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Shri Balaji Sansthan, Deulgaon Raja's

SHRI VYANKATESH ARTS, COMMERCE & SCIENCE COLLEGE

DEULGAON RAJA, DIST. BULDANA (M.S.) - 443 204
(Affiliated to Sant Gadge Baba Amravati University, Amravati)



SELF STUDY REPORT

Criteria-VI Governance, Leadership and Management

6.2 Strategy Development and Deployment

6.2.1. QIM

The institutional perspective plan is effectively deployed and the functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, procedures, etc.

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Deulgaon Raja - 443 204, Dist. Buldana (M.S.)

NAAC RE-ACCREDITED AT 'B' LEVEL

▲ Affiliated to SGBAU, Amravati ▲ College Code No. 309 ▲ UGC Recog. U/S 2 (F) & 12 (B)

Outward No. SVC / IQAC / 2024

Date: 02 /05/2024

Declaration

This is to declare that the supporting documents provided in this file, including information, reports, numerical data, true copies, etc., have been verified by the Internal Quality Assurance Cell and the Head of the Institution. It is confirmed to be accurate and authentic.

Dr. E. B. Bhalerao

Coordinator, IQAC
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PRINCIPAL
Shri Vyankatesh Arts, Comm. &
Science College, Deulgaon Raja
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6.2.1 The institutional perspective plan is effectively deployed and the functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, procedures, etc

The Internal Quality Assurance Cell (IQAC) of Shri Vyankatesh Arts, Commerce and Science College, Deulgaon Raja has prepared this Perspective Plan, keeping in mind the following:

- 1) UGC & the affiliating university-Sant Gadge Baba Amravati University, Amravati
- 2) NAAC- the agency of quality assessment in Higher Education
- 3) Vision of our College.
- 4) Mission Statement of our college: 'Shabde Vatu Dhan Janloka' in Marathi which in English means "imparting wealth of knowledge to the students and transforming Students' and Community's lives through education."
- 5) Quality Initiatives of the College

The Management holds a meeting with the Principal at the beginning of the session. The Principal puts forth the plans and activities along with its budget in the meeting. The budget is sanctioned in the meeting and the activities are undertaken accordingly by the Principal along with the staff members throughout the year. The management always asks for reports to the Principal about the college and always encourages the staff for different activities. A meeting is held with the staff members based on the reports received to the management. The Principal brings to the notice of the teachers if any lacuna is found by them in respect of any teacher but he also appreciates the staff for their academic, curricular or extracurricular achievements, for example, all Ph.D. and M.Phil. holders were felicitated with attractive gifts in the function organized for the felicitations of the staff. Besides, the moral courage of the staff members is always enriched by the management. The head of the institution involves the teachers in the social activities to be undertaken by it. The management is hereditary trustee of Shri Balaji Sansthan, Deulgaon Raja, a charitable and religious trust. The hereditary trustee of the institution frequently attends the programme undertaken in the college. He not only attends the function but also appreciates the teachers as well as staff for the successful organization of every activity in the college.

The institutional infrastructural development is looked by the principal. The development plan comprises the extension of a building, providing additional facilities, introduction of new courses, the establishment of new faculty and increasing the



number of students for each course etc. The management forms several committees for further academic growth and infrastructure development of the college. The members of these committees consider several factors while preparing future plans. The factors that they keep in mind are –

- 1) The changing scenario in the field of education
- 2) The needs of students /society.
- 3) The conditions of time and place.
- 4) The economic factors.
- 5) The relevance and usefulness of the plan.

The best example of an activity successfully implemented based on the strategic plan is the celebration of our Golden Jubilee Year. We celebrated the Golden Jubilee Year of our college in 2017. During this year we organized various kinds of activities viz. Inaugural Function, National Level Seminars, Sports Activities, Cultural Activities and Valedictory Sessions throughout the year. For the inaugural and the valedictory function eminent persona were invited herewith.

The college has a good administrative set-up. The administrative work is divided among the committees. The organogram of the college provides a pictorial representation of the administrative system followed in the college. The first important and active committee is the College Development Committee. As per the Maharashtra Public University Act 2016, the CDC is constituted, which consists president of parent management as a chairman, four nominated members by the president from the executive council, two educationists, three teachers from the college, one representative of non-teaching staff, IQAC coordinator and Principal as an official member. There are internal committees formed for the internal administration of the college. The meetings of these committees are regularly conducted under the chairmanship of the Principal. The continuous review is taken by the Principal of these committees. The college-level decision-making is carried out through statutory bodies like the CDC, and IQAC, the policies and standard operating procedures of the college are implemented by individuals in charge of various administrative responsibilities and bodies like



Departments and non-statutory committees. In addition to the statutory and non-statutory committees, the college has different cells and centres founded to implement its vision and mission, which includes the Centre of Research. The policy documents concerning the internal affairs of the college are formulated by the IQAC in consultation with the relevant stakeholders and approved by the CDC and the Principal. The Management Committee makes changes in the policy decisions on matters like admission, recruitment of staff, resource mobilisation, infrastructure and financial management. The appointment is made by complying with the norms, rules and regulations of UGC, Government of Maharashtra and Sant Gadge Baba Amravati University Amravati. The service rules are also observed according to the Maharashtra University Public Act 2016 since its publication and before that the same act was published in 1994, The procedure is also followed as per the above bodies. The Principal acts as a link between the Management and the teaching and non-teaching staff. The Principal manages the day-to-day administration of the college and is assisted by the IQAC and all Heads.

The Heads of Departments coordinate all the activities of their respective departments. The activities of the departments are coordinated by the respective Heads of the Departments. In the administration of the departments, the Heads are assisted by various Members of committees. The administrative office headed by the Superintendent deals with the administrative, finance and office matters. The IQAC spearheads all quality improvement activities in the college. The function of conducting examinations and declaring the results is entrusted to the Controller of Examinations of the affiliating university.

Service Rules:

The service rules are also observed according to the Maharashtra University Public Act 2016 since its publications and before that the same act was published in 1994, The procedure is also followed as per the above bodies

Appointment:

The recruitment of all the college posts- the permanent posts (Grant-in-aid) and temporary posts (non-grant) are done by the management as per the norms and procedure laid down by the Government of Maharashtra, affiliating University and UGC.



Procedure for Promotion:

Promotion to the faculty is given according to the directions and the CAS rules of the parent University SGBAU, Amravati, UGC, and the Government of Maharashtra

Grievances Redressal Mechanism:

The College has an Internal Complaints Committee (ICC)), Anti Ragging Committee, and Students Grievances Redressal Committee for the timely redressal of the grievances of the students and the female faculty, if any.



POLICIES



INTERNAL QUALITY ASSURANCE CELL (IQAC)

The IQAC contributes for effective teaching and learning processes in the following ways After the first assessment in 2004 wherein the college was accredited at the B level, the IQAC was established in July 2004. The institution has the following policy concerning quality assurance:

1. Planning, implementation, monitoring and evaluation of various activities in the college.
2. Post Assessment and Accreditation. Committee system for academic and administration control.
3. Coordination with all stakeholders.
4. It supports to conducting workshops, awareness programmes, guest lectures, Curricula, Learning and Evaluation.
5. Research-oriented seminars, applying for research grants, ICT management and suggestions for the empowerment of teaching and non-teaching staff. To plan for extension activities.
6. To plan for CAS of the teachers and to collect PBAS of the teachers.
7. To prepare the Annual Quality Assurance Report and submit it to NAAC.
8. To analyze the feedback received from all stakeholders and inform the concerned about its outcome for correction and improvement.
9. To appreciate and encourage and provide the support required by all staff for their quality sustenance and quality improvement in teaching, research and administration.
10. Annual increments are awarded only after satisfactory reports of PBAS.





EXAMINATION AND EVALUATION

The college follow the policy to conduct the examination is quality assurance. The pattern for examination is as suggested by the SGBAU Amravati.

1. There must be a semester system for all faculties. There must be two examinations during the year. Besides to give more practice to the students the college organized the periodic tests under each subject for the students.
2. The college must appoint a senior faculty to serve as College Examination Officer (CEO) to supervise and execute all examination-related work and procedures.
3. The University Examinations are to be conducted by carefully following all the norms and regulations of the affiliating university including the appointment of staff in different capacities.
4. The announcements related to examination form acceptance dates, fee details, and timetables, are to be displayed on the notice boards well in advance, leaving a convenient time for the students to take notes and comply within the stipulated time. Such information is also communicated to the students using other means such as Google Classrooms, WhatsApp groups, etc. wherever possible.
5. The college conducts Practical examinations by the affiliating university which appoints external examiners from outside of the college.
6. Transparency, consistency and fairness in the internal evaluation are to be maintained.
7. Consistency, validity and reliability in results of internal assessment ensured.
8. The institution ask to organize seminars, group discussions and quiz contests for the students. The teachers are advised to bring into the notice of the students, their strengths and weaknesses with respect to their learning. The students are examined during their seminars, group discussions and quiz contests and guided accordingly.



The marks of the tests of the students are to be displayed in the showcase of the college. Students are frequently encouraged for the examinations by conducting a workshop before actual examinations. In this workshop, they are guided on the methods of solving the question paper, writing skills and time management. The students are given a quiz on the blogs of the departments.

9. The internal assessment to precede and conclude before the commencement of university examinations leading to adequate preparation and practice for university-level





GREEN CAMPUS AND ENVIRONMENT POLICY

1. An awareness board for saving energy and water to be displayed in all Circulation areas and in the campus.
2. Proper segregation, disposal and recycling methods to be adopted for different wastes generated on campus like paper, plastic, biodegradable waste from the canteen, glass, e-waste etc.
3. Reuse of papers for writing and printing is recommended in all departments.
4. Annual Green and Environment and Energy audits of the campus to be conducted. All the fluorescent lamps on the campus are recommended to be replaced with LED lamps.
5. To improve sanitation and hygiene, sanitary pad inclinators are recommended to be installed in all girls' washrooms.
6. Good practices to reduce power consumption to be implemented.
7. E-Notice practice to be followed by the department through a learning management system and website.
8. Strategies for reduction in stationary consumption are required to be adopted by the department.
9. Initiatives to maintain an eco-friendly ambience on the campus.





POLICY FOR PLASTIC BAN IN CAMPUS

1. All the stakeholders should minimize the use of plastic materials like bags, glasses etc. in the campus.
2. To undertake an awareness programme for stakeholders to reduce, reuse and recycle plastic.
3. Waste segregation is to be strictly followed by stakeholders.
4. Use of packaged, water bottles is not permitted during college events/programmes.
5. Students should recycle the available materials for creative work during college festivals as far as possible.
6. Use of thermocol is strictly prohibited.





POLICY ON STUDY TOURS

To enhance experiential learning of students Study Tours are an excellent source. To organise study tour programmes and guidance to faculty and students following procedures are adopted by the college:

1. The purpose and the specific educational objectives of the proposed study tour must be identified for development before organising the study tour.
2. During the study tour, the participants must be compulsorily oriented to help them achieve appropriate personal, social, and academic development.
3. The staff members, who are competent to supervise, control and guide the participants are selected to conduct the study tour.
4. Before embarking on the study tours, the necessary arrangements (such as transportation, accommodation, food, finances etc.) and other support services should be well planned and brought to the information of college authorities. Only after it is effectively done, the permission to proceed on the study tour is to be given





POLICY FOR FACULTY DEVELOPMENT

1. Encourage faculty to use new and innovative teaching-learning tools for achieving pedagogical excellence.
2. Enhance the active participation of faculty in college committees.
3. Enhance active participation of the faculty in various professional bodies such as BOS.
4. Encourage faculty to be associated with NGOs and other civil society organizations.
5. Enhanced inputs to improve overall performance.
6. Regular Performance Appraisal through a well-structured Performance Appraisal Mechanism.
7. Annual Performance Index (API) forms of teachers are verified and scrutinised by the IQAC and forwarded to the Principal. Finally, is sent to the affiliating university/competent authority for final evaluation and certification.
8. For Teachers who are due for promotion under the Career Advancement Scheme (CAS), their Appraisals, API evaluation certificates, and other documents are submitted to the IQAC, which verifies and scrutinizes them before sending them to the Principal. The Principal forwards the proposal to the competent authority/committee/institution which is designated by the university the same.





POLICY FOR ENHANCING RESEARCH CULTURE OF THE INSTITUTION

1. Encourage faculty to apply for various Minor/ Major research projects, and undertake Industry sponsored projects.
2. Encourage and extra support to research to complete their doctoral degree.
3. Increase the number of Student Research Projects, Paper Presentations, and publications.
4. Organise State/National/International Level Seminars and publish the proceedings of the same.
5. Initiate the establishment of Research Centres.





ANTI-RAGGING

1. As per the UGC ragging regulations, 2009, state and central government directives, anti-ragging undertakings from students and parents are to be collected at the admission entry level itself making them aware of the consequences of its violation.
2. Considering ragging as a cognizable offence, all the provisions of central and state government acts are to be scrupulously followed.
3. The Anti-ragging cell is to be constituted by the college principal who has to work under his/her direct supervision.
4. On receipt of a ragging complaint by the Anti-ragging cell, the college has to seriously deal with such cases as per the university regulations which may include reporting and registering it at the nearest law and order department.
5. Strict vigilance on student activities especially during the admission period at the beginning of the academic year is to be stringently maintained.
6. Counselling facility to be provided by the Anti-ragging cell or in house counsellors or by professional counsellors, if need be. Their reports to be submitted to the college principal regularly.
7. The faculty to be also directed to identify potential violators and susceptible victims by visible stress and palpable tension. Such cases to be communicated to the college anti-ragging cell for quick disposal of solutions.
8. On receipt of ragging-related instructions/information from central, state, UGC and court orders, the college anti-ragging cell updates the stakeholders regularly.
9. During the first few weeks or months of the academic year, special sessions may be arranged for new college entrants to prepare them for their socio-academic life in campus.



10. All the locations in the college campus with a higher possibility of ragging are to be identified by the college anti-ragging cell and such locations must be under constant vigil and watch.
11. The college has to ensure the active participation of the maximum number of students in cultural festivals and activities so that the distinction of senior or junior is automatically erased.
12. The anti-ragging policy of the college is to be prominently displayed on the college website as well as included in the college prospectus.





INTERNAL COMPLAINTS COMMITTEE (ICC)

Policy Document

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions. (published in the Gazette of India dated 2nd, May 2016). Internal Complaints Committee (ICC) is re-constituted to deal with the complaints relating to Sexual harassment in college. Any woman (employee or student) can approach this committee directly or through the principal if she has any grievance of harassment of the nature stipulated in the act.

Objective

1. To uphold the commitment of the Institute to provide an environment free of gender-based discrimination.
2. To provide a safe and secure environment in college.
3. To instil positive self-esteem and confidence in the female students to take the right decisions in and for their lives.
4. To spread awareness among the students about the social, legal and constitutional rights of women to prevent exploitation based on gender.
5. To develop a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence at the Institute.
6. To develop a multidisciplinary approach for overall personality development.
7. To organize several programmes to enhance the confidence level of girl students for their empowerment in society



The ICC comprises the following members in the academic year: 2022-2023

Sr. No.	Name	Designation
1.	Dr. Jyoti D. Dhokale	Presiding Officer
2.	Prof. Dr. S. D. Chavan	Faculty Member
3.	Miss. M.S. Muley	Faculty Member
4.	DR. R.L. Telgad	Faculty Member
5.	Mrs. S.V. Rodge	Non-teaching Employee
6.	Shri. Prakash Ingale	Non-teaching Employee
7.	Sapna Gawai	Student Representative
8.	Priya Zore	Student Representative
9.	Shrawni Wyaware	Student Representative
10.	Sau. Maltitai R. Kayande	Member of Non-Government Organization

Functions:

- Addressing the issues related to the well-being of women students and lady faculty members.
- Assist the ICC in conducting the inquiry if/when there is a complaint.
- Inviting expert lawyers, police and doctors to address women-related issues.
- Conducting various women's enrichment programmes for the students.
- Demonstrate the talent of girl students.
- Preventing any act of sexual harassment.
- Record the minutes of the regular meetings.
- Maintain the records of the activities conducted and submit the same to the IQAC Committee.



- Organize several Programmes to enhance the confidence level of girl students for their empowerment in society
- Create awareness about women’s welfare laws and counselling.
- Counsel and solve the personal and academic-related problems of Women.

Timelines as per the Act

Submission of Complaint:	Within 3 months of the last incident
Notice to the Respondent	Within 7 days of receiving a copy of the complaint
Completion of Inquiry	Within 90 days
Submission of Report by ICC/LCC to Employer/DO	Within 10 days of completion of the inquiry
Implementation of Recommendations	Within 60 days
Appeal	Within 90 days of the recommendations

Rules & Regulation of ICC:

[UGC regulations 2015](#)

[Sexual Harassment Act 2013](#)

[Handbook on sexual harassment of women in the workplace](#)





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PRIZES TO MERITORIOUS STUDENTS

The college has cultivated the tradition of quality education till date. The students have also given expected responses to these efforts of the college by getting jobs in various fields in society. We consider it our duty to honour the meritorious students who secure first, and second rank in various subjects /classes. To improve the quality of the students, the college organizes a felicitation and prize distribution ceremony for meritorious students every year.

Objectives:

- i) To appreciate and encourage competitive aptitude among students.
- ii) To strengthen the student-teacher relationship.
- iii) To encourage academic excellence among all students through examples of meritorious students.
- iv) To give financial support to the promising students for their academic pursuits

The salient features of these activities are as follows:

- 1) This activity is organized regularly.
- 2) The amount is collected from the college management, principal, teaching-non-teaching staff as well as generous donors in the city.
- 3) Prizes are given to students who stand first and second in a particular class/subject.
- 4) A meritorious student who has secured a gold medal in a specific subject in Sant Gadge Baba Amravati University examination will receive a cash prize of Rs. 5001/-, Cash from Principal Rs. 5001/- and cash from the subject teacher Rs. 5001/- is awarded.
- 5) Eminent persons in the academic, cultural, political, literary or other fields of the society are invited as chief guests for meritorious student felicitation and prize distribution ceremony.



6) Meritorious students are felicitated by the guests. The programme schedule will be declared in advance and be communicated to the topper Students and their Parents.

7) The cash prize will be distributed on stage.

8) Complete transparency and fairness shall be assured through open selections and publicity to the list of selected students.

9) The annual report of the committee shall be presented before the staff in the meeting of the Staff Council. The Principal and Secretary of the Staff Council look after the smooth and transparent functioning of the committee.

Details of Cash Prizes from Academic Session 2008-09 to 2022-23:

Sr. No.	Academic Year	Prize amount
01	2008-2009	11,750/-
02	2009-2010	16,110/-
03	2010-2011	19,800/-
04	2011-2012	18,573/-
05	2012-2013	25,471/-
06	2013-2014	23,879/-
07	2014-2015	24,077/-
08	2015-2016	29,793/-
09	2016-2017	30,006/-
10	2017-2018	49,513/-
11	2018-2019	31493/-
12	2019-2020	-
13	2020-2021	-
14	2021-2022	34500/-
15	2022-2023	14500/-

Due to the organization of this activity, competition has been created among the students and their academic attitude has also improved significantly.





CODE OF PROFESSIONAL ETHICS

CODE OF CONDUCT FOR TEACHERS

- **Teachers should -**
- Be punctual and be available in the college during official working hours.
- Comply with policies, standards, rules, regulations and procedures of the college and university.
- Behave impartially with every student regardless of his caste, class and gender.
- Observe the respect for the women on the campus.
- Communicate amicably with the non-teaching staff.
- Participate in the activities undertaken by the college for community development.
- Demonstrate timeliness and attendance for assigned responsibilities.
- Work collaboratively with other professionals and staff members.
- Have expert knowledge of the subject area.
- Pursue relevant opportunities to grow professionally and keep up-to-date about the current knowledge and research in the subject area.
- Plan and prepare appropriately the assigned courses and lectures.
- Create and maintain a positive and safe learning environment.
- Implement the designated curriculum completely and in due time.
- Plan and implement effective classroom management practices.
- Design and implement effective strategies to develop self-responsible/independent learners.
- Promote students' inherent motivation by providing meaningful and progressively challenging learning experiences which include, but are not limited to: self-



exploration, questioning, making choices, setting goals, planning and organizing, implementing, self-evaluating and demonstrating initiative in tasks and projects.

- Engage students in active, hands-on, creative problem-based learning
- Provide opportunities for students to access and use current technology, resources and information to solve problems.
- Engage students in creative thinking and integrated or interdisciplinary learning experiences.
- Build students' ability to work collaboratively with others.
- Maintain a safe, orderly environment conducive to learning.
- Comply with requirements for the safety and supervision of students inside and outside the classroom.
- Behave cordially with the parents and every stakeholder on the campus.
- Model honesty, fairness and ethical conduct
- Model a caring attitude and promote positive interpersonal relationships
- Make correct use of language, oral and written while behaving on the campus as well as in society.
- Not engage himself/herself in any political activity.
- Foster student self-control, self-discipline and responsibility to others
- Model and promote empathy, compassion and respect for the gender, ethnic, religious, cultural and learning diversity of students
- Model good social skills, leadership and civic responsibility

CODE OF CONDUCT FOR STUDENTS

Students should -

- Follow the rules laid down by the college for academic activity, the use of the Library, Information Services and other services.
- Should always carry an identity card with him/her and should instantly show it whenever demanded either by teachers, nonteaching staff or security guards.
- Avoid the various forms of misconduct like discrimination based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, sexual orientation, marital or family status, physical or mental disability, gender identity, etc.



- Be punctual for classes and other appointments.
- Shall be regular and must complete his/her studies in the Institute.
- Believe in promoting a safe and efficient climate by enforcing behavioural standards.
- Must uphold academic integrity, respect all teaching and non-teaching staff and their rights and property of the college and safety of others.
- Must prevent from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially.
- Not indulge in intentionally damaging or destroying the Institute's property or the property of other students and faculty members
- Avoid participating in activities including organizing meetings and processions without permission from the Principal.
- Should not carry or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- Should not possess or use harmful chemicals and banned drugs and should not consume tobacco or any other alcoholic things on the campus of the Institute
- Should not park a vehicle in a no-parking zone or in the area earmarked for parking other type of vehicles.

CODE OF CONDUCT FOR NONTEACHING STAFF

- ❖ Every non-teaching staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- ❖ No Staff employed in a college shall absent himself from his/her duties without prior permission of the Principal.
- ❖ No Staff employed in a college shall engage directly or indirectly in any trade or business which will spoil the college's reputation.
- ❖ The non-teaching staff employed in the college should behave and talk to the students friendly and help the students in every official matter.
- ❖ Every non-teaching staff will observe the respect for women amongst themselves as well as with other women on the campus.
- ❖ No staff employed in a college shall engage himself/herself in any political activity.



- ❖ No staff employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India.
- ❖ Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters in the college.
- ❖ They should take care not to discuss issues of particularly sensitive matters within the college community which could cause distress to college staff, pupils, parents or the institution.
- ❖ The staff should avoid any form of physical/verbal violence towards students, or towards other staff or visitors to the college.
- ❖ They should avoid racial offences, racial insults or racial discrimination against pupils, other staff or visitors to the college.
- ❖ The staff should not accept any bribes or other corrupt financial practices from the teachers, students, parents and visitors of the college.





PERSPECTIVE PLAN: 2023-2028

A Perspective Plan is the blueprint of efforts made by the institution to impart quality education and achieve its vision, mission and objectives. Accordingly, the college prepared a short-term perspective plan for the 2023-2028 years. IQAC is the most prominent administrative body responsible for ensuring quality assurance and enhancement. It attentively prepared the plan for 2023-24. The IQAC was responsible for reviewing the perspective plan at the end of the academic session.

Governance of the institute

The College designs a participatory nature of governance where all the stakeholders can participate actively in the smooth running of the administration. It has a governing body in which the Principal of the college acts as the Member-Secretary, and makes and designs the management policy to attain vision and mission. The IQAC, College Academic Committee, HODs and coordinators of various Committees/Cells play an important role in the institution's decision-making process in planning different policies to achieve the overall goals.

Participation of Teachers in the Decision-Making process

Faculty members play a very important role in the decision-making process. The faculties are the members of various cells/committees which design and implement various policies. Faculty members can also take part in the decision-making process through their representatives in the Governing Body, Budget Committee, Purchase Committee, etc.



The Functions of Various Cells & Committees

All the cells and committees also take part in the implementation of the Perspective Plan of the College.

Perspective Plan for Five Years:

Criterion I: Curricular Aspects

- To plan an effective mode of delivery of curriculum
- To introduce new carrier-oriented courses, soft skill-based courses, short-term courses, NPTEL courses and value-added courses to a maximum number of students.
- To provide good academic flexibility at UG, PG, and research levels.
- To define the programme outcomes and course outcomes
- To create gender sensitization among teachers and students
- To Plan the project work/fieldwork/internship for varied courses
- To introduce multidisciplinary/interdisciplinary courses
- To increase participation of faculty members in BoS and Academic Council.
- Implementation of NEP as per the direction of the affiliating university.
- Student Induction Programmes.
- Inculcation of Human Value and professional ethics.

Criterion II: Teaching Learning and Evaluation

- To conduct various programmes for advanced learners and slow learners
- To foster social responsibility and community engagement in college among students.
- Introduction of modern learning resources to cope with New Educational Policy
- To promote faculty members for the Faculty Development Programme (FDP) and Qualification improvement.
- To ensure Programme outcome, programme-specific outcome and course outcome for all programmes offered by the college.
- To encourage the faculty to use ICT for the teaching-learning process.
- To reform evaluation methods at the college level.
- To strengthen the self-appraisal system (API) for teaching and non-teaching staff.
- To organize workshops for teaching and non-teaching staff for their improvements.
- To organize workshops and seminars for the personality development of students.
- To obtain online feedback of teachers by all stakeholders.



Criteria III: Research, Innovations and Extension

- To promote research culture in the college.
- To create an ecosystem for innovation including an incubation center for the creation and transfer of knowledge.
- To organize workshops/seminars on intellectual property rights and industry-academia innovative practices.
- To motivate teachers to take up Research Projects from various funding agencies
- To enhance students' participation in research through Avishkar and other research competitions.
- To provide opportunities to students for hands-on training by organizing various field visits for experiential learning
- To Motivate the staff and students to conduct extension activities under NCC, NSS, Unnat Bharat Abhiyan etc.
- The college will join hands with various government bodies in carrying out their social missions.

Criteria IV: Infrastructure and Leading Resources

- To Upgrade and augment infrastructure as per the requirements
- Maintain the documents through geo-tagged photos.
- Renovate Science Laboratories to face the challenges of New Educational Policy.
- To make the library portal more user-friendly and to communicate the same with the stakeholders.
- To maintain a budget for the purchase of books, e-books, journals and e-journals.
- To motivate the staff and students to increase usage of the library and increase the footfalls.

Criterion V: Student Support and Progression

- To organize Skill Development Programmes for students
- Extend the benefit of scholarships and free shipping to maximum students.
- To increase the number of students getting benefits from scholarships provided by private institutions/organizations and by the parent institute.
- Develop a mechanism for holistic development and progression of students.
- To enhance career counselling and competitive exams. guidance facilities to students.
- To strengthen the alumni association of the college.



- To motivate alumni to actively participate in college activities and help in increasing the placement of students.
- To increase activities related to health and hygiene, physical fitness, yoga etc.
- To incorporate career guidance as a regular activity in the college.
- To encourage the sports committee to organize inter-collegiate sports in the college.
- To increase the number of inter-collegiate competitions in the college.
- To organize the Capability Enhancement Programme by inviting experts to guide the students.

Criterion VI: Governance, Leadership and Management

- To implement the Vision and Mission of the college through various activities and programmes.
- To motivate the staff and students to attend conferences/workshops at national and international levels by providing financial support to the staff.
- To conduct internal as well as external audits on a regular mode.
- To execute various welfare schemes for the staff as well as students
- To encourage staff to undergo online or offline Faculty Development Programmes related to Orientation programmes, induction programmes, refresher courses or any other short-term courses.
- To reinforce the performance appraisal system for teaching and non-teaching staff of the college.
- To take continuous efforts to obtain grants from different funding agencies like UGC, DST, DBT, CSIR, SERB etc.

Criterion VII: Institutional Values and Best Practices

- To ensure a tobacco-free and plastic-free campus through various means at all times through an enforcement mechanism, involving imposition and collection of fines from offenders.
- To promote energy conservation practices like the installation of solar panels and wide usage of LED lights/ fans, and also through wide awareness creation.
- Installation of Biogas plant for biomedical waste i.e. waste from microbiology and life science lab.
- Installation of chemical treatment and disposable tank.



- To improve girls' common room facility.
- Organize workshops/activities related to recycling of solid waste materials like paper, metallic material etc.
- To improve sensor-based technology for power saving as well as water conservation.
- To promote awareness about:
 1. Gender Equity.
 2. Energy Conservation & use of Renewable energy resources.
 3. Water Conservation.
 4. Socio-Environmental Programme (Inclusive Environment).
 5. Facilities for Divyangajan.
 6. Code of conduct.
 7. Voting Awareness and Human Rights.
 8. Constitutional Day.
 9. HIV-AIDS Awareness Programmes.



DEPLOYMENT OF INSTITUTIONAL PERSPECTIVE PLAN

Plan	Achievements
Introduction of PG/Ph.D. Programmes	8 Departments in the college recognized as Ph.D. Research Center.
Introduction of Skill development programme	UGC sponsored 2 B.Voc. courses & 1 Community college course introduced in college during assessment period.
Augmentation & Maintenance of Physical & Academic Facilities	<ul style="list-style-type: none"> • Purchase of Computers, Printers, Projectors Xerox Machine for labs, Departments & Libraries. • Installed CCTV Cameras in office, Library, canteen, parking, main gate and whole Campus. • Constructed huge library with separate reading rooms for boys and girls students. • Maintenance of Laboratories, Library & Sports infrastructure. • Constructed the huge auditorium for college programme. • Renovate small Auditorium for departmental programme • Fencing & Compound wall for campus. • Solar lamp on the campus • Renovate the huge ground for students.
Green, Environment & Energy Audit	Carried out Green, Environment & Energy Audits of Campus.
ICT enabled Teaching-Learning	Classrooms/labs are ICT enabled for teaching learning. In addition to this Conference room, Auditorium Hall and IQAC room also updated with ICT
Automation of Library & Administrative Office	Library is Automated with ILMS, OPAC, and Administrative office has ERP software
Career Counseling and Placement Guidance Cell	Placement Guidance Cell organized Competitive Coaching Programmes & guest lecturers for students
Alumni Engagement	College has registered Alumni Association The Alumni has significantly contributed for institutional development through donation expertise knowledge sharing and participating in organization of events
Organization of National Webinars & workshops as well as online competitions	National Level Webinars, 36 Workshops, and various online/offline competitions and events organized during last five years.

