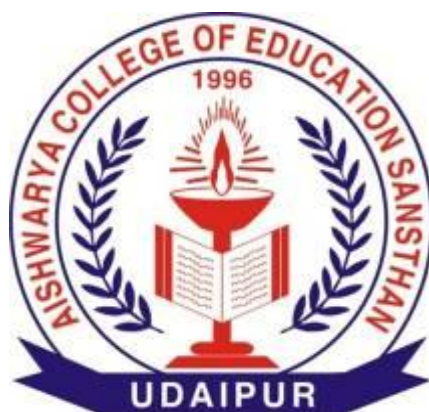


AISHWARYA COLLEGE OF EDUCATION SANSTHAN



INSTITUTNAL POLICIES

(Amended up to January 2021)

AISHWARYA COLLEGE OF EDUCATION SANSTHAN

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QUALITY POLICY

The Aishwarya College of Education Sansthan has planned to create and develop professional education institutions for the population residing in the South-West Rajasthan and also adjoining states of Gujarat and Madhya Pradesh. The society will make efforts to ensure quality in growth and imparting instructions through several steps from time to time. These steps are suggestive only and the institutions can also introduce measures as per their own needs.

1. **Quality Mandate:** Aishwarya College of Education Sansthan is committed to provide comprehensive, cost effective training and exposure in multi-disciplinary fields to one and all as per their requirements. The Institute is committed for continual improvement in the performance for students highest satisfaction
2. **Strategies for Quality Assurance:** The society has decided to keep close monitoring of all the parameters which contribute to the quality of the education and ensure active participation of the management, university, state government, faculty, students and media to ensure preparation and level of motivation of students, status of employment and employability, furnishing of the laboratories, workshops quality of equipment, curriculum material, examination system and general infrastructure facilities.
3. **Role of Faculty:** The faculty will actively participate in maintaining all academic norms and the standard. They will regularly improve the delivery system and analyze the feedback they get and will establish communication linkages with the students for their academic needs.
4. **Role of Management:** The management will show firm and active commitment to quality policy and shall made available necessary facilities both physical and financial to ensure the quality. It will periodically review and assess through independent Reviewers to ensure quality.
5. **Role of Students:** The students will form an important link of the quality policy of the institutions. They will actively participate in activities, training, extra courses and visits organized to enhance their knowledge. They will give feedback on all aspects thus actively contributing to the quality.
6. **Strategic Planning and Vision:** The plan includes deciding the role of faculty, student and the management with meeting their aspiration such that the interests of management are made to converge. The efforts will be made so good students come up to the minimum level of achievement. The faculty will be provided with the industrial exposure so that they can relate theory and practice better.
7. **Harmony:** To share the policies of the institution with the student, every year induction/orientation programme will be conducted wherein several activities will be organized. Talking about the quality policy of the institution, the students will be mentored to be good citizen, showing respect to the nation including national flag, national days, Indian constitution and laws of the land and keep themselves away from breaking law, involving communal activities and be active in celebration of national and international days, which will develop a sense of belongingness among the students.
8. **Resources Mobilization:** The institution being a self-financing private institution the participation of all stakeholders is necessary for its growth and running. They will support in activities based resource mobilization by the sponsorship for event. The staff members will contribute one day salary every year for activities or Nirupama Annual Award to a Women for her achievement. The expert and experience staff will participate in consultancy to others in the area of their specialization and keep 70% amount with them and pay to the institution 30%. The institution will seek alumni's contribution for growth or activities as they feel.
9. **Linkages:** The institutions will establish the linkages with other national institutions at first instance and thereafter with international intuitions.
10. **Audit Policy:** In addition to the audit of the accounts as per the rules of the government, the institution shall from time to time carry out Academic Audit, Administrative Audit, Environment, Fire & Safety and any such audit as required to achieve high quality indicator, The audit can be carried out by internally or externally or by a common team as per need.

The mandate will be monitored by the Quality Cell.

ACHIEVING EXCELLENCE IN DELIVERY & MONITORING POLICY

To ensure the quality is maintained in the academics for the students through various techniques. It is to develop a system which must be transparent and shared with the students and administration to ensure it is in practice. The techniques are to be adopted for effective delivery and judging the standard of the learning level and take required steps.

The institution will continuously strive to achieve high standard in delivery system so that the students perform well in examination and their future life. The Mile Stone which contain the daily schedule of teaching, continuous intern assessment policy and make up classes will help in planning of preparation at home by the students.

The teachers are expected to give regular assignment and monitor the performance and participation of the students in solving assignments and their learning level. This will also help the teachers to identify gap in knowledge and work to upgrade the academic status knowledge of slow learners.

The level of delivery must be transparent and centered at the students keeping in view the students level varies widely among bright and weak students. The sharing the contents and standard of the previous year's university examination's question papers, as solving & sharing the answers in class, giving as home assignment and giving in internal evaluation are some of the methods should be adopted. The bright students can be asked to write answer of some important questions in their own words and deliver it in the class so the students can easily pick up the language used by students.

The university syllabus contains the unit of internship of field visits. The students must be encouraged to go for experiential learning working on a product or project that give an output and they become marketable. The periodic fields visit, at least one in a semester covering the entire courses of the class can also be useful in learning level of the students. The teachers must give the students to write a field study report on topic/subject of their choice and share few best report with the students by respective subject teachers.

The policy will also be adopted in the courses where the practical are conducted such as in science, geography, psychology etc. The internal assessment through viva or asking questions during the field visits related to their course. The students will be given schedule /list of practical to be done in following class and teacher will ask question to know their preparation and ensure their participation in learning.

The teachers will submit the course completion report at the end of academic session containing the above suggested steps and also judge the attainment level of the students and impact of the use of participatory teaching, assignment, internal tests, field visit etc. The students undergoing internship or experiential learning must prepare full report and judged on the basis of their participation and outcome including feedback from the agencies where they worked. Attainment level

The mandate will be monitored by the Internal Quality Assurance Cell.

RESEARCH AND ACADEMIC EVENTS POLICY

Terms of reference:

The Sansthan post first cycle of accreditation lays emphasis to promote Research so that the institution stands as a center with favourable research and teaching environment. The staff members are motivated & encouraged to publication of papers, organize training, lecture and provide support for inculcating the practices of developing R & D culture among the faculty members. The talks on emerging areas of research will also be arranged by visiting/university experts.

It will provide the information about the various sources of funding to the research project funding, such as UGC ICSSR, DST etc. and help in formulation of the project proposal and provide all support including seed money to the faculty. The institution is registered on CPSMS portal of the Finance Ministry and UGC under Sections 2f & 12B of UGC Act. It will identify teachers with higher qualification and experience to submit research proposals for funding.

For effective delivery & implementation, a Research Cell will be created under the Chairmanship of the Principal and some teachers holding Ph. D. degree will be its members. The cell will also regularly publish the journals with ISSN No published by the society.

The cell will ensure participation of all faculty members in national/international conference organized by the institution and present a paper and motivate them to attend such events in their field organized by other agencies/institutions. It will make mandatory for all teachers to publish at least one paper in UGC approved journal.

The mandate will be monitored by the Internal Quality Assurance Cell.

LIBRARY MANAGEMENT POLICY

The institution ensure creation of the learning facilities for the students through various arms of academic, including library. The institution has framed rule under the policy, to monitor library activities, procurement of books,journals & soft resources such as open learning, CDs etc.

The policy will be introduced and activated through setting up of a Library Committee, which will ensure that the library is augmented with relevant reference books and other literary material annually as per the mandate of regulatory body, need of the students& faculty members. The committee will consist of the faculty members, students and the librarian of the institution will act as the Secretary of the committee. The committee will procure and consider the recommendation of the faculty and the students for procurement of the books and other material. The committee will also do annual verification & audit of the library and report to the Principal.The committee will review the list of journals and process the payment of the subscription for the journals required as per regulatory body's guidelines.The Committee will plan the development of online learning facilities for the students through the material available on open sources, NAD, NAPTEL etc. The library committee will meet at least once in a year.

The mandate will be monitored by the Internal Quality Assurance Cell.

ICT ADVISORY & PROMOTION POLICY

The institution lays importance in use of ICT in delivery system. This is achieved with creation of facilities to enable the institution by providing an inspirational learning experience for staff & students and to provide with access to a managed technology venture, allowing the effective teaching and administrative process of the institution.The institution through will promote maximum use of the modern technologies in practice & spirit, as such to implement it the IQAC & HoDs will supervise the creation, promoting use & maintenance of the facilities. It will also be ensured that policies of the government & regulatory bodies on use of ITC, computer and internet as per curriculum and the practice in full use.

The IQAC will create the facilities for on line working, downloading the material from internet, training of the users, preparing PPT of the lectures to be delivered and use of other ICT practices in teaching learning.It will consider the procurement of hardware, software and other equipment and review the existing facilities for maximums use of ICT in teaching and presentation, including lesson delivery.

The mandate will be monitored by the Internal Quality Assurance Cell.

GENDER SENSITIZATION AND WOMEN EMPOWERMENT POLICY

This policy works to cater to the need and grievances of women in the institution and to sensitize the women students & staff of the institution about their individual growth like nutrition, health, hygiene and sanitation. The policy lays emphasis and create the plans to prevent gender discrimination and sexual harassment as provided in the Indian Constitution including promoting gender equality amongst all the stakeholders. The activities will include to educate and support the women to avail the facilities provided under various state schemes through organization of awareness programmes, expert's talks and visits, organize friendly and expertise sessions for identifying the problems, adopt the line of action, analyze its effects and to provide follow up service. The policy will create the plans for women empowerment, deal with cases of sexual harassment and other complaints of women in a time bound manner and ensure appropriate action is taken against the offender. The institution will organize talks on the health and hygiene for the women by inviting experts from various fields including medical doctors.

The talks and awareness programmes will be conducted through the support of National Commission for Women, local Volunteer Societies and Working Women on issues related to the legal right, cases of harassment etc. It will work upon to educate the women on various schemes available since birth of girl child (Beti bacho), education (Beti Padhao), family (Sukanya Yojana), facilities at work place, equal wages for equal work, reservation in service/ local bodies election etc.

The resolution of the grievances the participation of staff & students (women) will be done through a committee with following process of dealing with complaint:

The Names of the Committee Members and their contact details will be notified at the beginning of the session. The complaint can be sent by e-mail, dropped in complaint box or any other method, even with/without name of complainant.

Any complaint so received will be investigated confidentially including taking the statement from the victim and also the person(s) against whom the complaint has been lodged.

The finding of the Cell will be analyzed and appropriate action will be taken at the institution level with option to lodge the police complaint will be open to the victim with the support of the Institution.

The mandate will be monitored by the Internal Quality Assurance Cell.

GRIEVANCE REDRESSER POLICY

The institution has Vision to resolve any type of grievance of all the stakeholders in a transparent and expeditiously through a responsive and accountable manner in order to maintain a harmonious educational atmosphere in the institution. The Committee with membership of all stakeholders will work as per this policy. The committee has important mandate of providing a platform where all stakeholders can put forth their problems, general drawbacks and limitations, for academic, infrastructure and manpower. The policy lays emphasis to meet the above requirement and I conduct acquaintance sessions for all stakeholders and process to be followed including educating them about their rights and duties. The policy has a mandate in maintaining transparency in the grievance resolution, interact with the stakeholders, analyze grievance & resolve it and report action taken including motivating everyone for participation in problem solving. This will be important for the qualitative as well as quantitative development of the institution through the grievance & redresser cell.

The procedure of redresser of the grievance is as below:

- The grievance received will be looked by the Convener and the action will be taken by him/her, as per nature of grievance if rules permit. The analyzed report and action taken/proposed will be reported to the Principal.
- Where a grievance needs any investigation such as sexual harassment, will be discussed in the Grievance Committee and procedure will be laid down including taking the statements from the victim. After the enquiry, the analyzed report and proposed action will be recommended to the Principal.
- If the grievances relates to a teachers, it will be enquired by the teacher member and the victim may be called to appear before the enquiry committee. For the students' grievance, full committees will enquiry and recommend remedial action to the Principal.
- The Grievance Committee will enquire any grievance, where some investigations are required to be taken before its redresser.
- The report on redresser of the Grievances shall be submitted by the Principal to the IQAC for record.

The mandate will be monitored by the Internal Quality Assurance Cell.

ENVIRONMENT AND GREEN ENERGY POLICY

An important task and goal of the Sansthan is to work for environment. The policy has created a plan for the Environment protection and use of the green energy at the campus and support related activities.

The Sansthan has adopted the green policy, including periodical green audit of the campus. The institution has embedded the education with the practices leading to cultivate environmentally friendly attitude of the students. The policy and practices adopted by the Sansthan, including adopted in pursuant to the last audit are as given below:

1. **Education:** A course of Environment Education has been included as a compulsory subject in the syllabus of the all programme in first year of study. Beside the students are mentored regularly to save electricity, water & fuel. The policy has been displayed at places in the buildings.
2. **Plantation:** The campus is being developed as green campus with plantation of trees in phased manner aimed to have around 1000 plants in 3-4 years.
3. **Ground water recharging:** The open area has not been cemented allowing the rain water to percolate in ground. In some areas green grass has been planted to improve aesthetic beauty, which also absorbs the rain water and recharge ground water.
4. **Power Saving:** In all the building LED lights have been used to save electricity. All the power devices such as ceiling fans & air conditioners are rated five star consuming low power.
5. **Water Conservation:** The systems installed use less water. The Daily Administrator periodically check the water outlets (taps etc.) and get repaired to stop leakage.
6. **Waste Management:** The bio digestible wastes are collected in a pit to produce organic manure to be used on campus. The other types of wastes are collected and disposed of as per local civic body's law.
7. **E-Waste Management:** The collection of e-waste is in practice outside building and it is disposed of periodically separately.
8. **Plastic & Tobacco Free Campus:** The Sansthan has declared the campus as plastic free as such there is no plastics litter on the campus. The ban on consumption of tobacco resulted in keeping building free from spitting and maintaining it clean.
9. **Paperless Working:** The emphasis is given on use of less paper to conserve the environment.
10. **Pollution Control:** To keep the environment free of exhaust gases from the vehicles, the moment of vehicles beyond parking is prohibited. This keeps main academic area free from any pollution.
11. **Organizing Green activities in the society:** As commitment of the Sansthan towards the Society, the institutions organizes the tree plantation in rural areas/schools premises in collaboration with schools & social organizations such as Rotary Club every year.

The mandate will be monitored by the Internal Quality Assurance Cell.

TRAINING, PLACEMENT AND INCUBATION POLICY

The Training, Placement and Incubation Cell has been set up in view to include the new concept of StartUp, Mudra Loan Scheme and other entrepreneurship avenues available to the students since 2015-16, besides organizing campus interview & motivate the students to participate in the placement drives organized by other agencies. The cell aimed to guide the students and provide them opportunities for becoming the self-entrepreneur, develop own ideas into marketable and create jobs instead of seeking job. They can avail all required support through the cell.

This policy will develop an entrepreneurship attitude and work on all round personality development of the students by making them not just excellent professionals but also good individuals with understanding of market needs besides being a good human, pride in their heritage and culture, a sense of right and wrong and a yearning for perfection.

This important task of time will be implemented by promoting a healthy and enabling teaching-learning culture wherein adequate quality of delivery mechanisms are ensured in the institution system and to channelize the energies of the youth in constructive activities. This will enable, nurture and produce self-entrepreneurship concepts available under various schemes and by organizing entrepreneurship related activities making them self-employable. The outcome efforts will be to become an institute committed towards innovation, knowledge-sharing, openness and entrepreneurial skills for developing global managers. The institution will also provide all possible helps & supports to the students to learn any advance topic related to his/her field of specialization and to make efforts for curriculum enrichment and up gradation.

To achieve the objectives of the policy it will notify the various opportunities, positions advertised and campus recruitment drive organized by the institutions of the affiliating university, arrange campus interviews for the students willing to serve in the particular sector, conduct Entrepreneurship Awareness/Development programmes on the lines of state schemes. This will result and support the students to materialize and incubate their business ideas.

Progression is another important mandate for the future of the student. For academic progression and higher services, the institution will endeavor to arrange additional coaching for appearing in the competitive examinations for jobs & higher education.

The mandate will be monitored by the Internal Quality Assurance Cell.

MENTORING POLICY

The Sansthan has adopted the Mentoring policy linking a small group of the students with a teacher to provide them conducive and open atmosphere on the campus. The student meets the Mentor frequently, formally and informally during the session as such they get all the types of support required.

1. **Assignment of the students to a Mentor:** The students admitted in the first year of any programme will be assigned to a teacher of the programme department by the Principal or Head of the Department.
2. **Criteria:** As far as possible, the Mentor must be a teacher who is teaching a course in that class. If in subsequent year, if the Mentor does not teach a course in the class of his/her Mentees then and if HoD feels, the Mentor for that particular group can be changed.
3. **Group Size:** The Mentor to Mentee ratio of 1:20 to 1:25 will be maintained, however, in specific circumstances if situation demands, it may be changed after taking the permission from the IQAC by the Principal or respective Head of the Department.
4. **Frequency of Meetings:** The Mentor being the teacher of same group of the students will informally meet the Mentees round the academic year. However, special formal meeting will be held 2-3 times in a session and a record of discussions will be maintained by the teachers.
5. **Types of counselling:** The Mentors will act like local guardian of the group of the students assigned to them. They keep on enquiring about their academic performance, their skill in extracurricular activities, learning level, performance in the examinations/result etc. Besides, they will also provide psychological counselling to the individual student, if required, to resolve his/her problem. They will arrange one to one meeting with the course/laboratory teacher, if student wants to resolve any difficulty.
6. **Monitoring:** The Mentor system will be monitored at the Head of the Department's level. The HoD will take stock in every meeting about its efficacy and report to the Principal if any action is required at institution level.

The Principal/ HoD will be responsible to IQAC.

FEEDBACK POLICY

The policy adopted by the institution includes the feedback to be taken at various stages so as to analyze it and take immediate action, if require. The IQAC will take on line student's feedback on academics & infrastructure facilities.

At Course Level: The teacher teaching a course will take random feedback after each unit or 2-3 times in a semester seeking the views of the students on following, responding 4 (Fully), 3 (fairly well) 2 (To some extent 1 (no):

Did you understand the topics of all the units?	
Did you get the numerical problems I solved?	
Any topic you want me repeat?	

The analysis of the feedback will be done by the teacher and shared with the HoD, who will write it on monthly Course Coverage report and also in Course Completion Report at the end of the session. The teacher will take remedial action and mention it in the report to be validated by HoD.

Structured Feedback at the end of the session: The HoD will take the feedback on the format developed by IWAC for the purpose at the end of the session. The feedback can also be sought online by sending a mail to the students. The feedback so received will be analyzed at the department level and action taken subsequently. The report of any adverse feedback will be shared with the Principal and also mentioned in the Annual Appraisal Form of the teacher, if it is against a teacher.

1. The Mentors will also routinely take the feedback on various issues and resolve the issues or report to the HoD for resolution.
2. The report about the infrastructure facilities and curriculum will be sent to the Principal, who will take necessary action.

Feedback Format

(To be taken at the end of session or on line)

		Name of student (Optional)		Class & semester	Date
Your Rating About Theory/Practical (May mention few only)					
Name of Course	Name of Teacher	Your Rating 4 - Very Good, 3 - Good, 2 - Satisfactory 1 - Poor		Course coverage/:earning 4 (100%), 3 (70-90%) 2 (50-60%) 1 (Less Than 50%):	
Your comments about (May mention new requirement)					
Class Room- Fully Furnished:		Library- Has adequate books/Journals:			
Yes/No		Yes/No			
Comments, if any:					
Laboratories- Have all equipment and completed all experiments (Name any deficiency/incomplete practical done)					
Games & Sports: Adequate: Yes/No			Transport: Adequate: Yes/No		
Comments on Common Room, Canteen, Toilets & Drinking Water:					

The mandate will be monitored by the Internal Quality Assurance Cell.

POLICY FOR CODE OF CONDUCT, PROFESSIONAL ETHICS AND SOCIAL RESPONSIBILITIES FOR STUDENTS AND FACULTY MEMBERS

(As per The University Grants Commission website REGULATIONS ORDINANCE NO.19 order in the Gazette of India Part III - Sec. 4, in 2010 & 2016)

Academic values:

- The teachers and the students will observe academic discipline and follow the rules of the institution and discharge the assigned tasks with full devotion and commitment including other than academic duty required for the overall development of the students.
- The teachers and the students will observe the honesty in academics using ICT & by updating their knowledge through class room teaching, learning from the open sources developed by the MHRD, UGC, NPTEL and any other authorized institutions without copying or adopting malpractices.
- The teachers will guide and mentor the students to obey all rules (library, fee depositing, games, etc.), wish each other/teachers, look good with attire, so that they achieve and follow self-direction, high living and get stimulated for their future career.

Social Responsibility & Moral Values:

- It is expected from the teachers, parents, students and other staff members, as good and responsible citizens, that they will make contribute to the society through service and participation in national programmes & festivals, such as Swachata Mission, gender sensitive issues, blood donation, taking out rallies for creating awareness and other such programmes the institution organizes for awareness.
- As part of the social commitments, everyone will give respect to the teachers, seniors, staff, women and divyang in institute premises, functions, bus etc. by offering way, seat, space, picking baggage or in any other ways to show courtesy and respect to them.
- The management has adopted the policy to work for neighborhood community outside institution campus and it is expected that the students will involve themselves in educating them on social, health and other issues besides distribution of books, stationary, uniform etc.
- The stakeholders will not involve in any activity which is harmful to the society and follow the law and help making conscious and building the environment, save electricity and water and plant & maintain trees whenever opportunity comes.

Ethics & Values:

- Each member of ACES family will work with honesty, sincerity, total dedication and actively participate in all activities for the overall development of the profession and the institution. They will behave sincerely & politely with everyone in the institution and will not involve in use of any prohibited item in institution, such as tobacco, plastic etc. No one will scribble anything on the walls or put posters on the buildings & furniture in the campus.
- The staff will contribute for the Total Personality Development of the students so they can play a positive role for the building up of the society and Nation, to enable them to get placement in best organizations and create the name of the country and the institution.
- The student will seriously follow the instructions and enhance their knowledge and skills to be acceptable by the society.
- They will regularly update their knowledge, skill and qualification with best achievements to set an example for the others.
- For students: The ragging in any form is strictly prohibited in the institution premises and outside. Students found indulging in it will be punished as per circular "UGC Regulation No. f-1-8/2006 (C P PII) 4th March 2008 No.170 including lodging of FIR & rustication from the institution.

Tolerance & uniformity:

- The stakeholders will show respect and tolerance to everyone in the institution not keeping in view of their religion, language, gender and domicile. They will help in creating a conducive environment in which everyone can live, share their views with each other and develop the team spirit besides maintaining communal harmony.
- The management is committed to recruit the best teachers/staff irrespective of their gender, caste, religion, domicile, language and association with an organization.

The mandate will be monitored by the Internal Quality Assurance Cell.

ALUMNI CONNECT POLICY

This will be implemented such that the alumni feels part of the institution and maintain longtimerelationship. The Sansthan will have Alumni Association of Aishwarya Group of Colleges (AAAGC).

Preamble: There will be an Alumni Association of Aishwarya Post Graduate College with the objectives to establish and maintained linkages of all ex-students with the Alma matter and ensure their active participation in growth of institution and academics. Every student on passing in a programme shall automatically become the member of the association. The members shall contribute one time life membership fee as decided by the association.

Scope of the AAAPGC: The association shall hold meeting at least once in the year, preferably at the time of the Annual function of the college. In case of requirement, there can be more meetings. The members will make suggestions for the growth & functioning of the college as well as upgrading the curriculum as per practice in the field.

Executive Committee: The Principal of the APGC shall be Patron of the association. The Executive Committee shall consist of following:

1. President: Any active alumnae, who have been member for at least three years.
2. Vice President-2: One Faculty Member and one Alumni.
3. General Secretary: A Faculty member nominated by the Patron.
4. Treasurer: A Faculty member nominated by the President.
5. Two Executive Members, of which at least one will be a faculty member.

The 50% members present will make the quorum of the meeting.

Duties of the President: The President will be the Executive head of the association and will exercise all powers delegated to him by the Executive Committee. He will direct the General Secretary to convene the meeting of the association or the Executive committee.

Duties of the Vice President: The Vice President will assist the President and also Chair the meetings in his absence. The Vice President (Faculty) will make arrangements for the organization of annual meet.

Duties of the General Secretary: He will maintain the record of the association and the executive committee. He will convene the meetings when asked by the President.

Duties of the Treasurer: He will be responsible to maintain the account of the association and incur expenditure as approved by the Executive Committee.

Expectation from the Alumnae during annual meet:

- To commit to maintain a network, good relations and to seek support in academia and placements of students.
- To engage the Alumni for Knowledge Sharing and Knowledge Exchange.
- To create discussion sessions among alumni and students as a way to guide the students out of their problems.

The IQAC shall maintain the annual record of the activities of the association.

SC, ST, OBC ECONOMICAL BACKWARD AND MINORITY SUPPORT POLICY

Scheduled Castes (SC) and Scheduled Tribes (ST) have been identified as the two most backward groups of Indian Society. They include all the castes, races or tribes, which have been socially, economically and educationally backward. The cell has been established to give support and counseling to them and also top economically backward & minority community students.

The SC/ST cell of the college was established in 2017 with the purpose to empower the SC/ST students in the college. The college takes special interest in facilitating financial support to students from these communities from government agencies and other sources. They are also encouraged to enroll for career orientation programs, which would equip them with the necessary skills to choose a career option.

Reservation Policy

The institution runs on self-financing basis as a private college and it is not mandatory to follow the reservation policy of the Central and the State Government, as such as per the commitment towards the society, the Executive Committee of the Sansthan has resolved and adopted its own policy to keep 5% seats reserved for these category.

With the introduction of the policy for grant of scholarship & fee reimbursement of fees to these category of the students by the State Government, the Sansthan has resolved to follow the state reservation policy. The policy allows to fill up vacant seats by the students of other categories on reserved seats, if such seat remains vacant.

Dealing with the support to the students:

There will be uniform policy for support to the students as applicable. These includes procedure to attend to their grievance by grievance committee in presence of a member from the category and ensure they enjoy full protection and reservation as provided in the constitution of India in free & fearless environment. The Mentors will attend to their academic, career guidance and physiological problem in a helpful manner.

The governments have made provisions for award of scholarship & fee reimbursement, they will be helped by a Cell to apply and know status of provision. The Cell will organize talks about the reservations in government jobs. The IQAC will conduct special session inviting resource persons from the category for an interactive sessions & informal meetings with students to address their Personal & Social problems.

SC, ST:

The state Social department invites applications from these category students which are verified on line by the college. The IQAC will make a point of contact to expedite the submission of information.

OBC & ECONOMICAL BACKWARD:

There exists certain provisions linked to the income of the parents, the students will be guided accordingly and supported for getting benefits.

MINORITY:

The Ministry of Minority has announced same schemes for upgrading skills, providing financial support and conducting trainings. The IQAC will work for giving advantages to the students of this category.

The mandate will be monitored by the Internal Quality Assurance Cell.

AUDIT POLICY

The management is committed to achieve the provision made by statutory bodies such as UGC, affiliating university, NAAC and ascertain the provisions made are attended including those of institution's policy.

The institutions and/or Sansthan has carried out regular periodical audits other the financial. These included the Green Audit, Fire safety Audit, Academic Audit and Administrative audit.

Additionally to ascertain the implementation of Vision n& Mission, the audit has been done to ascertain its implementation.

The IQAC has developed a policy for implementing this policy to get audits through external and internal experts. The institution will also co9ntinue to get ISO certification through the overall audit of the institution.

The financial audit is done by approved Chartered Accountant every year and the statements are submitted to regulatory bodies and the state government.

The mandate will be monitored by the Internal Quality Assurance Cell.

MAINTENANCE POLICY

The Sansthan, in order to maintain the campus & facilities in presentable & usable conditions, has framed the policy to maintain through reporting & periodical inspection. The Daily Administrator is responsible to inspect building and report to the Sansthan's Engineer to remove the defect, if any. The time bound attending the complaint are checked by IQAC. The DA will also check the fleet of transports of the Sansthan. The teachers will be assigned to take care of academic physical facilities such as class rooms, seminar hall, control room, LCD etc. and ascertain they are usable conditions.

The laboratory in-charges will report for replacement or repair on any equipment. The daily maintenance of the laboratories including library will be done by respective in-charges and under supervision of HoDs.

The Society has hired full time electrician, part time plumber & Carpenter and on call civil mason. The Daily Administrator undertake daily visit to the College and initiate the action according to service required.

The in-charge games will be responsible look after and maintain the games & sports facilities including open stage, canteen etc. The land scape and campus maintenance including garden will be done by the Sansthan's Engineer.

For the smooth working and maintenance, the College Management Committee adopted a resolution to appoint the Single Point Contact to coordinate and liaison with the ACES as given below:

The Sansthan has a policy to provide its facilities for academic works to other agencies such as RPSC, Staff Selection Commission, affiliating & other universities, coaching center so that the facilities are used effectively.