



Shiv Chhatrapati Shikshan Sanstha's

# Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)



## COMPENDIUM OF INSTITUTIONAL POLICIES

Address:

**Rajarshi Shahu Mahavidyalaya, Latur**  
(Autonomous)

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## INDEX

Sr. No.	Particulars	Page No.
1	Introduction	1
2	Admission Policy	2 to 5
3	Anti-ragging Policy	6 to 9
4	Code of Ethics in Research	10 to 12
5	e-Governance Policy	13 to 16
6	Energy Conservation and Management Policy	17 to 19
7	Equal Opportunity Policy	20 to 23
8	Finance and Accounting Policy	24 to 33
9	Gender equity policy	34 to 38
10	Green Campus Policy	39 to 44
11	Grievance Redressal Policy	45 to 47
12	Human Resource Development Policy	48 to 59
13	Innovation, Incubation and Startup Policy	60 to 63
14	Information Technology (IT) Policy	64 to 69
15	Infrastructure Utilization and Maintenance Policy	70 to 74
16	Internal Quality Assurance Policy	75 to 79
17	Outcome Based Education (OBE) Policy	80 to 83
18	Performance Based Appraisal System (PBAS) & Shahu Career Advancement Scheme (SCAS)	84 to 111
19	Policy on Consultancy Services	112 to 114
20	Policy on Corporate Training	115 to 116
21	Policy on disabled-friendly and barrier-free environment	117 to 122
22	Policy on Financial Assistance Provided to Faculty Members	123 to 125
23	Policy for Award of Scholarship & Freeship	126 to 128
24	Process Manual of Learning Level Identification Mechanism	129 to 134
25	Research Promotion Policy	135 to 139
26	Resource Mobilization Policy	140 to 143
27	Service Rules for Teaching and Non-Teaching Staff	144 to 148
28	Annexure-I	149
29	Annexure-II	150

## 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)





Shiv Chhatrapati Shikshan Sanstha's  
**Rajarshi Shahu Mahavidyalaya, Latur**  
**(Autonomous)**

**Information Technology 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 provides Information Technology (IT) infrastructure to support the educational, instructional, research and administrative activities of the institution and to enhance the efficiency and productivity of its employees. The IT infrastructure of the institution includes ERP, Internet, Intranet, Data management, Software, Security systems, Physical or Wireless network, Intellectual Property, Computers and other Hardware or device(s) connected to the institutional network. The policy has been prepared as per the guidelines of Information Technology Act, 2000.

**2. Scope:**

The IT policy shall be applicable to all the users of IT infrastructure including Administrative Officers, Teachers, Research Scholars, Students, Visiting and Guest faculty, Non-teaching staff, Alumni, Organization(s), etc.

**3. Composition of Committee:**

Sr. No.	Designation	Position
1	Principal	Chairperson
2	Vice Principal	Member
3	HoD, Computer Science	Member
4	Faculty Representative	Member
5	Representative from Local Cyber Cell	Member
6	Registrar	Member
7	Student Representative	Member
8	IT Technician	Member
9	Coordinator, Dept. of IT	Member Secretary

#### **4. Roles and Responsibilities:**

The roles and responsibilities of IT Administration Committee shall be to-

- 4.1 Develop the IT infrastructure with latest technology as per the perspective plan of the institution.
- 4.2 Integrate all academic, research and administrative processes with IT infrastructure and requisite support.
- 4.3 Maintain and upgrade IT infrastructure of the institution including software and hardware.
- 4.4 Ensure the security of IT infrastructure and its users.
- 4.5 Safeguard the identity and privacy of the users by providing protection from abuse and intrusion.
- 4.6 Ensure compliance of laws related to cyber security, telecommunications and networking, copyright, etc.
- 4.7 Prevent misuse of IT infrastructure.
- 4.8 Prepare Standard Operating Procedures for proper utilization and safety of IT infrastructure.
- 4.9 Develop SOPs for maintaining IT infrastructure.

#### **5. Objectives:**

- 5.1 To maintain the international standards with regard to creation, access, transparency, confidentiality, security, integrity and governance of IT infrastructure.
- 5.2 To adhere international benchmarks in adoption and compliance pertaining to IT infrastructure, system and processes.
- 5.3 To ensure proper and legal access, and usage of IT infrastructure.
- 5.4 To prevent misuse of IT infrastructure and cyber risks.

#### **6. Privacy and Personal Rights:**

- 6.1 The privacy and personal rights of all users of IT infrastructure shall be protected.
- 6.2 The users should not access or copy common data and / or files without approval / permission of the Competent Authority.
- 6.3 The institution shall install firewall or other software for secure access through internet to the users.
- 6.4 The institution shall provide authorization to all users.
- 6.5 The institution shall reserve and retain the rights to access and inspect stored information with the consent of the user.
- 6.6 The users shall not install / download unauthorized / authorized software / malware without consent of the Competent Authority.
- 6.7 The users should not temper with the IT hardware/software.



## **7. Access to Campus Wi-Fi/Network Services:**

- 7.1 The users shall request for account to access campus Wi-Fi/Network services by applying in prescribed form.
- 7.2 The Net Access Id shall be combination of username and password approved by IT administrator.
- 7.3 The user of Net Access Id shall guarantee that the Net Access Id shall not be shared with anyone else and shall be used only to access educational/official websites.
- 7.4 The institution will have right to close the Net Access Id upon violation of guidelines of IT infrastructure policy and at the end of the tenure of the course.
- 7.5 The institution shall maintain independent Internet and Intranet networks. End point compliance shall be implemented on both the networks to prevent unauthorized access to data.
- 7.6 The users shall not undertake any unlawful activity which may harm the network performance or security.
- 7.7 The institution shall block content over the Internet/websites which is in contravention with the IT Act 2000 and other applicable laws.

## **8. Access to Social Media Sites:**

The access to social networking sites shall be governed by 'Framework & Guidelines for Use of Social Media for Government Organizations' issued by Ministry of Communications & Information Technology, Government of India.

- 8.1 The institution shall use social media for public engagements to disseminate information, policy making, recruitment, generate awareness, education, etc.
- 8.2 The access to social networking sites other than permitted by institution shall be restricted.
- 8.3 The user shall always adopt high security settings on social networking sites.
- 8.4 The user shall comply with all the applicable provisions under the IT Act 2000 and shall not post any material that is offensive, threatening, infringes copyright, defamatory, hateful, harassing, bullying, discriminatory, racist, sexist, or is otherwise unlawful.
- 8.5 The user should report any suspicious incident/activity as soon as possible to the Competent Authority.

## **9. Monitoring:**

- 9.1 The institution shall periodically audit networks and systems regarding stock, status and efficiency.
- 9.2 The obsolescence in the technology shall be identified and rectified time to time.
- 9.3 All licensing should be renewed before expiry.
- 9.4 The institution may access, review, copy or delete any kind of electronic communication or files stored/maintained on institutional IT infrastructure.

- 9.5 The institution shall monitor user's online activities on institutional network, subject to applicable laws.
- 9.6 The institution shall reserve the right to deactivate/remove any device from the network if it is deemed to be threat.

#### **10. Intellectual Property:**

The material accessible through the institutional network and resources may be subjected to intellectual property rights. Users should not violate the intellectual property laws.

#### **11. Deactivation:**

- 11.1 If the network administrator detects any threat, the resources being used shall be deactivated immediately.
- 11.2 Subsequent to such deactivation, network administrator will inform to the concerned user and the Competent Authority.
- 11.3 Recurrence of threat will result into permanent deactivation of the user by taking penal action.

#### **12. Software Installation and Licensing:**

- 12.1 All purchases related to computer systems shall involve licensed operating system and other software.
- 12.2 The institution shall have a dynamic system for installing and using relevant, recent and efficient software. The IT Administration Committee will approve the software to be installed and used.
- 12.3 The single user software shall be used for an authorized purpose. Wherever possible, the IT Administration Committee shall encourage the development of customized software for Institute use.
- 12.4 The institution shall use free and open source software wherever possible. Other than free software, third party software shall be procured with necessary license registered in the name of institution. Renewal of license shall be periodical.
- 12.5 The software shall be used according to the terms and conditions of licensing agreement.
- 12.6 Pirated/unauthorized software shall not be installed.
- 12.7 Appropriate antivirus shall be installed for detecting and disarming the malware.
- 12.8 Firewalls shall be enabled, if possible.

#### **13. Hardware:**

- 13.1 The IT Administration Committee shall design a Standard Operating Procedure for procurement, installation and usage of IT hardware.



- 13.2 The Computers, Laptops, Printers, Scanners, Projectors, Smart Boards, Interactive Boards, Reprographic Machine, Pen Drives, Hard Discs, Biometric Machine, Networking Equipment, Intercom, etc shall be procured from authorized vendors.
- 13.3 Hardware shall be installed by considering the infrastructure and perspective plan of the institution.
- 13.4 The IT equipment purchased shall have onsite comprehensive warranty. After the expiry of warranty, the IT equipment should be serviced and maintained through IT technician.
- 13.5 All the computers and peripherals should be connected to the electrical point strictly through UPS.

#### **14. Electronic Communication System:**

- 14.1 All the official communication shall be done through the institutional e-mail (principal@shahuInstitutelatur.org.in).
- 14.2 Stipulated and controlled mechanisms have to be devised and implemented for privacy, security and confidentiality of the electronic communication.
- 14.3 The institution shall have right to prevent, modify, delete any communication detrimental to its rights.
- 14.4 The institution shall designate a separate person for monitoring the electronic communication.
- 14.5 The users of electronic communication shall not disclose confidential and sensitive information pertaining to the institution.

#### **15. CCTV Surveillance:**

- 15.1 The institution shall install cameras at strategic points of the campus, mainly at the entrance and exit points of buildings, campus, classrooms, laboratories, library, office, parking, canteen, etc. for purpose of reducing the threat of crime generally, protecting institutional premises and ensuring safety.
- 15.2 Signs shall be prominently placed near the cameras to inform that CCTV/camera installation is in use. Monitors shall not be visible outside the control area. Images, videos and audio captured by the camera will be monitored and recorded 24 x 7. The digital recordings shall normally be retained for 45 days from the date of recording and automatically overwritten.
- 15.3 All hard drives and recordings shall be the property of institution until disposal and destruction. Disclosure of recordings will only be made to third parties at the sole discretion of Principal based on purpose.



#### **16. Cyber Security and Safety Measures:**

Indian Computer Emergency Response Team-means an agency established under sub-section (1) of Section 70 B [As per IT Act, 2000]; In case, if institutional website ([www.shahuInstitutelatur.org.in](http://www.shahuInstitutelatur.org.in)) would hack then IT Coordinator should inform to local cyber cell and also to CERN-In with an approval of Principal.

#### **17. Institute Website:**

Institutional website will be regarded as official website. The institutional website committee will be in charge of the website's design and development, hosting and updating of Website.

#### **18. Disposal of IT Equipment:**

The disposal of ICT hardware equipment shall be done as per the Standard Operating Procedures of the E-Waste Management of the Institute.

#### **19. Review and Implementation:**

- 19.1 The IT Administration Committee shall review the policy time to time.
- 19.2 The IT Policy shall be displayed on the institutional website.
- 19.3 The IT Administration Committee shall look after the implementation of policy in letter and spirit.



  
**Principal**  
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(Autonomous)



शिव छत्रपती  
शिक्षण संस्था  
लातूर

॥ आरोह तमसो ज्योतिः ॥

स्थापना - १९७०

