



Shiv Chhatrapati Shikshan Sanstha's

Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)



COMPENDIUM OF INSTITUTIONAL POLICIES

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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)



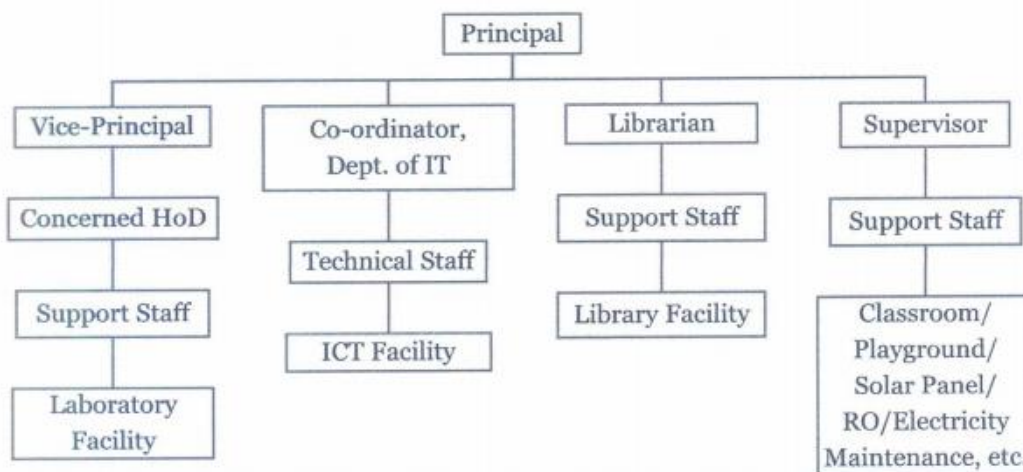
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Infrastructure Utilization and Maintenance Policy

1. Preamble:

Rajarshi Shahu Mahavidyalaya, Latur serves to cater higher educational needs with the motto ||अरोह तमसो ज्योतिः|| (Rise from Darkness to Light) and mission 'Pursuit of Excellence'. The institution has put in place robust systems and procedures along with manpower to ensure proper utilization and maintenance of its infrastructure including laboratories, classrooms, seminar halls, auditorium, library, sports, playground and all service installations to facilitate effective teaching, learning and research activities. Augmentation and maintenance of infrastructural facilities as well as upgradation of technological support according to the growing needs of the stakeholders is necessary to create conducive environment in the campus. This document provides a comprehensive framework on how the infrastructure and the facilities are utilized and maintained to ensure effectiveness of teaching-learning and research. The organogram represents the hierarchy of authority and responsibilities for utilization and maintenance of infrastructure.

Organogram



2. Scope:

The policy shall be applicable to all the stakeholders including Management, Principal, Vice Principal, Teaching and Non-Teaching Staff, Students, etc. The policy shall be used for creation, augmentation, maintenance, upgradation and optimal utilization of infrastructure for the physical, academic and support activities.

3. Objectives:

The objectives of the Infrastructure Utilization and Maintenance Policy and Processes are-

- 3.1. To ensure optimal utilization of physical, academic and support facilities for the benefit of all stakeholders.
- 3.2. To set standard procedures for utilization and maintenance of infrastructure.
- 3.3. To optimize the use of resources like laboratories, sports, gymnasium, library, classrooms, etc. based on needs of teaching, learning and research.
- 3.4. To reduce the hazards if any at the workplace to ensure safety.
- 3.5. To prevent misuse of infrastructure resources and services.

4. Infrastructure Utilization and Maintenance Committee:

A committee shall be formed to monitor the activities like augmentation, utilization, maintenance, upgradation and utilization of infrastructure.

4.1 Composition of Committee:

Sr. No.	Designation	Position
1	Principal	Chairperson
2	Vice Principal	Member
3	Director, Physical Education	Member
4	Teacher Representatives from Department of IT	Member
5	Hostel In-charge	Member
6	Registrar	Member
7	Campus Supervisor	Member
8	Librarian	Member Secretary

4.2 Roles and Responsibilities:

The utilization and maintenance of physical, academic and support facilities play a vital role in overall development of teaching and learning process. The responsibility of utilization and maintenance of infrastructure rests on the committee.

The major responsibilities are -

- 4.2.1. To review the existing infrastructure ensuring their adequacy.
- 4.2.2. To report the irregularities/defects in the infrastructural facilities.
- 4.2.3. To prepare a plan for creation, augmentation, utilization, upgradation and maintenance of the infrastructure facilities.
- 4.2.4. To ensure the optimal utilization of ICT facilities.
- 4.2.5. To formulate processes for quick maintenance of infrastructure facilities.
- 4.2.6. To ensure cleanliness and neatness inside the campus.

- 4.2.7. To ensure that national standards on environmental protection and safety are followed.

5. Utilization of Infrastructural Facilities:

The infrastructure utilization and maintenance committee looks after the optimal utilization of infrastructural facilities.

- 5.1 The classrooms shall be allocated as per the needs of the respective classes. The time-table committee shall look after the optimal utilization of classrooms with the help of class coordinators. The master timetable shall be prepared to facilitate optimum use of all classrooms and laboratories.
- 5.2 The institution shall give the premises on rent for conducting various competitive exams during holidays and vacations.
- 5.3 Language laboratory shall be made available along with tutor and necessary audio visual equipment to all students.
- 5.4 Auditorium, Seminar Halls, ICT halls shall be utilized for organizing workshops, seminars, conferences, exhibitions, etc. at institution, university, state, national and international levels.
- 5.5 The laboratory manual shall be prepared for code of conduct inside the laboratory. The HoD shall prepare a schedule and standard operating procedure for the optimal utilization of all laboratories and resources.
- 5.6 The Director of Physical Education shall prepare a schedule and standard operating procedure for utilization of sports equipment. A separate trainer shall be appointed for the Gymnasium and Yoga. The sports facilities shall be used for organizing various sports events of parent university.
- 5.7 The Librarian shall arrange book exhibitions, orientation programmes about use of e-resources, etc. time to time
- 5.8 The open access system shall be provided for optimal utilization of library resources.

6. Maintenance of Infrastructural Facilities:

The responsibility for infrastructure augmentation and maintenance shall be on the 'Infrastructure Utilization and Maintenance Committee'. The Finance Committee, Purchase Committee, Library Committee, IT Administration Committee, Stock Verification Committee, Campus Beautification Committee, etc shall help the Infrastructure Utilization and Maintenance Committee in implementing the policy in this regard in letter and spirit.

6.1 ICT Facilities:

The maintenance of the servers, ICT equipment and the Campus Wi-Fi shall be monitored by Department of Information Technology. The maintenance of computers/desktops/laptops/smart boards including the software installations, antivirus installation and upgradation, projectors, printers and photocopiers shall be done through internally or AMC.

6.2 Laboratory Equipments:

The laboratory resources shall be maintained under the supervision of HoD with assistance from laboratory staff. The laboratory equipment shall be repaired and serviced periodically by outsourcing as per the needs.

6.3 Library Facilities:

The Library Committee will look after purchase of books and journals as per the need. The Library Committee with the help Department of Information Technology shall upgrade the e-resources and the library automation. The responsibility of implementation of Integrated Library Management System shall be with Library Committee. The Librarian shall be the in-charge for library upgradation and maintenance.

6.4 Campus:

The campus beautification committee with the help of campus supervisor shall be responsible for maintenance of ventilated classrooms, recreational areas, hostel, laboratories, rest rooms, staff rooms, indoor and outdoor stadium, health care centre, etc. The resources like UPS, Batteries, Elevator, Generators, Water Tanks, Water Pumps, Garden, R.O. Systems, etc shall be maintained through qualified staff or AMC.

6.5 Solar Panels:

A technical supervisor shall be appointed for inspection, servicing and maintenance of solar panels.

6.6 Musical Instruments:

The head of the Music Department shall take care of maintenance of musical instruments.

6.7 Hostel:

The hostels shall be maintained under the supervision of Hostel Committee. The cleanliness and hygiene shall ensure with help of support staff under the supervision of hostel wardens. The repair and maintenance of amenities like furniture including cot, study table, chair, doors, windows, fan, LED bulb, water cooler, water purifier, electrical points, etc. shall be performed by the technical staff under the supervision of Hostel Committee.

6.8 Campus Security and Safety:

The entire campus shall be under CCTV surveillance. Fire extinguishers shall be installed and refilled periodically. The security of the institution shall be maintained by the security guards. The security personnel shall be deployed at key points like open space, administrative building, entry point, library, various departments, hostels and other strategic locations. Visitors shall be allowed to enter the campus only after security check and entry in the register of visitors. All buildings including infrastructure shall be insured.

6.9 Infrastructure Augmentation:

The institution shall ensure sufficient infrastructure for teaching, learning and research activities. On the basis of the requirements of HoDs and Incharge of the Support Units, financial assessments shall be carried out and forwarded for approval towards Governing Body. After approval from Governing Body, the quotations shall be invited by the concern HoD/Incharge Support Unit. The shortlisted vendors shall be called for demonstration and negotiations before purchase committee. The best quality equipment with lowest price shall be purchased from the selected vendor. The quality, quantity and condition of the purchased equipments shall be verified by concerned HoD/Incharge Support Unit.

6.10 Annual Stock Verification:

All purchases shall be recorded in the Accession and Stock registers of the respective departments/support units. The physical verification of the resources shall be done at the beginning of academic year by Stock Verification Committee. On the basis of the committee report, the Principal shall initiate corrective measures, if any.

7. Review and Implementation:

- 7.1. Infrastructure Utilization and Maintenance Committee shall review the policy time to time.
- 7.2. Infrastructure Utilization and Maintenance Policy shall be displayed on the institutional website.
- 7.3. Infrastructure Utilization and Maintenance Committee shall ensure the implementation of policy in letter and spirit.




Principal
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शिव छत्रपती
शिक्षण संस्था
लातूर

॥ आरोह तमसो ज्योतिः ॥

स्थापना - १९७०

