



Library Policy

1.	Title of the Policy	Functions of the Library
2.	Administrative Policy Number	(APN) Suggested by IQAC
3.	Brief Description of Policy	To guarantee satisfactory services, simple access, timely delivery of textbooks, reference materials, magazines, and other technology-developed library resources, as well as their upkeep at all Higher Education levels so as to obtain maximum footfall.
4.	Drafting	Librarian
5.	Policy Applies to	The students and staff of the college
6.	Effective from	2023
7.	Approved by	IQAC cell of the college
8.	Responsible Authority	Librarian
9.	Superseding Authority	Principal
10.	Objectives of the Policy	<ul style="list-style-type: none"> • To accomplish the college's vision and mission by being a key player in acquisition, organization, and dissemination of knowledge. • To buy books and other well-chosen educational materials for Academic projects and research. • To achieve a steady stream of customers putting in place an integrated library management system. • Accessibility for stakeholders with disabilities • Precautions to be taken about copyright concerns. Preventing books and other materials from being damaged or misused.
11.	References for the policy	University / UGC Norms



[Signature]
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1. Introduction

The college Library has Computerization of the library in progress with the VRIDDHI Software. Library equipped with Text copies, Reference books, e-books, e-journals, CD, National International Journals, and Books for Competitive NET/SET Examinations. The Library has membership with INFLIBNET to avail e-journals and e-books facility. Library includes a Reading Hall and digital library facility. Library provides a book bank for stakeholders. Any other information regarding the library should be uploaded on the college website.

2. Role of Library

The heart of each institution is its library. It supports the institutions' teaching and research endeavors. It acquires, organizes, and distributes knowledge to its users to meet their requirements. Located in the center of campus, the library uses contemporary technology to give users the information they need when they need it.

2.1 Vision

- Increase reading habits of all stakeholders
- To create awareness among the stakeholders to get needed information

2.2 Mission

- Emphasis on service facilities that help in teaching, learning and research work in the college
- Emphasis on developing a balanced collection of information that meets the information needs of all stake holders
- To develop library service facilities according to the mission and policies of the institution

2.3 Objectives of the Library

- To expand the library's collection by obtaining print and digital versions of books and periodicals.
- To cultivate a lifelong learning and self-learning habit.



3. Purpose of Library Policy

This policy lays out the guiding principles for creating a high-quality library collection that satisfies the information demands of a vibrant community. Through a process of ongoing evaluation and uniformity in the selection and deletion procedures, the policy will guarantee that the collection's quality is preserved.

4. Library Committee

Libraries, unlike commercial businesses, lack direct income sources. A well-crafted budget is vital for their smooth operation. It aligns policies, resource allocation, and user needs. Budget preparation allows for timely review and adjustment to changing requirements. By securing grants, fundraising, and implementing cost-saving measures, libraries can ensure their financial sustainability and continued service to the community.

4.1 Composition Library

Advisory Committee consists of the following members

Sr. No.	Designation	Position
1	Principal	Chairperson
2	Librarian	Co-Ordinator/ Member Secretary
3	HODs of various Faculties	Member
4	Registrar	Member
5	Student Representative	Member

4.2 Frequency of Meeting

The committee shall meet at least two times in an academic year.

4.3 Meeting Notice

The Secretary (Librarian) shall issue the notice of convening the meeting along with the copy of the Agenda notes to each member at least seven days before the meeting of the committee after obtaining the approval of the Principals.



4.4 Minutes of the meeting

Minutes of various meetings shall be recorded by the Member secretary and circulated to all the members for consideration and approval.

5. Library Budget

Libraries need well-planned budgets to operate efficiently. Budgeting aligns policies, programs, finances, and administration. It also allows for reviewing and adjusting to the changing needs of library users. Unlike businesses, libraries lack direct income and rely on external funding. Their primary expenses are acquiring materials, paying staff, and maintaining infrastructure. A sound budget ensures effective resource allocation, strategic planning, accountability, and adaptability.

5.1 Budgeting Policy

- The library's budget should support students' development as lifelong learners.
- The library's funding should support students' development as self-sufficient learners.

5.2 Budgeting Procedures

Preparation

5.2.1 Collection Maintenance

- Maintaining the current size of the collection
- Out of syllabus books must be weeded out to maintain collection.

5.2.2 Consumables

- Processing resources such as barcode labels, date due slips etc
- Peripherals such as CDs, batteries etc
- Promotional activities such as display materials etc

5.2.3 Maintenance

- ERP
- Barcode Printers
- Audiovisual Hardware
- Computers
- Printers
- Biometric machines



5.2.4 Subscriptions / Memberships

- Journals
- Associations

5.2.5 Capital Expenditure

- Collection development
- Shelving
- Furniture
- Equipment
- Computer Hardware
- Binding books / Journals

6. Stock verification

Every year, either at the end of the academic year or before to the start of the next one, stock verification is carried out. It reveals the status of document loss so that replacements can be made in the event that crucial documents are lost.

7. Weeding Policy

A committee will be formed whenever there is a need for weeding out obsolete books. Weeding of books will be approved by the Principal.

8. Library usage Policy

8.1 Rules and Regulation

- Show your Identity card whenever you visit the Library.
- Write your name in the register / scan your I-card at the counter while entering in the library
- If I Card is lost fresh I Card will be issued on payment of Rs. 100/-
- Library books issued only on his/her self-Library card.
- Library books will be issued only as per schedule.
- One book for one week only it can be renewed.
- Students should return their book in given time period.
- Two books will be issued for third year / post graduate students only.
- Book Bank only for (First five in the class and physical disabled students as per availability)



- In case loss of books double price of the book lost will be recovered as penalty.
- The loss of I card should be immediately reported to the librarian in writing.
- Take proper care of all library resources.
- Any personal belongings are not permitted into the library.
- Eatables are not allowed inside the library & reading hall.
- Silence to be maintained.
- Use of mobile phones is strictly prohibited in the library.
- Eatables are not allowed inside Reading Hall.
- No library material will be issued on someone else I Card.
- Take proper care of all library resources.

8.2 Reading Hall

- Keep Silence in the reading hall.
- Eatables are not allowed inside Reading Hall.
- Every student must have his/her Identity Card while entering in the reading hall.
- Write your name in the register while entering in the reading hall.
- Reading Hall timings will be extended during examinations with prior notice.
Magazines, Newspapers, Question Paper sets, Reference books are not allowed to take outside the library.
- Suggestion Box is kept at the counter in main library. Your objective and positive/healthy suggestions are welcome.
- Students should return their book in given time period.
- Strict action will be taken for any misbehavior in the reading hall.
- Use of mobile phones is strictly prohibited in the Reading Hall.
- Students are not allowed to sit in library during their lecture & practical hours.

8.3 Digital Library

- Internet / Digital facility is for all students.
- Students must register their name & timing in the register.
- Playing games, chatting, Downloading any pictures/ songs, videos & misuse of internet is not allowed.
- Do not save any material on PC.
- Printing/Downloading is allowed with prior permission of Librarian.



9. Library Services and Activities

9.1 Working hours

The Library access time is from 8.00 a.m. to 04.00 p.m.

The Library Reading Room time is from 8.00 a.m. to 05.00 p.m.

9.2 Library Services

All library services and activities are arranged according to fulfill the vision and mission of the institutes and to fulfill the thirst of the information of the users.

10. Integrated Library Management System

- Data entry of new books done in ILMS
- Book search facilitated through OPAC
- Integrated book circulation
- Identity card of students, staff and Barcode of books generated
- Different policies according to types of members materials

11. New Arrivals

- New arrivals are regularly displayed.
- Weeding out unwanted resources / text books.

12. Maintenance and preservation

- Library cleaning is done regularly.
- Pasting and Fumigation is carried out one in a year by library staff.
- Maintenance is carried out by library staff.

13. Files Maintained

- Inward / Outward register
- Withdrawal register
- Dead stock register
- Pending bill files
- Requisition / Order file
- Bill file
- No due to staff file
- Thank you letters to Donor



- Publishers quotation
- Requisition file
- Bill files
- Subscription files
- Student book bank
- Notice file
- User's feedback file

14. Library Forms

- Application for book bank facility
- Application for book requirements
- In case of loss of Identity card / Library card / Books by the users. In case of loss of book, he should be reported to the library and the lost book should be replaced by the user by latest version copy or pay price of book.

15. Risks and Measures to Mitigate identified Risks

Probable risks

- Improper maintenance of equipment
- Inadequacy of trained human resources
- Limited footfall due to remote location
- Occurrence of Disaster

Remedies taken for minimizing risks

- Maintenance of computer is carried out by expert (Outsource)
- Correspondence with administration.
- Fire extinguisher placed.



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Infrastructure Policy

Preamble: Infrastructure policy provides a framework for proper facility allocations and efficient utilization based on the needs of educational, research, and administrative services.

Statement: This policy set out the framework for getting the best use of physical assets and assuring that they are reviewed on a regular basis the College's space demands.

Rational: The Institution is committed to create, develop, provide and maintain necessary infrastructure and essential amenities for all the stakeholders. Students, academics and staff will benefit from such a high-quality effective teaching and learning environment.

Objectives:

1. To establish proper procedures for the utilization of physical and educational services.
2. To arrange all types of activities in a timely and efficient manner.
3. To implement a consistent, effective and efficient approach to infrastructure scheduling and usage.
4. To improve stakeholder coordination and interaction in order to schedule college facilities smoothly and economically.
5. To promote awareness among stakeholders more about use of the college's resources for activities and events,
6. To give use of all the college opportunities.



Activity and Event Categories:

1) Academic Classes: Classroom lectures, laboratory practical sessions, guest lectures on curriculum and student seminars all are examples of academic classes.

2) Academic activities: Any programme, meeting, or activity that is not an academic class but is directly related to the delivery of formal curriculum is described as an academic activity.

3) Organized events: With the support of funding agencies, seminars and workshops, extension activities, sporting events, cultural programmes, and competitions all are examples of organized events.

Authority for Assignment of Classroom Space:

As per the guidance of the time table committee, the college facilitates classroom scheduling and utilization. The number of divisions and workload influence the need for classrooms, which seems conveyed to the time table committee by vice-principals. The timetable is planned by the timetable committee to achieve enough use of the available classes. The term "classroom use" refers to the amount of time a room is used for academic purposes. During the hours of academic classes, no classroom may be used for other academic activities or events. The time-table committee will ensure that classes are allotted in adequately sized classrooms, based on the capacity of the classroom and the number of students in the class. Any problems that professors or students encounter should be discussed with the chairman of the time-table committee. When there is no scheduled lecture, classrooms can be used for other academic activities and planned functions. The uses of the classroom for these initiatives require the authority's permission in advance. To optimal classroom use, a standard timetable for classroom instruction is required. Students and faculty can design practical schedules using a standard timetable.

Laboratory space Utilization and Assignment:

Overview:

A laboratory is a facility that provides controlled conditions for performing scientific or technological research, experiments, and evaluations. College laboratories are used for regularly



planned practical sessions that involve sophisticated equipment, experiment, plus student observation. The college has Physics, Chemistry, Botany, Zoology, Computer Science, Electronics laboratories. The students were divided into batches, and practical sessions were scheduled according to the students' batches.

Authority for Assignment of Lab Space

The time table committee is responsible for the batch schedule and reports it to the department head. The laboratory schedule is determined by a time-table committee with the cooperation of the department heads in order to optimize the utilization of the laboratory. Departments are encouraged to assign and arrange laboratory space in order to increase use and align use with the Faculty's academic aims. When there are several batches going on simultaneously, the department head allots a part of the laboratory space to each batch

Standard Class Times and Days:

According to the university's curriculum, students must attend practical sessions. To maximize lab use, a standard timetable for practical sessions is required. Students and faculty can generate practical schedules using a standard timetable. The timetable committee divides students into practical batches based on UGC and Maharashtra government standards for student strength in each batch. The timetables of practical sessions are determined by the number of batches and the availability of lab space.

Administrative Office space:

Administrative office spaces are rooms or cabinets which are assigned to one or more people daily and include furniture and other equipment for administrative and support staff to use. These include single or multiple-occupancy rooms for the Principal, Vice Principal, Heads of Departments, Librarian, Physical Director, and administrative staff, as well as conference rooms, waiting areas, storage areas, private toilets. Individuals are assigned administrative space based on their needs as well as the scale and complexity of respective department work.



ADMINISTRATIVE OFFICE SPACE ASSIGNMENT POLICY

- Office space is a College asset that will be provided to administrative staff, heads of departments, librarians, physical directors, and committees as needed, in the most efficient way possible. There is no one who "owns" the area that has been assigned to them.
- The college's principal assigns an office to each department. Concerned heads allocate cubicle space to individual academic members in the department.
- The Principal assigns an office to the office superintendent. The office superintendent in collaboration with the Principal assigns offices to other administrative staff.
- The college will ensure that all of the offices are filled. When an office is unoccupied, the college may use it for other purposes as needed.

STORAGE SPACE

For office staff, storage space is essential for old account books, old admission documents, and other important files. The college creates storage rooms to store these materials. According to the requirement and importance of the material to be stored, storage space is allocated to office staff members. The college's office superintendent has the authority to assign storage space in store rooms. The data will be categorized and preserved. The office superintendent shifts storage space based on the needs and requests of the staff.

The head of the department is responsible for allocating storage space in the department.

Space Allotment for Academic Activities and Extension Activities:

Overview:

Different departments organize guest lectures, seminars, science exhibitions, geography week and other programs for students. Students can benefit from these classes if they want to learn more about the subject or keep up with latest advances.



These tasks necessitate the use of space. These activities are given space based on the importance of the activity and the number of students that participated in it.

CONFERENCE ROOM

The office superintendent has set aside a conference room for the activities. It will be used for the following purposes.

- (1) College development committee meetings (CDC).
- (2) Meetings of the Internal Quality Assurance Committee (IQAC)
- (3) Principal's meeting with faculty and staff
- (5) Small training seminars for faculty and staff
- (6) Meetings of various college committees

The conference room has an LCD projector and a computer and internet connection. When a conference room is needed for multiple activities at the same time, the activity with the highest priority will be chosen from the list above. Other activities will be held in different rooms as determined by the office superintendent.

SHAHIR AMAR SHAIKH SABHAGRUH:

The college has a multipurpose seminar hall that is completely well equipped. The seminar hall is on the second floor. The office superintendent of the college is in control of Shahir Amar Shaikh Sabhagruh hall allocation. In the seminar halls, the computer expert and technician make all of the arrangements. The seminar rooms are assigned based on the following criteria.

- (1) Workshops/Conferences sponsored by funding organizations
- (2) Student guest lectures
- (3) Faculty and staff guest lectures
- (4) Student placement drives
- (5) Extension activities
- (6) Cultural activities



LIBRARY SPACE UTILIZATION AND ASSIGNMENTS:

Overview

Library space includes reading rooms, stacks and a digital library. The study room has seating for learners to study during their allotted time. Stacks are the areas in a library where books and other educational resources are stored in order to be used as a study resource. Computers, CD and DVD players, and other learning aids are also available at the library. The space in the library is not confined to a single academic discipline or course.

AUTHORIZED LIBRARY SPACE USERS

Current students, faculty, and staff of the college have access to the library. The librarian makes certain that no one is misusing the place. Except on holidays, the librarian arranges the study room timetable. When a student's academic classes are planned, he or she will not be permitted to sit in the study room. During the examination period, the library study room will be open for an extended time.

SPORTS FACILITIES

The college's Sports Facilities Rules are intended to serve as general rules for internal and external users, and also a source of information about the college's sports facilities. When necessary, the college authorities reserve the right to modify or change these rules. Notifications about the above will be posted on the premises' notice boards as relevant. All sports facilities on campus are mainly used by college students, faculty and staff.

GYMNASIUM

- The gymnasium is well-equipped. The Physical Director, in cooperation with the Gymkhana committee.
- The Gym is really only accessible to internal users who have been taught to use the fitness equipment and provide fitness training records.



- Every user will only access the gymnasium facilities during the times allotted to them.
- While using the gym, each user should dress appropriately. T-shirts, athletic pants, and athletic shoes are recommended.
- Food and beverages are prohibited in the gymnasium during sporting events and practice until special permission has been granted.
- Any user should be aware of other users by limiting his or her exercise to a single station and complete his or her workout in a timely manner so that others can exercise on the station.
- If the station's weights, pulleys, or other parts are stuck, the user should not attempt to repair them. Bring it to the physical director's attention.

EQUIPMENT

College Equipment

Computers, LCD projectors, printers, Smart Board, and audio-visual equipment held by the institution are to be operated only by properly trained personnel who have been permitted by the college. An electrician is in charge of the audio amplifiers and speakers. When scheduling facilities, internal users who require the use of College equipment must request these services. Technicians will arrange these items and set them up in the proper locations as specified by users. The operation of this equipment will be restricted if an authorized technician is unavailable.

Laboratory Equipment

All equipment purchased using funding provided by the college. The college purchases equipment for practical use and distributes it to the departments.



Custodial Departments are in charge of the equipment in their custody, including its care, maintenance, physical inventory, and supervision. The department head has the authority to assign equipment to internal users. The head of the department will ensure that appropriate equipment for practical sessions.

- Determine the equipment requirements for both practical sessions and research.
- Begin the equipment purchase process by submitting a list of required equipment to the appropriate authorities.
- The authority will check for funds available and confirm that the purchase is permissible;
- Assign proper object codes to equipment after purchase and enter it in the dead stock register with the support of the Lab assistant;
- If equipment is damaged or stolen, bring it to the attention of the authorities right away.
- On a yearly basis, HOD conducts a physical inventory with the assistance laboratory employees to check the condition, placement, and use of department-owned equipment. of

Equipment Retirement/Disposal policy:

In the incident that any equipment from the department's dead-stock register needs to be disposed of, the concerned department head creates a list of such equipment and submits it to the office before the CDC meeting; after the CDC approves the list. The proposal is sent to ITSPM, and the respective equipment is removed from the dead stock register.



Maintenance Policy:

- Maintain college-owned assets on a regular basis to keep them operational and controlled.
- Early identification of prospective maintenance requirements within the context of planned maintenance allows for the planning of remedial action.
- Develop a strategy for evaluating college campus facilities on a regular basis to ensure that they are up to date and ready to use.

Routine maintenance:

- Sweepers are appointed to clean classrooms, offices, corridors, entrances, and stairs on a regular basis.
- The appointed sweepers clean and serve the restrooms on a daily basis. The windows are cleaned on a regular basis.
- The team is willing to remove garbage, grass cutting, trimming trees, maintaining buildings, maintaining gardens, and assisting with the ongoing care of the college premises.

The following are the responsibilities of an electrician hired for maintenance

- Supplying and installing light tubes and bulbs.
- Minor fan repairs in the classroom and laboratory.
- Electrical wiring needs to be replaced.
- Maintenance of the electric meter room and UPS batteries

Fire and CCTV Maintenance:

Maintaining fire safety systems and CCTV cameras in a college setting is essential for ensuring safety and security. Here's a guide on best practices for their maintenance:

Fire Safety System Maintenance:

1. Regular Inspections:



Monthly Checks: Test fire alarms, smoke detectors, and sprinkler systems monthly. Annual Testing: Have professionals inspect the system annually to ensure compliance with safety codes.

2. Battery Checks:

Ensure all battery-operated devices (like smoke alarms) have fresh batteries. Replace batteries annually or as recommended by the manufacturer.

3. Clean Equipment:

Regularly clean smoke detectors and sprinklers to prevent dust buildup, which can affect their performance.

4. Replace Expired Equipment:

Fire extinguishers and detectors have expiration dates. Replace or service them as needed to ensure reliability.

5. Staff Training:

Train staff on how to use fire extinguishers, and conduct fire drills to familiarize everyone with emergency procedures.

6. Clear Access:

Make sure fire exits, alarms, and extinguishers are unobstructed at all times.

7. Record-Keeping:

Keep records of all inspections, maintenance, and testing activities for compliance and audit purposes.

CCTV Camera Maintenance

1. Routine Cleaning

Clean the lenses and camera housings regularly to avoid dirt and dust buildup, which can obscure the footage.

2. Position & Angle Check:

Ensure cameras haven't been misaligned and cover the intended areas. Adjust angles and positions as needed to cover blind spots.

3. Check Wiring and Connections:

Inspect cables for wear and tear, and check connections to ensure stable power and network connectivity.



4. Test the System:

Regularly test cameras and recording devices to ensure they are capturing footage properly. Verify that video storage is functioning as expected.

5. Software Updates:

Update firmware and security software to protect against potential vulnerabilities.

6. Data Storage and Backup:

Monitor storage space and backup footage regularly to prevent data loss and ensure retrieval of footage if needed.

7. Check Power Supply:

Ensure an uninterrupted power supply, particularly for essential areas, to keep cameras active during power outages.

Building and Physical Infrastructure

The college building's exterior and interior painting is scheduled on a cyclical basis. Painting is done on a priority basis whenever the need arises to prevent facility deterioration. This is decided by the college principal and conveyed to the college management.

The Principal, in consultation with the concerned programme head, decides on renovation, alteration, and upgrading of existing academic and support buildings as needed to fit new or reformed programmes. The request is made to the college's management, and after their approval, the task is completed.

IT Infrastructure and Electrical Maintenance and Replacements

One computer technician and an electrician have been assigned to the parent institution. They were visited to the college as per technical needs of replacement and repair. The demands come in the form of phone calls or personal communication from department heads, faculty, and staff. Whenever possible,



demands are fulfilled as soon as possible. Computer technicians are responsible for the upkeep of IT resources such as computers, printers, toner replacement, software issues, and networking issues. The technician made a similar number of computer replacements. An electrician is in charge of electrical wiring issues, as well as new electrical connections in colleges and departments. The electrician is also in charge of replacing or installing light tubes, bulbs, switches, and MCB boxes.

If the issue is serious, the principal should be notified. The following procedure is followed for the maintenance of a major issue:

- 1) If a computer's motherboard needs to be replaced, ITSPM's must grant permission.
- 2) If the printer has to be repaired, it must be done with ITSPM's prior consent.
- 3) If the entire electrical wiring needs to be changed due to a short circuit or other issue, ITSPM's must grant clearance for the expense.
- 4) Permission from ITSPM's is required for the replacement of an electric meter.
- 5) Permission from ITSPM's is required for the replacement of inverter batteries.

Maintenance of Laboratory Equipment:

This document outlines the procedures for maintaining all kinds of equipment in departments. The maintenance policy ensures that the equipment is always ready and reliable as well as calibrated to produce high-quality outputs.

Laboratory equipment and software are required on a yearly basis as part of the College's budgeting process. The department's head compiles a list of equipment that has to be purchased during the year and submits it to IQAC. IQAC evaluates



equipment requirements and recommends them for approval by ITSPM's. Vendor quotations are received after clearance from the ITSPM's administration. Following the receipt of quotations, comparison charts are prepared and purchase orders are issued. When materials and equipment are delivered, the heads of departments are responsible for reporting them to ensure it meets the necessary quality and safety standards, as well as their intended application.

The proper use of equipment is the role of department heads and faculty. If maintenance or repair is required, the head of department will manage it. If a tiny piece of equipment needs to be replaced, the department head will make the appropriate plans. The part which costs less than Rs. 1000/- will be ordered and replaced with the help of the laboratory assistant and attendant. The cost of this replacement can be paid by advances received from the college office for local purchases.

If there is a major maintenance or repair issue, the department head must first consult the technicians. The technician must be inquired for the right price of repair and maintenance. After that, the principal must be informed. The principal will communicate with ITSPM's, and the appropriate permission for maintenance will be secured. After receiving authorization, the vendor or technician will repair the equipment, and payment will be made to the vendor or technician after an inspection of the repair

If it is essential to transfer equipment off campus for repair or maintenance, the head of the department must obtain permission from the principal.

Maintenance of Furniture and Fixtures

To ensure that present classrooms are maintained, the college authority seeks feedback from faculty and staff on their demands. Items like blackboards,



fixtures, and furniture may be identified and updated as part of the continuous periodic budgetary process.

Conference Room Use Utilization Policy:

A conference room utilization policy helps ensure fair access, optimal use, and minimal disruptions. Here's a sample policy tailored for a college setting:

College Conference Room Utilization Policy

1. Purpose and Scope

The conference rooms are available for academic, administrative, and approved extracurricular activities that support the college's mission.

This policy applies to faculty, staff, students, and approved external parties like ITSPMs other School and College.

2. Booking Guidelines

Reservation Process: Rooms must be booked through the college's room reservation system or via the administration office.

Advance Booking: Rooms can be reserved up to (specify time frame, e.g., one semester) in advance. Regular classes have priority during peak hours.

3. Room Priorities

Priority 1: Academic activities (e.g., classes, faculty meetings).

Priority 2: College administration and official events.

Priority 3: Student clubs and external events with academic relevance.

External Requests:

Non-college organizations may request access; however, they will be charged a rental fee and will have lower booking priority.

4. Room Use and Conduct

Setup and Cleanliness: Users are responsible for setting up and restoring the room to its original condition. All trash must be disposed of appropriately.

Technology: Use college-provided equipment (e.g., projectors, microphones) responsibly and report any malfunctions to IT support immediately.



5. Cancellations and No-Show Policy

Cancellations: Users must cancel reservations at least [e.g., 24 hours] in advance. Frequent cancellations without notice may result in restricted booking privileges. No-Shows: A room reservation will be released if the user is more than (e.g., 15 minutes) late without prior notice.

6. Responsibilities and Penalties

Damages: Users are responsible for any damages to the room or equipment. Costs for repairs may be charged to the responsible party.

8. Contact Information

For questions or special requests, please contact the administration office or designated conference room coordinator. This policy ensures fair access, efficient use, and maintains the quality of college facilities for all users.




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INFORMATION POLICY (IT) POLICY

Preamble:

The Information Technology (IT) Policy at Art's, Science and Commerce College Indapur sets forth the central approach that governs the responsible usage of all users of the college information technology resources. This comprises the IT facilities allocated centrally or by individual departments. Every member of the college is expected to be familiar with and adhere to this policy. The users of the campus network and computer resources are responsible to properly use and protect information resources and to respect the rights of others.

Policy Statement:

Authorized people have access to computers, communication devices, e-mail, intranet, and internet resources (collectively, the "Digital Resources") to help them perform their tasks, conduct Art's, Science and Commerce College academic and administrative activities, and complete their studies. Except for incidental personal use as stated in this policy, use of these Information Resources for any other purpose is restricted.

Objective

The objective of this policy is to inform stakeholders of Art's, Science and Commerce College Indapur of what can be expected in terms of information technology (IT). This incorporates the utilization of all computers, as well as related hardware including printers and projectors, as well as network infrastructure

Scope:

This policy regulates the use of the "IT Resources," which include IT services, equipment, and technology offered by the employer, students, and others. This Regulation relates to all information kept in any form on IT Resources (e.g., documents, video streams, audio recordings, and so on) and all communications in any manner using IT Resources (eg. e-mail, text message, and voicemail).

This policy also guides faculty and student utilization of social networking sites, whether or not such use depends on IT resources.




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Committee:

Sr. No	Faculty
1	Dr. Sarwade J. P.
2	Dr. Veer S. S.
3	Prof. Pawar N.H.
4	Prof. Deshmane S. P.
5	Prof. Mrs. Gaikwad M.K.
6	Mr. Bhandalkar A.Y.

Function Initiatives:

* Comply with all necessary security measures, using and protecting all essential passwords, to ensure the security of the college Data Resources.

Avoid using common sequences (e.g. 12345) or instantly recognizable information (e.g. name, address, phone number, spouse's name, etc.) in such passwords.

* Use only computer IDs or accounts that have permission to use, and only for the objectives which were granted permission; and respect copyrights, software and hardware, intellectual property rights, and contractual agreements.

Restricted Actions:

It is strictly banned to conduct the following activities.

* Attempt to drum up unauthorized access to College equipment, facilities, networks, information, or accounts.

* Allow access to one's own computer technology service to another person via a password or any other means.

Use IT resources to intentionally interrupt other students', faculty members', or college administrators' work.

* Access, generate, publish, or communicate obscene, pornographic, abusive, defamatory, disparaging, threatening, violent, or harassing information, including anything that may impinge on other people's human rights under the Human Rights Code or the Occupational Health and Safety Act.

* Anything that expresses or conveys prejudice or an intention to discriminate should not be published, transmitted, circulated, or given access.




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Using IT Resources to intentionally destroy the normal operation of IT Resources, flooding the network with messages, spreading viruses, etc. had used, disclosing, copying, adjusting, or uninstalling information stored on IT Resources without authorization

Passwords and User IDs

System accounts, passwords, and user IDs plays an important role in protecting the files and privacy of all users. Because users are responsible for all uses made of their accounts, users must take exceptional care to prevent unauthorized use of their accounts. This includes changing passwords regularly and disabling "automatic" log-ins. In most cases, it is inappropriate and perhaps dangerous to allow another person to use another user's network credentials or email account. In some cases, a user's data are vulnerable to alteration or deletion. In others, the validity of a user's credentials could be compromised. Alternatively, if criminal activity can be traced to a user's account, the person to whom the account is assigned may be held accountable. The College, therefore, reserves the right to restrict or prohibit password sharing.

Security:

The College implements appropriate "industry-standard" practices concerning the security of the IT resources of the college. These methods are designed to protect against unauthorized access, intrusion, or damage to the availability, access, or integrity of the IT systems of the college. However, primarily due to the nature of security threats and the remote possibility of a breach of security, the College warrants neither a user's privacy nor the integrity of data stored on the College network (since the College has already adhered to all the industry norms of standards of security)

Reporting/Responsibility

It is the responsibility of committee members to inform college higher authorities Vice Principal or Principal in case of protocol breaks while accessing Digital resources by unauthorized users. Details are submitted with a report.

All the above Policy Applies to This policy applies to all the Students, Teaching and Non-Teaching faculties as well as those stakeholders who are directly or indirectly connected to college.

Feedback:

Committee gets continuous feedback from all the stakeholders and initiates appropriate action accordingly




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E-GOVERNANCE POLICY

Sr. No.	Title	Descriptions
1.	Name of Policy	E-Governance Policy
2.	Drafting	IQAC Coordinator
3.	Policy Applies to	The students and staff of the college
4.	Effective from	2019
5.	Approved by	IQAC cell of the college
6.	Responsible Authority	Principal

E-governance is the integration of Information and Communication Technology in all the working processes of the system. It aims to improve the communication and create transparent system. To approach the same, college is using Vridhi, N-LIST and Tally software. E-governance is used in the area of administration, finance & accounts, admissions and examinations.


Coordinator, IQAC
Arts, Science & Commerce College
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E-GOVERNANCE POLICY



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❖ **This policy is beneficial to the following areas:**

- Institute Administration
- Account & Finance Section
- Student Admission
- Examination & Evaluation

❖ **The objectives of e-governance are as follows:**

- Promoting transparency and accountability
- Provide quick access to information
- Efficient functioning
- Paperless environment in the campus
- Fully automated Library
- Encouraging clarity and accountability
- Making information readily available to stakeholders

❖ **Scope of the Policy:**

1. It is decided to implement e-governance in maximum activities, in order to provide efficient system of governance within the institution.
2. To embrace e-governance for the seamless access of data for better decision making at different levels of the organization in the institute.



E-GOVERNANCE POLICY



❖ **Area of Implementation:**

1. Student Admission
2. Academics & Office
3. Finance & Accounts
4. Library
5. Website & Social Media

1. Student Admission:

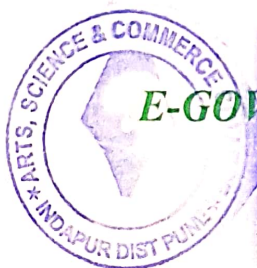
Students' admissions are proceeded with the ERP system in online mode of admissions for each stream. The admission committee has all rights to take appropriate decisions and appoint the people who will be responsible for putting the policy into action.

2. Academics & Office:

A flexible administrative procedure is followed with ERP software for smooth conduction, convenient and cost-effective approach. The institute administration procedure is targeted to expand institutions vision and mission, achieve compliance of laws and regulations as applicable, strengthen the internal controls and promote operational efficiency. It focuses on enhancing functional competences, best practices, effective decision-making and compliance with laws and regulations as applicable.

3. Finance & Accounts:

The Institute is committed to provide the best resources to all the stake holders. The institute has a system of managing and mobilizing its financial resources which is periodically audited and transparent. The parent institute of the HEI uses Tally accounting software to keep track of its finances. Appropriate security measures will be adopted to ensure transaction confidentiality. The present



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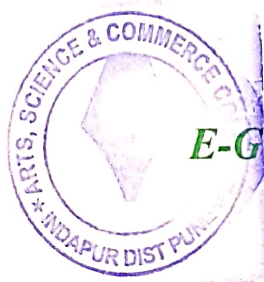
office staff must be trained on a regular basis, and the existing software must be updated.

4. Library:

The institutional library is the knowledge center for learning resources and publications. Due to the demands of various stakeholder. Institutional library updates periodically. In order to promote remote access and effective exchange of library resources, journals, N-LIST is widely used by staff and students, as per the recommendations of Library Committee, e-learning resources, such as online/digital research journals and other published material accessed and subscribed. Staff and students should undergo extensive training on how to access and use e-learning materials. Library access to e-journals & e-resources is provided in and outside the campus.

5. Website & Social Media:

The institute website is to be updated continuously. To create an easy, catchy and user-friendly website, the management may work with a different service provider or web designer. Website committee will undertake the responsibility of website administration and updating.



E-GOVERNANCE POLICY



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OUTCOME-BASED EDUCATION (OBE) POLICY

The college has successfully implemented an Outcome-Based Education (OBE) policy, aligning with UGC guidelines. This student-centered approach emphasizes on clearly defined learning outcomes, ensuring graduates are well-prepared for their careers, since the year 2019 as suggested by University Grants Commission (UGC). In the year 2020, OBE policy has been implemented in the college to enhance the teaching learning process in a phase wise manner. College organized various workshops and training sessions for the entire faculty to circulate information on designing, mapping and attainment of outcomes. POs for undergraduate and postgraduate programmes have been stated in alignment with vision and mission of the college in consultation with IQAC members, heads of the department, senior faculty members collectively. Each department has formulated PSOs and COs for their respective disciplines with inputs from all the faculty members. Outcome-Based Education and evaluation policy is based on Blooms Taxonomy. Outcome-Based Education is a student-centric teaching and learning methodology in which the subject knowledge, assessment and evaluation are planned to achieve stated objectives and outcomes, it focuses on measuring student performance i.e. outcomes at different levels.

Key Points of this approach include:

1. Focus on Student Outcomes:

The emphasis on Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) ensures that the curriculum is directly connected to desired student learning.

- A. **Course:** Course is defined as a theory, practical or theory cum practical subject studied in a semester.



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- B. **Course Outcome (CO):** Course outcomes are statements that describe significant and essential learning that learners have achieved, and can reliably demonstrate at the end of a course.
- C. **Programme:** Programme is defined as the specialization or discipline of a Degree. It is the interconnected arrangement of courses, co-curricular and extra-curricular activities to achieve planned objectives leading to the awarding of a degree.
- D. **Programme Outcomes (POs):** Program outcomes are narrower statements that describe what students are expected to be able to do by the time of graduation Graduate Attributes and POs are supposed to be closely related.
- E. **Programme Specific Outcomes (PSO):** Programme Specific Outcomes are what the Students should be able to perform in relation to a specific discipline by the time they graduate.

Levels of knowledge to assess outcomes using Bloom's Taxonomy -

Level	Bloom's Level	Keywords	Learning Outcome
K6	Create	design, formulate, build, invent, create, compose, generate, derive, modify, develop.	Combining components through planning to create a new structure or pattern.
K5	Evaluate	choose, support, relate, determine, defend, judge, grade, compare, contrast, argue, justify, support, convince, select, evaluate.	It is the ability to evaluate a text, idea, statement, creative material, or research report for a specific purpose.
K4	Analyze	classify, break down, categorize, analyze, diagram, illustrate, criticize, simplify, associate.	It is the capacity to divide information or an idea into its individual components or subsections in order to comprehend its organizational structure.
K3	Apply	calculate, predict, apply, solve, illustrate, use, demonstrate,	It is ability to apply knowledge in novel and relevant contexts.



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		determine, model, perform, present.	
K2	Understanding	describe, explain, paraphrase, restate, give original examples of, summarize, contrast, interpret, discuss.	It is the capacity to understand the content/significance of information.
K1	Remember	list, recite, outline, define, name, match, quote, recall, identify, label, recognize.	It is the capacity to remember knowledge or information that has already been learned.

This approach promotes a clear understanding of what students should be able to achieve at the end of a program or course.

2. Alignment with Graduate Attributes:

- The Graduate Attributes provide a comprehensive framework for developing well-rounded graduates (**Disciplinary knowledge, Communication Skills, Critical thinking, Problem solving, Analytical reasoning, Research-related skills, Cooperation/Team work, Scientific reasoning, Reflective thinking, Information/digital literacy, Self-directed learning, Multicultural competence, Moral and ethical awareness/reasoning, Leadership readiness/qualities, Lifelong learning**).
- By aligning POs and PSOs with these attributes, the college ensures that its programs produce graduates who possess the necessary skills and competencies.

3. Enhanced Teaching and Learning:

- OBE encourages active learning and critical thinking.
- Faculty members are empowered to design innovative teaching strategies that promote student engagement and deeper understanding.

- 4. Continuous Improvement:** Regular assessment and evaluation of outcomes help maintain high educational standards and ensure program relevance.



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Implementation of Policy in Following Areas:

- **Robust Assessment:** Developing reliable assessment tools to accurately measure student achievement of outcomes.
- **Faculty Development:** Providing ongoing training to support faculty in implementing effective teaching and assessment strategies.
- **Student Engagement:** Encouraging active student participation through innovative teaching methods and projects.
- **Industry Collaboration:** Strengthening relationship with industry to align the curriculum with real-world needs.

The college will generate highly skilled and competent graduate and postgraduate with the aids of the OBE policy.


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PO- PSO- CO ASSESSMENT AND ATTAINMENT POLICY



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Vision:

“Vidya Param Daivatam” The college vision refers to the knowledge. Knowledge has a divine quality and power. College believes that knowledge is the most powerful. It has a power to remove the darkness or ignorance from the society. College also believes that ‘Vidya’ (Knowledge) has a great power to eradicate all barriers in the way of the development. The institution at the same time has a vision of development by considering the expected challenges in the future. The vision is to impart skill oriented education to our students to make them perfect by all respect. College has decided to transform them into nation building character.

Mission:

1. Our main goal is to serve the rural population and project every rural youth as the most competent individual with upto date knowledge.
2. Our dream is to uplift the rural youth in all respects.
3. Our prime objective is to impact higher educational facilities to the public in general and the residents of Indapur taluka in particular.
4. Our aim is to bring the girl students of this area into the main stream of Higher Education.

Graduate attributes

The graduate attributes reflect the particular quality and feature or characteristics of an individual, including the knowledge, skills, attitudes and values that are expected to be acquired by a graduate through studies at the higher education institution (HEI) such as a college or university. The graduate attributes include capabilities that help strengthen one's abilities for widening current knowledge base and skills, gaining new knowledge and skills, undertaking future studies, performing well in a chosen career and playing a constructive role as a responsible citizen in the society. The graduate attributes define the characteristics of a



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student's university degree programme(s), and describe a set of characteristics/competencies that are transferable beyond study of a particular subject LOCF and programme contexts in which they have been developed. Graduate attributes are fostered through meaningful learning experiences made available through the curriculum, the total college/university experiences and a process of critical and reflective thinking. The learning outcomes-based curriculum framework is based on the premise that every student and graduate is unique. Each student or graduate has his/her own characteristics in terms of previous learning levels and experiences, life experiences, learning styles and approaches to future career-related actions. The quality, depth and breadth of the learning experiences made available to the students while at the higher education institutions help develop their characteristic attributes. The graduate attributes reflect both disciplinary knowledge and understanding, generic skills, including global competencies that all students in different academic fields of study should acquire/attain and demonstrate. Some of the characteristic attributes that a graduate should demonstrate are as follows:

- **Disciplinary knowledge:** Capable of demonstrating comprehensive knowledge and understanding of one or more disciplines that form a part of an undergraduate programme of study.
- **Communication Skills:** Ability to express thoughts and ideas effectively in writing and orally; Communicate with others using appropriate media; confidently share one's views and express herself/himself; demonstrate the ability to listen carefully, read and write analytically, and present complex information in a clear and concise manner to different groups.
- **Critical thinking:** Capability to apply analytic thought to a body of knowledge; analyses and evaluate evidence, arguments, claims, beliefs on the basis of empirical evidence; identify



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relevant assumptions or implications; formulate coherent arguments; critically evaluate practices, policies and theories by following scientific approach to knowledge development.

- **Problem solving:** Capacity to extrapolate from what one has learned and apply their competencies to solve different kinds of non-familiar problems, rather than replicate curriculum content knowledge; and apply one's learning to real life situations.
- **Analytical reasoning:** Ability to evaluate the reliability and relevance of evidence; identify logical flaws and holes in the arguments of others; analyses and synthesize data from a variety of sources; draw valid conclusions and support them with evidence and examples, and addressing opposing viewpoints.
- **Research-related skills:** A sense of inquiry and capability for asking relevant/appropriate questions, problematizing, synthesizing and articulating; Ability to recognize cause-and-effect relationships, define problems, formulate hypotheses, test hypotheses, analyses, interpret and draw conclusions from data, establish hypotheses, predict cause-and-effect relationships; ability to plan, execute and report the results of an experiment or investigation.
- **Cooperation/Team work:** Ability to work effectively and respectfully with diverse teams; facilitate cooperative or coordinated effort on the part of a group, and act together as a group or a team in the interests of a common cause and work efficiently as a member of a team.
- **Scientific reasoning:** Ability to analyses, interpret and draw conclusions from quantitative/qualitative data; and critically evaluate ideas, evidence and experiences LOCF 4 from an open-minded and reasoned perspective.



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- **Reflective thinking:** Critical sensibility to lived experiences, with self-awareness and reflexivity of both self and society.
- **Information/digital literacy:** Capability to use ICT in a variety of learning situations, demonstrate ability to access, evaluate, and use a variety of relevant information sources; and use appropriate software for analysis of data.
- **Self-directed learning:** Ability to work independently, identify appropriate resources required for a project, and manage a project through to completion.
- **Multicultural competence:** Possess knowledge of the values and beliefs of multiple cultures and a global perspective; and capability to effectively engage in a multicultural society and interact respectfully with diverse groups.
- **Moral and ethical awareness/reasoning:** Ability to embrace moral/ethical values in conducting one's life, formulate a position/argument about an ethical issue from multiple perspectives, and use ethical practices in all work. Capable of demonstrating the ability to identify ethical issues related to one's work, avoid unethical behavior such as fabrication, falsification or misrepresentation of data or committing plagiarism, not adhering to intellectual property rights; appreciating environmental and sustainability issues; and adopting objective, unbiased and truthful actions in all aspects of work.
- **Leadership readiness/qualities:** Capability for mapping out the tasks of a team or an organization, and setting direction, formulating an inspiring vision, building a team who can help achieve the vision, motivating and inspiring team members to engage with that vision, and using management skills to guide people to the right destination, in a smooth and efficient way.



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• **Lifelong learning:** Ability to acquire knowledge and skills, including „learning how to learn“, that are necessary for participating in learning activities throughout life, through self-paced and self-directed learning aimed at personal development, meeting economic, social and cultural objectives, and adapting to changing trades and demands of work place through knowledge/skill development/reskilling.

(Graduate attributes: https://www.ugc.gov.in/pdfnews/4598476_LOCF-UG.pdf)

Program Outcomes (POs):

They serve as a representation of the knowledge, abilities, and attitudes that students should possess upon completing an undergraduate or post graduate curriculum. The programme outcomes and graduate qualities are compatible. The institute has established POs, PSOs, and COs to guarantee thorough understanding of programme and courses, since these are essential for the student's future successful career.

The details of POs/PSOs and COs can be found on following link - www.asccindapur.com

Attainment of Course and Programme outcomes:

According to SPPU rules, the institution uses formative and summative approaches to evaluate students learning levels. The evaluation of course outcome achievement is done directly. Unit Tests, Tutorials, Quizzes, and Assignments are direct evaluation options for theoretical courses. The evaluation of laboratory courses is based on performance, skills, group projects, participation, comprehension, oral presentations, journal writing, and on-time seminar and assignment submission. CO assessment is done at both the class and individual student levels for every subject.



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Evaluation of CO-PO attainment:

The creation of evaluations is the initial stage. The staff members design several exams to gauge the effectiveness of theoretical and practical training. The table below shows how the assessment tasks and questions are related to the course outcomes.

	Marks Assigned						Max. marks
	Test 1		Test 2		Assignment 1	Assignment 1	
	Q1	Q2	Q1	Q2	Q1	Q1	
CO1	5	-	5	-	-	-	10
CO2	-	5	-	-	-	5	10
CO3	-	-	-	5	5	-	10

CO- PO –PSO Attainment

Attainment of Outcomes:

1. The Program Outcomes (POs) and Program Specific Outcomes (PSOs) are accomplished through curriculum
2. Course Outcomes (COs) are defined for each course and they are mapped to POs and PSOs.
3. A set of performance evaluation criteria is used for quantitative assessment of COs
4. Thus, the attainment of COs provides evidence of attainment of POs and PSOs.



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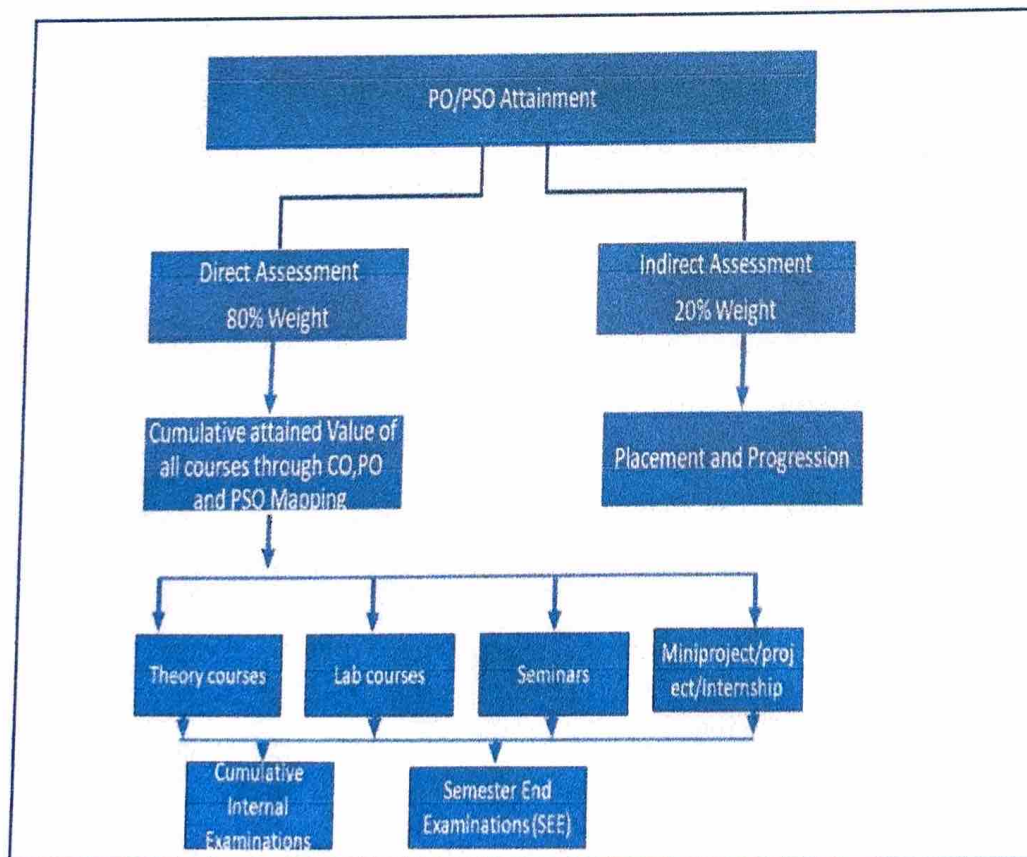
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Following are the different methods for Assessment, Evaluation and Measurement of POs/PSOs

1. Direct Assessment Method - 80%
 - University Examination
 - Internal Examination
 - Practical Examination
 - Assignments /Seminars/Project
2. Indirect Assessments Method - 20%
 - Placement & Progression



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1. Direct Assessment Method -

Calculation of CO attainment:

The percentage of marks scored by students for every course outcome is calculated and the attainment level is computed using rubrics. Three levels are defined Low, Moderate and High attainment for direct assessment methods.

Level of CO attainment:

Level	Percentage of marks
1(Low)	Below 60%
2 (Moderate)	61 – 80%
3 (High)	81 – 100%

The marks scored by the students for a particular CO are calculated and percentage CO attainment is computed. The CO attainment level is calculated using the table given above.

Student name		CO1			CO2			CO3	
	Marks	%	CO1 Atta.	Marks	%	CO2 Atta	Marks	%	CO3 Atta
S1	48	48	1	52	52	1	83	83	3
S2	57	57	1	43	43	1	78	78	2
S3									
Total									
Average									



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2. Indirect Assessments Method -

	Placement & Progression
Level - 1 (Low)	Below - 20% Placement & Progression
Level - 2 (Moderate)	20 - 40% Placement & Progression
Level - 3 (High)	Above - 40% Placement & Progression

CO-PO-PSO mapping:

CO-PO -PSO mapping is done and the PO/PSO attainment for every course is calculated.

- Level of PO / PSO attainment for calculation –

Sr. No.	Level	
1.	1 (Low)	Slight (Low) Correlation
2.	2 (Moderate)	Moderate (Medium) Correlation
3.	3 (High)	Substantial (High) Correlation



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CO-PO-PSO Mapping

CO-PO-PSO Matrix	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5
Co1	3	1	3	3	3	2	0	2	2	2	3	2	2	3	1
Co2	3	2	3	2	2	1	3	1	2	3	1	2	3	0	2
Co3	3	2	3	3	2	2	1	2	1	3	0	0	3	2	1
Total	9	5	9	8	7	5	4	5	5	8	4	4	8	5	4
PO/PSO Attainment															
Total PO											Total PSO				
Ave.PO											Average PSO =				

Calculation of PO/PSO attainment:

PO/PSO attainment for a course is calculated for programme is calculated using the CO-PO mapping using formula as given below:

$$\text{PO /PSO Attainment} = \frac{\sum(\text{overall CO attainment} \times \text{PO/PSO Level})}{\sum(\text{Level of mapping PO/PSO with CO})}$$

$$\text{PO1 attainment} = [(CO1*3) + (CO2*3)] (CO3*3) / \sum PO1$$



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The programme attainment/programme specific attainment is computed from the attainment levels of all courses in the programme.

- Attainment level for PO's / PSO's

PO/ PSO Level	Target Attainment	Target Achievement
Level - 0	0.0 - 0.5	Failed to achieved PO/ PSO
Level - 1	0.5 - 1.0	Barely achieved PO/ PSO
Level - 2	1.0 - 1.5	Partially achieved PO/ PSO
Level - 3	1.5 - 2.0	Satisfactorily achieved PO/ PSO
Level - 4	2.0 - 2.5	Significantly achieved PO/ PSO
Level - 5	2.5 - 3.0	Completely achieved PO/ PSO



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PERFORMANCE APPARISAL POLICY

1	Policy Title	Performance Appraisal Policy
2	Brief Description of the policy	Promotion of staff and non- teaching Staff based on Annual Performance Indicators
3	Drafting	IQAC
4	Policy applies to	Teaching Faculty, Non –teaching Staff
5	Effective from the date	June 2019
6	Approved by	Principal, Management
7	Responsible Authority	Principal
8	Superseding Authority	Management
9	Last Reviewed / updated	Reviewed after Four years
10	Main Objective for Policy	<ol style="list-style-type: none"> 1. Meeting objectives / expectations laid down by the UGC / affiliating University guidelines / principal / management for self –appraisal 2. To assess the strengths of the Faculty. 3. Timely implementation of CAS for Faculty / providing increment to the faculty. 4. Time bound promotions of Non-teaching Staff. 5. Motivating staff to attend FDP/OC/RC/STC



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Introduction:

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

This Policy will also be a source to gauge the strengths of the Staff and their weaknesses. It will also provide direction to the Training Programmes to be conducted for uplifting the quality of deliverables.

Policy Statement :


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

Procedures:

Grant-in-aid Teaching Faculty

- Circulation of PBAS format for self –appraisal
- Training for the awareness of rules for promotion as per guidelines and API form filling.
- Yearly by submission of self-appraisal forms.
- Quarterly review of the eligibility for promotion and intimation to the self by the organization .
- Submission of application for CAS.
- Scrutiny of the application and the preparation of consolidated score cards.
- Appointment of chairperson. Subject Experts, Government Nominee, Academicians of repute and other members as per UGC/ affiliating University guidelines.




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