Dnyan Ganga Education Trust's

Degree College of Arts, Commerce & Science

(Affiliated by University of Mumbai)

POLICY MANUAL

Contents

1. ACADEMIC PLANNING AND MONITORING

Introduction

Academic planning and monitoring is an essential element in any educational institution. Also, the academic planning and monitoring process must be consistent and properly communicated to all impacted stakeholders.

The planning and monitoring process therefore needs to be transparent to improve dialogue and understanding between all stakeholders of the College.

Academic guidelines of the institutions are set up with the following objectives:

➢ To ensure quality teaching and learning processes.
➢ To ensure that all departments have done proper planning before the start of the semester for the conduction of lectures, practicals, and other co-curricular and extracurricular activities.
➢ To ensure the use of proper pedagogical tools for effective and quality delivery.
➢ To ensure the all-round development of the students by implementing various activities.
➢ To ensure that effective teaching and learning is taking place throughout the semester.
➢ To ensure that fair continuous assessment and evaluation is taking place to support teaching-learning.
➢ To ensure quality in all academic processes by integration of stakeholder feedback.

Applicability

The Guidelines of Academic Planning and Monitoring apply to all the teaching staff and students of the Institution.

Focus Areas

The manual describes the following constituent parts –

➢ Academic Planning and Monitoring Process
➢ Regulation Related to Process
➢ Documentation Requirements
➢ Various Reports to ensure Effectiveness and Quality

Process of Effective Academic Planning and Monitoring

The process of academic planning and monitoring shall be carried out through a systematic procedure, which is as follows:

1. Preparation of Institutional Academic Calendar

At the beginning of each semester Principal, members of IQAC, and all program coordinators; shall finalize the Academic Calendar and Guidelines about the dates of commencement of the semester, end of the semester, mid-semester and end-semester examinations, practical examinations, holidays, etc. and circulate it to the respective departments for the new session.

After the preparation of the Institutional Academic Calendar, the same is integrated into the departmental academic calendar. Each Program Coordinator and committee head will prepare their activity Calendar in consultation with faculty members in the department. Activity Calendars must include tentative dates of extra and co-curricular student activities, mock practicals, dates for submissions of assignments/projects, seminars, guest lectures, etc.

Planning of student activities both extra and co-curricular shall be done in coordination with respective department coordinators.

Course allocation is to be conveyed by coordinators by the end of the previous semester to enable faculty members to start their preparation in advance for the courses allotted to them. The steps to be followed by departments are:

➢ Calculation of theory and practical teaching hours as per the finalized electives and University structure
➢ Proper distribution of teaching load among all the faculty members of the department.

2. Preparation of Timetables (Class/Lab and Faculty Timetable)

The University of Mumbai prescribes a syllabus that specifies the number of lectures per week, a list of recommended books, and an assessment scheme of internal and external marks. Every faculty member will prepare the teaching plan, and lab plan for the entire semester in line with the syllabus, the department's academic calendar, and class timetable. Detailed unit-wise and date-wise plans for theory as well as the lab will be prepared as per format. The teaching plan shall be approved by the Principal and respective co-ordinator of the Department.

Preparation of all time tables including class/lab and faculty shall be completed by the timetable committee before the commencement of the semester. The same shall be approved by the the principal.

3. Preparation of Course Files

Faculty from every department will maintain course files for the running semester, which shall contain the following documents and get approved by the HOD, before the commencement of the semester:

➢   Syllabus
➢   Lesson Plan / Lab Plan
➢   Academic Calendar
➢   Class Time Table
➢   Tentative Exam Schedule
➢   Attendance Sheet

4. Curriculum Delivery (Theory and Practical Sessions)

The effective implementation of the curriculum shall be ensured by supplementing classroom teaching with Expert Lectures, Presentations/Seminars, Mini Projects, In-house and Industry Supported Projects, Tutorials, Group Assignments, Case Studies, Industrial Visits, Industrial Training, Internships, Hands-on-Sessions, E-learning, NPTEL Lectures, MOOCs, Assignments, Internal-Tests, any other Domain Specific Activities, etc.

Contents beyond curriculum will be identified and taught both in the classroom and in the laboratory to expose student learning to recent trends in the industry.

5. Academic Monitoring
a. Principal

The principal shall
convene meetings of the faculty, as and when required, and shall preside over the same.
formulate the policies and development program of the faculty and present the same to the appropriate authorities for their consideration and effective implementation.
ensure maintenance of complete harmony amongst the faculty.
ensure the overall development of all the students, faculties and non-teaching staff associated with the institution.

b. Program Coordinators

The program coordinator shall

monitor the Conduction of Lectures and Practical regularly and make alternative arrangements in case faculty is on leave and see that same must be recovered by the subject teacher taking extra lectures if required

conduct Interaction with Subject Teachers (if required)

Maintain the Attendance Records and prepare the Attendance Defaulter List month wise and convey the same to the students Conduct CR feedback, End end-semester feedback, and course-end Survey and submit the compiled report to IQAC

Attendance Record from Subject Teachers and prepare Monthly Defaulter Students' List and take necessary action to maintain the minimum attendance requirement as set by the regulations of the University of Mumbai

Monitoring the Syllabus Completion (Theory and Practical) Fortnightly and Submitting the report to the principal

c. Class Teachers

The class teacher shall

Display Class Time-Table, Timely Distribution of Individual Time-Table

Ensuring the Roll call list, batches, students and their parents/ local guardians' data with -address, mobile number, email IDs, etc. is in place

Collection and Maintenance of Theory and Practical Attendance of Students and Monitoring

Conduct any administration of a directed or prescribed

d. Subject Teachers

Subject Teachers will be responsible for all the academic aspects as follows:

Development of Teaching Material, Planning of Lessons, Setting-up Laboratories and Experiment,

Preparing and Maintaining Course File, Taking Attendance for each Lecture / Practical.

Maintaining the Daily Attendance Report.

Providing Subject Notes, Question Bank, Assignments and Other Course Material to Students.

Periodic conduction of Class Tests, Remedial Classes, Activities for Slow Learners and Advanced Learners etc.

Handling unscheduled Teaching Activities such as Student Counselling, setting and evaluating Test Papers, Arranging and Conducting Tests, Conduct of University Examinations, Implementation and Evaluation of Project for Students.

Preparation of Laboratory Manual for their Labs and Preservation of Sample Journal copy

Conduct Mock Practical or Oral Examination for batches allotted to them.

Student's activities i.e. Co-curricular and Extra- Curricular Activities.

Administration which may be Departmental or Institutional as Member / Convener of some Committee.

Conducting/Participating in Education and Learning Activities (FDP/ Seminars/ Workshops/Expert Lectures etc.) both as an Organizer and (or) as a Participant.

6. Expected Outcome

- ➤ Timely Conduction of Academic Activities
- ➤ Timely Maintenance of Records
- ➤ Improvement in University Result
- ➤ Enhance Involvement in Applied Research

➢ Ensure Quality Delivery in each Processes

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2. ANTI RAGGING COMMITTEE

Introduction

The University Grants Commission (UGC) has reiterated the ban on ragging of learners in Institutions of Higher Education. The learners admitted in the Dnyan Ganga Education Trust's Degree College of Arts, Commerce & Science are therefore directed to strictly desist from any kind of ragging in the college premises.

Objectives

➢ To eliminate in all form maintain Ragging free campus.
➢ Stringent Anti-Ragging Measures.
➢ To address the complaints lodged by students.
➢ To create awareness for the Anti-Ragging committee.

Policy

➢ To prevent ragging every student must sign an undertaking form mentioning that they will not involve in any kind of ragging activities.

➢ The college will provide an email id wherein student can send their complaints related to ragging.

➢ The complaint will be discussed in the meeting of Anti ragging committee.
   Forms of Ragging
   Display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, including rowdy, undisciplined activities which cause or likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehensive fear in a fresher, or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes him/her shame or embarrassment or danger to his/her life, etc.

➢ The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
   a) Suspension from attending classes and academic privileges.
   b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
   c) Debarring from appearing in any test/ examination or other evaluation process.
   d) d) Withholding results.
   e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
   f) Suspension/ expulsion from the hostel.
   g) Cancellation of admission.
   h) Rustication from the institution for period ranging from one to four semesters.
   i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

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3. INTERNAL COMPLIANCE COMMITTEE

Introduction

The Internal Compliance Committee has been constituted as per UGC guidelines for maintaining safe environment for girls students and women employees in the campus. It is one of the statutory committee.

Objectives

➢ To create healthy and fearless environment in the campus.
➢ To create awareness about the different acts available on sexual harassment.
➢ College will organize various programmes to spread the awareness of the committee.
➢ To ensure timely addressing the complaints and counseling is given if required.

Policy

➢ Any student or staff facing the problem of sexual harassment will drop a mail given for ICC. The complaint should be lodged within 2-3 working days of the incidence.
➢ According to the Supreme Court definition, sexual harassment is any unacceptable sexual determined behavior like physical contact, any physical, verbal or non – verbal conduct of sexual nature etc.
➢ These complaints / problems will be discussed in the meeting of ICC, further if required then need to report to higher authority for final decision.
➢ Email will be provided on college website.

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4. GRIEVANCE REDRESSAL POLICY

Introduction

To realize the primary needs of the students and staff and secure civil liberties for everybody. DGET has been created in the college to resolve issues related to student's problems, develop a responsive and accountable attitude among the all stakeholders in order to maintain a harmonious educational atmosphere in Institute. The DGET is indented to find solutions for issues like class room teaching, Class room management, completion of syllabus, teaching methods, examination related, etc, if and when they arise. The function of the committee is to look into the grievances lodged by any student of college and judge its merit.

Objectives

➢ To ensure the qualitative as well as quantitative development of institution.
➢ To provide the students access to immediate, hassle free recourse to have their Grievances redressed.
➢ To enlighten the students on their duties and responsibilities to access benefits due under the policies.
➢ To establish structured interactions with students to elicit information on their expectations.
➢ To identify systemic flaws in the design and administration of various general insurance products and to seek solutions thereon.

Policy

➢ All complainants should file their grievances either in written or via email available on website to grievance redressal committee.
➢ The student shall bring up his grievances immediately to the grievance committee without fail.
➢ The name will not be disclosed to anyone and kept confidential.

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5. EXAM POLICY

Introduction

The college is affiliated to University of Mumbai and follows all the norms and guidelines laid by University to conduct the examination and evaluation pattern.

Objectives

➢ To educate all stakeholders related to all guidelines of examination directed by University of Mumbai and followed by college.

➢ To follow transparent exam and evaluation practices.

➢ To prevent the unfair practices amongst students.

Policy

➢ The semester end exams will be conducted only after completion of 90 working days.

➢ The exam timetable will be communicated to leaners via notice board, publishing it on website and uploading the timetable on college app – Edusprint.

➢ Hall tickets will be issued for each exam before 3-4 working days of the exam.

➢ Result for each semester is declared within stipulated timeframe mentioned by the University of Mumbai.

➢ The learner must complete the minimum attendance policy mentioned by the college.

➢ The student must carry hall ticket alongwith valid college id card during examination.

➢ The student must occupy the seat in exam hall atleast 15 minutes before the exam time.

➢ Student shall not write anything on question paper except roll no / seat number.

Scheme of Examination

As per the circular from University of Mumbai, the college has implemented programs based on Choice based credit and Grade system (CBCS) from the academic year 2016 – 17

The methodology of evaluation mentioned by the University is as follows:

1. B.Com./B.A.
   Internal Assessment - (25 marks) – Only for Foundation Course & Computers & Systems Applications internal and semester end assessment is conducted while for other courses only semester end exams are conducted for 100 marks.
2. BBI/BAF/BMS/BAMMC :
   The performance of the learner will be evaluated into two components i.e. Internal assessment for 25 marks and semester end examination for 75 marks.
3. B.Sc.(IT) :
   The performance of the learner is evaluated by three components i.e. Internal assessment for 25 marks, semester end exams for 75 marks and practical exams for 50 marks.

Standard of Passing

The learner should score a minimum of 40% marks (i.e. 10 out of 25 marks, 30 out of 75 marks, 20 out of 50 marks and 40 out of 100 marks) separately to pass in each of the courses. In other subjects no internal assessment as per the university rules.

Conduct of the Examination

All different types of exams for semester I to IV are conducted by college on behalf of University of Mumbai, followed by the guidelines laid by them. The grade card is also issued by college for semester I to IV.

All internal exams for semester V and VI are conducted by college on behalf of University while term end exams are conducted by University and grade cards also issued by the University.

Performance Grading

GRADE POINT MARKSTS	GRADE	GRADE POINTS
80 & above	O	10
70- 79.99	A+	9
60 - 69.99	A	8
55 – 55.99	B+	7
50 - 54.99	B	6
45 -49.99	C	5
40 -4 4.99	D	4
Less than 40	F	0

ALLOWED TO KEEP TERMS (ATKT) rules

➢ A student is eligible to keep terms for Semester II, irrespective of number of courses failed in the Semester I,

➢ A student shall be allowed to keep term for Semester III , only if he / she passes each of Semester I and Semester II

OR

FOR BA /B.Com : A student gets fail in not more than FOUR courses of Semester I and Semester II taken together with not more than TWO courses at each of Semester I & Semester II.

FOR B.Sc.(IT): If he / she fails in not more than SIX courses/ papers of Semester I and Semester II taken together with not more than THREE courses at each of Semester I & Semester II.

➢ A student shall be allowed to keep term for Semester IV irrespective of number of courses of failure in Semester III.

➢ A student can be allowed to keep term for Semester V if he/she passes all four semesters

OR

Have passed Semester I and II in full and secured ATKT in the Second Year by failing in not more than THREE courses in each of Semester III and Semester IV.

OR

Have passed Semester III and IV in full and secured ATKT in First Year by failing in not more than THREE courses in each of Semester I and Semester II.

Time Tables

All Semester end Examination Time tables are made available on notice boards as well as on the college web site and also sent via college app – Edusprint to the students.

Eligibility criteria to appear for the additional Semester End Examination

A student who does not in some or all the courses on medical grounds or for representing the college / university in sports, cultural activities, activities of NSS or sports training camps conducted by recognized bodies / competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the Institution is eligible to appear for the additional examination.

A student who does not appear for both the Internal Assessment and Semester End Examination shall not be eligible to appear for the additional Semester End Examination.

Students who are punished under O.5050 (use of unfair means) are not eligible to appear for this additional examination.

It is not the right of the student, who has failed or has remained absent, to appear for the additional examination without fulfilling the norms prescribed by the Head or the Institution / Department / Principal of the College.

Unfair means (ordinance no. 0.5050)

Where the examinations of the University courses are conducted by the constituent college/Recognized Institutions on behalf of the University, the Principal/Head of the concerned constituent college /Institution, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the College/Institution for proper conduct of examination, shall have power at any time to institute inquiry and to punish such unfair means or breach of any of the rules.

Other Provisions for Students

➢ Photocopies of Answer books
➢ Verification of Marks
➢ Re-evaluation of answer books

6. <u>GENDER SENSITIZATION ACTION PLAN</u>

Introduction

A gender sensitization action plan is crucial for fostering a more equitable and inclusive environment, promoting well-being of all stakeholders of the institution, and creating a culture of respect and understanding in the institution. To address systematic gender-based discrimination and to foster a fair and inclusive learning environment institution provides equal opportunities for all the students, teaching and non-teaching staff regardless of their gender.

Objectives

➢ To encourage the actions that promotes equal opportunities and treatment for all the students, teaching and non-teaching staff regardless of their gender.

➢ To address the problems of gender-based discrimination and implement measures to prevent the same.

➢ To establish safe and inclusive space that respect and accommodate diverse gender identities, expressions and experience within the institution.

➢ To provide an education to increase understanding and sensitivity toward gender-related issues and ways to respond.

➢ To integrate gender sensitive perspectives and content into curriculum, institutional policies and practices.

Policy

➢ Establishment of Women Development Cell, Anti–Ragging Committee, Internal Complaince Committee, and Grievance Redressal Comittee.

➢ Discussion on gender-sensitive topics, case studies, and discussions into the curriculum.

➢ Conduct seminar and workshops to spread an awareness about gender norms for students.

➢ Conduct seminar on legal frameworks such as sexual harassment at workplace, domestic violence, POCSO act for students, teaching and non-teaching staff.

➢ Organize self-defense training workshops twice in a year.

➢ Organize awareness programs on women's health & hygiene for students, teaching and non-teaching staff, as well as in vicinity.

➢ Conduct skill development workshops for students and for community.

➢ Celebration of International Women's Day and International Men's Day.

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7. <u>RESEARCH POLICY</u>

Introduction

Research in an educational institution paves way for generation of new ideas that evolve from participative and effective teaching- learning process. An academic environment in the college that fosters critical thinking acts as a source of research activity laying emphasis in encouraging research work.

Objectives

➢ To promote and inculcate research fervour among all faculty members.

➢ To encourage teachers and students to write for UGC Care approved journals.

➢ To avail research opportunities both in and outside the institution.

➢ To instill research acumen among faculty members and students.

➢ To facilitate infrastructural and financial support for research activities.

In alignment of these goals, the institution's research policy idolizes certain principles and policies that bring clarity about the incentives, rights and procedures that are to be followed by faculties and students. These can be stated as under:

➢ Each faculty can attend seminars, conferences and workshops at local, state, national/ international levels in their respective fields or areas of interest.

➢ Financial assistance is provided to faculties to attend and participate in seminars, conferences and [publish papers in UGC care and peer reviewed journals. The faculty can avail 'Duty leave' for the same.

➢ The faculty members have to submit a copy of their participation certificates and get required approval from the Principal to claim the 'Duty leave' and cash reimbursement up to Rupees one thousand per year. The records of reimbursements taken are maintained by the accounts section of the college office with requisite details Research papers or articles can be published by faculties in journals of their choice.

➢ UGC approved journals list is provided to the faculty and IQAC suggests faculty to refer to the UGC website for an updated list of journals from time to time.

➢ Research seminars about the research process are held from time to time to familiarize the young /new faculty members .

➢ Minor and major research projects can be taken up by the faculty. Projects may be sponsored by the University or UGC The institution provides infrastructural support for these projects such as library, computer, reading space, printing facility etc.

➢ A separate research room has been allocated for teachers for their research pursuits with computer, reading space and printing facility

➢ Various national and international research conferences, seminars and workshops are held in the college from time to time to encourage research fervor in faculties and students.

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8. GREEN CAMPUS POLICY

Introduction

As an educational institution, it recognizes the critical importance of promoting environmental consciousness and sustainability. We believe that it is our responsibility to educate and inspire the next generation of leaders in fostering environmental awareness and creating a more inclusive society. This policy aims to establish a framework that aligns with our commitment to environmental protection and sustainable society.

In order to keep an environmentally-friendly environment on campus, our institution invests a lot of manpower in this endeavor. We strive to produce less waste, maintain more green infrastructure, and increase the environmental friendliness of our campus through various means.

Objectives

 a) To establish Environmental Consciousness:
 ➢ To educate and raise awareness among students, staff, and the community about environmental issues and the importance of sustainability.
 ➢ To integrate environmental education into our academic programs and co-curricular activities.

 b) To Promote Sustainability:
   ➢ To adopt alternative sources of energy and implement energy conservation measures.
   ➢ To manage various types of degradable and non-degradable waste effectively.
   ➢ To conserve water resources and reduce consumption.
   ➢ To develop and implement green campus initiatives.

Procedure & Practices

(1)   Environmental Education
   ➢ Integrate environmental awareness and sustainability into the curriculum across various disciplines.
   ➢ Organize workshops, seminars, and awareness campaigns on environmental issues.
   ➢ Encourage student-led environmental clubs and initiatives.
   ➢ Monitor and evaluate the effectiveness of environmental education efforts.

(2)   Alternate Sources of Energy and Energy Conservation Measures
   ➢ Implement renewable energy sources such as solar panels or wind turbines on campus.
   ➢ Promote energy-efficient practices, such as using LED lighting, and regulating heating and cooling systems.
   ➢ Encourage students and staff to reduce energy consumption through awareness campaigns.

(3)   Management of Degradable and Non-Degradable Waste
   ➢ Establish waste segregation and recycling systems on campus.
   ➢ Conduct regular waste audits and promote waste reduction strategies.
   ➢ Partner with local recycling facilities and promote eco-friendly practices.

(4)   Water Conservation

- ➢ Implement water-saving fixtures and irrigation systems.
- ➢ Educate students and staff about the responsible use of water.
- ➢ Monitor water usage and regularly report on conservation efforts.

(5)   Green Campus Initiatives
- ➢ Develop and maintain green spaces and gardens on campus.
- ➢ Reduce the use of harmful chemicals and pesticides.
- ➢ Promote sustainable transportation methods such as cycling or carpooling.

Review of Policy

This policy must be reviewed annually, or more frequently if deemed necessary, to ensure that it remains aligned with evolving best practices and local regulations.

Compliance

The college community, including students, faculty, and staff, is expected to comply with and actively participate in the implementation of this policy.

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9. RESOURCE MOBILISATION AND UTILISATION POLICY

Introduction

This policy is framed to identify resources available to aid in the day-to-day functioning of the college and to fund medium- and long-term infrastructure improvement and expansion plans. It also helps to achieve organisational goals by maintaining transparency and accountability.

Objectives

➢ To understand the prevailing funding environment and make modifications to the funding strategy as necessary.

➢ To optimally utilise resources for the benefit of all stakeholders.

Sources of Fund Mobilization

Dnyan Ganga Degree College does not receive any government aid, and student fees and contributions by Management are the main sources of funds. The resource mobilisation policy focuses on achieving the goals of the College while ensuring accountability and transparency. With a well-planned financial management system, the relevant College Committees coordinate with the Management Committee to monitor the optimal utilisation on funds for the promotion of a leamer-centric ecosystem.

The College is centrally managed by a non-profit organisation – Dnyan Ganga Education Trust- in coordination with various College Committees and Management Committee members who ensure that the income generated is spent optimally in the best interests and overall development of the institution

Fund Allocation Process

➢ All committee conveners and program coordinators submit the requirement of funds for their planned activities at the beginning of academic years. The requirements are crucially verified by the Principal to assure the optimum utilization of resources and funds allocated to each and every committee.

➢ The Financial Budget of the academic year is prepared by the Head of the Institution. In the budget, critical analysis of anticipated expenditure with expected revenue is conducted.

➢ The budget for the academic year is approved by the College Development Committee.

Funds are put to Optimal Use for the Following Purposes

➢ Day-to-day operational and administrative expenses and maintenance of fixed assets.

➢ Enhancement of library facilities. Development and maintenance of infrastructure.

➢ Social service activities of NSS and other Community Extension Services

Audit of Fund Utilisation

➢ Transparency and accountability are ensured by conducting an Annual Audit of the accounts of the institution.

➢ The College conducts internal and external financial audits regularly and obtains a certified report from a qualified chartered accountant.

10. <u>FEEDBACK POLICY</u>

Introduction

Feedback makes the communication process effective and is one of the important forms of communication. It is a two-way communication i.e between sender and the receiver. The feedback helps the sender know the opinion of the receiver. Feedback, though positive or negative, helps the institution understand its strengths, weaknesses, opportunities and threats. Regular feedback not only helps in improving teaching-learning but also helps in the overall growth and development of the institution. Feedback helps to understand what are the stakeholder's expectations from the institute. The IQAC Department of the institute is responsible for the collection of feedback from various stakeholders.

The IQAC Department collects the feedback through online mode with the help of Google forms. The stakeholder's responses are collected, recorded and analysed. The suggestions given are studied and action is taken accordingly. Stakeholders of the institute are- Alumni, Students, Parents, Teachers & Employers.

The various feedback taken from the stakeholders are

1. **<u>Alumni Feedback</u>-** The IQAC Department collects this feedback during the alumni meet held by the institute. The participants provide their feedback on curriculum, quality of teaching and institute and its functioning.
2. **<u>Students Feedback</u>-** The student feedback is collected into two ways i.e.
   a) Student Feedback on academic performance and ambience of the institution: here the students give their opinions on the overall infrastructure of the institute.
   b) Student Feedback on Teachers- here the students give their inputs on the quality of teaching done by their various subject teachers.
3. **<u>Parents Feedback</u>-** The college conducts Parent's Teachers Meeting to discuss the behaviour of their wards. The parents are informed about the facilities provided by the college to their students like industrial visits, extra-curricular activities, etc. This feedback is collected during the Parent's Teachers Meeting.
4. **<u>Teachers Feedback</u>-** The faculty members of the institution gives their feedback on course syllabus as well as on the working conditions provided by the institution.
5. **<u>Employers Feedback</u>-** The employers give their inputs on the curriculum, quality of the graduates, etc.

Steps taken in making Feedback Analysis Report are mentioned below –

➢ Preparation of the questionnaire with the help of Google Form by the IQAC.
➢ Circulating the Google Forms to the various stakeholders through Whatsapp and E-mail. and website.
➢ Collection of the responses given by the various stakeholders.
➢ Analysis of the responses given by the stakeholders.
➢ Preparation of Feedback Analysis Report.
➢ Studying and reviewing the suggestions recorded.
➢ Preparation of the Action Taken Report on the basis of suggestions given.

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11. **FREE SHIP POLICY**

Introduction

Free ship policy was introduced in the year 2019-2020 by Dynan Ganga Education Trust Degree College. As per the policy, concession of fees is granted to the eligible students with weak economic background. The scheme is mainly for students belonging to low annual family income.

Objectives of Free Scholarship

To provide financial assistance to meritorious students from low-income families to meet a part of their educational expenses such as Tuition Fees, Transportation charges and others charges.

➢ A scholarship is financial support awarded to a student, based on academic achievement or other criteria that may include financial need, for the purpose of degree education.
➢ The scholarship program is designed to help bridge the financial gap that often prevents students from pursuing their dreams of higher education.

Norms of Free Scholarship

a) Scholarship will be paid only to those students whose parent's/guardian's income from all sources does not exceed Rs. 1,00,000 (Rs. 1 Lakh from academic year 2020-21 per annum, for all categories under the scheme ragging would lead to forfeiture of scholarship.
b) The income certificate has to be certified by Tahsildar to get the benefit of the Scholarship including the Govt. employees and pensioners for the first year. Once sanctioned, the income certificate certified by the Tahsildar is valid for the next one years.
c) The average attendance of the students in the previous academic year should be 75% of the total classes.
d) Students should not belong to the creamy layer as defined and modified by the Government from time to time. Preference would be given to the wards of poor farmers and labourers. Also, preference would be given to orphans and students having single parents.
e) Students are eligible for the scholarship in their second year provided they successfully complete the first year with minimum 50% marks (with no ATKT) in the previous year.
f) The award will be discontinued if a student fails to secure 50% marks or equivalent grade in the previous final examination.
g) The students applying for ward of scholarship need to have bank account.

Students have to fill online form and submit print copy of online filled form with following the following documents (photocopies) for availing Free ship/Scholarship Caste Certificate.

➢ Caste Validity Certificate
➢ Aadhar Card
➢ Income Certificate
➢ Ration Card (first and last page only).
➢ Copy of previous mark sheet
➢ Gap certificate, if applicable.
➢ Affidavit if correction in name
➢ No claim from other scholarship

12. STAFF WELFARE POLICY

Introduction

Staff Welfare measures are in force for teaching and non-teaching staff. DGET college management has put up these measures for the benefit of the staff in order to build a sense of trust among the staff and to encourage them to work efficiently.

Objectives

➢ To render a sense of solidarity among the teaching and non-teaching staff staff
➢ To provide training and development facilities to the teaching and non teaching staff
➢ To enhance the e-skills of the teaching and non teaching staff by sending them for various computer courses.
➢ Non Teaching staff are also sent for different training and development programmes to enhance their e-skills.
➢ To make the staff feel secure in the premises by having different facilities that include canteen, lifts etc

Methodology

1. Staff Welfare measures are given for the benefit of the teaching and non-teaching staff.
2. There are different facilities given to the teaching and non teaching staff, they are as below –

I. Employee Development Programmes –
➢ Various training facilities are provided to teaching and non teaching staff.
➢ Permission is readily granted to participate in Refresher Courses/ Orientation Programmes/ ShortTerm Courses to the teaching staff for professional development
➢ Computer Training courses are provided to the teaching and non-teaching staff to develop their e-skills

II. Support Facilities –
➢ Canteen facility is provided to all teaching and non teaching staff.
➢ Drinking water facilities is available at convenient places
➢ Facilities like Lifts, ramps etc. for the disabled
➢ Parking facilities are made available to all the teaching and non teaching staff

III. ICT Facilities –
➢ College is fully wifi enabled
➢ Audio-Visual Lab and Research Center
➢ Laptop/Desktop facilities are provided in the library and staff room
➢ Computer labs and a Psychology lab for research work for both students and faculty

IV. Recreational Activities for Physical and Emotional Wellbeing -
➢ One day annual excursion for teaching and non teaching staff
➢ Separate department rooms are to be provided to the teaching staff.
➢ Indoor and Outdoor Gymnasium facilities for all.

Guidelines

1. Provisions are to be made for welfare facilities to the teaching and non teaching staff.
2. Different welfare measures should be set up for the staff like –
 a. Child care
 b. Concession in fees in the staff's ward studying in DGET educational campus.
 c. WIFI facility
 d. Computer facilities
 e. Birthday celebrations
 f. Sanitary pads in washroom

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13. <u>STUDENT WELFARE POLICY</u>

Objectives

The primary objective of the Student Welfare Policy is to create a supportive and conducive environment for the overall well-being of students at our degree college. This policy encompasses various aspects of academic and non-academic matters to ensure that students have access to essential services and resources that contribute to their physical, mental, and emotional well-being.

1. Student Welfare Committee

A dedicated Student Welfare Committee is established, comprising faculty members, administrative staff, and student representatives. This committee is responsible for addressing and overseeing non - academic matters related to student welfare.

2. Health Care

The college provides access to basic healthcare services for students within campus including a designated medical center. Regular health check up camps will be organised by the college for the students.

Health awareness programs and workshops are organized periodically to promote preventive healthcare practices.

3. Financial Assistance

A transparent system for providing financial assistance to deserving students will be implemented, taking into consideration their economic background.

The college will explore scholarship opportunities and financial aid programs to support students in need.

4. Bus Transportation

The college will arrange for safe, reliable and free bus transportation for students commuting to and from the college.

The transportation system will be designed to cover key areas and operate on a schedule that aligns with the college hours.

5. Ragging and Misbehavior

Strict anti-ragging policies will be enforced, with severe consequences for those found guilty.

A confidential reporting system will be established to encourage students to report incidents of misbehavior or harassment.

6. Enrichment Program

An academic enrichment program will be designed to provide additional support to students who require assistance in specific subjects.

Regular workshops, seminars, and guest lectures will be organized to enhance students' academic and professional skills.

7. Train Concession

The college will explore options for providing train concessions to students for their commute during academic breaks or special occasions.

8. Book Bank

A book bank facility will be established to lend textbooks to students, ensuring accessibility to study materials.

9. Letter of Recommendation for Alumni

The college will provide alumni with letters of recommendation upon request, supporting their professional endeavors.

10. Fee Installment Facility

A flexible fee installment facility will be introduced to assist students in managing their financial commitments.

11. Library Facilities

The college library will be equipped with a diverse collection of books and resources to support the academic needs of students.

12. Computer Lab

State-of-the-art computer labs will be provided to give students access to essential technological resources.

13. Common Room for Boys and Girls

Separate common rooms will be designated for boys and girls, offering a comfortable space for relaxation and interaction.

14. Indoor Games Facilities

Indoor games facilities will be made available to promote physical well-being and provide students with recreational opportunities.

15. Internet/Wifi

High-speed internet and wifi facilities will be provided across the campus to facilitate research and academic activities.

16. E-resources

The college will invest in electronic resources, including online journals and databases, to enhance the learning experience for students.

Review and Updates

This policy will be subject to periodic review to ensure its effectiveness. Updates and amendments may be made based on feedback from students, faculty, and changes in the overall educational landscape.

14. **FINANCIAL SUPPORT TO ATTEND CONFERENCES/WORKSHOPS**

Introduction

The institute encourages teaching and non-teaching members for career and skill enhancement for professional growth. It has a policy of reimbursement of registration fee for participation in conferences and workshops organized by the Institute of National Repute, Universities and Colleges. There is a provision of Financial sponsorship for academic pursuit that is given to the ward of DGET non-teaching staff members. Detailed objectives of the policy can be enumerated as follows:

Objectives

- To support the teaching staff to avail opportunities for discussing novel development, the emerging challenges, future perspectives in their field of interest.
- To enhance the academic credential in line with the expectations.
- To support teaching staff to promote teaching learning, research extension activities and government through participation in conference and workshops.
- To give support to the staff on their professional and self-development.
- To support wards of non-teaching staff members in their academic pursuit.

Procedure

1. Teaching and non – teaching staff members will be required to take prior permission and approval from the principal for participating in external programmes like conferences, workshops, webinars/seminars, orientation programs, refresher course, faculty development programs, publication of research work / chapters/books etc.
2. The same shall be done in a standardized format or simple application.
3. Staff members shall have to submit a participation certificate along with fees receipt as supporting documents for further processing of their application.
4. The teaching staff are allowed to avail the Duty leave and Financial Reimbursement after the approval from the principal.
5. Non teaching staff will have to submit a written application to the Principal for availing financial assistance of their ward.
6. Concession in School / college fees is granted only if ward is studying in a sister organization of DGET. degree college of Arts, Commerce & Science

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15. E-GOVERNANCE POLICY

Introduction

Introduction of e-governance in educational institutions is known to have empowered the education system in the way that it provides new ways of communication between its all stakeholders.

E-governance can enhance and promote new methods of delivering the desired knowledge to students and shall offer new insight to organize and deliver the requisite services. In the same spirit DGET also has adopted e-governance in many of its processes.

Scope

The following guidelines extend to the following areas, subject to the instructions of the affiliating university, which is University of Mumbai in our case:

- General Administration of the institution
- Student Admission process
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management

Objectives

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information to all stakeholders.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Projectors, etc.
- To work towards establishing a fully automated Library.

Guidelines

The college shall implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.

Website: The college website shall act as an information centre which shall reflect all information about the college like programs offered by the college, admission schedule, notices related to exams and activities, etc. For this purpose, a separate service provider/web designer shall be appointed by the college. A Website Committee to be formed for the administration of the college website. The Committee shall look after the process of updating, maintaining and working of the website on a regular basis. The Committee shall also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

Student Admission: An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the University of Mumbai. The College shall display its Brochure on the college website that has guidelines for the admission process. An online college app - Edusprint to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this said app only.

Accounts: The office shall continue to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet will be generated through this software only. All the analysis reports shall also be generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. The College shall use Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are to be managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library: The College continues to maintain its academic excellence through maintaining a well-stocked library. The College shall add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are to be taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

The Library should install fully automated ILMS software which should have:

➢ easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
➢ The use of the Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval.
➢ The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
➢ The Database Maintenance module should cover all operations of database creation and maintenance.
➢ To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

Administration:

1) An Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record in and out time for attendance.

2) Administrative Office should use Advanced Excel and File Management System Tools

➢ To maintain effective database
➢ To provide a hassle free, convenient and smooth process
➢ Students must be able to obtain maximum services in online mode.

The college shall look into opportunities to automate its functions related to administration. Admin Staff is to be provided with adequate training and development to keep them abreast with the new technology.

Examination: The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard. Preparation of grade card is done through the customised computer application named as - RESO.

Alumni: In order to strengthen our alumni relationships, a separate alumni page is to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

E-Waste Management: DGET ensures that its usage of technology and generation of e-waste does not impact the environment.

ICT TOOLS

Hardware Infrastructure: The College is to ensure that it has adequate number of desktops and laptops for students and staff. Computers and printers to be made available in the administrative block. Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories. The infrastructure is to be complemented by computer networking devices and scanners and interactive teaching board/smart board etc.

Software Infrastructure: The College shall maintain adequate configuration servers and bandwidth to allow fast transmission of data to the various computers on the college network. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly. The college shall work towards providing access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

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16. HR POLICY
HR Policy for Degree College Teaching Staff

Casual Leave (CL)

1. CL for Teaching Staff:

➢ CL is calculated at pro-rata basis based on the period of service rendered by him/her from the date of joining

➢ Attendance for the First and Last working day of every vacation is mandatory.

➢ **Sandwich rule**: If any leave is taken on the days before and after non-working days (e.g. a Sunday , public and National holiday), the regular non-working days will also be counted as leave for the employee and deducted from their annual leave quota.

2. CL Rules

➢ Leave application is to be submitted in writing mandatorily to College office at least one or two days in advance after all necessary approvals. Following signatures are mandatory on the leave application
1) Self
2) Principal/ Management

➢ Employees are themselves responsible to get the necessary signatures on the leave application before submitting the same to the College Office.

➢ Appropriate supporting document is required if taking CL of over 2 days in same month in case of medical emergency, marriage or death in immediate family (Father, Mother, kin, Father in law or Mother in law)

➢ Un-Availed CL will expire at the end of the Academic Year

Outdoor Duty Leave

Outdoor duty application in writing should be mandatorily submitted to the College office at least one day in advance with supporting documents with approval of the Principal.

Compensatory off Leave

Compensatory Off's (CO) should be availed any time during same Academic Year after date of extra duty and thereafter CO's get lapsed. In Case of C.O, prior permission is compulsory.

Medical Leave

➢ A total of 8 Days of medical leave can be availed in one Academic Year

➢ If Medical leave is not consumed then it will carry forward for next academic year, it will not be encashed.

➢ Appropriate supporting document i.e. A Medical Certificate is required if taking Leave of over 2 days in same month in case of a medical emergency.

Eligibility

➢ 3 years completion of Service

Special Leave

1. Applicability

➢ Death of Immediate Family (Father, Mother, Spouse, Children, Father in law or Mother in law)
➢ Marriage of Self
➢ Medical emergency (Surgery or Accidents only) of Self or Immediate Family (Father, Mother, Spouse, Father in law or Mother in law)
➢ Any other reason approved by Management from time to time.

2. Mandatory requirements

➢ Signed leave application must be submitted to the College Office at least one month before the expected leave date (in cases where this is not possible inform last working day via mail, leave application need to be submitted within 2 days)
➢ All leave application must be signed and Approved by: Principal / Management
➢ Appropriate Proof supporting the leave (Medical Certificate, Marriage card, Train/Flight Ticket) needs to be attached along with the Leave Application
➢ Granting of these leaves will be at the discretion of the management solely and will be judged on case by case basis.

Time and Attendance Policy

Teaching Staff

➢ Time : 7.00 am to 1.00 pm (Last Punch – 7.05 am)

All the staff is expected to complete their bio metric (thumb impression) INWARD.

All the staff have to follow their OUT PUNCH timing. Avoid Early Outpunching .

Mandatory Attendance

Mandatory Attendance for following days:

➢ Exams, Events, PTM, 15th Aug   (Independence Day), 26th January (Republic Day), 1st May (Maharashtra Din)
➢ First and last working day of every vacation

If absent then it will be marked as LWP (Leave Without Pay)

Code of Conduct

1. Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He/ She shall be strictly honest and impartial in his/her official dealings.
2. Every teacher shall be present at the place of his/her duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
3. Every Full-time teacher of the College may be called upon to perform such duties as may be assigned to him/her beyond the prescribed working hours and announced holidays including Sunday if required.
4. Every teacher shall devote himself/herself diligently to his/her work and utilize his/her time to the service of the College and to the cause of education and give full cooperation in all academic programmes and other activities conducive to the welfare of the student community.

5. Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standards of academic excellence. His/her academic duties shall include guidance and instruction to students in the form of assessment/examination work assigned to him/her by the College authorities.

6. Every teacher shall participate fully and enthusiastically in the corporate life of the College and shall perform any other curricular or extracurricular work related to the College as may be assigned to him/her by the College authorities.

7. No teacher shall discriminate against any pupil on grounds of caste, creed, religion, sex, nationality or language. He/she shall also discourage such practices among his/her colleagues and students.

8. Every teacher shall help the College authorities in enforcing and maintaining discipline among students.

9. Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practical's, etc.

10. No teacher shall resort to unauthorized use of College resources or facilities for personal, or other purpose not related to the College.

11. No teachers shall resort to threats of physical harm forcible detention, harassment or intimidation of any staff or students of the College.

12. No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the College.

13. No teacher shall take active part in politics, so as to cause interference in the discharge of his/her duties nor shall in any manner associate himself/herself with any movement or organization which is or tends directly or indirectly to be subversive.

14. No teacher shall except in accordance with any general or special orders of the College or in the performance in good faith or duties assigned to him/her divulge or communicate directly or indirectly any official documents or other confidential information whatsoever to any teacher or to any other person to whom he is not authorized to divulge or communicate such document or information.

15. No teacher shall except with the previous permission of the College authorities, engage himself directly or indirectly in any business or private or accept any other employment.

Other Instructions

➢ Head phones/ ear buds/ blue tooth/ ear phones are not allowed.

➢ All communication/ documents sharing should be via official email id.

➢ It is mandatory for all teachers to
   • publish at least 2 research papers in one academic year
   • attend at least one Faculty Development Program +
   • enrol and complete one Swayam/ Nptel Course in AY

HR Policy Degree College Admin and Support Staff

Casual Leave

CL for Non-Teaching Staff

➢ CL is calculated at pro-rata basis based on the period of service rendered by him/her from the date of joining

➢ Attendance for First and Last working day of every vacation is mandatory.

- Sandwich rule: If any leave taken on the days before and after non-working days (e.g. a Sunday , public and National holiday), the regular non-working days will also be counted as leave for the employee and deducted from their annual leave quota.

CL Rules:
- Leave application in writing should be mandatorily submitted to College office at least one or two days in advance after all necessary signatures
- Following signatures are mandatory on the leave application
  1) Self
  2) Principal/Management
- Employees are themselves responsible to get the necessary signatures on the leave application before submitting the same to the College Office.
- Appropriate supporting document is required if taking CL of over 2 days in same month in case of medical emergency, marriage or death in immediate family (Father, Mother, kin, Father in law or Mother in law)
- Un-Availed CL will expire at the end of the Academic Year

Outdoor Duty Leave

Outdoor duty application in writing should be mandatorily submitted to College office at least one day in advance with supporting documents with approval of Principal.

Compensatory off Leave

Compensatory Off's (CO) should be availed any time during same Academic Year after date of extra duty and thereafter CO's get lapsed. In Case of C.O, prior permission is compulsory.

Medical Leave

- 8 Days
- If Medical leave not consumed then it will carry forward for next academic year, it will not be encashed.
- Appropriate supporting document i.e. Medical Certificate is required if taking Leave of over 2 days in same month in case of medical emergency.

Eligibility:

- 3 years completion of Service

Special Leave

Eligible events:

- Death of Immediate Family (Father, Mother, Spouse, Children, Father in law or Mother in law)
- Marriage of Self
- Medical emergency (Surgery or Accidents only) of Self or Immediate Family (Father, Mother, Spouse, Father in law or Mother in law)
- Any other reason approved by Management from time to time.

Mandatory requirements:

➢ Signed leave application must be submitted to the College Office at least one month before the expected leave date (in cases where this is not possible , inform last working day via mail, leave application need to be submitted within 2 days)

➢ All leave application must be signed and Approved by: Principal / Management

➢ Appropriate Proof supporting the leave (Medical Certificate, Marriage card,Train/Flight Ticket) needs to be attached along with the Leave Application

➢ Granting of these leaves will be at the discretion of the management solely and will be judged on case by case basis.

Paid Leave

Eligibility:

➢ Applicable after completing 2 years of service in DGET.

➢ 10 days for Academic Year.

➢ Accumulated maximum 20 Pl can be carry forward for next Academic Year.

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