

#### Shiv Chhatrapati Shikshan Sanstha's

## Rajarshi Shahu Mahavidyalaya, Latur

(Autonomous)



# COMPENDIUM OF INSTITUTIONAL POLICIES

Address:

Rajarshi Shahu Mahavidyalaya, Latur (Autonomous)

Near Central Bus Stand, Kaku Seth Ukka Marg, Chandra Nagar, Latur - 413512 (02382) 245933 principal@shahucollegelatur.org.in www.shahucollegelatur.org.in

### **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.

Manidyalayo, Lamina Manidy

Rajarshi Shahu Mahavidyalaya, Latur (Autonomous)



#### Shiv Chhatrapati Shikshan Sanstha's

## Rajarshi Shahu Mahavidyalaya, Latur (Autonomous)

#### **Equal Opportunity 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 committed to promote equal opportunities and an inclusive environment that values and accepts the diverse cultural and social backgrounds. The Equal Opportunity Policy is consistent with the mission of the institution 'Pursuit of Excellence' and the core value 'Diversity and Mutual Respect'. This policy document relies on Articles 14, 15, and 16 of The Constitution of India. The institution takes measures to ensure that procedures remain adhere to the equal opportunity guidelines.

#### 2. Scope:

All current and/or prospective students and staff.

#### 3. Composition of Equal Opportunity Cell:

Sr. No.	Designation	Position
1	Principal	Chairperson
2	Management Representative	Member
3	Vice Principal	Member
4	Teaching and Non-Teaching Staff Representatives	Member
5	Student Representative	Member
6	Senior Faculty member nominated by Principal	Member Secretary

#### 4. Roles and Responsibilities:

The Equal Opportunity Cell shall:

- 4.1 Implement and monitor the policy
- 4.2 Ensure the rights of students about holistic development
- 4.3 Imbibe among students and staff an institutional core value 'Diversity and Mutual Respect'.

- 4.4 Encourage the staff and students to maintain the campus free from all types of discriminations.
- 4.5 Organise the equal opportunity awareness programs frequently.

#### 5. Objectives:

- 5.1 To provide equal opportunities as envisioned in The Constitution of India.
- 5.2 To monitor effective implementation of policies and programs for deprived groups.
- 5.3 To comply with all laws and directives relevant to equal opportunities and procedures.
- 5.4 To encourage everyone to seek for support when they feel any unfair or doubtful behavior.

#### 6. Roles and Responsibilities:

- 6.1 Ensure equity and equal opportunity to the community at large in the institution and to bring about social inclusion.
- 6.2 Enhance the diversity among the students, teaching and non-teaching staff and at the same time eliminate the perception of discrimination.
- 6.3 Create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students with diverse social backgrounds.
- 6.4 Make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.
- 6.5 Help individuals or a group of students belonging to the deprived section of society to contain the problems related to discrimination.
- 6.6 Look into the grievances of the weaker sections of society and suggest amicable solution to their problems.
- 6.7 Disseminate the information related to schemes and programs for the welfare of the socially weaker section as well as notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time.
- 6.8 Prepare barrier free processes and procedures for students belonging to the deprived groups of society.
- 6.9 Establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to students of the deprived groups.

#### 7. Laws and directives associated with procedures and practices:

- 7.1 Article 14, 15, 16, 17, 29, 38,39, 41, 43, 45, 46, 47 of The Constitution of India.
- 7.2 The Protection of Civil Rights Act, 1955.
- 7.3 Sections 354 and 509 of the Indian Penal Code, 1860.
- 7.4 The Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989.

- 7.5 The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.
- 7.6 UGC (Promotion of equity in higher education in institutions) regulations, 2012.
- 7.7 The Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- 7.8 UGC circular on Caste Based Discrimination in Higher Education Institutions dated 14.09.2020.

#### 8. Grievance registration and procedures:

- 8.1 The aggrieved person shall consult and file a grievance with the appropriate committees, depending on the nature of the grievance.
- 8.2 The grievance related to gender discrimination, shall be filed towards Chairperson of Internal Complaint Committee (ICC) within five working days of incidence.
- 8.3 The caste based grievance shall be filed towards with Chairperson of SC/ST/OBC/Minority Cell within five working days of incidence.
- 8.4 The grievance related with specially challenged person shall be filed towards with Chairperson of Divyangjan Cell within five working days of incidence.
- 8.5 After receiving the grievance, the concerned committee shall immediately start enquiry. The grievance shall be resolved within 15 working days.
- 8.6 Either the aggrieved person or the respondent may file review petition towards the Principal, within 10 working days of resolution of grievance by the concerned committee.

#### 9. Related Committees:

- Internal Complaint Committee
- Grievance and Redressal Committee
- Anti-Ragging Committee
- Minority Cell
- SC-ST Cell
- OBC Cell

#### 10. Reach out Mechanism:

- 10.1 Equal Opportunity Policy shall be displayed on institutional website and made available in the central library.
- 10.2 Student Induction and Faculty Development Programs shall address equal opportunity principles and responsibilities including Human Rights Act, Disability Discrimination Act, Caste Based Discrimination in Higher Education Institutions, etc.
- 10.3 The institution ought to endeavor towards establishing a campus that doesn't discriminate according to a person's

- Age or other Circumstances
- Skin Complexion
- Cultural, Religious and/or Social Beliefs
- Educational Background
- Caste, Race, Ethnicity or Nationality
- Spiritual, Traditional or Customary Beliefs
- Political Opinion
- Physical Features
- Gender Identity and Expression
- Marital Status
- Sexual Orientation
- Health or Physical Disability or Impairment
- Medical Record/HIV Status

#### 11. Review and Implementation:

- 11.1 Equal Opportunity Cell shall review the policy time to time.
- 11.2 Equal Opportunity Cell shall look after the implementation of policy in letter and spirit.

Manavidyalaya, Lealin (Autoria)

Rajarshi Shahu Mahavidyalaya,Latur (Autonomous)



