




SSBES' Institute of Technology and Management,  
Nanded



## POLICY DOCUMENTS

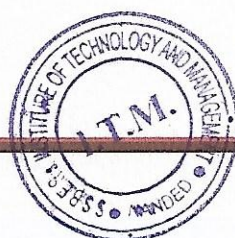


  
Director  
Shri Sharda Bhavan Education Society's  
Institute of Technology and Management,  
NANDED.



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# Admission

1. To simplify the admission process for each class/year of the programme, a committee comprising faculties and authorities is to be formed, with one or two members appointed as Admission In-Charge/s.
2. The names of the Admission In-charge(s) and their contact information will be formally publicized on the college website along with a link for online form submission of admission/merit forms and fee payment.
3. Depending on how well the applicant performed on the qualifying exam of MBA and MCA, the admission committee will be in charge of providing counselling for subject selection.
4. According to the availability of open seats for the course, admission to BCA, BBA, and B.Sc. HS courses offered by the institution will be given on a "First come, First serve" basis.
5. Candidates who fail to obtain admission within the allotted time frame will not be contacted or subjected to further pressure for admission.
6. Only candidates who meet the admission requirements established by the institution will be allowed to enroll in courses offered by the SRTM University Nanded.
7. For the remaining 50% of seats, the state government's reservation policy and the affiliated SRTM, Nanded University's rules would apply.
8. Three percent of the seats will be set aside for pupils with disabilities (Divyangjan).
9. The college's admission of the candidates will only be provisional. It will be verified following the completion of the eligibility requirements by the candidate with the aid of the college eligibility section and the affiliated institution, which verifies and approves each candidate's eligibility for each course.



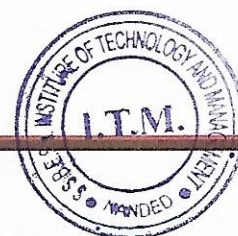
10. Admission to certificate courses will be granted based on the 1 POLICY DOCUMENTS eligibility standards established by the college.

11. The affiliating university's rules would apply to the revocation of admission and return of costs.

12. The college will only give admission to any course after receiving payment of the required course fees.

13. The candidate must, however, apply for the installment facility with the help of the admission committee, which will recommend the instalment amounts and their due dates to the Director/Vice Principal, who will ultimately approve the instalment request.

14. The candidate must keep the original fee receipts and transaction information of the admission fee paid up until the point at which the course in question is completely completed.



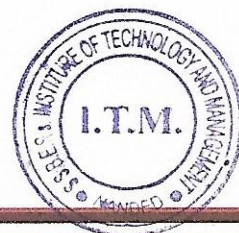


## Disabled Friendliness

The college is committed to providing accommodations for students, employees, and visitors with disabilities in accordance with the directives of the Ministry of Social Justice & Empowerment's Department of Empowerment of Persons with Disabilities (Divyangjan).

To make the following amenities available to divyangjan, the college has made them available.

1. Accessible Parking - Reserved at the entrance in a place that is conspicuously marked and accessible to the main building in a secure manner.
2. Accessible approach route - From the main exterior gate all the way to the building's entrance, a tactile walkway accessible route is offered with directional and instructional signage.
3. An accessible reception area with a qualified receptionist working an accessible counter for wheelchair-bound people as well as arrangements to give information to people with visual or hearing impairments.
4. An accessible building entry with a ramp that is wide enough and slopes gradually.
5. Staircases that are accessible, have sturdy handrails, the right height and thickness for comfortable climbing, and tactile tiles at the top and bottom to notify people with vision impairment.
6. Easily accessible restroom and corridors that are wheelchair accessible, have tactile flooring, are well-lit, have anti-slip flooring, and have the necessary signage posted.
8. The availability of a writer with extended time for individuals who are unable to write at a regular pace.





## Administration

The goals of the college administration policy are to broaden the institution's vision and mission, ensure compliance with applicable laws and regulations, enhance internal controls, and foster operational effectiveness. Enhancing functional competencies, best practices, sound judgement, and adherence to applicable laws and regulations are its main goals.

1. Whenever possible, transparency at all levels must be attained.
2. Strict decentralization should be encouraged at all levels in order to produce high quality administration.
3. The administration system ought to be focused on the students.
4. The inclusive approach should be used in all administrative situations.

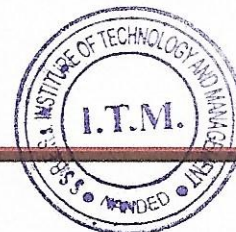




## Education and Curriculum

The education and curriculum policies are designed to control the creation of educational programmes that are relevant to and based on institutional needs. It deals to the creation, marketing, and provision of pertinent programmes for the improvement of students' skills on a full-time, part-time, or as many different programme combinations as possible basis.

1. The curriculum's sole goal is to develop competent, responsible citizens of the country by imparting knowledge, values, and skills that will enable them to contribute to the advancement of the country.
2. Strict safety guidelines must be followed to guarantee safety across the institution.
3. The curriculum's cutting-edge methods must be applicable to the higher education industry.
4. To make sure that the certificate and add-on skill development courses being offered are keeping up with the changing demands of the job market, they must be assessed on a regular basis.
5. Periodic evaluation of inclusive activities for both slow and advanced learners.
6. Regular feedback should be given to parents in order to ensure their understanding and support of the learning process.
7. Compulsory maintenance of synchronization with the suggested academic schedule.
8. The planned academic schedule is to be created fresh each year and far in advance in cooperation with all departmental heads, professors, and mentors, while also allowing for some room for alteration in the event of any unanticipated situations.
9. Constant monitoring ensures rigorous adherence to the intended course and programme results.

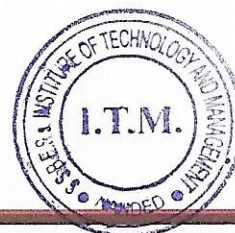




## Examination

The policy for conducting exams and internal evaluations is specifically designed to give students a variety of ways to monitor their progress and ensure quality. The college uses a variety of assessment methods to guarantee the constancy of the quality quotient.

1. The college will designate a senior faculty member to act as College Examination Officer (CEO), who will oversee and carry out all work and procedures relating to exams. The CEO will be released from all extracurricular responsibilities so that they can focus on work connected to the exams.
2. The University Examinations must be conducted in strict accordance with all the rules and guidelines of the affiliating university, including the hiring of personnel in various positions.
3. The notifications regarding deadlines for submitting examination forms, payment information, and schedules (timetable) must be posted on the website and/or placed on notice boards far enough in advance to give students the time to take notice and abide by the deadlines. Students should also receive this information via other channels such as Google Classrooms, WhatsApp groups, etc. wherever possible.
4. The college appoints internal and external examiners from the faculty to administer UG and PG practical examinations.
5. The affiliating university, which names external examiners from outside the college, administers the final year UG and PG practical examinations.
6. The college's internal examination will either be performed centrally (for courses or streams with a greater number of students) or at the departmental level (for subjects or streams with a relatively smaller number of students).
7. The internal evaluation must always be open to all students and ensure transparency, consistency, and fairness.





8. The internal assessment must be thorough and in good health to accurately measure each learner's capacity and attainment supporting their progress efficiently.
9. Results of the internal assessment must be consistent, valid, and reliable.
10. The internal evaluation to start and end before the start of university exams to ensure appropriate practice and preparation for university level.
11. Students must communicate face-to-face with instructors or receive the answer papers that have been examined in order to recognize their errors or weak points. This could normally be done or would have to be done if required.
12. Additional examinations, class tests, surprise tests, and module assignments will be given when they are feasible to ensure equal performance.
13. In order to ensure that students actively participate in the learning process, tutorials, seminars, and assignments should be assigned to students whenever it is feasible.
14. In addition to the aforementioned modalities, formative and summative work-based assessments should be reviewed carefully and precisely.
15. It is okay to implement the action plan for balancing assessment requirements and learning objectives.
16. The internal assessment method must be examined on a regular basis to ensure that both learners and assessors can easily understand it.





## Policy on Industrial Tours

Industrial Visit tours are an excellent source of enhancing experiential learning of students. The following procedures are adopted by the college in organizing study tour programs and guidance to faculty and students.

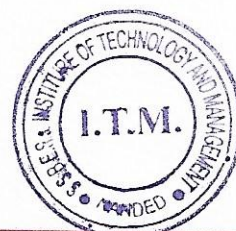
1. The government's regulations, guidelines, and policies regarding industrial trips must be given top priority in order to ensure that they are strictly adhered to.
2. Prior to planning industrial tours, it is important to determine the intended use and precise educational goals of the planned industrial tour.
3. Tour participants must be compulsorily orientated throughout the industrial trip in order to support their proper intellectual, social, and personal growth.
4. Before sending staff members on industrial trips, it is important to properly identify and take into account the staff-to-student ratio and the need for staff members who are capable of handling emergencies. For delegations, the staff members who are capable of supervising, managing, and directing the industrial tour participants must be hand-selected.
5. Prior to leaving on the industrial trips, all necessary arrangements (including those for lodging, food, funds, and other support services) should be well thought out and shared with college administrators. The go-ahead for the study visit should only be provided after it has been completed properly.



# Quality

The college's only goal under the current conditions is to meet the highest quality requirements in the higher education industry.

1. Enough chances should be given to all students to recognize their ability and use it to attain the highest levels in their individual programmes.
2. Through clear communication, the students should be reassured of their safety on the college campus.
3. All individuals on campus must be treated fairly and equally without regard to their race, country, religion, caste, creed, or area.
4. Every program's dissemination of knowledge, abilities, and expertise must be carefully planned in order to produce principled, morally upright graduates.
5. All parties involved must be bound by a continuous process of quality assurance, enhancement systems, and processes. It must carefully assess strengths and weaknesses to explore and implement counter measures for improvement.
6. The quality system aims to improve learning, teaching, and assessment standards through methods of observation, analysis, and development.
7. Employers' interactions with employees and feedback they receive, including that of students and other stakeholders, is taken into account when assessing the service histories of college students in the corporate and industrial market. The management of the college will periodically make adjustments to the quality system based on these inputs.
8. Enough attention must be made to guarantee that academic standards in the college meet those of the higher education sector and that the grade of learning opportunities offered through various programmes gradually improves.





9. Teachers should be motivated to improve their instruction constantly and learning methods preferably by using the latest ICT tools available.
10. Because the college's infrastructure is its skeleton, proper care must be taken to support timely addition, refurbishment, and upkeep.
11. It is important to support faculty members who conduct high-caliber research, publish their findings in reputable journals, and seek patents when appropriate.
12. Regularly scheduled conferences, workshops, seminars, etc. on quality issues.
13. To improve the standard of instruction and learning, teachers and students should routinely participate in orientation programmes.
14. To expand the range of activities and opportunities, MOUs and cooperation with reputable national laboratories, institutions, enterprises, and organizations will be formed.
15. Appropriate academic activity and extension lecture preparation will maintain consistency of Research Centre outcomes.

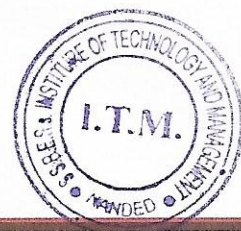




# Anti- Ragging

The college policy complies with the 2009 UGC norms on reducing the threat of ragging in higher education institutions, and it is dedicated to maintaining a ragging-free campus.

1. In accordance with state and federal government directions and the UGC ragging laws from 2009, anti-ragging commitments from students and parents must be obtained at the admissions entry stage itself, and they must be informed of the repercussions of any violations.
2. Because ragging is a criminal violation, all aspects of federal and state laws must be strictly adhered to.
3. The college principal must establish the anti-ragging cell, which must operate under his or her direct supervision.
4. The college must take ragging complaints seriously and follow university procedures after receiving them, which may include reporting and registering the issue with the local law and order department.
5. Student actions must be strictly monitored, especially during the admissions period at the start of the academic year.
6. If necessary, the Anti-Ragging cell, in-house therapists, or professional counsellors will offer counselling services. They must routinely submit reports to the college principal.
7. The faculty will be given instructions on how to spot potential offenders and vulnerable victims by their outward signs of stress and strain. Such situations should be reported to the college anti-ragging cell for prompt resolution.





8. The college anti-ragging cell will update the stakeholders on a regular basis upon receipt of ragging-related instructions/information from government, state, UGC, and court orders.

9. To prepare new college students for their socio-academic life on campus, special sessions may be organized during the first few weeks or months of the academic year.

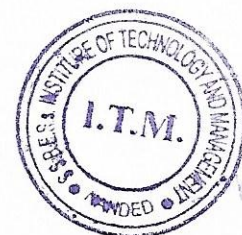
10. The college anti-ragging cell is responsible for identifying all areas of the campus where there is a higher chance of ragging, and these areas need to be constantly monitored.

11. In order to automatically remove the distinction between seniors and juniors, the institution must ensure that the majority of students participate actively in cultural festivals and activities.

12. In addition to the display of anti-ragging slogans using electronic and print media available in the campus, the college's anti-ragging policy is to be prominently displayed on the college website, as well as mentioned in the college prospectus and admission-related documents.

13. Faculty squad may be added to the college anti-ragging cell if necessary to provide deputation at risky areas and times.

14. The anti-ragging cell must take advantage of times when parents are likely to meet and interact with one another to educate them about the rights and safety of their wards. If necessary, special sessions may be held.





## Financial Management and Resource Mobilization

The institution is dedicated to giving all stakeholders, including staff and students, the greatest resources. The college has a system in place for controlling and allocating its financial resources that is transparent and subject to regular audits.

1. The college's internal quality assurance cell (IQAC), which will oversee their execution, must receive proposals for the numerous activities various departments, committees, and staff members have planned.
2. The IQAC would recommend sanction or rejection of activity proposals to the principal for a final decision after evaluating the need for them.
3. The college encourages all divisions of the organization to seek out sponsors to help cover the costs associated with event and activity planning.
4. It is extremely advisable to actively involve the PTA and Alumni Association in the planning of any event, activity, or outreach programme.
5. The IQAC is expected to research and make recommendations on various funding streams for the institution's development.
6. Only after conducting a feasibility assessment with the help of IQAC are the new building and maintenance projects to be approved.
7. All faculty members are urged to apply for and take advantage of the many research project grants, incentives, and assistance that are being provided by different organizations.
8. Wherever practicable, the college may also make an appeal for sponsorship from members of the general public, well-wishers, and philanthropic institutions for disaster relief and social outreach programmes that are organized on humanitarian grounds.



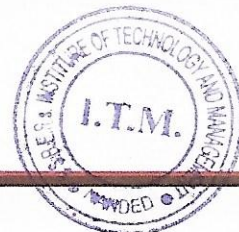


## Environment Sustainability, Waste Management and Green Initiatives

The college is committed to putting environmental management procedures in place, keeping them up to date, and improving them on campus in order to lessen its carbon and environmental footprint.

The institution's ethical framework is deeply ingrained with knowledge of ecological balance and the effects of its disturbance on sustainability.

1. The college is committed to enhancing the environment through pollution prevention and control, waste disposal practices that are environmentally friendly (particularly with regard to electronic waste), and green initiatives for sustainability and survival. Any effort that is recyclable or biodegradable ought to be supported with the utmost importance.
2. All policies and procedures established by the government must be meticulously implemented in accordance with the directions of the federal and state governments in matters pertaining to the environment.
3. Toxic, dangerous, and environmentally harmful substances should be avoided or used as little as possible, while the usage of sustainable resources should be maximized.
4. The campus's biodiversity has to be safeguarded and enhanced in any way possible.
5. Practicality should be incorporated into the development and implementation of projects in teaching and research connected to sustainability.
6. The college is devoted to upholding the green standard and maintaining a very tight and environmentally friendly waste management system.
7. The college is aware of its duty to reduce its environmental impact in order to do its part to help resolve local and worldwide environmental challenges.





8. The college supports the activities to minimize, reuse, and recycle garbage and exhorts all of its stakeholders to do the same out of moral obligation.
9. The ideas of reducing plastic use and waste production must guide all institutional operations.
10. Wherever possible, the campus should integrate the waste management initiatives presented by government ministries and scientific organizations.
11. Ongoing efforts to ensure that everyone involved with the institution is aware of the waste management strategy policy.
12. Waste products should be recognized whenever possible for internal or joint use with third parties.
13. The introduction of programmes that promote environmental quality and biodiversity protection across the region is encouraged.
14. Environmental performance goals must be established in the areas of green initiatives.
15. Ongoing efforts to eliminate plastic from the campus as much as possible. To encourage the use of alternatives to plastic and force the institution to follow the green protocol principle.
16. Measures to be done to maximize the use of solar energy by installing solar energy panels as a substitute energy source in campus' open spaces.
17. Electronic platforms should be used for academic and administrative functions to minimize the use of paper.
18. Whenever practical, the campus should adopt composting, bio-manure, and other onsite treatment solutions. Building a compost pit will allow you to use the dry waste produced by things like fallen leaves and vermicomposting will help you avoid using chemical fertilizers.
19. To collect rainwater and use it effectively, a rainwater harvesting plant will be erected.
20. To create and develop gardens for horticulture and medicinal plants to increase the college's green space. Planting of plants that contribute to air



cleansing by releasing more oxygen into the environment.

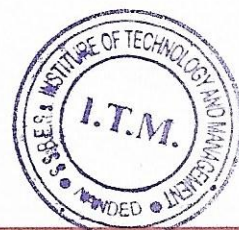
21. To lessen air pollution, No Vehicle Day should be observed at least once every month.

22. Implement energy efficiency by lowering greenhouse gas emissions and implementing low carbon methods/activities on campus.

23. To recognize and replace outdated, inefficient, and heavily power-consuming equipment and gadgets, such as printers, scanners, etc.

24. Replace incandescent bulbs and tube lights with energy-efficient light bulbs and tubes that use considerably less electricity, helping to maintain an energy-efficient campus.

By conducting an energy audit, continuously track and monitor how much energy is being used on campus. Wherever possible, apply measures to improve energy efficiency.

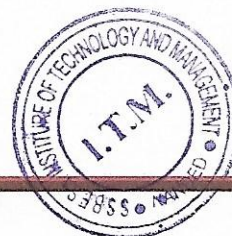




## Research

The college gives research and related activities a top priority. The college research policy offers standards for the conduct and publishing of excellent research work by all personnel (including teaching, non-teaching, and administrative), students, and outside experts/guides involved with the research work undertaken at the college.

1. The University Grant Commission's (UGC) and the affiliated university's academic integrity policies are upheld by the college research policy.
2. The college's research monitoring cell, which is made up of academics, is responsible for fostering and maintaining the pace of the college's research. This cell, which is led by the Academic and Research Coordinator (ARC), is tasked with assisting in decision-making in research-related problems that are extremely crucial to the institution.
3. The project implementation group (PIG) must be made up of faculty members in cases where financing is provided by government organizations like the Department of Science and Technology's Funds for Improvement of Science and Technology (DST-FIST). This group is responsible for ensuring that the institution uses the monies received only for the purposes for which they are intended and within the allotted time frame.
4. It is strongly encouraged to undertake research-related programmes such seminars, conferences, symposia, workshops, and other regular events.
5. Faculty members who wish to attend research-related events such as seminars, conferences, symposia, workshops, etc. that are held outside of the college, in the same city, or in any other location in India will be reimbursed for the full registration fee, as well as for travel expenses and, if necessary, for inflationary costs.





The subsequent terms will apply to this.

i. A request for authorization and approval of reimbursements (of the registration fee, travel expenses, and lodging expenses, as appropriate) must be made in advance. The project would be approved following a thorough review and recommendation of its viability by the research monitoring cell or IQAC.

ii. The money would be reimbursed following successful participation at the event and the submission of a report on it.

iii. If a faculty member expressed interest in attending a function organized by the institution, a discount on the registration price would be made available. However, in this situation, no T.A./D.A. would be relevant.

6. The research being done in the college needs to be prioritized, specified, and the subject area needs to be current and pertinent.

7. The institution recognizes the accomplishments of its academic members in several fields of research.  
thirteen policy documents

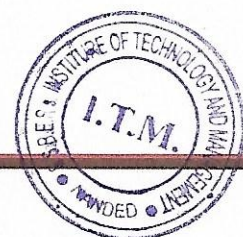
8. The college would provide the necessary infrastructural support for the research activities, and the research facilities in the departments would be increased whenever and wherever possible.

9. An impartial, open, merit-based decision-making method shall be used to allocate financial and other support for research.

10. In order to improve student learning and outcomes, faculty research findings must be reflected by being incorporated into the teaching process.

11. It is important to support faculty members who conduct high-caliber research, publish their findings in reputable journals, and seek patents when appropriate.

12. The institution offers all available assistance to faculty members who want to pursue research projects.



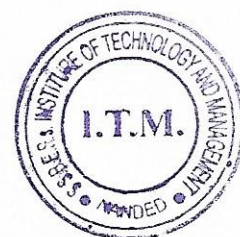


13. The college promotes the conduct of outreach programmes and non-financial consultation services offered to the industry, Government and Non-Governmental Organizations, with the motto of benefiting society from the skills available in the college.

14. The college's research monitoring cell must make sure that the public can access the knowledge that is available in the departments, especially the scientific departments.

15. The institution strongly encourages the creation of research partnerships and links with foreign colleges.

1. Faculty and student exchanges across universities are strongly encouraged for research to benefit from their exposure to high-caliber, national, and international research.
2. In order to enable teachers and students to conduct research projects and internships in collaboration with them, Memorandum of Understanding (MOU) and collaboration with reputable national laboratories, institutions, industries, and organizations are to be created.

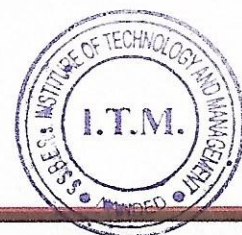




## Physical Facilities - Sharing and Maintenance

The college infrastructure, which forms the foundation of the institution, provides essential support for the variety of activities carried out there. Due to the infrastructure's crucial function, the college is dedicated to building new infrastructure whenever and wherever it is feasible, enhancing, renovating, and maintaining the current one in the college's best interest, and supporting all that takes place here in a positive way.

1. The infrastructure of the institution, including the labs, must be used for academic and research activities by the staff and students in order to ensure the best possible use of the resources and to contribute to the endeavor to create the nation.
2. After careful consideration of their prior request, other schools or organizations may offer common facilities like a field, auditorium, conference rooms, seminar halls and multipurpose indoor facilities, etc. for the conduct of academic events.
3. The institution offers a basketball/volleyball/badminton/indoor table tennis/gymnasium for use by staff, students, and visitors to maintain their physical fitness and prepare for competitive competitions.
4. The college may act as the site for the administration of regional and national exams, including those for the state government directorates, the MPSC, the ICAI, the SET, the railways, the bank, and the UPSC.
5. The college will also act as a testing location for the connected university's annual and end-of-semester exams.
6. To ensure adequate maintenance of the college's infrastructure, the services of electricians, mechanics, plumbers, and gardeners must be made mandatory on campus during business hours, with prompt assistance provided in the event of an emergency during non-business hours.





7. Only a small number of non-teaching college staff members have been identified and trained to offer such expert services in addition to their regular duties.

8. Since line voltage fluctuations and power outages are likely to cause more damage, suitable precautions are taken to ensure the safety and reliable operation of IT infrastructure, sensitive equipment, and expensive machinery by putting in place the necessary backup and support systems.

9. By agreeing to an Annual Maintenance Contract (AMC), reputable and trustworthy providers agreed to provide maintenance services for sophisticated or pricey gear.

10. The money that the college management, UGC, and state/central governments have given them to upgrade, maintain, and care for the infrastructure and support facilities must only be used for that reason. sufficient care must be made to ensure that these funds are used within the designated time span.

11. A few faculty members form the Programme Implementation Group (PIG) to oversee and track the use of funds received from various sources within the allotted time frame.

12. The college is dedicated to donating its infrastructure resources to causes that are solely focused on improving society, such as blood donation drives, relief efforts, and e-waste collection centers.

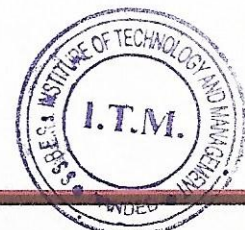




## Extension Activities

The extension activities serve a crucial role in educating the kids about social concerns and instilling a sense of social responsibility for their overall personality development. Therefore, the institution must take a centralized approach to these extension initiatives and hold them in high respect.

1. All extracurricular activities carried out by the college through NSS, NCC, committees, departments, etc., must be thoughtfully planned in order to contribute to social change and community upliftment, which will ultimately result in the holistic development of students.
2. Extension activities, such as need-based training programmes and consulting, are encouraged to be carried out by the departments either independently or jointly with other entities in cooperation with governmental or non-governmental organizations.
3. The college must, whenever possible, focus on educational enrichment programmes for schoolchildren and community development initiatives.
4. Examples of enrichment activities include debating, public speaking, business development, one-act plays, theatrical productions, pretend parliament sessions, simulated UN body sessions, social justice groups, and mock UN sessions.
5. The extension and outreach initiatives may focus on encouraging college students to gain practical experience in particular fields.
6. These activities give students a platform to showcase their abilities and apply their knowledge and skills to social growth.
7. The college must emphasize national integration and social peace through outreach initiatives, involving governmental organizations and local organizations whenever possible.
8. The college's outreach programmes should work as a direct conduit between the college and businesses, the public sector, nonprofits, social welfare organizations, governmental organizations, media outlets, and other educational institutions.





## Students' Activities

During their time in the programme or association, the college is dedicated to developing its students into model citizens who possess integrity, human values, and intelligence. To achieve this, the institution should pay particular attention to each student throughout their academic career to ensure their overall development and positive contribution to the creation of the nation.

1. It is important to guarantee the students' rights, obligations, and cooperation in achieving institutional aims and objectives.
2. In all things relating to higher education, the college scrupulously complies with all rules, regulations, and directives of the Central/State Government, UGC, affiliated Universities, and the college management.
3. As long as they are compatible with the college's values and vision, the college supports adoption of the best practices in the higher education sector whenever and wherever possible. It is also free to abide by any amendments to the law.
4. All interested parties are given complete, accurate, and unfiltered information about all programmes and courses offered by the college, including information about the admissions requirements.
5. Students who are academically capable, driven, and eligible are promoted in all areas of education, regardless of their caste, creed, religion, region, etc.
6. The concerned teachers would be in charge of all things involving admission, mentorship, academic formation, and recruitment. HODs, mentors, the Director, and IQAC. If students have any concerns they feel should be brought to the principal's attention, they are free to approach the Director.
7. Students who are differently abled, including those with disabilities, are eligible to use special services on campus. Any gaps in these or other shortcomings may be brought to the attention of college administrators for prompt and immediate resolution.
8. The college requires all of its students to rigorously abide by their code of



conduct while on the college campus and to follow all of the college rules and regulations. Any infringement of these shall be punished in accordance with the applicable laws. On the college website, you may find the codes of behavior for each stakeholder.

9. The institution wants to guarantee that the climate on campus is focused on the needs of the students.

(i) Value-based instruction that upholds morality and ethics for all students.

(ii) Fairness and openness in the application process, exams, campus placements, etc.

(iii) The sharing habit will be ingrained by outward behaviors such as infrastructure sharing among various departments and knowledge sharing by diverse student sections.

(iv) Offering pupils advice on potential future careers and job possibilities.

(v) Financial assistance for students in need in the form of installment payments, discounts, etc.

(vi) Every student's psychological health is guaranteed, and counselling is provided whenever it is disordered.





# Alumni Activities

All individuals who have successfully completed one or more academic programmes (lasting at least one year) over their lives are considered college alumni. Graduation, post-graduation, and research are among these courses. The college alumni association was established with the admirable goal of preserving a positive relationship between graduates and their alma mater, which might be beneficial to either party or both. Its own bylaws and constitution serve to regulate all of this association's operations and decisions.

1. Fostering comradery in support of the college's vision, mission, and fundamental values is the main goal of the alumni association.
2. In his or her circle of contacts and influence, a college alumnus represents the alma mater (college). The group fosters camaraderie by upholding connections that are advantageous to both alumni and the alma mater.
3. The alumni successes in a variety of professions are warmly acknowledged by the college. Only if there is a communication link between alumni and the alma mater, such as an alumni association, is this conceivable.
4. The alumni association informs the college of the accomplishments of its members in all fields. The prominent alumni can effectively serve as role models for college students, and encounters with them are likely to raise class morale. Alumni gatherings are often planned with good intentions, and during these gatherings, deserving alumni are honored.
5. Each department also has its own departmental alumni database, which is maintained centrally by the college. These databases' information is kept private and is never disclosed to outside organizations.
6. The alumni can donate in a variety of ways. The list of them is below.
7. Professional advice in their area of expertise and contact between students and alumni.



8. Help with job placement and career counselling through interacting with businesses and industries.

9. Professional event sponsorship and team coaching in collegiate sports.

10. Participation in various academic and nonacademic college advisory committees as an honorary member. Their participation benefits these entities by bringing professional experience.

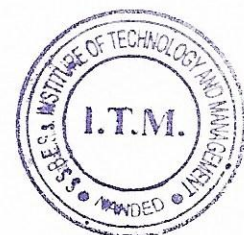
11. Financial support for the construction of infrastructure at the associational or personal level.

12. Participation in campus fundraising efforts for relief during calamities, disasters, etc.

13. Financial support in the form of college scholarships for deserving and needy students. Either at the association level or on an individual basis, this has to be in coordination with college recommendations.

14. The alumni association must maintain the highest level of transparency in how these alumni gifts and association monies are used.

15. In addition to the aforementioned policies, the college upholds all of the guidelines provided by UGC in the following areas:  
[https://www.ug.ac.in/pdfnews/0128028 Alumni-and-Career/c progress-Policy doc.pdf](https://www.ug.ac.in/pdfnews/0128028_Alumni-and-Career/c_progress-Policy_doc.pdf)

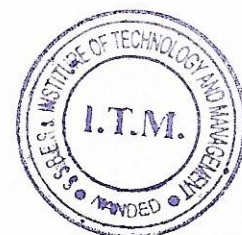




# Anti-Harassment

The college is dedicated to fostering an atmosphere of proper conduct and respect among all parties involved, making sure that nobody is the target of harassment. This will be accomplished by enforcing anti-harassment policies and complaint procedures at all levels to ensure that the atmosphere is free of sexual assault, retaliation, and/or discrimination.

1. It is expressly forbidden on college campuses to engage in discrimination, harassment (including sexual and genderbased harassment), sexual assault, and retaliation against any party involved in the task at hand, including contractors, interns, and other outside parties.
2. upper standards of behaviour must be adhered to by all employees, with the upper tier employees serving as role models for the other employees.
3. The college must form a committee in accordance with the requirements of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redress) Act of 2013.
4. Special expert sessions may be organised to educate students about sexual and genderbased violence, its effects, and the legal options available to control it, depending on the climate on campus and the perceived cation.
5. Fairer sex (female) must be appropriately represented in all sections of the college in order to achieve gender equality.
6. Any stakeholder who believes they have been the victim of harassment because of their gender or sex, or who witnesses such behavior, must report it right away to the principal, who serves as the ex-officio chair of the anti-harassment committee, or to any other person in the chain of command who is deemed appropriate.





# Faculty Empowerment

The planning, decision-making, and execution of college policy must involve the college teaching staff more. More freedom, trust, and autonomy will be given to them, which will make the system democratic in nature. This will give them the confidence to collaborate easily with all of their coworkers and to carry out their given tasks responsibly and independently. The teachers' increased self-assurance in this environment will enable them to offer a variety of learning opportunities to the kids with ease and joy.

The empowerment of the faculty is to be achieved through:

1. The faculty members' participation in the planning and decision-making processes.
2. Prompt information distribution via scheduled meetings, formal communications, etc.
3. Obtaining the most recent information on rules and requirements in the higher education sector through seminars and group discussions. Sessions on the college's ambitions, mission, and goals are also to be included in light of these.
4. The workplace atmosphere in a college ought to be supportive and capable of fostering internal motivation and self-fulfillment.
5. Wherever and whenever practicable, faculty feedback may be obtained to ensure trustworthy completion of routine tasks.
6. Faculty members who wish to attend research-related events such as seminars, conferences, symposia, workshops, etc. that are held outside of the college, in the same city, or in any other location in India will be reimbursed in full or in part for their registration fees, travel expenses, and dearness expenses, as appropriate.

The following restrictions will apply to this:





i. A request for authorization and approval of reimbursements (of the registration fee, travel expenses, and lodging expenses, if appropriate) must be made in advance. After a thorough review of the project's viability and the Directors recommendation, the proposal would be approved.

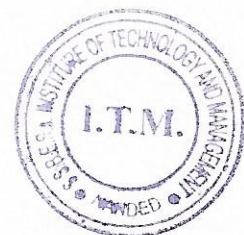
ii. The money would be returned following successful attendance at the event and the submission of a report on it.

iii. If a faculty member expressed interest in attending an event that the institution was hosting, a discount on the registration price would be made available. However, no T.A./D.A. would be relevant in this situation.

7. The college's mission must be fulfilled at all costs in the face of impending and difficult societal changes. It may be possible to arrange specific brainstorming sessions to impart uniformity in such concerns.

8. Teachers should be encouraged to constantly improve their methods of instruction and learning, preferably by utilizing the newest ICT technologies available.

9. Because the college's infrastructure is its skeleton, proper care must be taken to support timely addition, refurbishment, and upkeep.

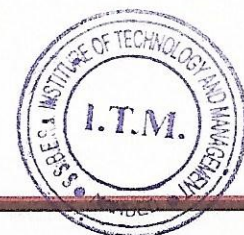




## E- Governance

In order to establish a more straightforward, reliable, and effective system of governance, the college is committed to adopting, implementing, and practicing e-governance. Every aspect of how a college operates must make extensive use of e-governance. It needs to be implemented at many levels to establish an effective system of governance within the organization, resulting in the best possible paperless administration.

1. The college uses e-governance for processes linked to administration, finances and accounts, the library, and exams.
2. To allow for the immediate disposal and receipt of messages, notices, etc., all college personnel, including administration, teachers, support staff, and students, must be electronically connected. This can be done by using well-known workplace software (G-suite), messaging software (WhatsApp, Telegram), and cloud-based video communication software (Zoom, Google meet), among other things.
3. A biometric electronic attendance system that is impenetrable to tampering will be used to monitor staff timeliness.
4. The college website must be fully functional and comprehensive. The majority of e-governance projects are centered on it. If it stops working for any technical reason, every attempt should be taken to get it working again. The college's website's home page is [www.ssbесitm.org](http://www.ssbесitm.org).
5. A user-friendly website should be used to complete the college admissions process. On the college website, appropriate notices, alerts, and connections for other procedures like online fee payment should be available. Students, professors, and alumni will each have their own login. Students should be able to use laptops and smartphones as well.
6. Whenever practicable the Tally software are to be used to maintain the college's finances and accounts.





7. The college library is computerized, and OPAC terminals are used to search the catalogue for books.

8. The college website now includes library-related information and connections to e-learning resources like the N-List, e-books, e-journals, and periodicals.

9. An online form for feedback and book recommendations will be available on the college website.

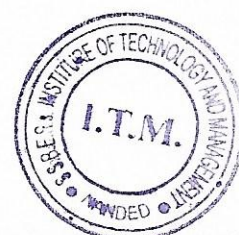
10. To resolve disputes involving libraries, a library advisory group has been established. Its views and proposals are forwarded to the principal and IQAC.

11. Staff and students will receive training on how to use digitized library and online learning materials.

12. The college website must also offer alumni services such as alumni registration, information about and announcements of college events, information about a select group of alumni, comments, and <https://poonacollege.edu.in/> several other connected problems.

13. The college examination procedure is automated by the private examination site offered by the affiliating institution, which guarantees complete confidentiality in the hierarchical delegation of work, data entry, and processing with simplicity.

14. A committee led by the college examination officer (CEO) is established to oversee and manage the examination process under the direction of the director. A technical team (website maintenance committee) led by a system administrator will be chosen to manage any technical concerns relating to the college's digital online activities.

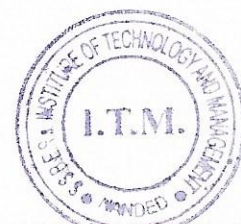




## Collaboration and Consulting

The college must support the faculty in research, consultation, extension, outreach, and the establishment of an entrepreneurship cell in addition to the conventional methods of teaching and learning.

1. The college encourages the professors to take on research initiatives by offering all assistance feasible and by encouraging them to apply for patents.
2. The college fosters the conduct of outreach programmes and consultation services offered to the industry, Government and Non-Governmental Organizations, with the motto of benefiting society through the expertise available in the institution.
3. The institution is required to provide the essential and required infrastructure support, such as laboratory facilities, and the academic members are urged to give consulting services.
4. The college's research monitoring cell must make sure that the public can access the knowledge that is available in the departments, especially the scientific departments.
5. The college encourages students to visit international colleges and form partnerships and collaborations with them.
6. Faculty exchanges across institutions are strongly promoted for research, teaching, and learning in order to give them access to top-notch, national, and international exposure.
7. The institution should make every effort to place students with reputable businesses and organizations for internships and on-the-job training. This will provide them the skills they need to meet employment and career requirements and successfully handle obstacles around the world.

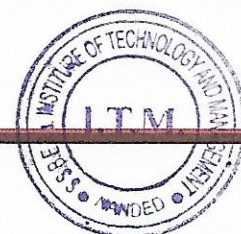




# Code of Conduct

The goal of the college's human values and professional ethics policy is to instill positive values in all of its students by ensuring that they receive a quality education in the classroom without any favoritism or discrimination. All students are treated equally, with love, care, and affection.

1. All teachers must demonstrate exceptional concern for their students by inspiring them whenever possible so that they can be recognized as role models by the students.
2. During both internal and external examinations, teachers must exercise complete fairness when deciding on marks or grades.
3. All teachers must respect the students' rights to free speech and their inherent dignity in doing so.
4. The student body is made up of individuals who differ from one another in terms of ability and capacity. Teachers must be aware of these variances and do their best to accommodate each student's requirements and objectives on an individual basis.
5. Human values and ethics play a unique function in shaping a student's mind. At every stage of student interactions, whether in the classroom or during practical lessons, the instructor needs to address these by highlighting the value of values and connecting them to the material being taught. This will be more acceptable than specific sessions for the purpose.
6. Visits to hospitals, nursing homes, orphanages, and blood donation camps can all help to instill compassion and selflessness in people. Therefore, such events should be strongly encouraged.
7. In accordance with the requirements of the Rights of Persons with Disabilities (RPWD) Act, 2016, and the government's "Sugamya Bharat Abhiyan," the institution is dedicated to giving Divyangjan, or students with disabilities, equitable access to all campus services.
8. Classrooms and assessment rooms for students with disabilities should be



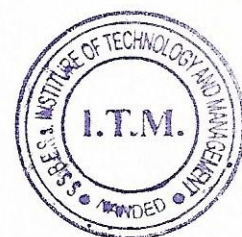


located in convenient areas.

9. Physically handicapped students must be given extra time during exams and the services of scribes in accordance with government regulations and the affiliating university.

10. Ramps are accessible to college buildings for convenience.

11. Students with disabilities have access to a dedicated lavatory with extra fixtures.





## Performance Evaluation

The yearly performance appraisal is used to review employee performance and assess their abilities and accomplishments.

1. Every year, the college implements performance evaluations in accordance with all applicable UGC rules, Maharashtra government legislation, and affiliating university directions. Both academic personnel and non-teaching staff are affected.
2. In addition to UGC requirements, the college's vision and goal are taken into account while evaluating performance.
3. Once a year, a confidential performance evaluation is conducted. The corresponding H.O. Ds will conduct the evaluation of the teaching staff and provide it to the relevant Vice-Principal. The principal will receive it at the end. The evaluation will be carefully examined at each stage, and the HODs, Vice-Principal, and Principal will provide feedback via IQAC.
4. The Principal shall evaluate each Vice-Principal and Head of Department.
5. The college registrar conducts non-teaching and administrative staff performance evaluations, which are then forwarded to the principal.
6. The performance evaluation data is quantitatively analyzed using the documents provided and the input from IQAC.
7. Following the analysis, the supervising authority scripts their remarks, identifying the exceptional/significant/satisfactory/unsatisfactory improvement, as the case may be, and concluding with a note of the individual's appreciation and/or areas of focus/attention.
8. The interested parties are promptly informed of the supervising authority's conclusions and recommendations.
9. The IQAC verifies and examines teachers' API forms before sending them to the Principal for Annual Performance Index (API) review. It is then sent



to the affiliated university or responsible body for certification and final review.

10. Appraisals, API evaluation certificates, and other documents related to teachers who are eligible for promotion under the Career Advancement Scheme (CAS) are submitted to the IQAC, which validates and examines them before delivering them to the principal. The proposal is forwarded by the Director to the appropriate committee, institution, or authority as designated by the university.





## Gender Policy

The college is devoted to being attentive to gender issues in accordance with the ideal of gender equality that is written in the Indian Constitution, which grants equality to women and gives the state the authority to enact measures of positive discrimination in women. According to the rules established by the Supreme Court in this case, the college's gender policy is structured as a commitment to achieving this goal.

1. The college works to protect the rights and safety of every woman on its property, including students, instructors, staff members who provide support, administrators, stakeholders, and visitors.
2. The community as a whole should benefit from the gender sensitization activities, not only students; this includes academics from all disciplines, support staff, and administration.
3. Equal treatment, dignity, and the freedom from harassment would be the fundamental components of the college's gender policy. For the institution's female employees' rights and safety to be guaranteed, it must be written and accepted.
4. The unfair staffing pattern in the college should be rectified by offering female employees more opportunities to support the mission of the company.
5. The college takes concrete steps to ensure the safety and security of people of all genders.
6. A functioning, accessible, and impartial grievance redressal cell within the college.
7. The college must not discriminate in any way and must offer all genders equal opportunities.
8. The presence of women is ensured in all sectors, including the teachers, support personnel, etc., giving the female students a sense of security and





confidence.

9. Signboards and posters promoting the prevention of eve-teasing are to be placed prominently throughout the college grounds.

10. Regular talks and discussions on gender issues should be organized, and a qualified consultant should also be asked for advice and counselling on gender issues.

11. The numerous college organizations, including the IQAC, the anti-ragging cell, the discipline committee, and the grievance redressal cell, should collaborate to address gender issues by raising public awareness of gender discrimination.

