



SHIRDI SAI RURAL INSTITUTES
ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA

POLICY DOCUMENTS

- **Governance and Management**
- **Decentralization and Participative Management**
- **Administrative Setup, Appointment and Service Rules, Procedures**
- **e-governance**
- **Staff Welfare**
- **Financial Support for Seminar/Conference/Workshop**
- **Funding Agencies**
- **Mobilization of Funds and Optimal Utilization of Resources**
- **Quality Assurance Strategies**
- **Teaching and Learning**

Prepared by
Internal Quality Assurance Cell, Rahata

Policy Documents

Governance and Management

The governance of the institute is reflective of and in tune with the vision and mission of the institute.

Policy regarding nature of governance, perspective plan and participation of teachers in decision making bodies.

Introduction:

The purpose of a perspective plan is to set a strategy for the development of the institution. The plan, so worked out, would be such as to lead to certain long-term results. The plan may not satisfy the conditions, the whole series of them would however satisfy such conditions applicable to a wider horizon of time. It is because of the changes in the educational system, call for rethinking, reformulation and restructuring of educational policies both at national and college level, there is a need of participation of teachers in decision making bodies.

Objectives:

1. To govern the institution in tune with its vision and mission.
2. To prepare and execute the perspective plan of the institution
3. To give representation to the teaching community in various decision-making bodies.

Policy:

1. The governance of the institution should be reflective of and in tune with the vision and mission of the institution.
2. Perspective plan of the institution should be prepared and implemented immediately after the visit of NAAC peer team.
3. The areas viz. widening of educational areas, student support system, funding base, students experience, placement activities, research and extension activities, eco-friendly activities, enrichment of infrastructure, alumni engagement, cleaner and greener campus etc. should be given priority while preparing the perspective plan.
4. Activities mentioned in the perspective plan and activities conducted in the institution should go hand in hand.
5. Representation of teachers in decision making bodies like College Development Committee (CDC) should be ensured.

Policy Documents

Decentralization and Participative Management

The effective leadership is visible in various institutional practices such as decentralization and participative management.

Policy of decentralization and participative management

Introduction:

Decentralization and participative management are the important cultural components of the institution. The institution always believes in practice of decentralization and participative management. The practice of decentralization has its own importance in management. As management is responsible for quality initiatives to promote education for all sections, the decentralization and participative management plays an important role in strengthening the effectiveness of management. Participative management creates a sense of belonging among the stakeholders.

Objectives:

1. To decentralize the management of institution.
2. To ensure participation of stakeholders in management of the institution

Policy:

1. The top management should give substantial freedom and flexibility to the college development committee together with the principal, vice principals, head of the academic and non-academic departments and committee chairmen to lead all the academic activities of the college. They should meet regularly and take necessary steps to formulate and implement the perspective plan of the institution.
2. Decentralization and participative management should be practiced at four levels viz. Principal level, faculty level, students' level and non-teaching staff level.
3. Participation of different stakeholders of the institution should be ensured in various bodies of the institution.
4. There should be an appropriate representation of students, teachers and non-teaching staff in the decision-making bodies wherever necessary.
5. The administrative and academic duties should be controlled by the principal.
6. Head of the department should work under the guidance of principal and Internal Quality Assurance Cell (IQAC).
7. Head of the Department should be given specific duties and responsibilities to attain the day-to-day routine work.
8. Every faculty member should be involved in the various academic, administrative, other statutory and non-statutory committees.

Policy Documents

Administrative Setup, Appointment and Service Rules, Procedures

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

Policy document of administrative setup, appointment and service rules, procedures etc.

Introduction:

In view of achieving excellence, the institute always take efforts to enhance the effectiveness and efficiency of various bodies, which is seen from the policies, administrative setup, appointments, service rules and procedures.

Objectives:

1. To enhance the efficiency and functioning of the institutional bodies.
2. To smoothen the functioning of the institution.

Policy:

1. Shirdi Sai Rural Institutes, Pravaranagar a parent body of the institution is at the top of the administrative set up.
2. The society comprises of chairman, vice Chairman, trustee, secretary and board of directors.
3. The society looks after the overall functioning of the institution and is responsible for achieving the vision and mission of the institution.
4. The society fulfils the needs of academic and administrative staff and timely implementation of quality policy. Develop and update the infrastructure required for accomplishment of academic and administrative activities and provide an essential financial support.
5. IQAC, various academic, administrative and supporting committees should execute the plans and policies.
6. The institution should strictly follow the service rules and procedures laid by UGC, government of Maharashtra, affiliating university and Shirdi Sai Rural Institutes, Pravaranagar for the recruitment and promotion of the staff.
7. Considering the ability of faculty member, management should promote him/her to the position of head of the department, vice principal etc.

Policy Documents

e-governance

Introduction:

The e-governance policy of the institution is aimed at ensuring effective and real time eminence in the education. It is also aimed at improving competence, transparency and accountability of academic and administrative activities and safe guarding minimal costs for administrative services (e services). Further, e-governance validates efforts of going green as it aimed at reducing carbon footprints by minimizing use of paper.

Objectives:

1. To execute e-governance in the functioning of the institution
2. To enhance efficiency of the functioning of the institution
3. To encourage transparency in the functioning of the institution
4. To assign accountability to the concerns.
5. To strengthen online communication between entities.
6. To create ease in access to information
7. To bring the institution on global platform
8. To promote paperless administration in the institution
9. To expand reach of governance
10. To improve institutional administration

Policy:

1. Student Admission and support:

Admission of students at UG and PG level should be in the form of online mode.

Admission committee of the college will look after smooth functioning of the admission process.

2. Finance and Accounts:

In view of maintaining accounts with the high-level accuracy and increasing efficiency of the accounts department, advanced software shall be used.

3. Website:

Website of an institution is a reliable source of information. It brings the institution on global platform. Thus, the maximum possible information should be made available on the college website and shall be kept updated. Website should be maintained regularly.

4. Library:

Efforts should be made to avail maximum possible e learning resources like e journals. It should be updated timely. The issuing system should be computerised. A training to the staff and students should be given on how to use e-learning resources like N list. Library committee should ensure the smooth functioning of the library by adopting e resources.

5. Administration:

The maximum possible administration of the institution should be handled with the use of ICT based technology, internal communication, issuing of certificates, notifications, submission of information should be done online.

6. Examination:

Filling and evaluation of examination forms, obtaining hall ticket, uploading marks, declaration of result etc. has to be done in online mode. Confidentiality need to be maintained while doing examination work. College Examination Officer should ensure the smooth conduction of examinations and related activities.

Policy Documents

Staff Welfare

The institution has effective welfare measures for teaching and non-teaching staff

Well Framed Staff Welfare Policy

Introduction:

The institute is always enthusiastic to implement various welfare measures for teaching and non-teaching staff.

Objectives:

1. To motivate teaching and non-teaching staff.
2. To create the sense of belonging among teaching and non-teaching staff

Policy:

1. The legal heirs of deceased members should be employed in the institution under the scheme of compassion.
2. On campus accommodation facility should be provided to the teaching and non-teaching staff.
3. Members of the teaching and non-teaching staff should be felicitated on their outstanding achievements.
4. Monetary support and study leave should be provided to the staff members for presenting their research work in seminars, workshops, conferences and for attending orientation course, short term programme, faculty development program etc. and for publication of research papers etc.
5. Facility of access to e resources and plagiarism detection software should be provided to the staff.
6. Laboratories should also be kept open after office hours for researchers.
7. Advance against salary and loan facility should be provided to the teaching and non-teaching staff.
8. Authentication facility of loan application and loan repayment guarantee should be made available to the teaching and non-teaching staff.
9. Facility of group insurance should be made available.
10. Fund raising drives should be undertaken in an incidence of misfortune if any.
11. Lecture series, guest lectures, workshops, conferences, seminar, training programmes should be conducted for the staff.

12. Full paid maternity leave facility should be made available.
13. Free parking facility should be made available.
14. Employment Provident Fund should be provided.
15. Encashment of earn leave at the end of service should be given.
16. Salary should be credited timely to the salary accounts of the staff.
17. Facility of reimbursement of membership fees for the professional bodies should be made available.
18. Medical leave encashment facility should be provided.
19. Festival advance should be made available against salary.

ASCC Rahata

Policy Documents

Financial Support for Seminar/Conference/Workshop

Policy Document on providing financial support to the teachers to attend conferences/ workshops and towards membership fee of professional bodies.

Introduction:

The institute seeks to expand educational and research activities in order to promote a culture of academic superiority. Thus, the institute inspires faculty members to attend conferences, workshops, seminars, scientific assemblies and academic meetings which enhance the scientific and technical experience of the faculty members. The institute attempts to encourage interdisciplinary and innovative research and academic programmes. Thus, the purpose of the institution is to provide opportunities to the faculty members to gain knowledge and experience in concern discipline.

Objectives:

1. To motivate faculty for attending on and off campus conferences, workshops, seminars etc. at different levels.
2. To encourage teachers to have membership of various professional bodies
3. To support teachers to develop their teaching-learning, evaluation, extension, governance skills and research activities through participating in conferences and workshops.
4. To enhance the academic potential of teaching faculty.

Policy:

1. Faculty members should be provided with financial support to attend conferences / workshops / seminars etc.
2. Funds should be made available and allocate to the faculty members to have membership of various professional bodies.
3. Faculty members should submit proposal to the principal for financial support to attend conference/workshop and have a membership of professional body.
4. Principal of the institution should approve the proposals forwarded to seek financial support for attending conference / workshop.
5. Faculty members should report to the accounts section and submit bills of the expenditure after attending the conference/ workshop.
6. Care should be taken that; no faculty member is deprived of this facility during each of the academic year.

Policy Documents

Funding Agencies

Funds/ Grants received from non-government bodies, individuals, philanthropists during the last five years (not covered in criteria III)

Policy Mentioning Time Frame

Introduction:

The institution believes that, education is transformational. It is an acquiring knowledge in a certain discipline. Earning a degree also opens pathways to happier, healthier, more fulfilled lives. With proper funding, the institution can continue to inspire and educate students so that when they graduate, they can positively impact the community.

Objectives:

1. To fetch funds from various government and non-government agencies.
2. To utilise received funds properly.

Policy:

1. Submit proposals for funding to the various agencies like NGOs.
2. Funds may be procured for completion of research project, organization of seminars, workshops, conferences, training programme, orientation programme, refresher course, faculty development programme, short term course, induction programme, in the form of developmental grants etc.
3. Approach non-government bodies, individuals and philanthropes for funds and grants especially for the developmental grants, research grants, scholarships etc.
4. Utilize the funds in stipulated time period.
5. Submit utilization certificate and project report in the prescribed format.

Policy Documents

Mobilization of Funds and Optimal Utilization of Resources

Institutional strategies for mobilization of funds and the optimal utilization of resources (Describe the resource mobilization policy and procedures of the institution within a maximum 500 words)

Policy document on Mobilization of Funds and Optimal Utilization of Resources.

Introduction:

The institute is self-confident to grow by mobilizing requisite funds and optimal use of resources. Since it is a private aided college, the main sources of funds are students' fees and grant in aid from government.

Objectives:

1. To mobilize the funds properly.
2. To optimize the utilization of resources

Policy:

1. The funds can be generated through salary grants, developmental grants and grants received for NSS, NCC, student welfare activities, seminars, conferences, workshops and research activities.
2. Funds can be generated from donations from alumni and sale of agricultural produce.
3. Funds can also be generated through revenue collected from tuition fees, developmental fees, hostel fees, sale of fruits and saplings, breakage, rent of staff quarters etc.
4. Various UGC grants (CPE, CE, research and infrastructure development), DST-FIST and DBT grants can be other sources.
5. The strategies for resource mobilization and optimal utilization of resources should be as, the HoDs, committee chairmen should be asked to submit their annual financial requirements. Accordingly, the principal should prepare the annual budget of the institution considering the income and expenditure.
6. The principal should forward the prepared budget for its sanction to the governing body of the institution.
7. All the key financial transactions should be scrutinized and verified by the governing body under the heads viz. Salary to visiting staff, Internet charges, General repairs and maintenance, Electricity maintenance charges, computer consumables, Postage and courier, Stationary and expenses on Student placement/Academic and sports prizes, Newspapers and periodicals,

laboratory consumables and gas, Library books, Computer equipments, Staff welfare schemes non-recurring expenses and other expenses

- 8.** Institute should stick on the deployment of budget approved for academic and administrative expenses by the management.
- 9.** The purchase process is initiated after getting the final approval of the budget from the governing body.
- 10.** The quotations should be called and with the consent of respective HoDs, the purchase orders may place by the purchase department of SSRI after negotiations.
- 11.** The payment should be released after delivery of the respective goods as per the terms and conditions placed in the purchase order.
- 12.** Transparency should be maintained in all the financial transactions through vouchers and bills. The payment should be passed after checking and verification of items. All the party payments should be made through bank.
- 13.** The concerned department should ensure that, the received material is as per the specifications/terms and conditions mentioned in the purchase order.
- 14.** The purchase procedure for the grants received from the various funding agencies for research is monitored by the research committee.
- 15.** A system of internal and external financial audit should be in place.

Policy Documents

Quality Assurance Strategies

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes.

Policy of Quality Assurance Strategies

Introduction:

In view of achieving the quality standards, the college has a full-fledged functional Internal Quality Assurance Cell (IQAC) to continuously improve the quality as 'enhancement' and sustain the good work of the institution. IQAC will facilitate the process of internalization of the quality and play a catalytic role in performance improvement of the institution. The IQAC will submit annual quality assurance reports to be submitted to NAAC as self-reviewed progress report. IQAC will create internal awareness on quality issues and also establish credibility to the external quality evaluation.

Objectives:

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Policy:

1. The institution should develop and implement a strategy for the continuous enhancement of quality. The strategy, policy and procedures should have a formal status and it should be available publicly.
2. The college should have formal mechanisms for the approval, periodic review and monitoring of their programmes and activities.
3. Students should be assessed using published criteria, regulations and procedures, which are applied consistently.
4. The faculty should be qualified and competent.
5. The resources available for the support of student learning should be adequate and appropriate for each programme offered.
6. The college should assure the training and development on quality as well as other functional competences of academic and non-academic staff which are crucial to continuous improvement and development of a culture of quality.

7. The institution should collect, analyse and use relevant information for the effective management of their programmes of study and other activities.
8. College should regularly publish up to date, impartial and objective information, both quantitative and qualitative, about the policies procedures, programmes and activities.
9. The college should ensure independent, impartial, rigorous, thorough, fair, and consistent decision-making.
10. The institution should have clear documentation concerning the self-evaluation and external evaluation.
11. The college should take adequate and accessible resources, both human and financial, to be able to organise and run the process of external evaluation in effective and efficient manner in accordance with the mission statement.
12. External quality assurance should be a major activity of the college.

Policy Documents

Teaching and Learning

The institution reviews its teaching learning processes, structure and methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Policy on Teaching and Learning

Introduction:

Teaching learning policy promotes the best teaching learning practices and establishes consistency in teaching and learning across the institution. It aims to ensure that, all students are provided with high quality learning experiences, leading to a consistently high level of students' achievement and attitude.

Objectives:

1. To provide a range of engaging, challenging and individualised programs of learning which meets national standards.
2. To enhance the quality of teaching learning process
3. Make the teaching student friendly

Policy:

1. Provide a supportive and positive learning environment to the students.
2. Provide rich and diverse contexts and experiences to help students develop a wide range of skills.
3. Offer curriculum that promotes spiritual, social, cultural, physical, mental and emotional development of the student.
4. Develop the habit of self-study among the students.
5. Promote a culture of sharing skills, ideas and resources.
6. Deliver a well-planned lesson that has clear objectives.
7. Develop a good rapport with a group of students to assist with open communication.
8. Support faculty when students have identified learning needs.
9. Practice formal and informal assessments.
10. Use e learning platform to allow learners to be involved in managing monitoring their learning.
11. Practice collaborative approach in the classroom so students can be involved in the planning of their lessons
12. Take cognizance of students' feedback.