

Arts, Commerce and Science College, Satral

A/P Satral, Tal. Rahuri, Dist. Ahmednagar

Policy Document for Award of Scholarship and Freeship

Objectives:

1. To provide institutional NGO sponsored scholarship and free ship to the needy and poor students on the basis of eligibility.
2. To approach and insist NGOs in the college vicinity to provide scholarship to the students.

Policy:

- 1) The announcement of the scholarship shall be timely and widespread.
- 2) Eligibility and application procedure should be conveyed to the students.
- 3) List of institutional and NGO scholarship available must be displayed properly.
- 4) Dates of application, selection and disbursement should be informed to the students at proper time.
- 5) The students who are intending to avail this facility have to submit their application in a prescribed format to the head of the institution.
- 6) The head of the institution based on the applicant's academic performance and the economic background scrutinize the application.
- 7) The principal should take the proper decision as per the application.
- 8) The college is also providing Merit Scholarships for the academically excellent students from all the batches and courses. Exam Department will provide the data of the students and the students are awarded the cash prizes from each batch.
- 9) The institution should introduce a reward system in addition to government and non- government scholarships by which bringing in an academic rigor among students and keep them focused on their academic track.
- 10) Scholarships that will be given to students who are overall semester toppers of their batch and subject toppers in their class. The batch toppers of every class at senior and junior level during an academic year will be given a cash incentive and a certificate. The students who have achieved the highest score for each subject at senior and junior level in their respective semesters will be presented

with a certificate and a cash incentive. The last semester of every course will be excluded from these Scholarships.

Process

- 1.The list of students who are batch toppers or subject toppers must be released by the examination department after the revaluation results are published for the respective semester to the academic committee.
- 2.The Scholarships will be applicable only for the batches and courses running during the respective academic year.
- 3.All core and elective subjects will be included for the Scholarship.
- 4.The highest mark will be calculated based on the final mark obtained in the subject.

Policy document on e-governance

Objectives:

1. To execute e-governance in the functioning of the institution
2. To enhance efficiency in 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:

Admission of students at UG and PG level should be in the form of online mode. Admission committee of the college will look after the smooth functioning of the admission process.

2. 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 valuable 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. Maintenance of college website should be done regularly.

4. Library:

In view of increasing efficiency of library services, efforts should be made to use more e learning resources like e journals. It should be updated timely. The book and journal issuing system should be computerised. A training to the staff and students should be provided to use e-learning resources. Library committee should ensure the smooth functioning of the library.

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 of marks, declaration of result etc. has to be done in online mode. Confidentiality in security need to be maintained while doing examination work. College Examination Officer should ensure the smooth conduction of examination and its related activities.

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

Objective:

1. To motivate teaching faculty to attend conference /workshop at various levels.
2. To ensure teachers to have membership of various professional bodies
3. To support teachers to participate in conference and workshop to develop the knowledge and skills in teaching-learning, evaluation, extension, governance and research activities.
4. To enhance the academic potential of teaching faculty.

Policy:

1. All the faculty members should be provided with financial support to attend conference / workshop /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 etc.
4. Principal of the institution should approve the proposals forwarded for financial support for attending conference and workshops.
5. Faculty members should report to the accounts section and submit bills of the expenditure after attending conference/ workshop.

Policy document on green campus

Objectives:

1. To encourage environmentally friendly practices in the institution
2. To promote sustainable development practices
3. To integrate environmental concerns into the college activities.

Policy:

1. All the employs and students of the college should be encouraged to use public transportation facilities, bicycles and battery powered vehicles.
2. Use of renewable energy like solar power should be given priority.
3. Reduce the use of plastic material.
4. Landscaping should be done with plants.
5. Place for vehicle parking should be allotted at the entrance of the institution.
6. On campus waste-management should be done.
7. Create awareness among the students and teachers regarding importance of green practices.

Policy document on environment and energy usages

Objectives:

1. To assess the energy uses and environmental impact
2. To improve and maintain the quality of environment on campus
3. To strengthen energy conservation practices
4. To optimise on campus use of energy resources.
5. To use advanced technology to reduce energy consumption.

Policy:

1. Tree plantation drive should be conducted on and around the campus of the institution.
2. Water harvesting units should be developed
3. Faculty, non-teaching staff and students should be provided with the training on energy saving measures
4. Information on energy saving measures should be provided to the staff and students.
5. Green audit should be conducted periodically.
6. Employees of the institution and students should be provided with the opportunities to adopt environment protecting measures.
7. Waste management mechanism should be installed on the campus.
8. Priority should be given to the purchase of low energy consuming devices.

Policy on disable friendly and barrier friendly environment**Objectives:**

1. To create disable friendly environment in the institution
2. To develop a regulatory mechanism for effective delivery of services to the disable students and staff.
3. To implement legislation for protecting respect of disabled.

Policy:

1. Disable staff and students should be provided with equal opportunities in curricular, co-curricular and extra-curricular activities.
2. Develop disable friendly infrastructure in the institution.
3. Ensure maximum possible admissions of the disabled students in the institution
4. Provide appropriate support to the disabled students.
5. Counselling of disabled students should be done as per requirement.
6. Scholarship available for disabled students should be provided to such students.
7. Ensure the implementation of legislation for protecting respect of disabled students.

Policy document on code of ethics

Objectives:

1. To inculcate professional ethics among the students and staff
2. To enhance quality of human resource of the institution
3. To smoothen functioning of various activities of the institution
4. To enhance the capability to do smart work

Policy:

1. Provide excellent and quality educational services to the students
2. Continuous improvement through self-assessment, evaluation and adopting professional skills.
3. Create the environment of trust and respect.
4. Eliminate barriers in teaching-learning process
5. Inculcate professional development attitude among the faculty
6. Display individual's and collective accountability to meet the professional responsibilities.
7. Develop positive and transparent leadership in the institution
8. Embrace diversity in the institution
9. Dissolve conflict of interest among the students, faculty and non-teaching staff.
10. Inculcate human values among the students through education.