



Shiv Chhatrapati Shikshan Sanstha's

Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)



COMPENDIUM OF INSTITUTIONAL POLICIES

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(Autonomous)

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INTRODUCTION

The policy document of Rajarshi Shahu Mahavidyalaya, Latur (Autonomous), provides specifics of the institution's policy commitments for what must be done through the exploitation and development of various resources inside the institution. It is essentially a set of rules that serve as a guiding principle for the institution's path of transforming youth through holistic education towards an enlightened society. These rules and regulations are guided by the institution's policy commitments. Based on a review and analysis of the institution's vision, mission, motto, core values, outcomes, policies, strategies, and provisions, the institution's policy document was created.

The institution's policies are defined so that those who work within it have a framework for action that will enable them to carry out their duties.

This policy statement is a tool for raising standards. It is intended that the document will assist in meeting accreditation requirements. The Rajarshi Shahu Mahavidyalaya, Latur (Autonomous), policy document is disseminated to the stakeholders by a variety of channels and posted on the institution's website for faculty, staff, students, and all other stakeholders as well as the community to access and become acquainted of. The policy document is predicted to continuously assist in fulfilling the institution's objectives and vision.




Principal
PRINCIPAL
Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)



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(Autonomous)

Internal Quality Assurance Policy

1. Preamble:

Rajarshi Shahu Mahavidyalaya, Latur serves to cater higher educational needs with the motto ||आरोह तमसो ज्योतिः|| (Rise from Darkness to Light) and mission 'Pursuit of Excellence'. The institution is dedicated to passionately working towards enlightenment through a holistic educational process, grounded in spiritual values, monitored and enriched through self-evaluation and continuous improvement. The institution's vision, mission, goals, and core values act as benchmarks for quality assurance, sustenance, and enhancement.

2. Scope:

The policy and guidelines given herein shall be applicable to the Administration, Teachers, students and all the stakeholders of Rajarshi Shahu Mahavidyalaya, Latur.

3. Objectives:

The policy shall seek to ensure the fulfillment of the following objectives:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- To institutionalize the quality assurance strategies and processes
- To review teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals
- To adhere to international benchmarks in higher education for quality enhancement.

4. IQAC Composition:

The total quality management of the institution shall be driven by the Internal Quality Assurance Cell (IQAC). It shall be composed of:

- Principal: Ex officio Chairperson
- Vice Principal(s): Ex officio member(s)
- Teachers to represent all levels (Assistant Professors, Associate Professors and Professors) (three to eight)
- One member from the Management

- The senior administrative officer (Registrar/Office Superintendent)
- One nominee each from the Local Society/Trust, Students and Alumni
- One nominee each from Employers/Industrialists/Stakeholders
- One of the senior teachers as the Coordinator of the IQAC

5. Functions of IQAC:

The IQAC shall serve as the central hub of quality at the institution

- Development and application of quality benchmarks;
- Setting parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- Collection and analysis of feedback on curriculum and teaching learning process from all the stakeholders;
- Dissemination of information on various quality parameters to all the stakeholders;
- Organization of intra- and inter-institutional workshops and seminars on quality related themes and promotion of quality culture;
- Documentation of various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;
- Periodic conduct of Self Evaluation, Evaluation by Managing Society, Evaluation by External Peer Team of IQAC, Academic and Administrative Audit by Parent University and other quality audits along with their follow up activities; and
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

6. The role of the IQAC Coordinator:

The role of the IQAC coordinator is crucial in ensuring the effective functioning of all the members. The IQAC coordinator may be a competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

7. Quality Assurance Mechanism:

The quality assurance mechanism shall be based on W. Edwards Deming's Quality Cycle Plan, Do, Check and Act (PDCA) model which shall promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices

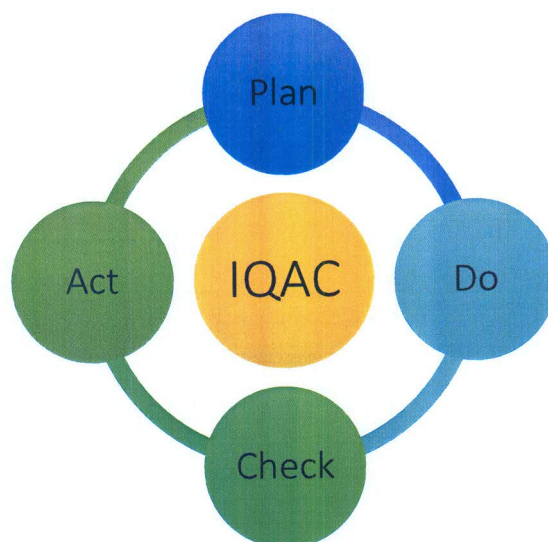


Figure 1: PDCA Model

7.1 Planning:

The institution shall plan its programmes and activities broadly through Institutional Level Planning, Department Level Planning and Teacher Level Planning.

7.1.1 Institutional Level Planning:

- The institutional perspective/strategic plan shall be prepared by IQAC. The governing body of autonomous college shall approve institutional perspective/strategic plan comprising of seven goals namely Institutional Evolution, Human Resource Management, Infrastructure, Academic Excellence, Research and Development, Community Social Services and Governance & Leadership.
- IQAC shall prepare annual budgets for academic activities, Orientation and re-training of teachers, Re-designing courses and development of teaching/learning material, Workshops and seminars, Examination reforms, infrastructure augmentation and maintenance, IT infrastructure, Seed Money, Financial assistance to teachers, Scholarships, Staff Welfare, etc. It shall be approved in the finance committee meeting.
- Before the commencement of academic year, IQAC shall prepare the academic calendar by incorporating curricular, co-curricular and extra-curricular activities; examination schedule and departmental tasks in consultation with the HoDs, In-charge of support units, CoE and Office. The academic calendar will be approved in the meeting of academic council and governing body. The Time-Table Committee will prepare master time-table.

- IQAC shall guide BoS in designing the learning objectives, course outcomes and teaching methodologies. IQAC will orient the faculty members about use of learning platforms, ICT, student centric methodologies, mechanism for identification of slow and advanced learners, etc.

7.1.2 Department Level Planning:

- The department, in compliance with the academic calendar and master time-table, will plan various activities and assign teaching and other responsibilities to the teachers.
- The department shall prepare action plan for student association activities and departmental timetable by considering quality standards.

7.1.3 Teacher Level Planning:

- Teachers shall prepare the teaching plan of the courses at the beginning of each semester. The teaching plan shall include details of classes to be taught, summary of lesson plan, academic activities to be organized, continuous internal assessment (CIA), ICT tools to be used and skill development activities.
- Each teacher shall submit a self-appraisal at the end of academic year to enhance the quality at individual level.

7.2 Implementation of Plan (Do):

- The IQAC shall assist the departments in signing MoUs for implementation of employability, entrepreneurship & skill enhancement courses, collaborative research activities, on the job training, faculty exchange, student exchange, internship, project work, etc.
- The IQAC shall develop structured methodology for implementation of e-governance in administration, finance & accounts, student admission & support and examination.
- The IQAC shall scrutinize the proposals received for promotion of teachers under Career Advancement Scheme of UGC.
- The HoDs/Incharge Support Units will apply in prescribed proforma for the permission to conduct the programme/activity towards Principal/Vice Principal. After getting permission, the programme/activity will be conducted by maintaining the quality standards. Immediately after completion of the programme/activity, the HoD/Incharge support unit/Coordinator will prepare the documentation of the programme/activity in the prescribed format and upload it on activity monitoring portal of college.
- BoS shall design the curriculum based on Learning Outcomes Based Curriculum Framework of UGC. The curriculum shall have relevance to the Local, National, Regional and Global developmental needs reflected in POs, PSOs and COs.

- Teachers shall explore modern ICT enabled tools including online resources for effective teaching learning process.
- Teachers shall supplement classroom learning with student centric methods such as experiential learning, participative learning and problem solving methodologies including on the job training, hands on training, internships, apprenticeships, field visits, projects, industrial tours, etc. for enhancing learning experiences.

7.3 Monitoring and Reviewing (Check and Act):

- IQAC shall review the programmes, curriculum and academic activities of the college and submit report to academic council.
- IQAC shall prepare and submit Annual Quality Assurance Report (AQAR).
- The institution through IQAC shall undertake academic and administrative audit by external experts for quality sustenance.
- IQAC shall assess the improvement based on recommendations by various auditing and accrediting agencies.
- IQAC shall review the accomplishment of perspective/strategic plan at the end of each academic year.
- IQAC through HoDs and Coordinators will monitor and take feedback from teachers and students for the effective implementation of teaching learning and evaluation process.
- IQAC will review the teaching learning process, adherence to the teaching plan and collect the feedback from students. The feedback report shall be submitted to Principal for further action.
- IQAC shall provide remarks in Performance Based Self-Appraisal (PBAS) Report based on review of teaching learning process.
- HoDs/Incharge Support Units will submit report of daily teaching and activities conducted to the Principal/Vice Principal at the end of every month.

8. Review and Implementation:

- The IQAC shall review the policy time to time.
- The Internal Quality Assurance Policy shall be displayed on the college website.
- The IQAC shall look after the implementation of policy in letter and spirit.



[Handwritten Signature]
Principal
PRINCIPAL
 Rajarshi Shahu Mahavidyalaya, Latur
 (Autonomous)



शिव छत्रपती
शिक्षण संस्था
लातूर

॥ आरोह तमसो ज्योतिः ॥

स्थापना - १९७०

