)   Financial Year' means year beginning with 1" April and ending with 31" March of the following calendar year.

vi)   Internal Audit Committee' means a committee appointed by the principal for monitoring judicious expenditure of funds.

vii)   Purchase Committee' means a committee constituted by the principal as per Govt. of Maharashtra norms.

ix)   Other terms have their usual meaning.

Procedures

Budget:
- All Departments shall inform the principal about their requirement by 30th November of the current year.
- Registrar/O.S. shall prepare budget for the ensuing year by 1 December of current year. The Principal shall place the budget in a meeting of the CDC as appeal Budget speed by the CDC shall be vended the Management its final appeal.
- After getting final approval from the management, the Principal shall inform all concerning departments about budget allocation before 31 March of current year

Receipts:
- All money received either as for dues, or miscellaneous shall be credited into institute account without any delay.
- No duplicate copy of a receipt for money received or of a hill or other document for which money already past, shall be used if the on gal is lost. Instead, a certificate may be given.Each receipt book shall bear a certificate stating number of receipts contained in

each book and certified by the head of the institute on reverse side of the front cover page.

- Only one receipt book at a time shall be end to the collection staff.

Payments:

- All payments, except for petty contingencies, or purchases or repairs, shall be made through Cheque only
- All bills presented for payments shall be first examined by the concerned department and then Internal Audit Commuter Internal Audit Committee shall recommend bill So final payment has been followed for the purchases, major repairs & contraction work undertaken by the statute.
- If an exigency occurs expenditure may be incurred over & above the budget Provisions after prior approval from the management
- A voucher may be prepared for money paid in cash
- The Accounts and Financial record of the institute shall be maintained in proper forms

Sanctioning procedure and Procurement:

- For recurring expenses on procurement or repairs the concerning department (after communication and discussion in the departmental meetings) shall obtain pre sanction from the principal For administrative unit, application for pre sanction shall be forwarded by the Registrar OS or In charge of that department
- For purchase of items costing Rs. 50,000 & above, notice advertisement inviting tenders shall be given in at least two regional News Papers For other, the process of inviting 3-4 quotations shall be followed.
- Tenders quotations shall be opened in Purchase Committee meeting Generally lowest tender quotation shall be selected Reasons shall be given for not selecting lowest tender quotation.
- A copy of order for supply to stores shall be given each to the concerning department. Account Section and Internal Audit Committee
- Administrative department and principal shall have power to expend Rs. 500 and Rs. 5000 respectively in cash

Purchase Committee:

- There shall be Purchase Committee for every purchase more than Rs 5000 The composition of Purchase Committee shall be as per norms of the State Government prescribed for HEL The composition shall be

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

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

External Audit:

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

Scholarships:

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

Investment Policy:

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

Stock Verification:

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

Forms:

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

Guidelines:

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

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

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

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

KPI's

i. What is the date of intimation of requirement by various departments?

ii. What is the date of preparation of budget?

iii. What is the date of approval of budget by the CDC?

iv. What is the date of final approval by the governing body.

v. Number of instances wherein SOP is not followed.

vi. Whether Cheque register is properly maintained.

vii. Whether bill register is properly maintained.

viii. Whether receipt register is properly maintained.

ix. Whether expenditure register properly maintained.

x. Whether measurement book is properly maintained.

xi. Whether books of accounts (cash book, ledger) are properly maintained.

xii. Whether stock books (movable and immovable) are properly maintained.

xiii. Details of expenditure for which budgetary provision wasn't made.

xiv.   What is the percentage of amount of supplementary budget to the initial budget?

xv.   Instances (number) wherein payment was delayed.

xvi.   What is quarterly average of expenditure?

xvii.   Details of objections raised by Internal Audit Committee.

xviii.   Whether Insurance dues are timely paid.

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STAFF RESEARCH INCENTIVES AND AWARDS

	Policy Title:	Staff Research Incentives and Awards
1.	Policy Number (FPN) 2023/05	Functional Area: Research
2.	Brief Description of the Policy	Staff Achievement Awards" to incentivize and recognize Academic research by teachers of the College.
3.	Drafting	Principal
4.	Policy Applies to:	The teaching staff of the College
5.	Effective from the Date:	2022-23
6.	Approved by:	The Governing Body of Organization
7.	Responsible Authority	Internal Quality Assurance Cell (IQAC)
8.	Superseding Authority	Principal
9.	Last Reviewed/ Updated:	NA
10.	Main Objectives of the policy	To encourage the teachers of the undergraduate College to undertake quality research in their respective and interdisciplinary fields.
11.	References for the policy	SPPU Award System as cited in the University Calendar

POLICY DETAILS

Introduction

Research is an important aspect of assessment of the quality of any Higher Education Institutions.. The College aims to promote research activities and improve overall research performance of staff members.

Research inputs will enhance the quality of teaching-learning processes. The knowledge so created will be further disseminated through classroom teaching. This policy is a step towards inculcating Research Culture among the staff members of the College.

Policy statement

In the effort to encourage the staff of the College to undertake quality academic research, the College is instituting research grant and incentives in various categories and the College Staff achievement Awards" to recognize successful publication and substantial research contribution

Policy purpose/objective

- To encourage undergraduate teachers of the College to undertake research in their respective and interdisciplinary fields.
- To enhance the quality of research undertaken by the teachers of the College.
- To promote outstanding and exceptional contributions in research, innovative teaching, institutional representation and quality academic initiatives.
- To inspire members of the institution to excel in their fields.

1. Awards Instituted By: Internal Quality Assurance Cell (1QAC) of the College
2. Awards Funded By: BJS ASC College / Institute.
3. Nature of the Awards:

The Staff achievement Awards are in the nature of financial incentives. The Awards will be accompanied with a certificate and a citation and will be formally recorded in the service book of the employee. The Awards ceremony will be a prestigious event in the calendar of the institution.

4.   Eligibility:

The permanent teaching staff of College will be eligible for the College Staff achievement Awards. Adhoc and contractual employees are also eligible for these awards only if they have worked in the College continuously for at least three years.

It has made conspicuously important and outstanding contributions to human knowledge and progress in the particular field of endeavour, which is his/her specialization.

5.   Applications:

1QAC will invite applications in the prescribed pro forma (attached) for each academic year. Self-application is accepted. Recommended applications will also be considered. Recommended applications need to- be forwarded by at least two permanent employees of the College and attested by the Principal.

6. **Selection Process**

The selection process will be initiated by the IQAC of the College with the constitution of a Incharge of all faculty, Comprising of imminent individuals not directly associated with the College, approved by the Governing Body of the College.

The entire the selection process will be coordinated by the IQAC of the College.

1. Commerce and Management;
2. Arts, Social Sciences and Humanities; and
3. Health Sciences

8. **Presentation**

The names of the recipients will be allowance on the College's Annual Day by the Principal. College.

The award will be presented in a formal ceremony arranged by College. At the ceremony, a suitable citation on work of the recipient of the award will be read out.

List of awards

Research awards

The Award is given each year for outstanding contributions to research and getting it published in a journal of repute. Rs. 5,000 for highest number of publications in reputed journals.

Patent award

The Award is given to outstanding research work with patent Rs. 10,000 for International and Rs. 5,000 for National level.

Award for international repute

The Award is given for getting a book published by a publisher of international or publishing repute. Rs. 10,000 for International Book Publication.

Recognition award

Teacher's award

Rs. 1,000 for innovative teaching practices to college faculty.

Research grant

Research grant up to Rs. 1,000/- (maximum) for paper presentation and subsequent publication in international conference of repute for one staff member of the College in a year.

Research incentives

Faculties publishing research papers in web of science / scopus / UGC care last will be given an incentive of Rs. 1,500/- per paper published per year per teacher.

Processes and Procedure

1. The 1QAC will issue a formal notification regarding the awards and the last date for acceptance of application.
2. Filled application forms for the Award to be forwarded to the 1QAC of the College by the due date.
3. Composition of the committee and approval from governing body.
4. Meeting of the Selection Committee
5. Recommendations of the Selection Committee presented in the GB meeting
6. Final Awards decided and announce
7. Awards presented in the prestigious ceremony

Audit documents

The Audit will check if all the Process and Procedures have been done properly, without any bias or prejudices and will scrutinize all the related documents as listed below:

1. The notification issued by the IQAC of the College
2. Application Forms received, along with the attachments
3. Minutes of the 1QAC meetings and Governing Body Meetings

4.   Documents related to the appointment of the Selection Committee

5.   Recommendations of the Selection Committee

6.   Financial statements regarding the Awards

7.   Minutes of governing body meeting related to the final decision of conferring the awards.

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IT ADMINISTRATION POLICY

	Policy Title : IT Administration Policy	
1.	Administrative Policy Number (APN): 2023/06 (Suggested By IQAC)	Functional Area: Administrative
2.	Brief Description of the Policy	IT related infrastructure procurement and maintenance
3.	Drafting	IQAC
4.	Policy Applies to:	IT Administrative Committee
5.	Effective from the Date:	2022-23
6.	Approved by:	Principal, Management
7.	Responsible Authority	Convener, IT Administrative Committee
8.	Superseding Authority	Principal
9.	Last Reviewed / Updated:	N.A.
10.	Main Objectives of the policy	1. Timely review of requirement, 2. To provide IT Facilities to assist staff ,students and other authorized users 3. To ensure that all users must accept full responsibility for using the IT Facilities 4. To make the system administrators and users aware and responsible for the protection of the IT network. 5. To facilitate an effective availability of

		network at all times,
		6. To minimize interruptions in the IT services.
11.	References for the policy	IT admin Policy of central Data Centre
		Purchase Committee Policy
		UGC Guidelines/University of Mumbai/ JDE

Introduction:

There is a need for appropriate use, maintenance and up-gradation of Information Technology related infrastructure and Services.

IT resources require on-going investment of professional time and effort, and financial resources in order to perform acceptably. The total expense to acquire and operate IT equipment typically involves much more than the initial purchase price of hardware or software.

It should be taken care that the Licensed/Open source soft-wares used in the Institute and all the systems are Firewall driven and Antivirus enabled, wherever required. Licences, Depreciation policy. AMC's. Manuals of usage, Mapping of the routers, etc. should be maintained and be available.

Policy Statement:

The policy aims to ensure that all purchases of IT related Equipment, are subject to a thorough evaluation

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

Policy Objectives

1. Timely review of requirement,

    Planning for procurement and Maintenance of IT infrastructure

2. To provide IT Facilities to assist staff, students and other authorized users to conduct bonafide academic and administrative pursuits.

3. To ensure that all users must accept full responsibility for using the IT Facilities in an honest, ethical and legal manner and with regard to the privacy, rights and sensitivities of other people.

4. To make the system administrators and users aware and responsible for the protection of the IT network.

5. To facilitate an effective availability of network at all times, and rapid tracking down and resolution of any network problems

6. To minimize interruptions in the IT services.

Procedures

Procurement of IT hardware, software and services

• Assemble the IT related requirement in the indent form from all the Heads of the departments and Registrar

• Compile the requirements for the Institute priority wise as per the budget allotted

• Submit the requisition to the Convener, Purchase committee

• Finalizing the Quotation and placing the PO in Coordination with the Purchase Committee/ Central Data Centre

• The IT administrative Committee will install the Received IT requirements and arrange for the taming of the stakeholder/ Maintenance of the same/ Repair whenever required

• The committee will follow the standard set-up procedure for new hardware, software and IT systems.

• Any equipment purchased must be recorded on the fixed asset register by the respective institutes.

• IT Administrative committee will keep the requesting department / designated staff member informed of the order status.

• IT Administrative committee will note that the IT capital expenditure budget is eligible for replacement in accordance with the replacement cycles set out below:

• BAll desktop computers (including laptops): 5 years

• Servers: 5 years

• Network & Firewall equipments:5 years

• Assemble the usage data from all the Heads of the department / Registrar for all the IT related facilities

• finalize and submit a report to the Principal

Management and security of ICT capital equipment

- Heads, Registrar and IT committee convener are responsible for ensuring that appropriate processes are in place in their areas of responsibility so that:
- the correct asset labels are affixed to all ICT capital equipment
- the location of ICT capital equipment is recorded using the software tools
- The disposal of any ICT capital equipment is in accordance with the ICT

Capital Equipment Guidelines and the Provision of Computers for Staff and Recycling and Disposal of Institute Computer Equipment Policy.

Non-Standardized IT Resources

- It is acknowledged that standardized IT resources will not meet the needs of all faculty, staff, and administrators. These situations may require specialized or customized equipment. Reasons might include:
- Specialized software determining the choice of hardware
- Special performance requirements
- Staff, whose teaching and research responsibilities require an alternative to the standard configuration
- Administrators and staff whose specific technical, environmental, or functional job responsibilities require an alternative to the standard configuration
- Non-standard equipment should be exceptions, and justification for the need of the equipment must be documented by the department to IT Administrative Committee.

Standardization

- IT Services shall construct and maintain a list of standard supported hardware and software, which is recommended for use within the Institute.
- The list of standard supported hardware and software will form the basis of the purchasing contracts managed by IT Administrative Committee.
- The list of supported hardware and software shall be reviewed at least annually.
- Any requests for products which are not on the list of standard supported hardware and software shall be subject to a comprehensive evaluation of the business case.

Support

- IT Administrative Committee shall provide advice and support for all products on the list of standard supported hardware and software.
- The support and maintenance arrangements for non-standard products must be agreed with IT Administrative Committee before any such products are purchased.
- Staff members are limited to a single desktop PC except where individuals need to be out of the office for periods of time then a laptop can be provided instead of the normal desktop PC.

Risk
- In evaluating all purchases of IT hardware, software and related equipment, IT Administrative Committee and the Finance Division shall conduct an assessment of all associated risks, including contractual obligations, on-going financial obligations and any other resource implications.
- All such risks identified through this process shall be documented and shall form a part of the support plan for that equipment

Registering an issue or problem
- In case of computer hardware or network related issues, clients/customers will register the issues / problems with the IT Administrative Committee. • Customer support members will record the issue information for future reference.
- The following information is required for registering an issue:
  - ➢ Date & Time of the occurrence.
  - ➢ Caller name, caller contact information, including Email address, and phone number.
  - ➢ Requester: who is having the problem, who needs to be notified.
  - ➢ Department, Room number, Laboratory no. if required.
  - ➢ IT resource affected.
  - ➢ A brief and meaningful oral / written description about the problem or issue including actions being attempted, error messages or screen shots if applicable. etc.
  - ➢ Information of the issue or problem to the concerned team, following the escalation procedure, if necessary.

➢ Other relevant information about problem occurrence. such as. Is this the first time you have experienced this problem" etc.

Setting Priority

Default rule for the priority setting is according to the Date & time of the call received. However, the priority may be changed in the following situations:

➢ Major problems affecting multiple clients.

➢ Client unable to operate or perform tasks normally and no alternate procedure is available. Examples: Server or Database down.

➢ Critical requests will be given top priority.

➢ Number of personnel/customers affected.

➢ Depending on the Impact to the organization.

Forms:

• Indent form

• Form for compilation of requirements

• Requisition form

• Purchase order

• Department Logbook format

• Format for usage report

• Installation report for IT equipment

Other resources

Purchase Committee Policy

Insurance policy

Depreciation policy

IT security policy

AMC Contracts

ICT Capital Equipment Guidelines

KPI's

Objective	Measure Description	To ensure 100% maintenance and utilization of the IT infrastructure
Objective Owner	Measurement Type	a. Number of complaints received regarding the IT infrastructure b. No of days taken to resolve the issues c. Percentage of overshooting the maintenance budget annually d. Percentage increment in the IT budget annually e. Number of working hours during which ICT enabled classrooms have been used. f. No. of teachers who got training for ICT use annually
	Formula	a. Actual no. of complaints received b. Total no. of days taken to resolve all complaints/No. of complaints received c. Total expense-Allotted Budget/ Allotted Budget*100 d. Current year Budget amount-previous year allocated budget/ Previous year allocated budget *100 e. Number of ICT class * number of working hour * number of working days in a weeks f. Number of teachers trained in the academic year/Total number of teachers*100

Desired Results	Units of measure	a. Actual no. b. Actual no. c. Percentage d. Percentage e. Hours f. Percentage

	Measure Location	a. and b. office
		b. Accounts section
		c. Accounts section
		d. Office
		  Information Cell
		  Lesson Plan and
		  Academic diary
		e. Information Cell data

	Measure Owner	IT administrative Committee
	Data Source	a. Complaint logbook in Office b. Approved Budget for the financial year, Audited balance sheet c. Approved budget of current and previous financial year d. Log book in the ICT enabled classrooms. Lecture proceedings or recordings LMS through the ICT enabled classrooms of the training programs
	Collection Frequency	a. a.,b.,c.,d.,Annually f. Weekly/monthly
Measurement	Reporting Frequency	Every Week/Month/Year
	Verified by	HoD/IT administrator
	Verified by	IQAC
	Presentation	Principal
	Targets and	a. Maximum 10 complaints per month b. Minimum 3 days on an average for

	Thresholds	resolution of complaints
		c. Overshoot not beyond 2% annually
		d. 25% increase in budget allocated for IT facilities augmentation /upgradation
		e. 7 hours usage per day of the ICT facilities provided in classrooms and laboratories
		f. Increase in the percentage of teachers trained in ICT (25%)

Key words : IT administration, IT administrative Committee, Purchase committee.

Bharatiya Jain Sanghatana's
Arts, Science and Commerce College Wagholi, Pune – 412207

PERFORMANCE APPRAISAL POLICY

	Policy TITle: Performance Appraisal	
1.	Administrative Policy Number (APN): 2023/06 (Suggested By IQAC)	Functional Area: Administrative
2.	Brief Description of the Policy	Placement / Promotion of Staff and non-teaching staff based on Annual Performance Indicators
3.	Drafting	2022-23
4.	Policy Applies to:	Teaching faculty, Non-Teaching Staff
5.	Effective from the Date	2022-23
6.	Approved by:	Principal, Management
7.	Responsible Authority	Principal
8.	Superseding Authority	Management
9.	Last Reviewed /Updated:	----
10.	Main Objective for the policy	1. Meeting objectives / expectations laid down by the UGC / affiliating University guidelines/Principal/Management for Self-appraisal 2. To assess the strengths of the faculty 3. Timely implement of CAS for faculty /providing increment to the faculty 4. Time –bound promotions of non-teaching staff 5. To take disciplinary action against the defaulting teaching staff and non-teaching staff
11.	References for the policy	UGC/GR/Affiliating University circular

Introduction :

This policy is for making staff and non-teaching staff adhere to the timely submission of the self-appraisal forms to ensure smooth and unhindered career advancement. The

This policy will ensure hassle free promotions of the staff and non-teaching staff.

This policy will also be a source to gauge the strengths of the strength and their weaknesses..

Policy Statement:

The teaching staff and the non-teaching staff (Grant in aid and Self-financed Programs) will be required to submit their performance appraisal forms annually as per the prescribed format as prescribed by the respective regulatory bodies.

Definitions:

Staff : The staff who are governed by the rules of UGC / affiliating University / State Government / Management

Grant- in-aid Staff: The salary of these members is the responsibility of the government.

Self-financed staff: The salary of these members is the responsibility of the Management.

Career Advancement Scheme (CAS) for teachers: Career advancement procedure adopted by the University as per UGC regulations.

Policy Statement

The teaching staff and the non-teaching staff will be required to submit their performance appraisal forms annually as per the prescribed format.

Procedures

Grant- in- aid Teaching Faculty:

• Circulation of the PBAS format for Self-appraisal (Form F1)

   • Training for the awareness of rules for Promotion as per guidelines and API form filling

- Yearly submission of self-appraisal forms
- Submission of Application for CAS
- Scrutiny of the application and preparation of consolidated score cards(Form F6 - i to
- Appointment of Chairperson, Subject Experts, Government Nominee, Academicians of repute and other members as per UGC / affiliating University guidelines
- Conduct of Scrutiny/Interviews as per UGC/ affiliating University guidelines
- Implementation of the scale after receiving the approval from the above mentioned bodies
- Informing the staff about the status of their CAS application
- Appropriate changes in the ERP software, Office records (Personal file) and service books.
- The non-submission of appraisals in time will lead to losing the increment/promotion for the year
- •Objective based Institute appraisal form to support this policy

Teachers of self-financed courses:
- Circulation of the format for Confidential report
- Confidential Report (CR) filling and authentication by the Heads of the Department annually
- Submission of the CR to the Principal
- Scrutiny and authentication of the CR's by the Principal
- Yearly submission of CR to HR
- Conduct of Scrutiny/Interviews as per guidelines of Governing Body
- Promotion and Implementation of the higher scale after receiving the approval from the Governing Body
- Informing the staff about the status of their promotion
- Appropriate changes in the ERP software, office records (Personal file) and service
- books
- The non-submission of appraisals in time will lead to losing the increment/promotion
- OR termination of services
- Objective based appraisal form to support this policy (Form F2)

Grant- in- aid Non-Teaching Faculty:

- Circulation of the format for Confidential Report (Form F4)
- Filling and authentication of the CR by the Heads of the Department to be done
- annually
- Submission of the CR to the Principal
- Scrutiny and authentication of the CR's by the Principal
- Scrutiny/ Approval for Promotion by Internal Promotion Committee and subsequently by Administrative Committee of the Management
- Submission of CR's and all supporting documents to Joint Director office
- Implementation of the higher scale after receiving the approval from the Joint
- Informing the staff about the status of their promotion
- Appropriate changes in the ERP software, office records (Personal file) and service books
- Objective based appraisal form to support this policy (For Administrative NT staff and Lab Assistants only) (Form F5)

Non-Teaching staff of self-financed courses:

- Circulation of the format for Confidential Report (Form F4)
- Confidential report filling and authentication by the Heads of the Department annually
- Submission of the CR to the Principal
- Scrutiny and authentication of the CR's by the Principal
- Yearly submission of CR to HR
- Conduct of Scrutiny / Interviews as per guidelines of Governing Body
- Promotion and Implementation of the higher scale after receiving the approval from the Governing Body
- Informing the staff about the status of their promotion
- Appropriate changes in the ERP software. office records (Personal file) and service
- books.
- The non-submission of appraisals in time will lead to losing the increment promotion
- OR termination of services
- Objective based appraisal form to support this policy (Form F2)

Grant-in-aid Non-Teaching Faculty:

- Circulation of the format for Confidential Report (Form F4)
- Filling and authentication of the CR by the Heads of the Department to be done annually
- Submission of the CR to the Principal
- Scrutiny and authentication of the CR's by the Principal
- Scrutiny/Approval for Promotion by Internal Promotion Committee and subsequently by Administrative Committee of the Management
- Submission of CR's and all supporting documents to Joint Director office
- Implementation of the higher scale after receiving the approval from the Joint Director office
- Informing the staff about the status of their promotion
- Appropriate changes in the ERP software, office records (Personal file) and service books
- Objective based appraisal form to support this policy (For Administrative NT staff and Lab Assistants only) (Form F5)

Non-Teaching staff of self-financed courses:

- Circulation of the format for Confidential Report (Form F4)
- Confidential report filling and authentication by the Heads of the Department annually
- Submission of the CR to the Principal
- Scrutiny and authentication of the CR's by the Principal
- Yearly submission of CR to HR
- Conduct of Scrutiny/Interviews as per guidelines of Governing Body
- Promotion and Implementation of the higher scale after receiving the approval from the Governing Body
- Informing the staff about the status of their promotion
- Appropriate changes in the ERP software, office records (Personal file) and service books .
- The non-submission of appraisals in time will lead to losing the increment/promotion OR termination of services.

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

Key words : Academic Performance Indicator, Career advancement scheme, Confidential Report

Objective	Measure Description	a. To ensure 75% of the staff meeting the objectives mentioned in the Institute Appraisal form b. To ensure 90% of approval of CAS cases/Promotion
Objective Owner (IQAC/Principal)	Measurement Type	a. Number of staff meeting the objectives in Institute Appraisal form b. Number of staff approved for CAS promotion
	Formula	a. (Number of staff meeting objectives/Total no.of faculty)*100 b. (Number of staff approved for promotion / Number of staff applied for promotion)*100
Desired Results	Unit of measure	a. Staff meeting objectives b. i. Staff applying for CAS c. ii. Staff approved for promotion
	measure Location	a. Institute appraisal form b. i. API Forms ii. University Communication iii. Joint Director's office Communication iv. ERP software

	measure Owner	IQAC/Registrar/Principal
	Data Source	a. List of Faculty b. List of staff eligible for promotion List of staff who have applied for CAS promotion c. List of staff approved for promotion/increment
	Collection Frequency	a. Annual b. Quarterly
Measurement	Reporting Frequency	Annual / Quarterly
	Verified by	HoD
	Validated by	IQAC
	Presentation	Principal
	Targets and Thresholds	Increase in percentage of teachers meeting the objectives in the Institute Appraisal form to 80%

Bharatiya Jain Sanghatana's
Arts, Science and Commerce College Wagholi, Pune – 412207

STAFF DEVELOPMENT POLICY

1.	Title of the policy	Staff development policy
2.	Administrative Policy Number	(APN) (Suggested By IQAC):
3.	Brief Description of the Policy:	This Policy promotes organized learning and development activities for all the Staff members, which results in periodic upgrading by all the teaching and non-teaching Staff.
4.	Drafting	2022-23
5.	Policy Applies to:	All levels of Staff members and administrators namely, Principal, vice-principal, Deans, Coordinator of the IQAC, CoE, Assistant Professor, Associate Professor and Professor and non – teaching Staff members at all levels
6.	Effective from the Date:	2022-23
7.	Approved by:	Principal.
8.	Responsible Authority	Vice - Principals
9.	Superseding Authority	Management
10.	Last Reviewed / Updated:	NA
11.	Reason/Objective of the Policy	To update the knowledge of the Staff members in the relevant fields to boost the morale to contribute to the organization and stakeholders.
12.	References for of the policy	Affiliating University / HRDC/UGC/ SIET Management Staff welfare policy.

Staff Development Policy

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

Purpose

• To strengthen the professional competency

• To prepare the staff to use the updated teaching pedagogy and not to lag behind

• To provide scope to national contribution by involving students

• To sustain the expectations of the students and other stakeholders

• To provide scope to design and develop e-content

• To march towards excellence

• To venture into new evaluative processes

Process Owner

1QAC Coordinator/ Principal

Policy

To update the knowledge of the staff in their core subject and pedagogy with evolving trends/progression/ paradigm shift so as to improve the teaching effectiveness, to be able to meet the needs of the teaching -learning processes, which are evolving with the change in the systems either introduced by the affiliating university or by the need of any other autonomous body.

Process

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

Encouragement to Faculty: This policy encourages and provides finances for participation in workshops, staff enrichment programs, Management Development Programs by the teaching and

non- teaching staff members, with the objective of upgrading their skills, knowledge and attitudes.

Deputation to represent the institution for Research Paper Presentations: The institution will encourage employees to attend seminars/conferences to present papers and the expenses to the extent specified by the competent authority each year.

Organizing seminars, conferences, FDPs/FEPs/PDPs: The institution encourages the 10AC/ Academic Departments to organize seminars, conferences, FDPs. FEPs and PDPs with institutional funding and encourages them also to raise additional funds.

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

Sponsored Research: Staff encouraged getting a sponsored research, from the government and non-government agencies or other institutions.

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

Consultancy Work: Staff members are encouraged to pursue consultancy and the earnings are shared on a percentage basis as mentioned in the consultation policy. This is done with an objective to bring practical inputs into the classroom

Learning from the field: Every staff is encouraged to enrich their knowledge from the industry/field by spending required time with the external organizations.

Bharatiya Jain Sanghatana's
Arts, Science and Commerce College Wagholi, Pune – 412207

CURRICULUM DEVELOPMENT POLICY

1.	Policy Title	Curriculum Development Policy
2.	Administrative Policy Number (APN):XX/XX/ XXXX	Functional Area: Criterion I
3.	Brief Description of the Policy:	This policy is for effective development of curriculum of courses and programs that reflect the institution's values, goals and mission.
4.	Drafting	Name of the faculty / process owner
5.	Policy Applies to:	Curriculum Development
6.	Effective from the Date:	2022-23
7.	Approved by:	IQAC, Dean Academics
8.	Responsible Authority	Dean Academics
9.	Superseding Authority	Principal, Management
10.	Last Reviewed /Updated:	--
11.	Reaon for the policy	To update and upgrade curricula with inputs from different industry/ professional/ academic experts regularly.
12.	References for the policy	LOCF by UGC/ UGC and University guidelines for autonomous Colleges/any other as per the requirement for the institution

Policy Purpose and Objectives:

Curriculum development plays a crucial and critical role in quality advancement of the institution. This policy provides guidelines for curriculum review, launching new courses, credit allocation and modality of assessment. As per guidelines issued by the UGC, autonomous institutions have to review existing courses/programs and. restructure, redesign and prescribe its own courses/programs of study and syllabi.

Objectives:

- To outline the principles that form the basis of the design of curricula for all courses offered by the institution

- To ensure timely revision and modification of curricula for all courses, to make them relevant to contemporary times and align them with PSO and PO prescribed by the institution
- To identify new areas for skill enhancement and of local/ national/global relevance, define Course objectives and Course outcomes and design detailed curricula for these
- courses
- To review/modify methods/ modality of evaluation for different courses and notify results
- To review/ revise credit allocation for awarding certificate/ diploma/ degrees

Introduction:

Curriculum design is essential for clearly articulating the goals / objectives of learning and its outcomes. Curriculum for a program should align to the goals, vision, mission, values and strengths of the institution. Well- designed curricula is an outcome of thorough knowledge of the scope of the subject, research of the current developments in the discipline and an idea of upcoming skill sets expected in the learner on graduation.

Policy Statement

The Curriculum Development policy is intended for effective design and review of curricula for different core, diploma and certificate courses and make them learner centric and outcome oriented.

Definitions

Program: An educational program leading to award of a Degree, diploma or certificate Course: Usually referred as papers' is a component of a program. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field

Work/ outreach activities project work' vocational training 'viva' seminars/ tern papers/assignments/ presentations/ self-study etc. or a combination of some of these.

Core Course: There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a program in a said discipline of study.

Credits: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week

Curriculum: A curriculum is the combination of instructional practices, learning experiences, and students' performance assessment that are designed to bring out and evaluate the target learning outcomes of a particular course

Course Objectives : A course objective broadly specifies a behavior, skill, or action that a student should be able demonstrate on completion of the course

Program/ Program Specific/Course Outcomes: A set of measurable statements that formally state the specific knowledge and skills that one should be able to do at the end of the Program/ Course in concrete form.

Mapping of outcomes: The process of identifying which course outcomes address each of the outcomes specified for the program and allows the course designers to ensure that the entire curriculum offers student's sufficient opportunity to develop the knowledge and skills specified in Graduate attributes/ Goals and objectives/ Vision- Mission statement of the institution.

Process 1

Defining Programs, Courses, Credit structures as per the flexibility for the institution.

Defining eligibility for all programs

Defining Modality of assessment for Programs

Process 2:

Preparation of drafts of proposed syllabi by faculty/ departments

Sub process 1: Identification of current developments, upcoming skill sets and local global needs of skilled manpower

Sub process 2: Feedback from stakeholders on current curricula

Sub process 3: Consolidation of data derived from above processes by Head of the department and preparation of proposed syllabi in consultation with departmental colleagues

Sub process 4: Defining credits for all courses and ensuring conformity with College structure

Sub process 5: Defining Modality of Assessment for all courses

Process3

Constitution of Governing Body, Finance Board. Academic Council, and a Board of Studies (BoS) for every Program.

Sub process 1: Constitution of BoS for every program according to UGC guidelines

Sub process 2: Constitution of Academic Council according to UGC guidelines

Sub process 3: Constitution of Finance Board according to UGC guidelines

Sub process 4: Constitution of Governing Body according to UGC guidelines

Process4:

Conducting BoS meetings and approving curriculum, credit allocation and modality of assessment separately for every Program/course

Process 5:

Conducting Academic Council Meetings and approving curriculum for every Program, credit allocation and Modality of Assessment

Process 6:

Conducting Finance board Meetings and approving course fees for every program

Process 7:

Conducting Governing Body Meetings and approving all programs

Process 8:

Compiling all approved syllabi for documentation and also posting on College website for visibility to all stakeholders

Process 9:

Communicating the Course titles, credit allocations and modality of assessment to 1QAC,

Exam Cell, Library and Administrative Office further action

Process 10:

Collecting feedback from all stake-holders:

Students, alumni, faculty, researchers, employers and guides/ supervisors offering internship for current syllabi.

Process 11:

Conducting meetings/ seminars with industry experts/ employers/ researchers to review skill sets expected in the graduates

Process 12:

Conducting workshops for staff on the pedagogy of learning, designing curricula within the LOCF. evaluation criteria etc.

Records

a. Minutes of all meetings

b. Final syllabi for all courses- year wise

c. Feedback from stakeholders. Feedback analysis

d. List of all courses- Core, Certificate, Diploma courses offered

e. Course completion reports for all Certificate, Diploma courses Related Information

f. UGC guidelines for Autonomous Colleges, 2017

g. LOCF's made by UGC

h. Current Skill reports stated in National Skill Development Commission

i. Examination policy

j. Teaching- Learning Policy

k. Academic Calendar

KPI:

a. New courses/ programs/Certificate courses/ value added courses introduced.

b. Number of revisions done in the past five years in current courses.

c. Courses where skill development components were introduced.

d. Courses where project-based learning/ internships were introduced.

e. Number of applications received for different programs.

f. Number of students opting for skill- based programs.

g. % of students opting for Certificate/ Diploma courses.

h. % of students opting for value added courses.

i. % of students opting for internships / projects.

J. Results and result analysis for all courses.

Bharatiya Jain Sanghatana's
Arts, Science and Commerce College Wagholi, Pune – 412207

TEACHING – LEARNING & EVALUATION POLICY

1.	Title of the policy	**TEACHING – LEARNING & EVALUATION POLICY**
2.	Administrative policy Number	(APN) (Suggested By IQAC):
3.	Brief Description of the policy:	All teachers will adopt the Outcome Based Education approach to transact the curriculum and employ appropriate and relevant pedagogical and assessment tools and techniques to help students attain Bloom's learning outcomes.
4.	Drafting	IQAC Cell
5.	Policy Applies to:	Staff Members, Students
6.	Effective from the Date:	2022-23
7.	Approved by:	Principal.
8.	Responsible Authority	Head of Academic Department and IQAC
9.	Superseding Authority	Principal.
10.	Last Reviewed/Updated :	NA
11.	Reason / Objective of the policy	Policy Purpose • To ensure that the curriculum is delivered following the Outcome Based approach to education . • To adopt outcome based evaluation and assessment • To develop consistent, quality standards in the teaching-learning – evaluation processes so that students acquire required knowledge, skills, and attitudes.

		• To guide teachers about the most appropriate way to teach and build accountability • To help XXXXX College comply with the SPPU model of Outcome based pedagogy • To brand Organization as a center of excellence
12.	References for the policy	Affiliating University / HRDC/UGC

Procedure for Writing Learning Outcomes

Develop a minimum of five, but not more than seven outcomes per course.

Write course outcomes in the format given below.

Course Outcome No. CO#	Cognitive Ability	Outcomes [Examwise]
CO 101.1	REMEMBERING	Define Various concepts & terms
CO 101.2	UNDERSTANDING	Explain the terms and concepts
CO 101.3	APPLYING	Make use of scientific principles/theories for a business problem
CO 101.4	ANALYSING	Examine the various facets
CO 101.5	EVALUATING	Judge the suitability of alternative
CO 101.6	CREATING	Formulate alternative research designs, sampling designs

Write subject code. followed by a dot and then the number assigned to the CO under the column of COs. Exclude introductory text and phrases like "Students will", while writing learning outcomes

1. Restrict character size of each learning outcome to 300 to 400 characters
2. Get the COs approved by the HOD

Procedure for Pedagogy Mix

1. Prepare Session Plan for each course as given in the format highlighting pedagogy for each topic keeping in mind learning outcomes
2. Get the session plan approved by HOD

Procedure for Assignment Mix and Measurement of CO Attainment

1. Prepare Assignment Mix in format given.

2. Prepare 3 Assignments that are outcome based for every course carrying three credits and minimum of 2 assignments /evaluations for every course carrying 2 credits

3. Each assignment shall be of 25marks each

4. For CCE only assignments having higher order outcomes application/analysis/evaluation/creation will be accepted. that is

5. Assignments in the same course should not repeatedly use the same assessment tool and or test the same learning outcome. For example, all three assignments in a course cannot be case studies to assess attainment of learning outcome namely analysis/application

6. Map assignments to COs expected to be achieved

7. Design a suitable rubric for each assignment [Follow the format given

8. State scientifically and appropriately expected attainment levels for course outcomes I Threshold values]

9. Design Assignment schedule in the format given

10. Get the assignment mix, assignment schedule, rubric approved by HOD

11. Display the assignments on LMS within the first week of starting the semester

12. Conduct the assignment/evaluation on scheduled dates as given in Assignment Schedule

13. Inform in writing reasons why assignments/evaluation needs to be postponed at least one week before scheduled date.

14. Assess the test/assignment strictly on the basis of the approved Rubric

15. Put up results on the Same day of conducting the assignment

16. Students must sign on Evaluation Sheets/Mark sheets. Similarly, the staff -member and HOD must sign on such sheets

17. The Evaluation /Mark sheets must be scanned [after signatures] and put up in PDF format on ERP system

18. Measure attainment of course outcomes and present such analysis in given formats/

19. Reasons for poor attainment must be explained and recorded

20. Record feedback of students on their perception of learning [in the format given]

21. Use assessments and attainment of outcomes and feedback for further improvements in pedagogy and assessments.

22. Assignment mix, assignment schedule, rubric for ensuing semester must be submitted 15 days prior to conclusion of the current semester

23. Non submissions/ delays in submissions will be noted in Reports of Performance Appraisal and 3 lapses in a year can lead to reduction in 3 casual leaves in a year and or loss of increment for the year

Procedure for Measurement of CO Attainment

a. Map every internal and external assessment with corresponding COs. For example, an open book test may be mapped with COl, a quiz with CO2 and so on

b. Set the threshold level /value Minimum pass percentage] for CO attainment based on Rubrics. For example,

i) 50% of students achieving above 50% marks will be considered as Low achievement of the particular CO attainment (assigned No. 1];

ii) 60% of students achieving above 50% marks will be considered as Medium achievement of CO attainment [assigned No.2] and

iii) 70% of students achieving above 50% marks will be considered as High attainment [assigned No.3]

c. Enter marks obtained by students for different components of exams - marks obtained by the students in their internal exams, university exams and internal assessments such as quiz, seminar, presentation, mini project, assignment etc.

d. Calculate Final CO attainment for the subject for internal and external exams.

e. Design a survey to seek students' assessment for -attainment of learning outcomes

f. The weightage given for direct assessments may be 90% and for indirect assessment through students' survey may be 10%. Suitably calculate attainment using weights to arrive at CO attainment levels.

Head of Department

1. Assign work loads
2. Guide teachers on writing learning outcomes
3. Collect Learning Outcome Statements for each course before 15 days of conclusion of semester
4. Collect Session Plans and approve them for each course
5. Collect assignment Schedules, Assignment Mix and Rubrics for each course
6. Make a final Assignment schedule for all courses and put it up on LMS

7. Record Lapses in Compliance of Assignment Schedule

8. Collect and check Outcome Attainments

9. Present Outcome Attainment results to director

10. Organise getting feedback from students

11. Analyze feedback

12. Random checking of assignments to check whether rubrics are being follow ed

13. Ensure that results of assignments are put up on 5th day of conducting assignments

14. Signing Evaluation sheets

IT In-charge

1. Generate reports of Course outcomes for each course

2. Generate Report of Assignments put up for each course on LMS

3. Calculation of CO attainment

4. Putting up evaluation Results on LMS/ERP

Director

1. Organize training programs for OBE

2. Monthly reports of assignments

3. Review attainments of outcomes

4. Suggest Improvements

Definitions

If applicable, define key terms used in policy

Bloom's Taxonomy:

Bloom's Taxonomy refers to a hierarchical ordering of cognitive skills that can, help teachers teach and students learn.

1. Outcome based learning

Outcome-based education is a model of education that rejects the traditional focus on what the school provides to students, in favour of making students demonstrate that they

"know and are able to do" whatever the required outcomes are. OBE reforms emphasize setting clear standards for observable, measurable outcomes.

2.   **Session plan**

A session/ lesson plan is a teacher's detailed description of the course of instruction or "Learning trajectory" for a lesson. A daily lesson plan is developed by a teacher to guide class learning.

3.   **Records**

Include a hyperlink to any forms related to the policy.

1.   Session Plan
2.   List of Course Outcomes
3.   Assignment schedule
4.   Assignment Mix
5.   Rubric
6.   Evaluation Sheets
7.   Result Analysis
8.   Attainment of Course Outcomes
9.   Feedback Forms
10.   HODs Report on Assignment Compliances

Key Indicators:

Graduation Success Rate [80% of those who appeared for University exam

Distinction and First-Class Students - 40% of passing out students

Placement /Entrepreneurship: 60% of passing out students

80% positive feedback from students

Pre and Post Self Evaluation of learning by students

Admissions: Intake to Admitted Students Ratio [Intake to Applications]

Check List for Audit

1.   Academic Calendar
2.   Workload sheet
3.   Session Plans for each course

4.   Course Outcome sheets for every subject

5.   Assignment Mix

6.   Assignment Schedule

7.   Rubric Sheet

8.   Evaluation Sheet

9.   LMS Report of uploading Assignments

10.   Monthly report of assignment completion report

11.   Analysis of Attainment of Course Outcome

12.   Declaration of conducting Assignments as per Schedule

13.   Evidence of Assignments

14.   Random check of assignments as per rubric [by HOD]

15.   Feedback forms of students

16.   HOD's Compliance report

17.   List of slow and Advanced learners.

18.   Documentary evidence of using pedagogy relevant to learning outcomes.

Abbexure – A

Outcomes and Relevant Teaching Methods

Sr. No	Learning Aims	Relevant Teaching Methods
1.	Disseminate up to date knowledge	1. Lectures 2. Hand –outs 3. Guest lectures 4. Use of exercises that require students to find up-to –date knowledge 5. Develop skills in using library and other learning resources 7.Use of the Internet
2.	Develop the capability to use ideas and in formation	1. Case studies 2. practical's 3. Work experience 4. Project 5. Demonstrations 6. Group working 7. Simulations 8. Problem solving 9. Discussion and debate 10. Essay-writing
3.	Develop the students' ability to test ideas and evidence	1. Seminar and tutorials 2. Presentations 3. Essays 4. Feedback on written work 5. Literature reviewing 6. Exam papers 7. Critical assessment 8. Peer assessment 9. Self –assessment
4.	Develop the students' ability to generate ideas and evidence	1. Research Project 2. Workshops on techniques of creative problem solving, 3. Group working, 4. Action learning, 5. Lateral thinking, 6. Brainstorming, 7.

		Min-mapping, 8. Creative visualization & problem solving.
5	Facilitate the personal development of students	1. Feedback, 2. Role play, 3. Experiential learning, 4. Learning logs, 5. Structured experiences in groups, 6. Self-assessment
6	Develop the capacity to plan and manage own larning	1. Projects, 2. Action Learning, 3. Workshops, 4. Reflective logs and diaries, 5. Independent study, 6. Dissertations, 7. Work placement, 8. Portfolio development.

Annesure B

Outcome Based Comprehensive Concurrent Evaluation Methods

A teacher may adopt a combination of relevant assessment methods for attainment of learning outcomes given below

Group A (Individual Assessment) Not more than I per course

1. Class Test

2. Open Book Test

3. Written Home Assignment

4. In-depth Viva-Voce

Group B (Individual Assessment) - At least 1 per course

5. Case Study

6. Case let

7. Situation Analysis

8. Presentations

Group C (Group Assessment) - Not more than 1 per course

9. Field Visit / Study tour and report of the same

10. Small Group Project & Internal Viva-Voce

11. Model Development

12. Role Play

13. Story Telling

14. Fish Bowls

Group D (Creative - Individual Assessment) - Not more than 1 per course

15. Learning Diary

16. Scrap Book / Story of the week / Story of the month

17. Creating a Quiz

18. Designing comic strips

19. Creating Brochures / Bumper Stickers / Fliers

20. Creating Crossword Puzzles

21. Creating and Presenting Posters

22. Writing an Advice Column

23. Library Magazines based assessment

24. Peer assessment

25. Autobiography/Biography

26. Writing a Memo

27. Work Portfolio

Group E (Use of Literature / Research Publications- Individual Assessment) - Not more than 1 per course

28. Book Review

29. Drafting a Policy Brief

30. Drafting an Executive Summary

31. Literature Review

32. Term Paper

33. Thematic Presentation

34. Publishing a Research Paper

35. Annotated Bibliography

36. Creating Concept maps.

Group F (Use of Technology – Individual Assessment) – Not more than 1 per course

38. Online Exam

39.   Simulation Exercises

40.   Gamification Exercises

41.   Presentation based on Google Alerts.

42.   Webinar based assessment

43.   Creating Webpage / Website / Blog

44.   Creating info graphics / infomercial

45.   Creating podcasts / Newscast

46.   Discussion Boards.

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ACADEMIC ADMINISTRATION OF THE COLLEGE

1.	Title of the policy	**Academic Administration of the College**
2.	Administrative Policy Number	(APN) (Suggested By IQAC):
3.	Brief Description of the Policy:	Restructuring of the academic administration of the College. With earmarked duties and responsibilities, in order to avoid conflicts and dual commands and achieve the goal of greater academic excellence.
4.	Drafting	Internal Quality Assurance Cell (IQAC) of the College
5.	Policy Applies to:	The teaching staff of the College including staff engaged in laboratories.
6.	Effective from the Date:	2022-23
7.	Approved by:	Governing Body of College , affiliating University
8.	Responsible Authority	IQAC cell of the college
9.	Superseding Authority	Principal
10.	Last Reviewed/ Updated:	NA
11.	Reason/Objective of the policy	The policy will ensure the removing dual commands and over lapping of programs, increase inter disciplinary approaches to teaching –learning.
12.	References for the policy	University Academic Administration as cited in the University Calendar.

Definition of the policy

"Policy is a communication between the organization and its stakeholders on the views. Expectations, values and methodologies of work in a specific area".

- In this case it is policy about middle management.
- In this case the policy focuses on the institution's vision and mission of attaining excellence in academics.
- In this case the policy tells us to restructure the academic administration of the institution in order to bring about great efficiency and harmony in its functioning.
- In this case the policy will be implemented though procedures of acceptance, recognition and sanction by proper authorities at various levels and various points of time as mentioned in the policy.

Preamble to the policy

One of the main thrust areas of the NEP 2020 is promotion of interdisciplinary studies.

There is a need to open out academics in the HEIs to a broader spectrum of academic options for

the student and teacher. The NEP 2020 also focuses on further aligning education in HEls to contemporary demands of the society. To generate knowledge, stimulate research and adapt education systems to employability are goals that can be met only when there is greater traction between academic disciplines.

With consideration of above information and as an initial step to write the policy for:

'Restructuring of the academic administration of the college 2020° is required.

Policy statement

The Policy will be known as Restructuring of the academic administration of the college

Policy purpose

The purpose of the policy is to restructure the academic administration of the College, affiliating University for proper harmonious functioning of academic affairs of the institution with earmarked duties and responsibilities, in order to avoid conflicts and dual commands and ensure efficient functioning of the different aspects of academic administration of the College. Further the purpose of the policy is to strengthen the present academic administrative structure with a modified academic administrative structure in the institutions.

Definitions

Academic Committee: The Principal will constitute a six-member Academic Committee comprising of the Principal, Vice-Principal, 1QAC Coordinator, and the Deans. The Principal will get this Academic Committee approved by the Governing Body. The term of the Academic Committee is for two years. The Principal may dissolve and reconstitute the Academic Committee with the approval of the Governing Body. In case of the non-availability of any member of the Academic Committee due reasons of long term leave, death, resignation etc. the Principal may appoint another member who fulfills the essential qualification of the post for the remaining term with approval of Chairman of Governing Body.

Deans

Head and in charge of the institutions

Process

- Principal to constitute the academic committee with approval of Chairman, Governing body. Deans to be appointed by the Principal with approval from Chairman, Governing body. Deans to be selected on criterion of experience, academic achievements. and administrative expertise. The director of IOAC and the Principal will decide on the process of appointment of the deans.
- Responsibilities of the Academic Committee:

The Deans responsible for

1. Formulate a yearly academic calendar

Il. Coordinate interdisciplinary inter and intra collegiate academic activity.

To have at least three meetings every semester as follows:

- Budget meeting in which the yearly budget of institute is to be discussed and passed as per the programs decided in the academic calendar.
- Review meeting in mid semester.
- Documentation meeting at the end of semester.

At least four meetings with the Head of Departments as follows:

a. To decide on the calendar of programs.
b. To decide the budget of the programs.
c. Mid semester review meeting.
d. End semester documentation meeting.

- Allocation of yearly budget of each program and infrastructural requirements.
- The academic committee will prepare and present a report to the governing body Annually.

Procedures

- The IQAC holds a meeting to discuss the need for the Policy. A Subcommittee is formed to draft the policy. The IQAC second meeting will be held in which the drafted policy is presented. The IQAC approves of the Draft with certain changes after deliberation.
- Documents: Letter of intimation of meeting with Agenda

- Signed Attendance list of the Meeting
- Minutes of Meeting of IQAC
- The IQAC Director forwards the final Policy document to the Principal with a covering letter and with documents of proceeding of two IQAC meetings.
- The principal calls a meeting of the Governing Body of the College. The Governing Body evaluates and permits the implementation of the Policy.
- Documents: Forwarding Letter from Director 10AC and Letter of intimation of meeting with Agenda
- Notification by the Principal for the appointment of Dean along with pro-forma of application.
- Documents: Notification for selection and appointment of Dean and Attached pro forma
- The Principal notifies the constitution of the Academic Committee of the Schools and calls for the first meeting of the Committee.

Key performance indicators (KPIs) :

1. Number of academic presentation by students which are inter disciplinary in nature.
2. Analysis of results.
3. Analysis of students going in for higher studies.
4. Increase in inter disciplinary research projects.

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POLICY FOR IMPROVED INTERNSHIPS AND PLACEMENTS

1.	Title of the policy	Policy for Improved Internships and Placements
2.	Administrative Policy Number	(APN) (Suggested By(IQAC):
3.	Brief Description of the Policy	To initiate diverse mechanisms for enhanced internships and placement for the students of the College
<u>4.</u>	Drafting	Placement Cell of the College
5.	Policy Applies to:	The students of the College
6.	Effective from the Date:	2022-23
7.	Approved by:	IQAC cell of the college
8.	Responsible Authority	Placement Cell of the College
9.	Superseding Authority	Principal
10.	Last Reviewed/ Updated:	NA
11.	Reason /Objective of the policy	To increase the participation of the students of the College in the placement process and to groom them for increased quality placements.
12.	References for the policy	University /UGC Norms

Policy details

Introduction

As the institutional character changes with the introduction of more vocational and professional courses released to the industry, the need for a well-designed placement system becomes imperative for the College.

Policy Statement

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

Policy Purpose

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

Process and Procedures

- A Staff Council-authorized Placement Cell, comprising of a teacher Convener and five teacher members, to be constituted.
- Applications will be invited from the interested students of the College.
- Placement Cell Calendar for the Placement Cell programs in an Academic Year will be created.
- A part-time Placement Officer, from other field College, with good industry network, will be appointed by the Governing Body of the College.
- Priority cold-calling by the Student members of the Placement Cell to increase industry networking as per Placement Calendar.
- Compulsory Personality Development Classes for the students of all Departments, will be organized by the Placement Cell.
- Various strategies and tactics will be employed, as per the Placement Calendar, for increased participation in the screening process:
  i. Professional experts to be invited from outside the College to conduct regular sessions for holistic personality development of the students.
  ii. Post-session evaluation and assessment of the students to be conducted.
  iii. Various incentives to be given to the students to register and participate in the screening process of the companies.
  iv. Regular inter-college job fairs focusing on inter-related departments for every semester to be organized.
  v. Industry Experts to be invited to deliver motivational talks at frequent intervals.
8. Agreement on job profile with the industry.

9. Negotiations with the industry coming to the College for internships and placements for better pay packages and perks.

10. A feedback mechanism to be instituted to get inputs from the students regarding their preferable job profiles, pay packages and companies. Feedback will be taken from the companies to assess their experience and guidance for enhanced student involvement.

Records

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

Key Performance Indicators (KPIs):

1. Number of applications received for Placement Cell membership as compared to previous year.
2. Number of applications received for internships and placements as compared to previous year.
3. Number of Companies that visited the College campus as compared to previous year.
4. Number of students selected for internships and placements as compared to previous year.
5. Number of students joining internships and placements as compared to previous year.
6. Pay package (CTC) offered compared to last year.
7. Feedback from Companies.
8. Feedback from students.

Audit Documents

1. Application Forms
2. Minutes of meetings of Placement Cell
3. Attendance records of students attending the Placement Cell activities.
4. Attendance records of students in the screening.

5.   Feedback and Feedback analysis of students and companies.

6.   Financial implications to the institution.

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LIBRARY POLICY

1.	Title of the policy	Library functioning
2.	Administrative Policy Number	(APN) (Suggested By IQAC):
3.	Brief Description of the Policy	To ensure proper services, easy access and requisite procurement of textbooks, reference materials journals, periodicals, and other technologically developed library materials (e-resources)
4.	Drafting	Librarian
5.	**Policy Applies to:**	**The students and staff of the College**
6.	**Effective from the Date:**	**2022-23**
7.	Approved by:	IQAC cell of the college
8.	Responsible Authority	Placement Cell of the College
9.	Superseding Authority	Principal
10.	Last Reviewed/ Updated:	NA
11.	Reason /Objective of the policy	• To achieve the vision and mission of the college by playing a vital role in acquisition, organization and dissemination of knowledge. • To purchase books and other curated learning resources for use by the students for their academic pursuits and research. • To obtain maximum footfalls in library. • To have an Integrated Library Management System (ILMS) in place so as to ensure maximum use of its

12.	References for the policy	University/UGC Norms/AICTE

- systems and tools.
- Accessibility to the differently –abled stakeholders.
- Safety measures with regard to copyrights, scans, photos as well as maintenance /prevention of damage of books and other learning resources in the repository

Process flow

Input

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

Resource Enablers

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

Output

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

Risks and actions to mitigate the identified risks

Potential /probable risks

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

Actions to mitigate the identified risks

- Principal and management ensure that requirements from user departments are correct in all respects.
- Quotations are reviewed for suitability of items quoted for the college requirements
- Orders placed are reviewed before communication to suppliers for correctness in all respects

Process procedure

Planning

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

Price List

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

Approval

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

Receipt of books

- Library attendant inspects the pages of the books.

- Preparation of a satisfactory report.
- Pavement towards the purchase
- Accessioning, Classification, cataloguing with ILMS
- Home Lending facility.

Integrated Library Management System

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

New arrivals

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

Maintenance and preservation

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

Rules and regulations of library are displayed.

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

- Only books from general collection are issued to the staff and students.
- Dictionaries, Encyclopedias, Reference materials are issued for reference within the library.
- The users can reserve the already issued book by filling in the demand slip.
- The borrowing facility will be withdrawn or restricted in case of misconduct of any user in the library.
- The users should check the book thoroughly for any missing or tom pages while borrowing the book.
- Fine of Rs, 2/ per day shall have to be paid by the student against receipt in the library if the book is returned after the due date.
- In case of loss of books by the users. the matter should be reported to the library. The book shall be replaced immediately by the user.
- Mobile is not allowed in library.
- Eating and smoking in the library is prohibited.
- Complete silence must be maintained in the library reading room.

Internet facility
- Internet facility is provided both students and faculty.
- Users can search the books in the library's collection through OPAC.
- Books can be searched by 'Title'. Author. Subject, Publishers etc.
- Procuring a higher configuration server for library software.

Book exhibition
- Library committee organizes a book exhibition.
- Poster competition, symposiums, seminars and talks are arranged.

Monitoring
- Feedback is collected, surveys are conducted and interviews held one -to- one with students to formulate necessary action plan to bring improvement.

- The outcome of the above assessment is discussed with Principal/Management for continual improvement.

Focus on continual improvement strategies.

- Library policy works on the lines of the policy of the institution's vision and mission.
- Every year addition to manuscripts, rare books.
- Access to e-books, e- journals through INFLIBNET and NLIST membership.
- Annual external audition is carried.
- Accommodating the staff, students, community by creating extra space for research section.
- Transform the library into a central library.

- Book Exhibition Register
- Library Orientation Register
- Withdrawal Register
- Dead stock Register

Releated Information

Links to other releated processes

Key Indicators

- Ratio of footfalls in library to the ratio of admitted students.
- Ratio Reference books to the ratio of text books.
- Ratio of Duplicate book copies to the ratio of original books.
- Purchase versus Budget.
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STUDENTS SUPPORT POLICY

	Title of the policy	**STUDENTS SUPPORT POLICY**
1.	Administrative Policy Number	(APN) (Suggested By IQAC):
2.	Brief Description of the Policy	To guide, support and facilitate Student's needs and expectations.
3.	Drafted by	2022-23
4.	Policy Applies to:	Member In –Charge of various Committees Scholarship disbursal In –Charge Counselor Physical Director Language lab In –Charge Librarian Heads of the Departments Skill development officer
5.	Effective from the Date:	2022-23
6.	Approved by:	Management and Principal
7.	Responsible Authority	Vice-Principal.
8.	Superseding Authority	Principal
9.	Last Reviewed/ Updated:	NA
10.	Reason /Objective of the policy	To address the stakeholders needs and to provide a variety of support systems to enable a holistic development.
11.	References for the policy	University/HRDC/

Scope and Audience- Holistic development and students enrolled in the institution

Policy Purpose

- To support the students' financial needs through government and institutional scholarships.
- To provide opportunity to the students in co-curricular and extra-curricular activities in a structured way.
- To ensure that the students get proper and adequate guidance in their academic
  And non-academic related activities.
- To mentor the students for educational, psychological and social needs, so as
- To support them in the course of study and help them do their best.
- To boost / encourage academically backward students with special care and concern so. as to help them attain the desired outcomes through remedial
  Programs.
- To address the grievances of the students and redress by adopting a well-defined and transparent mechanism.

Policy Statement

The policy focuses on the support system of the students such as financial needs for educational purpose, training needs, learning special needs, psychological needs, career needs, research needs, skill needs, addressing grievances and capacity enhancement needs to enable/facilitate them to adjust with the environment of the institution and to become an empowered citizen of the country.

Definitions

Career needs- Career is considered to be personal or professional growth. This leads to maximum employee engagement. To enable that, the institution provides required training.

Capacity enhancement

Capacity enhancement skill scheme is designed to bridge the capability gap of the students from the schooling to collegiate education. This is done in several ways so that the knowledge and skill obtained from formal classroom learning is augmented and there exists value addition in the students.. Thus this scheme helps in the wholesome development of the students.

Responsibilities and Procedures

Scholarship Support and Welfare Schemes

The support of government and institutional scholarship facilities are announced first in the class to ensure that maximum needy students get benefitted.

Step 1 Planning

- Criteria for applying government and institutional scholarship
- Communication to all the students

Step 2 Process

- The class teacher initiates the process by providing the information related to scholarship

Scrutiny Process

- The office issues applications and scrutinizes the applications according to the eligible criteria mentioned in scholarship policy and submit for sanction and approval

Key Performance indicators

- Number of beneficiaries
- Number of fee defaulters list
- Number of dropouts due to financial difficulties (to bring down)

Mentoring process

Mentoring system is implemented to guide the students in academic and career.

Planning

- Allocation of Mentors for the First Year students in the month June
- Formal mentoring hours are planned.
- Physical copy of the mentoring format distributed

Mentoring session

The heads of the department supported by the staff members of the department undertake the mentoring of the students. Mentoring guidelines/procedure/ manual and mentoring format are made available to all the mentors.

Key Performance Indicators

- Ratio of mentor and mentees
- No. of mentoring sessions in a year.
- Percentage of the success rate of the mentees
- Percentage of mentees guided for psychological counseling
- The below Key indicators will also help to substantiate
- Number of grievances,
- Number of students participated in extracurricular activities.
- Remedial Class tracking Record.
- Result Analysis
- Dropout rates

Grievance Redressal process

Grievance redressal mechanism ensures accountability to the complaints by a fair resolve

Planning

- Communication of Grievances mechanism to all the stakeholders.
- Grievance drop boxes are placed in the prominent places of the institution.
- Fortnightly the drop box is opened by the Redressal committee.

Redressal Process

- The grievances are analyzed and prioritized according to the needs and severity
- Determine challenge of the practice
- Plan of action for improvement
- Improve practice and monitor the impact -(Separate committee will take care)
- The grievances are redressed at the earliest by disseminating the action to be taken to different committees
- Review and evaluate

Key Performance Indicators

- Number of grievances received and / or filed
- Number of grievances redressed
- Feedback Analysis
- Committee Analysis Report

Club activities Procedure

At the beginning of the academic year, various groups and student organizations are formed. Each student is required to join in at least one group or organization which suits her subjects of study and aptitude. New clubs or groups may be organized with the permission of the Principal as and when sufficient interest is shown. Each group will be under a competent advisor from among the teaching faculty. Some of the Student Organizations are: 1. a. Dramatics Club b. Honors Club I1. a. E - Journal (Live Wire) c. Consumer Rights Association.

d. Young Entrepreneurs Forum

Key Performance Indicators

- Number of activities organized by the clubs
- Number of prizes and awards
- Number of outreach programs
- Number of young entrepreneurs
- Number of articles published by students in the e-newsletter of college, of the department and in magazines
- Budget allocated and utilized.

Cultural Activities Procedure

The College authorities encourage trips and excursions of Educational and Cultural Value.

Excursions are arranged to places of interest during the academic year.

Key Performance Indicators

- Number of programs organized by the council related to cultural
- Number of prizes and awards from other institutions at State, National and International level
- Budget allocated and utilized.

Career Guidance / Skill development/ Certification Course/ Competitive Exam coaching

To act as an interface between the students of the college and various companies that come for internship and hands on trainings.

To provide training programs on Communication skills, Aptitude skill training, Campus to Corporate programme for the final students who have registered for placements and skill development training.

Organizing Career awareness programs are for pre-final and final year students

Conducting competitive exam coaching class

Key Performance Indicators

- Number of Career awareness programs organized
- Number of Career Counseling Sessions held
- Number of training programs arranged
- Number of competitive exam coaching class v/s Number of students benefitted
- Number of students attended and benefitted by the training

Forms

- Scholarship form
- Mentoring Manual, Mentor Report Format

Related Information

- Government scholarship guidelines. Institutional Scholarship Policy, Order Copy
- Grievance Redressal Policy

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POLICY ON THE FUNCTIONING OF PARENT-TEACHER ASSOCIATION

1.	Title of the policy	Policy on the functioning of Parent-Teacher Association (PTA)
2.	Administrative Policy Number	(Suggested By IQAC)
3.	Brief Description of the Policy:	This is a formal Association composed of parents and teachers, and is intended to facilitate parents participation in the institution's activities.
4.	Drafted by	Principal/IQAC
5.	Policy Applies to:	Students, Parents, Teachers and Management
6.	Effective from the Date:	2022-23
7.	Approved by:	Management and College Council
8.	Responsible Authority	The Secretary PTA
9.	Superseding Authority	Principal
10.	Last Reviewed/ Updated:	New policy prepared
11.	Reason /Objective of the policy	Proper monitoring of teaching-learning and evaluation.
12.	References for the policy	1. Affiliating University Guideline 2. State Govt. Guidelines 3. UGC Guidelines

Policy and Procedure for Parent Teacher Association (PTA)

Introduction

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

Purpose

The aims and objectives of the PTA shall be the following:

- To foster and promote good relationship among the members of the teaching
- staff, students and parents/guardians of the students
- To create in its members, an awareness of the importance of creating an academic culture conducive to the promotion of quality education.
- To institute scholarships, prizes, medals etc. to encourage and reward student Performance.
- To provide the students with necessary amenities and support and to monitor their progress as good students.

Policy

- The PTA of college will be a forum for the promotion of the good communication between teachers and parents of students for the betterment of the institution. The policy, structure and functioning of the PTA are slightly different from that of the University guidelines. Instead of a large general body, PTA in the college operates in a three- tier system wherein there shall be three committees:
  a. The elected PTA Executive Committee
  b. The PTA Representative Council C.
  c. The Class PTA General Body.

Process flow

PTA Executive Committee (comprised of 13 members)

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

(b) The committee shall consist of

    (i) A President

    (ii) A Vice President

    (iii) A Secretary elected from the members of the Teaching Staff

    (iv) The Executive Committee will be comprised of a parent-representative from each major Department in addition to the President, Secretary and Teacher Representative

elected from the PTA Representative Council The Vice President will be elected from the Parent - Representatives.

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

        (The year for the purpose shall be the Academic year).

(d)   A Committee once elected shall continue to hold office till a new

Committee assumes charge.

PTA Representative Council

        It is a committee of two elected representatives from each class PTA General Body. This Committee will be convened twice in a semester and on special occasions, when there are matters requiring emergency attention.

Planning

        As the Parent -Teacher Association is effectively functioning in college right from the inception of the college.. The election of two parents/guardians constituencies (one from fathers or male guardians and one from mothers or female guardians) will be held on the same day. The regular meetings of PTA Representative Council, the Executive Committee and the Class PTA will be held separately at least twice a semester.

Membership

(a)   The parents/guardians of all the students on the rolls of the College during an academic year shall be the members of the Association.

(6)   Parents shall contribute to the Student Welfare Fund fixed by the Executive Committee at the time of admission.

(0)   When a student is removed from the rolls of the college, the parent/guardian of the student shall also fail to cease to be a member of the Association.

(d)   The Principal and the other members of the teaching staff shall ipso facto be members of the Association.

Duties of the office bearers

1.   President

        The Principal shall be the ex-officio President and the Treasurer of the Association.

The President shall have control over all the affairs of the Association and shall preside over all Committee meetings and the meetings of the General Body. He/she shall maintain proper records of all receipts and payments and such records shall be presented before the committee on demand

2.   Vice President

He/she shall be elected from among the parents/ guardians. In the absence of the President, the Vice-President shall chair the meeting and perform the duties of the President.

3. The Secretary

He/she shall have the following duties:

a)   To enroll members.

b)   To maintain the registers and records. to keep in safe custody of all official papers of the Association and to attend to the day -to-day correspondence of the Association.

Executive Committee meetings

(a)   The quorum for a meeting of the Committee shall be six.

(b)   The President shall preside over all Committee meetings.

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

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

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

Meetings of the PTA Representative Council

(a)   The quorum for a meeting of the Council shall be ⅓ of the total Strength.

(b)   The President shall preside over all Council meetings and in his absence the Vice President shall preside over all Council meetings. In case the Vice President is also

absent, the members of the Council present shall nominate one from among them to be the President of the meetings

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

(d)   Special meetings of the Council may be convened by the President at the written request of at least 25 members of the Council.

(e)   The PTA Representative Council can suggest policies and plans and make recommendations.

Meetings of the Class PTA General Body

The business to be transacted at the semester -wise meeting shall include the following:

(a)   To evaluate the progress of the students with regard to their academic performance.

(b)   To suggest measures to improve student amenities and performance.

General Instructions

(a)   Seven days' notice shall usually be given for all meetings of the General Body at the Department level either by direct intimation or by information through the media.

b)   The General body meeting may be convened on special occasions.

(c)   The President and in his absence the Vice President shall preside over all meetings of the Executive Committee and Representative Council.

(d)   All decisions of the Council of Representatives shall be on the basis of a majority of votes.

(e)   Any document executed by the Association shall be signed by the President and the Secretary.

(f)   In case of any legal proceedings before a court by or against the Association, the Association shall be represented by the Secretary.

(g)   In case of dissolution of the Association at any time, all records and funds shall be taken over by the President and disposed of in a manner to be decided by the General body.

(h)   The above mentioned rules may be altered or amended by the Council of Representatives after considering the suggestions of the General Bodies at the Department level

Reviewing the Plans

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

Key performance indicators

- Effectiveness of the regular meetings
- Participation of parents in the meetings
- Interaction between the parents and teachers
- Feedback from parents

Records

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

Other documents

- Lit of students
- Class Wise list of parents / guardians with mobile numbers and email IDs
- Event Register

Bharatiya Jain Sanghatana's
Arts, Science and Commerce College Wagholi, Pune – 412207

ALUMNI ASSOCIATION POLICY

	Policy Title: Alumni Association Policy	
1.	Administrative Policy Number (APN):XXXXXX (Suggested By IQAC)	Functional Area: Alumni Association
2.	Brief Description of the Policy:	The policy is intended to provide a platform for members of the alumni association to bond with the institution and align its activities towards attainment of the Vision and Mission of the institution.
3.	Drafting	2022-23
4.	Policy Applies to:	Alumni Association
5.	Effective from the Date:	2022-23
6.	Approved by:	Alumni Association, Management and IQAC
7.	Responsible Authority	President of the Alumni Association
8.	Superseding Authority	Principal
9.	Last Reviewed/ Updated:	NA
10.	Reason /for the policy	Creation and maintenance of strong alumni network and provide a framework for active participation of the alumni in the activities of the institution.
11.	References for the policy	UGC/NAAC/SPPU/ Societies Registration Act

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

Objectives of the Policy

1. To provide a link between the alumni and the institute

2. To explore different avenues of alumni contribution in college activities

3. To solicit help of alumni in the placement of students

4. To seek cooperation of alumni in attainment of the Vision and Mission of the institution.

5. To help alumni support student education through need cum merit scholarships

6. To showcase, felicitate and celebrate achievements of the members

7. To organize programs/ activities to support the alumni

8. To enhance alumni membership

Policy Statement : This policy aims at leveraging the goodwill, knowledge, experience, networks, expertise and talents of the alumni to help the college in becoming a center of excellence and to offer them support systems for their personal and professional growth.

Definitions:

1. Alumni Association: - A duly constituted and registered body comes together for a common objective.

2. Alumna: - S/he admitted to a degree, advanced diploma, diploma or certificate programme and on successful completion or partial completion of the programme will be considered as an Alumna.

3. Membership: -Membership to the Alumni Association is granted by filling up the registration form and depositing membership fees (annual/ life membership fees)

4. Annual membership fees: - A sum decided by the Alumni Association for a period of 12 months.

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

6. Alumni Association Coordination Committee: - Committee comprising of
Principal, President of Alumni Association and 1QAC Coordinator

7. Activities: - Alumni association participating in the teaching learning process by contributing as professional experts, mentors, guest speakers, coach for sports and yoga, placement drives and internships, governing body members, motivational speakers and fund raising and donations.

8. Membership to retire staff: - On attaining retirement the teaching and non - teaching staff shall be considered as members of the alumni association on payment of membership fees.

Process

Inputs	Memorandum of Association, By-Laws, List of student, requirements of the alumni association ,activities to be conducted ,areas where the alumni association can contribute – events ,fairs,sports activities,credit courses ,mentorship, industry connect, placement and internships,fund raising ,donations and scholardhip.
Resources/ Enablers	Principal, IQAC, President, Alumni Association ,access to collage auditorium,audio visual room, sports ground.
output	Maintaining and up-dating alumni records, participation in the teaching learning process, placements, internships, fund raising, donations, scholarships, meetings held and connect with alma mater and fellow students and help in building brand equity.

Procedures

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

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

Registration of Members to the Alumni Association

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

Updating and Maintenance of Alumni data base

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

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

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

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

Records

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

Key words: Alumna, Alumni Association, alumni engagements,

Documents:

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

9. Stock register

Key Performance Indicators

1. 10% (ten percent) of all passed out students to be enrolled as registered members of the association.

2. 30% enrolment of the current batch as registered members of the association every year

3. Twelve activities organised every year

4. Five placements/ referrals/ internship projects every year

5. Ten students be benefited by free ships scholarships

6. Five alumni be benefited by the support received from the association institution.

7. Corpus collected by the association

8. At least rupees one lakh expenditure per year be incurred in achieving the objectives of the institution

Checklist for Audit

1. Registration Certificate of the association

2. Bylaws

3. Policy document

4. Academic Calendar

5. Activity register

6. List of registered members

7. Data base of alumni and registered members

8. Income and Expenditure statement

9. Free ships and scholarships offered

10. Audit Report

11. Annual Report

Bharatiya Jain Sanghatana's
Arts, Science and Commerce College Wagholi, Pune – 412207

Infrastructure Facilities of the Institution

Sr.No	Title of the Policy	Maintenance and Utilization of Physical, Academic & Support Infrastructure
1.	Infrastructure Policy umber (IPN)	Area of Function: Infrastructure
2.	Brief Description of the Policy	The Policy helps in judicious utilization and allocation of Institutional facilities and guides in the maintenance and upkeep of the infrastruture
3.	Draft prepared by	IQAC/College Maintenance Committee
4.	Policy Applicable to:	Infrastructure
5.	Policy Effective from	2022-23
6.	Approved by:	Governing Body/Management
7.	Authority Responsible	Principal
8.	Superseding Authority	Management
9.	Last Updated/ Reviewed	NA
10.	Web Address of the policy	
11.	Key Objectives	Utilization Allocation & Maintenance of Infrastructural Facilities of the Institution
12.	References	UGC, State Directorate of Highter Education

Introduction

Institutions own and operate an expansive infrastructure to deliver its teaching, learning and research programs. The Institutes should have established system and a well-developed policy for maintenance and utilization of computers, classrooms, equipment and laboratories as well as its support infrastructure. The policy aims at providing transparent and user-friendly guidelines as the basis of equitable allocation and efficient utilization of facilities based on the educational, research and administrative requirements of the institution. The policy not only provides a

framework for the optimal use of physical infrastructure but also allows a regular re-assessment of the institutions spatial requirement and also delineates the SOPs regarding maintenance and upkeep of the institutional infrastructure.

POLICY STATEMENT

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

DEFINITIONS

Term	Description
Facility	The term 'Facility' refers to the physical infrastructure like college building ,any structure, laboratory, library, sports space, gymnasium, equipment, furnishing, parking space etc. present in the college campus.
Equipment	Items acquired by the college including, but not limited to sports, scientific and laboratory equipment, computers and information technology equipment and miscellaneous equipment with prior written sanction of the Principal.
Furnishings	Items acquired by the college including, but not limited to classroom tables, chairs and benches, laboratory tables and storage , workstations, file cabinets, bookcases, office tables, garden benches, other miscellaneous furniture, curtains, blinds etc.
Facility Life-Cycle	The cycle of activities that a facility undergoes including planning, design, initial acquisition and /or construction, cycles of operation and maintenance and capital renewal, and finally disposal.
	The act of keeping physical infrastructure in acceptable condition or at a

Maintenance	\prescribed level of performance , it includes planned , preventive, deferred and pther types of maintenance. Maintenance also includes replacement of parts of componets and other activities needed to preserve the assel so that it continues to provide acceptable services and achieves its expected life.
Maintenance Plan	Information, policies and procedures for the optimal maintenance of physical infrastructure
Maintenance Standards	The standards set for the Maintenance service, usually contained in preventive maintenance schedules, operation and maintenance manuals, estimating criteria, statutory regulations and mandatory requirements, in accordance with the maintenance outcomes.
Planned Maintenance	Maintenance performed as a result of the condition of a physical facility. Condition based Maintenance is a type of planned Maintenance activity. periodic inspections are undertaken to determine the current condition of a facility and to determine estimated cost to correct deficiencies.
Corrective maintenance	Maintenance actions performed as a result of failure of a facility including the modification or-design of the asset.
Deferred Maintenance	1) Any non-scheduled maintenance that is not performed on schedule, unless it is determined from the material condition of the equipment that the scheduled maintenance does not have to be performed until the mext schedpled maintenance. 2) Any non-scheduled maintenance that would render the property or equipment non-operational and is not scheduled and performed in a reasonable time. In either case. circumstances such as, but not limited to, non-availability of parts or funding would be considered reasons for reporting the maintenance as deferred maintenance activities that were not carried out
maintenance	form part of the annual operating budget.

Service maintenance	Service undertaken seasonally or annually to enable the required level of service to be delivered service maintenance is a type of planned maintenance activity.
Unplanned maintenance	Corrective work required in the short-term to restore an asset to a working condition.

PROCEDURES
Allocation & Utilization of Physical Infrastructure
Allocation of Classrooms & Laboratories

(i)   The Principal constitutes a Timetable committee comprising of two to four. senior faculty members from different streams.

(ii)   Departmental timetables are submitted by the HoDs to the committee, prepared as per the required workload suggested by the UGC/DHE/KUK.

(iii)   The committee in co-ordination with HoDs of all the departments prepares a ground Timetable for the college.

(iv)   It is the responsibility of this committee to judiciously allocate all the classrooms keeping in mind the size of the classroom and the strength of the class.

(v)   The Heads of the departments ensure that the laboratory space is optimally utilized by identifying, allowing and encouraging the slow learners to use labs during free lectures under the supervision of departmental faculty whosoever is free in those periods.

Allocation of Office Space

(i)   Office space is the College property that is allocated to administrative staff, heads of various departments, librarian, or to any committee as available, in a manner that best advances College interests.

ii)   The Principal allocates departmental Offices and administrative offices are allocated by the Office Superintendent in consultation with the Principal.

Allocation of Library Space

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

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

Allocation of Sports Facilities

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

(ii) The schedule of gymnasium is decided by the HoD of the Physical Education department in consultation with the Principal.

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

Allocation of Common Space

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

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

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

Allocation of Equipment

Technical Equipment

(i) The college owned equipment such as servers, computers, LCD projectors, Televisions, Sound equipment, printers, audio-visual aids and generator are operated by trained personnel authorized by the College authority.

(ii)   Internal users requiring the use of College equipment request for these services when reserving the facilities by seeking prior written permission from the competent authority, i.e. Principal.

(iii)   if the external users organizing some event in the college premises require this equipment. they give their requirement in written to the Principal, then deputes the appointed technician to make the arrangements.

Laboratory Equipment

(i)   Custodial Departments have primary responsibility for the care, maintenance, physical inventory and control of the equipment in their custody.

(ii)   Head of the departments ensure that sufficient equipment is available in working condition for practical sessions and research work from the available equipment in the department.

Policy for Maintenance of Physical, Academic & Support Infrastructure

Integration of Maintenance Process: Infrastructural improvements to all properties owned by the Institution must be effectively and efficiently maintained in order to support operational efficiency, as well as to ensure sustained use, occupational health, safety and financial viability. An integrated maintenance approach must be followed, incorporating breakdown maintenance. preventive maintenance, condition-based maintenance and macro-maintenance processes, into a single maintenance plan, ensuring that facilities and support infrastructure are maintained to an optimum level, preventing asset deterioration.

Maintenance Budget: Operational maintenance budget must be prepared as part of the annual budget cycle, including forecasts for breakdown maintenance and estimates for preventive maintenance. Macro-maintenance budgets, linked to macro-maintenance programs, as well as cost estimates relating to deferred maintenance work, must be included in the Infrastructure Plan.

Maintenance Operations: The physical facilities of the institution are maintained by seeking services of plumbers, electricians, and computer analysts who are available round the clock in the campus. Teachers-in-charge and electrician are responsible for the uninterrupted power

supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Support staff undertakes maintenance of water plumbing plants sewage and drainage.

Maintenance of Classrooms, Smart Classrooms and Laboratories including Language Lab

1. Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department.

2. Items such as blackboards, fittings and furniture are regularly renewed and repaired as part of the maintenance policy.

3. The laboratory assistants take care of their respective laboratories.

4. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis.

5. Staff of respective departments monitors the maintenance of the laboratories.

6. Students optimally utilize all classrooms during the daylong working hours and are also guided for the upkeep of furniture.

7. Cleaning of the campus areas in the institution including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of support staff. Toilets are cleaned thrice every day.

8. Whitewash of the building is done on cyclical basis and in case there is some urgency, it is done on need base.

Maintenance of Library and Library Resources

1. The library staff is instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents.

2. Bound volumes are carefully stacked to maintain the shelf life of the books.

3. Cleanliness and maintenance is done regularly.

4. Proper pest management is done to minimize the problems caused by insects like termite and white ants. Borax or common salt is used to prevent cockroaches.

Sodium fluoride is applied to bound volumes to save them from silverfish.

5. Proper cleaning. fumigation and exposure to sunlight to the documents is done to reduce the effect of insects in the library. Repellants are used to save materials from rats.

Maintenance and Utilization of Seminar Halls and Auditorium

1. Seminar halls and auditorium are under the purview of the Office Superintendent and the cleanliness is taken carc°of by the housekeeping team.

2. Effective utilization of seminar halls and auditorium for organizing academic meetings, seminars, conferences and cultural events is made.

3. For accessing the facilities, the organizing faculty/staff member submits a form available with OS, through HOD and Dean and the date of event is registered and the halls are accessed on priority basis.

Maintenance of Electronic Instruments & ICT facilities

1. The Computer Centre and its support staff maintain the ICT facilities including projectors, smart boards, laptops, podium, computers, printers, UPS and servers.

2. The annual maintenance includes the required software installation, antivirus and up gradation.

3. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused.

4. The out dated electronics/computers are put on buy back as per norms.

5. Campus Wi-Fi is maintained by the respective service centre.

6. The maintenance of ICT equipment comprises actions that are carried out to replace worn out assets.

7. The technical assistants on monthly basis do routine maintenance by checking and reporting the status of the equipment to the HOD.

Maintenance of Lab Equipment

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

APRIL • WEDNES

1. One hie cgument o purchased as per the standard mustallebokioned in in cog. annually checked by the departmental stock checking committee.

    one the miles secuntent. its recorded in the deputinemales books. The equine,

2. Hands and hauly in the departments are acountable tor proper use of cqupment.

    Hiladhan regures maintenance or repair, the faculy members will notity Head of m cou met. The requistion will be made to the Principal with due sanction from u

3. In case a small part of the equipment needs replacement, head of the departmen wa make arrangement for that. With the help of laboratory assistant, the part with cost las than Rs. 2.0007 will be purchased and replaced. The cost of this replacement can be done through advance/ contingency fund taken for the local purchase from college office.

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

5. If there is necessity to move equipment out of college campus for repair or maintenance, the permission must be sought from the Principal by the Head of the department.

6. HODs must ensure that trained technicians on regular basis should calibrate all equipment required for practical training of the students.

7. A maintenance register is maintained for the equipment in which the following are recorded:

    a) Item number and user/location b. Technical details c. Up-gradation d. Service e. repair undertaken, if any.

Maintenance of Support & Other Amenities

The institution owns and possesses a number of equipment and facilities that help in the day-l0-day functioning of the institution. These include sports and fitness equipment. Power Generator, Solar panels, Fire Extinguishers, Water Coolers, RO systems, Air Conditions. el. Once this equipment is procured through proper procedure, the maintenance part is looked after by competent authority with the help of assistants. Their number and recode managed duly in the logbook record book. The equipment is serviced from time to line and the maintenance record is entered into the logbook.

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

2. The maintenance record of the Power generator is entered in the logbook along with the diesel input and the working hours of the genset.

3. The solar panels are regularly cleaned by the support staff and are maintained under the Annual Maintenance Contract by the service providers.

4. The number of air conditioners installed in the institution is entered into the record book and they are regularly serviced under AMC. The maintenance record, too, is recorded into the log book.

5. A committee specially constituted along with the support staff maintains the effluent treatment plants and rainwater harvesting/ recharging systems.

6. The maintenance of equipment for water pumping plants, sewage, etc. are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier.

7. The campus is equipped with 24/7 safe and adequate drinking water supply using water coolers and purifiers, which are regularly cleaned and maintained under Annual Maintenance Contract.

8. Fire extinguishers are installed in all labs, administrative offices, seminar halls, library, auditorium and corridors as per the conditions laid down by fire authority and are maintained by the respective departments with the support of the committee. These are replaced/re-filled from time-to-time or as and when required.

9. Canteen facility is accessible for all stakeholders and the maintenance is looked after by respective service providers on annual contract along with the Canteen Committee, which oversees the maintenance and hygiene of the canteen on regular basis.

10. Green environmental aspects Gardens, lawns, solar panels, rainwater harvesting systems, Herbal garden and the green house are maintained by the gardeners every day and frequently by the National Service Scheme volunteers as a service activity. A campus cleanliness and beautification committee oversees the maintenance of the same.

11. The institution remains under 24X7 surveillance and the facility is taken care of by the Campus Security Committee and through annual contract with the service providers.

Annual Stock Checking

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

Replacement of Equipment/ Electronics / Computers:

The maintenance comprises actions that are carried out to replace worn out assets.
To avoid e-waste the outdated electronics /computers are put on buy back as per norms and new items are procured.

Day-to-day Emergency Maintenance

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance. Checks are taken care of by the Office Superintendent as well as College Management Committee.

Renovation, Alteration and Up-gradation of Existing Infrastructure

1. Renovation, alteration and up-gradation of the existing academic, research and support facilities done as per requirement, to accommodate new or reformed programs.

2.   Principal decides the renovation in consultation with Construction &
     Maintenance Committee of the college.

3.   The requisition for the same is submitted to Management of the college and the work is
     carried out after seeking due permission.

Forms:

- Requisition Form
- Form for Repair
- Annual Stock Check Register

Comparative statement

Department Logbook format

Monthly Lab Maintenance Report

Guidelines:

- Code of Account of University, Purchase Committee, and UGC guidelines.
- Other resources
- Insurance policy
- Depreciation policy

KPI's-

1.   Percentage of the institution budget (excluding salary) is allocated for the maintenance of
     its physical, academic and support facilities

2.   Percentage of the allocated budget for the maintenance of its physical, academic and
     support facilities is utilized by the institution

3.   Average time taken to repair the faulty equipment once it is brought to the notice of the
     concerned authority

4.   Average utilization time of the classrooms, laboratories, Seminar Halls, AVR, etc.

5.   Number of maintenance/repair requests received per semester

6.   Ratio of maintenance/repair requests attended to the requests received

Checklist for Audit

- Policy document
- Budget
- Income and Expenditure statement
- Audit Report
- Minutes of the meetings
- Logbooks
- Annual stock checking reports
- Stock registers

Glossary and Frequently asked Question:

CAS	Career Advancement Scheme
UGC	University Grants Commission
API	Academic Performance Indicators
CR	Confidential report
PBAS	Performance based Appraisal System
ERP	Enterprise Resource Planning

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Arts, Science and Commerce College Wagholi, Pune – 412207

Career Oriented Program (COP/ADD-ON COURSE)

(2022-2023)

सी ओ पी कोर्स नियमावली

सी ओ पी कोर्सच्या नियमानुसार प्रस्तावास प्राचार्यांची पूर्व परवानगी घ्यावी.

१.	कोर्ससाठी जमा झालेल्या रकमेचा वापर त्याच शैक्षणिक वर्षामध्ये करणे गरजेचे आहे.

२.	कोर्स पूर्ण झाल्यानंतर जर काही रक्कम शिल्लक राहिली तर ती त्या विभागाच्या
	विकासासाठी वारपण्यात येईल. त्यासाठी प्राचार्य यांची स्वतंत्र मंजुरी घेणे आवश्यक आहे.

३.	कोर्सची परीक्षा घेतल्यानंतर सहभागी विद्यार्थ्यांना प्रमाणपत्र देणे आवश्यक आहे.

४.	कोर्सचा खर्च ५० हजार रुपये पेक्षा जास्त झाला तर त्याचे ऑडीट करुन घेणे आवश्यक.

५.	सदर कोर्स हा विद्यार्थ्यांकडून घेतलेल्या कोर्स फीच्या माध्यमातून जमा झालेल्या रकमेतून
	पूर्ण करण्यात येईल.

६.	कोर्स संपल्यानंतर अहवाल हा १५ दिवसात कार्यालयात जमा करणे, अहवाल खालीलप्रमाणे
तयार करणे –

	१.	कोर्स मंजुरीपत्र

	२.	तज्ञ प्राध्यापक यादी

	३.	वेळापत्रक

	४.	विद्यार्थी यादी

५. हजेरी पत्रक

६. खर्च हिशोब अहवाल

७. परीक्षा निकालपत्र व एक प्रमाणपत्र

८. विद्यार्थी व कोर्स समन्वयक फिड बॅक

९. ऑडीट रिपोर्ट (५० हजार रु. पेक्षा जास्त)

१०. इतर काही

७. बाह्य एजन्सीच्या सहकार्याने आयोजित केलेला सीओपी कोर्स महाविद्यालयाने बाह्य एजन्सीसोबत केलेल्या सामंजस्य करारानुसार असेल

८. सीओपी कोर्स मंजुरीची एक स्वाक्षरी प्रत त्वरित सीओपी समितीला सादर करावी. तसेच कोर्स पूर्ण झाल्यानंतर अहवाल १५ दिवसाच्या आत समितीला सादर करावा.

९. उच्च अधिकाऱ्यांच्या निर्णयानंतर सा. फुले पुणे विद्यापीठ शैक्षणिक विभागासाठी निवडक सीओपी अभ्यासक्रम अपलोड केले जातील.

०९. शिक्षक मानधन : शिक्षक मानधन हे कमाल ६० टक्के असावे. त्यापेक्षा जास्तीचे मानधन देण्यात येवू नये.

१०. सदर कोर्सकरिता महाविद्यालयातील कार्यरत प्राध्यापकांना प्रती तास ३०० रुपये प्रमाणे देण्यात यावेत.

११. आपल्या महाविद्यालयाबाहेरील तज्ञ प्राध्यापकांना प्रती तास ५०० ते १००० रु. मानधन देण्यात यावे.

१२. कोर्स समन्वयक व सहसमन्वयक यांना १० टक्के मानधन देण्यात यावे.

१३. परीक्षा व मूल्यमापनाकरिता १० टक्के मानधन देण्यात यावे.

१४. किरकोळ खर्चाकरिता ५ टक्के रक्कम वापरण्यात यावी.

१५. कॉलेज हिस्सा कमीत कमी १५ टक्के आहे. जर १५ टक्के पेक्षा जास्त शिल्लक रक्कम राहिली तरी ती महाविद्यालयास जमा करावी.

सी ओ पी कोर्स मंजूर करण्यात आलेल्या एकूण रकमेच्या खर्चाचा विनियोग खालील प्रमाणे करण्यात यावा.

अ.क्र.	स्तर	मानधन
अ	मानधन	कमाल ६० %
१	बीजेएस कॉलेज प्राध्यापक	३००/- प्रत्येक तास
२	बीजेएस कॉलेज बाहेरील स्थानिक तज्ञ प्राध्यापक ऑनलाईन	५००/- ते १०००/- प्रत्येक तास
३	बीजेएस कॉलेज बाहेरील स्थानिक तज्ञ प्राध्यापक ऑफलाईन	१५००/- प्रत्येक तास
ब	कोर्स समन्वयक व सहसमन्वयक	१० %
क	परीक्षा व मुल्यमापन	१० %
ड	किरकोळ खर्च	५ %
इ	कॉलेज हिस्सा	१५ %
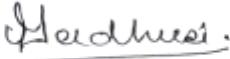
IQAC Co-ordinator
Bharatiya Jain Sanghatana's
Arts, Science & Commerce College,
Wagholi, Pune- 412207.
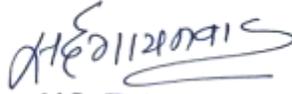
I/C Principal
B.J.S. A.S.C. College
Wagholi, Pune- 412207.