



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](mailto:principal@shahucollegelatur.org.in) | [www.shahucollegelatur.org.in](http://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.



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





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

**Gender equity policy**

**1. Preamble:**

The Rajarshi Shahu Mahavidyalaya (Autonomous), Latur is dedicated to fostering and upholding an environment free from all sorts of gender violence, harassment, exploitation, intimidation, and discrimination among its community of students, faculty, and non-teaching staff members. It is important for everyone in the campus to understand that, despite the institution's commitment to the right to free speech and association, it vigorously advocates for gender equality and rejects all forms of violence and discrimination against women.

The goal of Rajarshi Shahu Mahavidyalaya is to eradicate any tolerance for prejudice and forbid discrimination based on gender. To do this, it is necessary to use the knowledge, viewpoints, actions, and sensitivities of every member of the faculty, staff, and students in order to create and maintain a gender-just environment in learning, teaching, research, administration, and management at all times. To guarantee gender equity and gender-sensitive equitable opportunity for women, this policy shall serve as the direction for all operations at Rajarshi Shahu Mahavidyalaya. The Rajarshi Shahu Mahavidyalaya Policy for Gender Equity and Sensitivity shall be the name of this policy.

The policy's goals must be achieved, and the values of respect, tolerance, and consideration must be kept in letter and spirit. This is the responsibility of all staff and students.

**1.2. Principles For Gender Policy:**

Over the time, it became clear that Rajarshi Shahu Mahavidyalaya's gender policy needed to be properly developed, authorized, and made public in order to hold the institution accountable as well as provide guidance for the institution's daily operations. It also stems from the knowledge that there is a fundamental disparity between men and women, which manifests itself in various ways through discrimination against women. Regardless of how sensitive a person may be, maintaining a balanced atmosphere at the institutional level as well as in collaboration with partners at the department level requires conscious effort. Article 14 of the Indian Constitution guarantees women equality before the law, while Article 15 outlaws discrimination on the basis of religion, race, caste, sex, and place of birth. Developing a gender policy is a commitment to such initiatives and an endeavor to uphold our Constitution.

**International Instruments:**

- Universal Declaration of Human Rights, 1948
- International Covenant on Economic, Social and Cultural Rights (ICESCR), 1966



- Convention on the Elimination of All Forms of Discrimination against Women, 1979
- Convention on Rights of Persons with Disabilities, 2006

#### **Indian Legislation:**

- The Sexual Harassment of Women at Workplace (PREVENTION, PROHIBITION and REDRESSAL) Act, 2013
- The Criminal Law (Amendment) Act, 2013
- Protection of Women from Domestic Violence Act, 2005
- The Indecent Representation of Women (Prohibition) Act, 1986
- The Immoral Traffic (Prevention) Act, 1956
- The Indian Penal Code, 1860
- The Indian Evidence Act, 1872

#### **1.3. Objectives of The Policy:**

- To fulfill the nation's commitment to promoting gender equality.
- To officially announce the organization's commitment to gender sensitivity.
- To establish a strategy for achieving gender equality.
- To create a structure for effectively incorporating gender issues into institutional agendas and educational policy domains.
- To provide equal opportunity and a welcoming workplace for both men and women.
- To encourage equitable representation and involvement of women in professional, and programmatic decision-making.

#### **2.1. Definition:**

- **Gender:** In a broader sense, the term "gender" refers to social conceptions of qualities, ties, and opportunities connected to being male or female. However, for the purposes of this policy, the term "gender" exclusively refers to those who officially identify as female.
- **Employee:** Any person who is currently working for the institution is considered an employee, which includes permanent, full-time, part-time, and contracted employees.
- **Student:** It means any person registered at Rajarshi Shahu Mahavidyalaya currently for academic purposes.
- **Resources:** Resources come in the form of tangible items as well as academic, internet, and guidance resources.
- **Equity:** It refers to treating everyone fairly and equally in accordance with their needs. It may be necessary to provide varied treatment that is regarded as similar in terms of rights, benefits, obligations, and opportunities in order to achieve equity.

## **2.2. Jurisdiction:**

Any act of unfairness, violence, discrimination, or insensitivity towards any female employee or student at Rajarshi Shahu Mahavidyalaya is covered by this policy.

The Rajarshi Shahu Mahavidyalaya will follow this policy as a framework for all of their operations, including:

1. Recruitment
  2. Promotions and Leadership
  3. Formation of Committees
  4. Leave
  5. Admission Process and Enrollment
  6. Events and Programmes
  7. Research and Teaching
  8. Facilities and Resources
  9. Training
- Not limited to the above mentioned

## **2.3. Executing Guidelines:**

Rajarshi Shahu Mahavidyalaya from time to time will set up Committees that will execute the goals of this policy such as the Internal Complaints Committees under the Sexual Harassment of Women at Workplace (PREVENTION, PROHIBITION and REDRESSAL) Act, 2013, etc.

1. Gender stereotypes shall not be tolerated.
2. Discrimination against women in any form, including unconscious bias, shall not be permitted.
3. To sustain the principle of equal representation of men and women, gender sensitivity shall be used in all recruiting, promotions, and leadership opportunities.
4. A representation of women is an essential requirement for any committee.
5. Leave for women will be offered in accordance with UGC and Government of Maharashtra regulations.
6. There will be no gender-based discrimination in admissions.
7. A policy of equal treatment for male and female students will be followed while evaluating students.
8. Women staff members and students will be treated with respect and represented appropriately when planning any event or program, including meetings and conferences.
9. The curriculum will be created with gender sensitivity, and all disciplines will incorporate a gender-specific analysis.
10. Every discipline will support gender-based research.
11. Across disciplines, gender-sensitive approaches to instruction and learning will be adopted.
12. In institution, there will be infrastructure amenities designed specifically for women. Women's unique requirements will be taken into consideration when developing new areas, renovating existing infrastructure, and developing additional resources.



13. Every discipline will organize annually at least one programme towards gender awareness and sensitization in addition to the ICC organized awareness and sensitization programmes.

#### **2.4. Teacher-Student Relationship:**

To protect the rights of women students, prohibit sexual assault and any unfair advantages or disadvantages brought on by intimate relationships, and maintain the impartiality and integrity of the educational process, the following measures have been put in place:

- a) Sexual interactions between students and teachers are a grave breach of trust and a conflict of interest. Faculty member is given a great deal of trust, and because they also have authority and responsibility, they should not misuse that trust. Due to the teacher's position and authority, there is an inherent power imbalance that makes pupils more vulnerable and increases the probability of coercion in these kinds of relationships.
- b) The teacher has a responsibility to maintain the lines between personal and intellectual growth.
- c) A teacher who is involved romantically or sexually with a student should be withdrawn from monitoring and evaluation since there is a chance of assessment bias. This is done in order to respect the learning process' objectives and values.
- d) Most students would be reluctant to file a formal written complaint, especially if they knew that there was no established regulation that forbade romantic or sexual relations between teachers and students. In order to empower administrators to conduct investigations into allegations that are brought to their attention even in the absence of written complaints, this policy should be used in addition to the current policy on sexual harassment. If such reports seem to be true, the teacher or supervisor in question should face reprimand and corrective action.

#### **2.5. Monitoring And Review Mechanism Strategy of ICC & Shahu Women's Forum:**

- An ICC Committee and in accordance to ICC, a supporting system Shahu Womens' Forum will be set up in institution to supervise the implementation of the Policy and the evaluation of any grievances.
- The ICC Committee & Shahu Womens' Forum will have representation of male and female employees and students.
- The ICC Committee & Shahu Womens' Forum will keep records of gender-specific information.
- The Committees will submit its report to the institution's head once a year. The ICC Committee is required to report on the preventative measures and other activities taken to implement the Policy even if there are no grievances in a given year.
- The Head of the Institution will be informed of any complaints received by the ICC Committee & Shahu Womens' Forum so that they can be investigated and resolved within a month.

## **2.6. Amendments to The Policy:**

Any modification recommendation should be made public, and stakeholders should have a minimum of thirty days to respond.

## **3.1. Financial Assistance:**

For the purpose of carrying out the Gender Equity, Sensitivity, and Equal Opportunity Policy as well as the activities of the created Committees, the Institute would create a separate and sufficient Budget Head.

## **4.1. Additional References:**

This policy considers other relevant Policies, related documents and initiatives, including:

- Swami Ramanand Teerth Marathwada University Policy (Preventive and Remedial) on Sexual Harassment of Women at the Workplace
- Equal Opportunity Cell and SC/ST Cell.
- Code of Conduct Policy
- Grievance Redressal Committee
- Anti-Ragging Committee
- Shahu Womens' Forum

## **5.1. Responsibility and Transparency:**

- Setting up of ICC Committee & Shahu Womens' Forum is an obligatory requirement under this Policy.
- Annual Reports of the ICC Committees should be displayed on the website
- The ICC Committees must hold at least two meetings annually.
- All ICC Committee members' names and contact information should be prominently placed on the institute website and on campus.



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





शिव छत्रपती  
शिक्षण संस्था  
लातूर

॥ आरोह तमसो ज्योतिः ॥

स्थापना - १९७०

