

**M.S.P. Mandal's**

**R.B. Attal Arts, Science & Commerce College,  
Georai**

**Internal Quality Assurance Cell**

**Policies and Procedures**



## Contents

Sr No	Policy	Page No
1	Education and Curriculum	4
2	Internal Evaluation	5
3	Quality	6
4	Anti-Ragging	7
5	Internal Complaint Committee	8
6	Grievance Redressal	9
7	Policy for Mobilization of Funds and Optimal Utilization of Resources	10
8	Environment and Sustainability	12
9	Waste Management	13
10	Research	14
11	Mentoring	15
12	Identification of Slow and Advanced Learners	16
13	Extension Activities	18
14	Code of Conduct Policy for Students	19
15	Alumni Activities	20
16	Administration	21
17	Faculty Empowerment	22
18	E-Governance	23
19	Consultancy and Collaboration	24
20	Human Values and Professional Ethics	25
21	Performance Appraisal for Teachers	26
22	Performance Appraisal for Non-Teaching Staff	28
23	Study Tour Policy	29
24	Strategic Plans	30
25	Policy Reforms	31

## 1. Education and Curriculum

The education and curriculum policy of the institution consists in designing, promoting, and offering various programmes related to the effective execution of the syllabi provided by the university along with conducting certificate/ diploma courses to professionally equip the students along with the regular courses.

- The curriculum is designed to make the students fast learners and responsible citizens of the nation empowering them with the knowledge, understandings, capabilities, and values so that they can join in the venture of various developmental programmes organized for the integral development of the state. It includes various educational resources to select appropriate teaching and learning resources.
- The curriculum is designed to include the innovative techniques relevant and useful to the higher education sector.
- Reappraisal of the already introduced supplementary programmes for slow and advanced learners as part of the policy requirement of inclusive learning is to be periodically done.
- Regular feedback which ensures the parental support is taken for a consistent track record of the learners' performance.
- Compulsory conformity with the proposed academic calendar of the college is insisted upon.
- The proposals of the academic calendar are revised, evaluated and modified each year with help of the heads of the department, class tutors, and mentors.
- Meeting the proposed outcomes of different programmes is constantly monitored and strictly adhered to.

## 2. Internal Evaluation

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

- The internal evaluation is designed to be fair, consistent, unbiased, transparent, valid, reliable and accessible to all students.
- Assessment is to be robust and substantial to provide a fair gauge of student ability and achievement to support progress.
- The assessment method must efficiently produce valid, consistent and reliable results.
- The College conducts two steps of preparatory examination prior to the university examinations. There should be internal examinations and model examinations prior to the University exam.
- Valued answer sheets are promptly returned to students and effective intervention is ensured by a face-to-face interaction with the concerned teachers and students.
- Seminars and assignments are given to students to ensure their active participation in the learning procedure
- Along with the above modalities, work-based assessment, formative and summative assessments, assessment of functional skills is also to be evaluated with creative methods.
- Measures are to be taken to allow action planning against the assessment criteria/learning outcomes.
- The entire system of internal assessment is often reviewed to make it easily interpreted and understood by students and assessors.

### 3. Quality

The college is committed to providing the highest quality education and training in the field of higher education.

1. The students will be given the opportunity to realize their full potential, enabling them to achieve the highest standards in their programmes of learning.
2. The college designs the dispersal of the courses in which the skills and attitudes of the students are mended in such a way that they become effective employees and good citizens.
3. The college is committed to continuous improvement to quality assurance and enhancement processes.
4. The college is committed to establish and maintain quality systems and procedures which enable us rigorously to evaluate the strengths and weaknesses and thereby respond to the necessary improvements in different fields effectively.
5. The system ensures monitoring, reviewing, developing and enhancing standards of learning, teaching and assessment.
6. It ensures quality of the student experience and the service to employers by taking feedbacks and direct interactions. The responses from students, employers and other stakeholders are included in decision making of the management.
7. Periodic review is designed to ensure the academic standards of the college in par with the requirements of Higher Education sector so that the quality of learning opportunities provided for students on these programmes is enhanced through these sessions.
8. The college regularly maintains the quality of its infrastructural facilities by timely addition and renovation and maintenance.
9. The research centres in the college are consistent in their outcome and extension lectures and other academic activities are regularly planned.

#### **4. Anti- Ragging**

In consonance with the UGC regulations of 2009 regarding ragging the college maintains the policy of keeping the campus ragging free.

1. All the requirements as per the regulations of the Central and State governments, UGC and court orders including anti-ragging undertaken by students and parents, awareness programmes, etc. are satisfied.
2. The college strictly observe the provisions of the acts of the Central Government and the State Governments, if any, or if enacted and /or for the time being in force, considering ragging as a cognizable offence.
3. The principal of the college directly supervises the Anti- ragging Cell.
4. Any student who is found guilty of ragging is seriously dealt with as per the university regulations. The case should also be reported to the law-and-order department of the state immediately at the reception of the complaint at the college office.
5. The Anti-ragging Cell shall ensure strict vigilance on activities of students especially during the arrival of new batches in the beginning of the academic year.
6. Regular updating of the instructions from the Central, State, UGC, and court orders are maintained well.
7. Special sessions are arranged for the newcomers in the first weeks of the academic year in order to prepare them for the socio-academic life in the campus.
8. The college should identify all vulnerable locations, and ensure a constant vigil and watch at such locations.
9. Hostels/accommodations, where freshers are admitted, are required to be carefully guarded.
10. The prospectus and other admission related documents of the college should contain the anti-ragging policy. There should be the display of anti-ragging slogans with the help of electronic and print media in the campus.

## 5. Internal Complaint Committee

The college is committed to maintain an environment that encourages and fosters appropriate conduct among all persons and respect for individual values. The institution makes it a point that none of its stakeholders undergoes any sort of harassment. Thus, it enforces Anti- Harassment Policy and Complaint Procedures at all levels in order to create an environment free from discrimination, harassment, retaliation and/or sexual assault.

1. The college prohibits discrimination, harassment (including sexual/gender harassment), sexual assault and retaliation against employees, students and other third- parties conducting business with the college.
2. The college has a committee constituted in response to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redress) Act, 2013
3. Legal aid classes are regularly provided to the students to conscientize them about the sexual and gender-based violence.
4. To ensure gender equality female students are adequately represented in the various faculties of the college.
5. In handling claims made under this policy, the college may incorporate behavioural standards that are established by related policies.
6. Any girl student/employee who believes that they have been subjected to harassment (including sexual/gender harassment) prohibited by this policy, or any employee or student who has witnessed such harassment, retaliation or sexual assault, should immediately report the circumstances to the principal who is the head of the Internal Complaint Committee or to the immediate superior authorities as fast as possible.

## 6. Grievance Redressal

The management is keen on implementing various measures for the proper handling of the grievance redressal. The college closely follows the regulations of UGC (Grievance Redressal) Regulations, 2018.

1. The college provides adequate and ample platforms for its different stakeholders to raise their grievances. The college insists on convening regular open houses for all the departments.
2. In order to resolve any confusion and grievance related to admission to various academic programmes special helpdesk should be arranged. Any breach in the reservation policy in admission should be directly informed to the principal.
3. Grievance related to fee payment, caution deposit, etc. should be dealt by the respective heads of the department, and should be reported to the principal according to the seriousness of the issues.
4. The concerned authorities namely Principal, Vice-principal, Registrar, IQAC Coordinator and respective heads of the department are obliged to make their presence in the open forums conducted for all the departments.
5. Adequate measures should be taken to address the suggestions regularly gathered from the suggestion boxes placed at different blocks of the college.
6. Grievance Redress Cell convenes frequent meetings to monitor the grievance redress activities of the institution.



## 7. Policy for Mobilization of Funds and Optimal Utilization of Resources

The institution has a very transparent and frequently audited system of managing and mobilising its financial resources. The college has to provide the best resources to the students and faculty to meet its requirements in the academic field.

### **Strategies Employed for Resource Mobilization:**

The College aspires to mobilize government and non-government grants for the improvement of institutional infrastructure and knowledge resources and to that end prepares, reviews and submits proposals to the relevant authorities such as UGC, Affiliating University, State Government, RUSA etc.

- The College engages with its alumnae and other stakeholders in exploring revenue-generation avenues, some of which have borne fruit. Alumni contributed 7 lakh to the Institution
- Teachers voluntarily donated amount for the hostel expenses of girl students
- All government and non-government financial grants are utilized fully keeping in mind the best interests of the stakeholders.

### **Mobilization Policy and Procedure:**

- The College has a well set mechanism to monitor effective and efficient use of available financial resources. Resolutions are passed on financial matters after deliberations and decisions made in the Central Governing Council and CDC meetings.
- All the available resources of the institution are credited in different item wise official bank accounts of the Principal. The transaction of the PTA fund, UGC grants payments etc is made only through cheque / draft signed by the Principal.
- The institution set up a UGC Committee, which, in close coordination with the CDC and the IQAC, monitors the mobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated.
- The Purchase Committee takes care that purchases are done properly and in accordance with the rules.

- The CDC takes a review of the mobilization of funds and the utilization of these sources periodically in their meetings. As per the priority, the funds are utilized for infrastructural development, ICT and up gradation and student development. Each and every single rupee received, is utilized through proper channel, such as quotation, discussion with consented committee and Cheque or online payment system
- Regular internal audits from the Chartered Accountant and external audits from the government make sure that the mobilization of the resources is being done properly.

**Optimum Utilization of Infrastructure:**

- Providing the college auditorium to the public for socio-cultural events
- Classrooms are utilized for the conduct of Yashvantrao Chavan Open University programmes and public service examinations
- Librarian takes care that the resources in library are utilized optimally
- Science Labs are made available to the students of neighbouring schools
- Free coaching is provided by the Department of Physical Education and Sports to the school students in the town.
- Yoga Class is conducted for the community without charging any fees.

**Mobilization of Intellectual and other Abstract Resources:**

- The institution mobilizes its human resources, too by implementing academic and co-curricular activities
- It encourages all staff members to reach their personal and professional goals by cooperating with their career development imperatives and discipline specific aspirations.
- Most importantly, it is the abstract resources of intellectual and moral probity, along with a social conscience and cultural inclinations which are prioritized and cultivated by the institution in the overarching plan of its progress.

## **8. 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.

1. 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.
2. The college should formulate its policies complying with all relevant environmental legislation, standards, agreements, policies and procedures demarcated by the central, state governments.
3. The college is committed to maximise sustainable resource use and minimize the use of hazardous substances.
4. Special measures should be taken to protect and improve biodiversity of the campus.
5. Practical steps should be shown in developing and implement research and teaching initiatives related to sustainability.
6. The college should design programmes to foster the quality of the environment and protection of the biodiversity throughout the region.
7. 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.
8. Reservoirs for rain water harvesting should be constructed in the campus.
9. The college should take steps to harness solar power.

## 9. Waste Management

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

1. The college admits its environmental responsibilities and recognises its obligations to contribute to the resolution of global and local environmental issues by minimising its environmental impact.
2. 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.
3. The policy binds all the institutional activities to the dual principles of plastic reduction and lowest waste generation.
4. 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.
5. 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.
6. Identify and enable the reuse of waste items wherever feasible, either internally or in association with third parties.

## 10. Research

Research and related activities constitute the pivot of the academic policy of the institution and the research policy should provide a guideline for the conductance and publication of the research work.

1. The research committee is supposed to sustain the research tempo of the institution consistently. The committee should be constituted to support the decision making for every research discipline that is critical to the institution.
2. The institution should strive to equip more departments with research facility.
3. Regular research programmes like seminars, conferences, workshops etc. should be conducted.
4. The institution acknowledges the achievement of its faculty in different disciplines.
5. The areas for research to be conducted in the college should be defined and prioritized. The research departments should ensure that the research focus of the institution is contemporary and relevant.
6. The college should provide essential infrastructure support for the research work.
7. Researches done by faculty members can be directly incorporated into teaching, making use of the instructor's own research to benefit student learning and outcomes.
8. Any difficulty regarding the research programme should be reported to the principal through the research committee.

## 11. Mentoring Policy

- Allocation of Mentees in the 2<sup>nd</sup> week of July
- Mentors should prepare data card of each of the Mentees.
- The detail data of each allotted student should be filled in the Data Card
- Any difficulties or problems faced by the allotted student should be noted and efforts to solve them should be taken appropriately in consent with IQAC.
- The report of the Mentoring Sessions and action taken report should be submitted to IQAC.
- Any complaint regarding mentors from students should be submitted to the principal directly. The principal should take due measures to provide the student with other suitable mentors.

### Role of Mentor:

1. The mentor will act within an agreed range of confidentiality and will ensure they have the best interests of the young learner in mind at all times.
2. They should have sympathetic approach to sensitive issues and should be able to maintain confidentiality.
3. Mentors monitor the academic progress of the mentees and give them counselling on personal matters.
4. They motivate the students to enroll in certificate courses and online courses offered by NPTEL and MOOC.
5. They also motivate them to participate in co-curricular and extracurricular activities.
6. Identify the mentees who require financial assistance. Making available text books and other study materials free of cost to the needy mentees.
7. Mentors should maintain brief record of Mentoring Sessions.

### Role of Mentees:

1. Mentees must adhere to the Mentoring Programme procedures.
2. Mentees should follow the suggestions as directed by the mentor.
3. Mentees should be open-minded with the Mentor.

## 12. Identification of Slow-Advanced Learners

The students will be identified as slow learners and advanced learners based on the following criteria:

- Based on their performance in the previous Examination
- Formal/ informal assessment through questions and answers in the initial lectures
- Knowledge and Skill Test after admission
- Through internal examination

### Procedure:

- Slow learner and advanced learners are identified by each subject separately by respective subject teacher.
- Process to identify of slow learners and advanced learners is conducted in the month of July.
- Every subject teacher conducts objective type test of 20 marks which has a duration of one hour
- Every Subject teacher observes and assess students on scale of 1 to 10 during initial lectures

### Parameters:

Sr. No	Parameter	Weightage
1	Academic performance of students in preceding examination	50%
2	Marks obtained by student in objective type test	25%
3	Subject teacher observation during initial lectures	25%

- Based on above parameter a report is prepared for the class.
- The student securing marks below 50% would be identified as Slow Learners and the student securing marks above 60 % would be identified as Advanced Learners.
- After that separate list are prepared for both type of learners for further monitoring

**Special Programmes:****Measures taken for improving academic performance of Slow Learners:**

- Remedial/Extra classes are conducted with appropriate focus on the subject/topic in which the students are found to be slow learners
- Individual academic counseling is done by concerned subject teacher.
- Students study groups are formed for peer-to-peer learning.
- Personal counseling is done through mentoring (Teacher guardian) scheme which takes care of the students. Mentors maintain the entire academic record of the student which is also conveyed to the parents time to time by the teacher guardian.
- Slow learners are counseled and motivated by the mentors.
- Subject teachers guide them to overcome the learning difficulties
- Slow learners are motivated to engage in various clubs to increase their involvement in the academic activities of the department.
- Questions bank is given to slow learners

**Activities conducted for Advanced Learners:**

- Guidance for career planning
- Class Seminars on the advanced topic
- Guidance for Competitive Examinations
- Training programs for gaining advanced technical know-how
- Encouragement to participate in quiz, poster presentation, seminars, inter-institution competitions etc.
- Advanced learners are encouraged to participate in Avishkar and Science exhibitions to showcase their talents and skills
- Encouragement to register for Swayam /NPTEL courses
- Aptitude and Placement Training
- Academic motivation and guidance to prepare projects
- Advanced Learners participate in various co-curricular activities like Soil Testing, Milk Adulteration, Water Analysis, etc for practical knowledge
- Internship/ Training programmes
- TCS Certificate Courses



### **13. Extension Activities**

The College has a centralized approach towards the extension activities which serve to sensitize the students to social issues and needs and also imbibe a sense of social responsibility for the holistic development of their personality.

- All the extension activities organized by the College through NSS, NCC, Women Empowerment Cell and departments are designed to contribute to the holistic development of students and for the upliftment of the community to bring about social change.
- All the departments undertake extension programmes either independently or jointly with other disciplines in collaboration with government or non-government organizations in the areas of consultancy and need-based training programmes.
- Areas of enrichment include social justice group, drama productions, band, choir, debating, musicals, public speaking, science popularization and entrepreneurship development.
- The various outreach and extension activities provide hands on experience in specific areas to the students of the college.
- It provides ample opportunities for students to display their talents and to utilize their knowledge and skills for the development of the society.
- We should be ready to co-operate also with Govt. agencies and local bodies for communal harmony.

## 14. Code of Conduct Policy for Students

1. Students must be punctual and regular in attending classes, tutorials, class tests examinations etc. Failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from tests /examinations will be treated as breaching the code of conduct.
2. Use of Mobile Phone during class hours is prohibited and is liable for punishment.
3. Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and will be dealt with severely.
4. Students are expected to treat the members of the staff both teaching and non-teaching and their fellow students with courtesy both in and outside the College. Students shall not, by their act or conduct, cause damage to the reputation of the institution.
5. Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during College hours inside the campus.
6. Students are not allowed to loiter or stand about the verandas or corridors of the College during class hours.
7. Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite disciplinary action. The college premises is a smoking free zone, respect it.
8. Students must refrain from mishandling and tampering with library books or college computer systems.
9. The right to access Girl's Common Room is reserved to girls.
10. A student shall not commit or cause breach of peace inside and around the College campus.
11. Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule.
12. Habitual misconduct/repeated breach of the College Rules & Regulation will be considered as a grave offence and will result in suspension/expulsion of the student with immediate effect.

## 15. Alumni Activities

The overall objective of the Association is to maintain a lively relation between the alumni and the alma mater. The Alumni Association is governed by the stipulations of its own constitution.

1. The Alumni Association has an important role in advancing the institution along with its vision, mission and core values.
2. The Association maintains mutually beneficial relationships between the parties, the alumni and alma mater. Each alumnus represents the institution in his or her respective vistas of life.
3. The institution is eager to recognise the accomplishments of its alumni in various fields every year. The members of the Alumni Association should inform their achievements promptly to the office. The alumni who reach positions of eminence are role models to the students and are generally recognised by the college by bestowing them with distinguished alumnus/alumna and other similar awards.
4. The college maintains the contact information of its alumni on a centralised database with confidentiality.
5. The college conducts Alumni Meet Celebration officially once a year and various batches of alumni can conduct their private gatherings in the campus with prior permission from the Principal's office.

## **16. Administration**

The administrative policies aim at enhancing operational efficiencies, best practices, effective decision-making and compliance with laws and regulations. They ensure the expansion of college's vision and mission, achieving compliance with any applicable laws and regulations, strengthening internal controls, and promoting operational efficiency.

1. Complete transparency is ensured.
2. Policy of decentralization is strictly adhered in effecting high quality administration.
3. Pro-student administrative mechanism is implemented.
4. Inclusive approach is elegantly followed in all administrative matters.

## 17. Faculty Empowerment

It ensures the greater participation of the teaching faculty in the planning, decision-making and implementation of policies in the college. It aims at making the structures more democratic that offer employees greater autonomy, confidence and freedom to make decisions. The empowerment will help the teaching faculty to work comfortably with their colleagues. The faculty becomes responsible to the assigned duties without supervision. The teachers acquire the confidence and ease to provide varied learning experiences to students.

The faculty empowerment is achieved through:

1. Conducting sessions on the plans, mission and goals of the college.
2. Updating the latest policies and demands in the higher education sector through seminars and group discussions.
3. Disseminating information through regular meetings, office letters and office advisory or memorandum;
4. Involving faculty members in the planning process and decision making.
5. Providing conducive working environment.
6. Promoting the inner drive, the job with inner satisfaction, competence and self-fulfilment.
7. Constant feedbacks from the faculty are taken in order to ensure the conscientious performance of the routine works.

## 18. E-Governance

1. E-governance is implemented at various levels in order to provide simpler and efficient system of governance within the institution.
2. The website of the college is functioning full-fledged. Separate login facilities are provided for staff and students. The full profile of the college is provided in the website stcp.ac.in.
3. Admission process is made hassle-free with the help of the college website. The students can apply for admission from the website.
4. The accounts of the college are maintained with help of the accounting software Tally.
5. The system administrator is appointed to handle the technical issues related to digitalized operations of the college.
6. The library is automated using Cloud base library management software LIBMAN. The library data is integrated to the website of the college. E-learning facilities like N- List, e-journals and periodicals are made available in the library. Proper training to the staff and the students for using the digitalized library is also provided.

## 19. Consultancy and Collaborations

The College encourages the faculty in research, consultancy, extension and supporting student startups apart from teaching.

1. The College extends all support to faculty members for taking up research projects and to file for patents.
2. The College follows the policy of extending the expertise available in the College for the benefit of society.
3. For getting national and international exposure to faculty members and also to enrich their quality, the College encourages mobility of faculty between institutions for research, teaching and learning.
4. For preparing the students to achieve competencies for jobs and career requirements and to face the global challenges successfully, the College takes all efforts to provide internships and on-the-job training in reputed industries and organisations by establishing collaborations with them.

## 20. Human Values and Ethics

For providing a quality education to all students in the classroom teachers treat their students with love, care, affection and commitment and inculcate good values among them without favoritism and discrimination.

- The teachers are role models to the student by showing concern for students and motivating them.
- The teachers are fair in assigning marks/grades to the students for internal and external assessments.
- Teachers respect the right and dignity of the students in expressing his/her opinion.
- Teachers recognize the difference in aptitude and capabilities among students and try to meet their individual needs and aspirations.
- The College provides Divyangjan students equal opportunities for accessing all the facilities available in the campus.
- Classrooms and examination rooms for the differently abled are arranged at convenient places.
- The College provides the service of scribes as well as additional time for physically challenged students during examinations as per the rules of Government and University.
- Ramps are provided for easy access to all the buildings of the campus.
- Special toilet is set apart for the disabled.



## 21. Performance Appraisal of Teachers

**Appraisal System for Teaching Staff:** The Faculty appraisal is to be carried out on three parameters:

Sr. No.	Parameter
I	Assessment of Performance Appraisal by Head of Department, IQAC and Principal
II	Result of University Examinations of the subjects taught by the faculty
III	Student's Feedback about the classroom teaching

### **Parameter I: Assessment of Performance Appraisal by Head of Department, IQAC and Principal**

The College has **Academic Performance Indicator (API)** for the teachers following UGC regulations. Each year IQAC collects the API forms from the teachers. The performance is assessed by the respective HOD, IQAC Co-ordinator and the Principal on the basis of API and necessary action is taken for the improvement

#### **Assessment Criterion:**

I: Teaching, Learning, and Evaluation Related Activities

II: Professional Development, Co-curricular and Extension activities

III: Research and Academic Contributions

### **Parameter II: Result of University Examinations of the subjects taught by the teacher:**

After the declaration of University results, each teacher prepares result analysis. The benchmarks for results are decided after careful analysis of the trends of results. As per the performance, Principal appreciate and boost the faculty and encourages for further improvement

**Parameter III: Students' Feedback**

The College takes feedback from students regarding performance of teachers. The feedback form has a well-defined set of questions to evaluate the teaching capacity and define how far the teacher has succeeded in reaching out to the students.

**Conclusion:** After calculating the performance appraisal of the faculty, IQAC hands over the data to the Principal. Based on the reports, the Principal appreciate and boost the faculty and encourages for better performance and stresses the quality issues in concern with performance as registered in the report of the analysis. These measures help improve the performance of the College by improving and enhancing the quality and growth in academics and thus to fulfil the objectives of the College.

**Outcome of the review of performance appraisal system:**

- Improvement in the performance of the staff
- Improvement in teaching-learning process
- Positive changes in results of the students

## 22. Performance Appraisal of Non-Teaching Staff

### Appraisal of Non-teaching Staff:

Non-teaching staff needs to submit appraisal form to the Registrar. After analysis, the Registrar forwards it to the IQAC. IQAC then submit the data to the Principal for the final remarks.

### Parameters:

**I: Professional Competence**

**II: Quality of Work**

**III: Personal Characteristics**

**IV: Notable Contribution**

Remarks	Remedial action
<b>Excellent</b>	Appreciation letter is given. The staff is encouraged to maintain the performance
<b>Very Good</b>	The staff is encouraged for further improvement, if required
<b>Satisfactory</b>	Improvement is required in weak areas. Motivation and support is given for improvement
<b>Poor</b>	Hard work is required to improve in all the areas. Motivation and support is given for improvement

### **23. Policy on Study Tours**

The College has adopted the following procedures to guide faculty and students in organizing study tour programs to enhance the experiential learning of students.

- The study tour must be conducted in accordance with government rules and policies.
- The purposes and specific educational objectives of the study tours should be carefully developed.
- The study tour should provide an orientation, which helps the participants in achieving appropriate personal, social, and academic development.
- The study tour should have adequate faculty staff supervision, both in terms of students/staff ratio and in terms of staff expertise to deal with contingencies.
- All the arrangements of the tour (such as transportation, accommodation, food, and finances) and other support services should be well planned and managed effectively.

## 24. Strategic Plan

The Strategic plan document is made through a participatory process ensuring the involvement of all the stakeholders for meeting future challenges in the field of higher education.

1. The Institute has created the Strategic Plan through a detailed consultation process with stakeholders for five years.
2. It is constituted with the involvement of key Institute leaders and faculty representatives.
3. The draft document is presented in an open meeting with students, staff and faculty for feedbacks.
4. The revised document is presented to the higher governing body before framing the final document.
5. It aims at creating an ambience in which new ideas, research and scholarship flourish, and from which the leaders and innovators of tomorrow emerge.
6. It tries to address problems faced by the nation and the global community as a whole. It aims at providing an education that transforms students through rigorous coursework and by providing an understanding of the needs of society.
7. It aims to collaborate with other academic and research institutes to strengthen the education and research ecosystem.

## 25. Policy Reforms

The policies of the college are never meant to be static. It is constantly evolving and dynamic suiting the time. The governing body recognizes and promotes the usefulness of planning and policy making.

1. Policies reforms are based on the findings and requirements of UGC, NAAC, affiliating University, state and central Governments and the changes demanded by the changing world.
2. The governing body of the college ensures the process of updating policies from time to time.
3. The competent authorities review and approve the policy making and reform process and hold the responsibility for its execution.