



**Rayat Shikshan Sanstha's**  
**Veer Wajekar Arts, Science & Commerce College, Phunde**  
Navi Mumbai 400702



**POLICY DOCUMENT**

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## **1. INTERNAL EVALUATION**

The Institution has an exclusive policy of internal evaluation and is committed to providing students with various internal assessments that track, measure, and assure quality. Apart from the University exams, the college adopts several types of assessment methods to ensure consistency of quality measurement.

- The internal evaluation is designed to be fair, consistent, unbiased, transparent, valid, reliable and accessible to all students.
- In order to give a useful measure of student potential and performance to assist development, evaluations must be comprehensive and significant.
- To ensure performance equality, additional examinations, such as class tests, surprise tests, Open book tests, orals or viva voce and home assignments are given.
- Seminars and assignments are given to students to ensure their active participation in the learning procedure
- Measures are to be taken to allow action planning against the assessment criteria/learning outcomes.

## **2. ANTI- RAGGING AND ANTI-SEXUAL HARRASMENT POLICY**

### **Anti-Ragging Policy:**

- Definition of ragging: Clarify the definition of ragging, including physical, psychological, and emotional abuse of students.
- Prohibition of ragging: State that ragging is strictly prohibited and will not be tolerated in any form on the college premises, or during any college-related activities.
- Reporting mechanism: Outline the process for reporting incidents of ragging, including the availability of anonymous reporting mechanisms, and the responsibilities of college staff in responding to reports of ragging.
- Consequences of ragging: Detail the consequences for students found to have engaged in ragging, including disciplinary action, suspension, and expulsion, as well as criminal consequences.
- Awareness and education: Outline the college's plans for raising awareness about the dangers of ragging, including educating students and staff about the negative effects of ragging and how to report incidents.
- Compliance with University of Mumbai regulations: Ensure compliance with the regulations of the University of Mumbai regarding anti-ragging.

### **Sexual Harassment Policy:**

- **Definition of sexual harassment:** Clarify the definition of sexual harassment, including physical, psychological, and emotional abuse based on gender or sexual orientation.
- **Prohibition of sexual harassment:** State that sexual harassment is strictly prohibited and will not be tolerated in any form on the college premises, or during any college-related activities.
- **Reporting mechanism:** Outline the process for reporting incidents of sexual harassment, including the availability of anonymous reporting mechanisms, and the responsibilities of college staff in responding to reports of sexual harassment.
- **Consequences of sexual harassment:** Detail the consequences for students found to have engaged in sexual harassment, including disciplinary action, suspension, and expulsion, as well as criminal consequences.
- **Awareness and education:** Outline the plan of college for raising awareness about the dangers of sexual harassment, including educating students and staff about the negative effects of sexual harassment and how to report incidents.
- **Compliance with University of Mumbai regulations:** Ensure compliance with the regulations of the University of Mumbai regarding sexual harassment.

### **3. GRIEVANCE REDRESSAL**

**Introduction:** The purpose of this policy is to provide a fair and impartial mechanism for resolving disputes and addressing concerns of students, faculty, and staff of College. The policy outlines the process for reporting grievances and provides a framework for the resolution of grievances in a timely and effective manner.

**Scope:** This policy applies to all students, faculty, and staff of college. The policy covers all academic, administrative, and behavioural issues that may arise within the college premises or during college-related activities.

**Reporting Mechanism:** All individuals are encouraged to report grievances as soon as possible after the issue has arisen. Grievances may be reported through the following channels:

- In person to the designated grievance officer.
- In writing to the designated grievance officer.
- Through the college website or any other designated online platform.

The college staff is responsible for acknowledging receipt of the grievance within a specified time frame and ensuring that the grievance is directed to the appropriate committee for investigation and resolution.

**Process:** The grievance redressal process involves the following steps:

- Formation of a grievance committee: The college will form a grievance committee comprising of senior faculty members and student representatives. The committee will be responsible for investigating grievances and providing recommendations for resolution.
- Investigation of the grievance: The grievance committee will investigate the grievance and provide a fair and impartial assessment of the situation.
- Resolution of the grievance: The grievance committee will make recommendations for the resolution of the grievance and communicate the decision to the individual who raised the grievance.
- Implementation of the resolution: The college staff will be responsible for implementing the resolution of the grievance in a timely and effective manner.

**Time Frame:** Grievances must be reported within a specified time frame, usually 30 days from the date of the incident. The grievance committee will make its best efforts to resolve the grievance within a specified time frame, usually 60 days from the date of receipt of the grievance.

**Appeal Process:** Individuals have the right to appeal a decision made through the grievance redressal mechanism. Appeals must be made in writing within a specified time frame, usually 30 days from the date of the decision. The appeal will be reviewed by a higher-level committee, and the decision of the higher-level committee will be final.

#### **4. FINANCIAL MANAGEMENT AND RESOURCE MOBILISATION**

- The College is dedicated to utilizing its resources in an efficient and effective manner.
- To achieve this goal, the college has established clear procedures for budgeting and resource allocation.
- The budgeting process begins each academic year, with the college taking into account the expected expenditures of each department and support service. The budget is then sent to the parent institution, the Rayat Shikshan Sanstha, Satara for approval.
- The Secretary of the Sanstha, the governing body of the college, verifies the budget through the auditor and provides the final approval.
- Infrastructure upgrades and renovations are a crucial aspect of maintaining and improving

the college's facilities. These activities are supervised by the Architect and Building Supervisor, who ensure that the approved budget is used for the development of the college.

- In addition to the annual budget, the college has also established a Corpus Fund, which is reserved for future development initiatives. This fund provides a source of financial stability and helps ensure that the college can continue to provide quality education and support to its students, faculty, and staff.
- The budgeting and resource allocation processes are essential components of this commitment and help to ensure that the college continues to provide an excellent educational experience for all members of the college community.

## **5. ENVIRONMENT AND SUSTAINABILITY**

The college is committed to implementing, maintaining and continually improving environmental management processes to reduce its environmental footprint. Ecological consciousness rising from notions of sustainability is embedded in the basic ethical outlook of the institution.

- The college is obliged to protect the environment through the prevention of pollution and waste, and through the sustainable development, and maintenance and improvement of the natural and environment.
- Practical steps should be shown in developing and implement research and teaching initiatives related to sustainability.
- The college should design programmes to foster the quality of the environment and protection of the biodiversity throughout the region.
- Objectives and targets should be established for improving our environmental performance in the areas of: energy consumption, greenhouse gas emissions, potable water consumption, waste to landfill, sustainable transport, and biodiversity.
- The campus has to be made plastic free to a possible extent. Abiding by the principle of green protocol, the institution insists on the use of cloth items replacing plastic made ones.
- Reservoirs for rain water harvesting should be constructed in the campus.
- The college should take steps to harness solar power.

## **6. WASTE MANAGEMENT**

In consonance with the institutional principle of green protocol, the college should maintain a very strict and eco-friendly waste management mechanism.

- The college admits its environmental responsibilities and recognizes its obligations to contribute to the resolution of global and local environmental issues by minimizing its environmental impact.
- The entire stake holders are directed to take the ethical responsibility in reducing individual waste generation based on the waste management motto of the college: Reduce, Reuse and Recycle.
- The policy binds all the institutional activities to the dual principles of plastic reduction and lowest waste generation.
- Innovative and practical measures for waste management introduced by various departments of the government, and scientific agencies should be implemented in the campus after making studies on its plausibility.
- Communicate the waste management policy of the college with staff, students, and other agencies in the campus to ensure all are aware of the waste management strategy followed by the college.
- Onsite treatment options such as composting, bio-manure, etc. should be used in the campus.

## **7. RESEARCH POLICY**

### **I. Introduction**

- The College is committed to promoting and supporting research and scholarly activity among its faculty and students.
- This policy outlines the goals, principles, and procedures for conducting research at the college.

### **II. Goals of Research**

- To foster a culture of research excellence among faculty and students.
- To promote interdisciplinary collaboration and exchange of ideas.
- To provide students with opportunities to participate in and contribute to the advancement of knowledge.
- To support the transfer of knowledge from the academic community to the broader

community.

- To advance the reputation of the college as a leader in research and scholarship.

### **III. Principles of Research**

- Ethical conduct: Research at the college must be conducted with integrity and in accordance with ethical principles, including the protection of human and animal subjects, confidentiality, and responsible use of data.
- Inclusiveness: The college encourages and supports diversity and inclusiveness in research, including participation by underrepresented groups and consideration of diverse perspectives.
- Transparency: Research processes, results, and findings must be transparent and open to examination and critique.

### **IV. Procedures for Conducting Research**

- Research proposal and approval: All research projects must be submitted for review and approval before they can be initiated. The college has established a research committee to review and approve research proposals.
- Support for research: The college provides various forms of support to faculty and students engaged in research, including access to research facilities, funding opportunities, and mentorship programs.
- Reporting and dissemination of research results: The college encourages the dissemination of research results through publication in academic journals, presentation at conferences, and other appropriate means.
- Protection of intellectual property: The college has policies and procedures in place to protect the intellectual property rights of researchers and to manage conflicts of interest.
- The College is dedicated to fostering a culture of research and scholarly activity, and this policy outlines the goals, principles, and procedures for conducting research at the college. By promoting and supporting research, the college is helping to advance knowledge, contribute to the development of the academic community, and benefit society as a whole.

## **11. PHYSICAL FACILITIES AND MAINTENANCE**

The College has a policy for creation and enhancement of infrastructure ensuring a good teaching-learning environment

- The infrastructure of the college, including labs is used by the faculty and students in their research and academic exercises. This ensures optimum utilisation of the resources for the nation building effort.
- Common facilities like Ground, Auditorium, library, etc. are provided to the public and to the neighbouring institutions on prior request.
- The college has a walker's lane and open fitness centre (gymnasium) which are being

used by staff, students and the public (members) for maintaining their physical fitness.

- The services of electricians, mechanics and plumber and gardener are available in the college to ensure proper maintenance of the premises, instruments and equipments of the college.
- Electrically sensitive equipments are provided with necessary back up to ensure steady functioning and to safeguard against voltage fluctuations.
- The college is pleased to share its infrastructure facility for the betterment of the society.

## **12. E-GOVERNANCE**

**Introduction:** The purpose of this policy is to provide guidelines for effective and efficient e-governance practices in the College. The policy aims to leverage technology to streamline processes, improve transparency and accountability, and enhance the overall governance of the College.

**Scope:** This policy applies to all College departments, committees, and employees, as well as any external bodies such as the University Grants Commission (UGC), University of Mumbai, Sanstha Office, Joint Director Office, National Assessment and Accreditation Council (NAAC), National Institutional Ranking Framework (NIRF), admission process, College website, Talley software for financial support, and the National Library and Information Services Infrastructure for Scholarly Content (N-LIST) library.

### **Objectives:**

- To provide a framework for the implementation and management of e-governance initiatives in the College.
- To ensure that all College activities and processes are carried out efficiently and effectively through the use of technology.
- To provide a transparent and accountable system for all College-related activities.
- To ensure that all College-related information is readily available and accessible to all stakeholders.
- To improve communication and collaboration between the College and external bodies.

### **Policy Guidelines:**

#### **College Website:**

- The College website will be the primary platform for all College-related information and communication.
- The website will provide a comprehensive and up-to-date view of the College, including information on programs, admission procedures, and College events.
- The website will also provide easy access to all College-related forms and documents.

#### **Admission Process:**

- The College will use a centralized admission system to streamline the admission process.
- The admission process will be conducted online, and all applicants will be required to submit their applications online.
- The admission system will provide real-time updates on the status of applications and ensure that all applicants are treated fairly and consistently.

#### **Talley Software for Financial Support:**

- The College will use Talley software for financial support to ensure that all financial transactions are conducted efficiently and transparently.
- The software will provide real-time updates on the financial status of the College and ensure that all financial transactions are properly recorded and accounted for.

#### **N-LIST Library:**

- The College will use the N-LIST library to provide students and faculty with access to a wide range of academic resources.
- The library will provide access to e-journals, e-books, and other digital resources, as well as traditional print materials.

#### **Communication with External Bodies:**

- The College will use technology to improve communication and collaboration with external bodies such as the UGC, University of Mumbai, Sanstha Office, Joint Director Office, NAAC, and NIRF.
- The College will use online portals and platforms to provide regular updates and to respond to queries and requests from these bodies.

This policy aims to provide a framework for the effective and efficient use of technology in the governance of the College. By leveraging technology, the College will improve transparency and

accountability, streamline processes, and enhance communication and collaboration with external bodies. The College will continue to review and update this policy as needed to ensure that it remains relevant and effective.

### **13. MEMORANDUM OF UNDERSTANDING (MOU) AND COLLABORATION POLICY**

#### **Introduction:**

The purpose of this policy is to provide guidelines for establishing Memorandums of Understanding (MoUs) and collaborations between the College and various stakeholders to support students, teachers, non-teaching staff, office, alumni, and other parties. The policy aims to foster mutually beneficial partnerships and to promote the overall well-being and success of the College community.

#### **Scope:**

This policy applies to all College departments, committees, and employees, as well as any external bodies such as industry partners, alumni associations, non-profit organizations, and government agencies.

#### **Objectives:**

- To establish partnerships with external stakeholders to support the College community.
- To promote collaboration between the College and external parties to enhance student learning, professional development, and research opportunities.
- To support the College in fulfilling its mission and goals through mutually beneficial partnerships.

#### **Policy Guidelines:**

##### **Establishment of MoUs:**

The College will establish MoUs with external parties to formalize and define the terms of collaboration. MoUs will be established for specific projects or initiatives and will outline the roles and responsibilities of each party, as well as the expectations for the partnership. MoUs will be reviewed and updated regularly to ensure that they remain relevant and effective.

##### **Collaboration with Industry Partners:**

- The College will collaborate with industry partners to provide students with real-world learning experiences, such as internships, co-op programs, and hands-on projects.
- Industry partners will be involved in curriculum development and will provide input on the skills and knowledge that students need to succeed in their field.
- The College will also collaborate with industry partners to provide professional development opportunities for teachers and staff.

##### **Collaboration with Non-Profit Organizations:**

- The College will collaborate with non-profit organizations to provide students with volunteer and community service opportunities.
- Non-profit organizations will be involved in College events and will provide input on the College's programs and initiatives.
- The College will also collaborate with non-profit organizations to support community initiatives and to address community needs.

#### **Collaboration with Government Agencies:**

- The College will collaborate with government agencies to support research initiatives and to provide students with internship and co-op opportunities.
- Government agencies will be involved in College events and will provide input on the College's programs and initiatives.
- The College will also collaborate with government agencies to support initiatives that promote the well-being of the College community and the wider community.

This policy aims to provide a framework for the establishment of MoUs and collaborations between the College and various external stakeholders. By fostering partnerships with external parties, the College will enhance student learning, professional development, and research opportunities, as well as support the overall well-being and success of the College community. The College will continue to review and update this policy as needed to ensure that it remains relevant and effective.

## **14. PERFORMANCE APPRAISAL POLICY**

**Introduction:** The purpose of this policy is to establish a fair and consistent performance appraisal process for the College Principal, Teachers, and Non-Teaching Staff. The policy outlines the key performance indicators used to evaluate the performance of each group, as well as the procedures and guidelines for conducting performance appraisals.

**Scope:** This policy applies to the College Principal, all full-time and part-time Teachers, and all Non-Teaching Staff members at the College.

#### **Objectives:**

- To provide a fair and transparent performance appraisal process for the College Principal, Teachers, and Non-Teaching Staff.
- To evaluate the performance of each individual in terms of their contribution to the College's mission and goals.
- To identify areas for improvement and to provide feedback and support to help individuals enhance their performance.

- To provide a basis for making decisions about personnel matters, such as promotions, transfers, and compensation.

### **Policy Guidelines:**

#### **Performance Appraisal of College Principal:**

- The College Principal's performance will be evaluated based on Key Performance Indicators (KPIs) determined by the College's governing body.
- The KPIs may include, but are not limited to, academic leadership, research and publication, administration and management, and community outreach and extension activities conducted through-out the year.
- The performance appraisal of the College Principal will be conducted annually by the College's governing body.

#### **Performance Appraisal of Teachers:**

- The performance of Teachers will be evaluated using the Performance-Based Appraisal System (PBAS) provided by the University and the University Grants Commission (UGC).
- The PBAS will include academic, research, and extension activities, as well as other relevant factors such as teaching quality, professional development, and student feedback.
- The performance appraisal of Teachers will be conducted annually by the College Principal or a designated College official like IQAC Coordinator.

#### **Performance Appraisal of Non-Teaching Staff:**

- The performance of Non-Teaching Staff will be evaluated based on a confidential report submitted by the College Principal.
- The confidential report will include an assessment of the Non-Teaching Staff member's job performance, attendance, punctuality, and other relevant factors.
- The performance appraisal of Non-Teaching Staff will be conducted annually by the College Principal or a designated College official.

#### **Performance Appraisal Procedures:**

- The performance appraisal process will be conducted in accordance with the procedures and

guidelines established by the University and UGC.

- College employees will receive a copy of their performance appraisal and have the opportunity to provide feedback and discuss the appraisal with their supervisor.
- College employees have the right to appeal their performance appraisal if they believe it is unfair or unjust. The appeal process will be outlined in the College's employee handbook.

This policy provides a fair and consistent performance appraisal process for the College Principal, Teachers, and Non-Teaching Staff. By evaluating the performance of each individual in terms of their contribution to the College's mission and goals, the policy will help to enhance the performance of all College employees and to ensure that the College continues to provide high-quality education and services to its students and the community. The College will continue to review and update this policy as needed to ensure that it remains relevant and effective.



  
**Principal**  
**Veer Wajekar A.S.C. College**  
Phunde, Tal Uran, Dist. Raigad.