



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.




Principal
PRINCIPAL
Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)



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

Green Campus 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 protect and conserve the environment by adopting the Green Campus Policy in accordance with National Environment Policy 2006. This policy helps in maintaining the eco-friendly, green campus, instilling the concept of sustainable development in the minds of youths, and guiding them in the management of renewable and non-renewable sources and waste for a safe and healthy environment for present and future generations.

2. Scope:

All the stakeholders of Rajarshi Shahu Mahavidyalaya, Latur including Management, Principal, Teaching and Non-Teaching Staff, Students and those who use the campus shall adhere to the Green Campus Policy.

3. Composition of Committee:

3.1 Green Campus and Waste Management Committee:

| Sr. No. | Designation | Position |
|---------|-----------------------------------|------------------|
| 1 | Principal | Chairperson |
| 2 | Faculty Representative | Members |
| 3 | Non Teaching Staff Representative | Members |
| 4 | Vice Principal | Member Secretary |

3.2 Eco-Club (Environment Club):

| Sr. No. | Designation | Position |
|---------|------------------------|-------------|
| 1 | Senior Faculty | Chairperson |
| 2 | Faculty Representative | Members |

4. Roles and Responsibilities:

- 4.1 Perform the role of overall planning, executing and monitoring of the eco-friendly initiatives of the institution.
- 4.2 Promote environmental consciousness and sustainability among stakeholders and the society.
- 4.3 Take the lead in organizing green initiatives in the campus.
- 4.4 Identify and implement use of alternative energy sources and conservation measures.
- 4.5 Establish a Green Campus Environmental Ethic Awareness campaigns.
- 4.6 For all facets of sustainability, including recycling and trash management provides a set of agreed-upon goals and objectives.
- 4.7 Link Green-Campus activities to academics in the institution.
- 4.8 Organize awareness programs for the students, faculty and society.
- 4.9 Develop a strategic plan and assemble student teams voluntarily to carry out the plan's objectives. For instance, a time-bound plan for tree plantation, rain water harvesting target, etc.
- 4.10 Conduct Green, Environment and Energy Audit regularly and implement the recommendations of audit.

5. Objectives:

- 5.1 To motivate students to increase environmental awareness in the community.
- 5.2 To help students comprehend the value of the environment and its areas of concern.
- 5.3 To inspire faculty and staff to realize that it is everyone's duty to take action to preserve the environment.
- 5.4 To encourage students and staff to take small steps in saving the environment.
- 5.5 To ensure resource sustainability and prevent destructive or wasteful practices.
- 5.6 To protect and nurture the environment by exercising proper control over all its activities.
- 5.7 To organize green campaigns for pollution prevention and reduction.

6. Green Policy Measures:

6.1. Resources Conservation Policy:

6.1.1. Water:

- 6.1.1.1 Installing effective water management drip pipe lines, recycling of drainage and rain water harvesting.
- 6.1.1.2 Making water use efficient and environmentally conscious, including locating opportunities for water recycling.
- 6.1.1.3 Installing drain taps and implementing repairs to prevent the loss of drinkable water.
- 6.1.1.4 Resolve and manage water scarcity problem regularly.

- 6.1.1.5 Preserving drinking water resources and biodiversity from climatic changes.
- 6.1.1.6 Rain-water harvesting shall be implemented.
- 6.1.1.7 Install water saving devices in toilets and taps.
- 6.1.1.8 Orientation on water conservation should be promoted by planting trees and by organizing seminars and workshops.
- 6.1.1.9 Extension activities shall be organized to educate the local community about water conservation.

6.1.2 Light:

- 6.1.2.1 Installation of solar panels to generate alternate energy.
- 6.1.2.2 Use of BEE (Bureau of Energy Efficiency) rated electronic equipment.
- 6.1.2.3 Implementation of smart technology to conserve energy by using the sensor based mechanism for lights.
- 6.1.2.4 The construction of the departments is planned to maximize natural illumination and cross-ventilation while minimizing the need of artificial cooling and lighting.
- 6.1.2.5 Lighting, wherever practical, shall be controlled by campus-wide energy management system. Occupancy times, unoccupied period set-backs, and environmental parameters, as well as campus-related (and athletic) activities will be coordinated to ensure the best possible use of resources.
- 6.1.2.6 Use of 'change brightness automatically when lighting changes' feature for computer screens.
- 6.1.2.7 Turn PCs off or into sleep mode when idle.

6.1.3. Waste Reduction and Recycling Policy:

- 6.1.3.1 Make an effort to educate people about waste management for the environment and disposal techniques.
- 6.1.3.2 Promote awareness on the use of renewable energy produced from waste
- 6.1.3.3 Advocate the benefits of paperless work in reducing the waste production.
- 6.1.3.4 The institution adheres to the following principles **P1R4D1** of the waste management:
 - **Prevent:** avoid producing waste;
 - **Reduce:** lessen the amount produced;
 - **Reuse:** fix, renovate, or relocate items;
 - **Recycle:** encourage sorting of waste to increase the amount recycled;
 - **Recovery:** send non-recyclable waste to energy recovery;
 - **Disposal:** only used as a last resort after all other options have been exhausted.

6.1.4 Tobacco Free and Smoking Free Campus:

Forbid campus-wide smoking and tobacco chewing.

6.1.5 Minimize use of paper:

- 6.1.5.1 Maximize use of paperless technology i.e. sharing of data/lecture notes on e-mail, social media, learning management system, etc.
- 6.1.5.2 Introduce double-sided printing to reduce paper waste.
- 6.1.5.3 Reuse of one side printed papers for internal work.

6.1.6 Purchasing:

- 6.1.6.1 Energy efficient products shall be purchased.
- 6.1.6.2 Recyclable and reusable products should also be purchased when feasible to reduce disposal costs.

6.1.7 Monitoring:

- 6.1.7.1 Continuous review of energy conservation programs.
- 6.1.7.2 Tracking of electricity supply meter readings to locate problem areas as well as to determine if conservation goals are being met.

6.1.8 Training:

- 6.1.8.1 Training shall be provided to ensure that both operation and service technicians have the skills and knowledge to effectively achieve energy savings education.
- 6.1.8.2 An education program providing information on utility costs, trends, and user impact on these costs will be arranged.

6.2 Measures made specifically to preserve the natural environment both inside and outside the campus:

- ISO Certification 14001:2015
- Micro-scale techniques for laboratory experiments involving costly and hazardous chemicals
- Sensor based energy conservation
- Display of posters on Waste Management
- Maintenance of water bodies and distribution system in the campus
- MIS to make paperless administration
- Ban on single use plastic
- Tree Plantation Drive
- Cleanliness Drive
- Landscaping and gardening
- LED lamps and tubes
- Digital Library/ E-Learning Centre
- Sensitization programmes for the stakeholders
- Establishment of Environment Club
- Green, Environment and Energy Audit
- Restricted entry for automobiles

- Restricting the use of petrol and diesel vehicles on certain days

7. Mechanism for Waste Management:

One of the key focus areas of the Green Campus Policy is a systematic management of all sorts of waste collected in the campus. The institution has an obligation to abide by waste management policies, minimize waste management, and practice the P1R4D1. All stakeholders of the institution shall be sensitized about green campus initiatives through wallpapers, notices, circulars, street play, mimes, etc. There shall be a mechanism for solid, biodegradable, liquid, hazardous chemicals and e-waste, minimization, collection, separation, treatment and disposal.

7.1 Solid Waste Management:

- 7.1.1 The Solid waste generated in the campus is segregated as biodegradable and non-degradable.
- 7.1.2 Recycling programmes should be improved or expanded to include programmes for things like green waste (for composting), construction waste, and outdated office equipment like computers
- 7.1.3 Every trash bin on campus shall be paired with a recycling bin for students to toss plastic bottles, paper, glass, cans and cardboard into without having to sort it all out beforehand.
- 7.1.4 The paper waste shall be sent to recycling agency under MoU.
- 7.1.5 Using solid waste management system, the institution hopes to achieve substantial waste diversion rate.
- 7.1.6 Incinerators shall be used for disposal of sanitary napkins.
- 7.1.7 Organic biodegradable waste is used for vermicomposting preparation. Kitchen waste from canteen is collected to feed some needy animals.

7.2 Biodegradable Waste Management:

The biodegradable waste including canteen waste, will be used for biogas generation.

7.3 Liquid Waste and Hazardous Chemical Management:

- 7.3.1 Laboratories should display Standard Operating Procedures for proper handling and discarding of hazardous waste
- 7.3.2 The hazardous liquid waste of laboratory and usage like acids, different organic solvents, waste water, soluble impurities, shall not be disposed directly into the drainage.
- 7.3.3 The laboratory liquid waste shall be treated by nontoxic methods such as biological oxidation, bioremediation and phytoremediation.
- 7.3.4 The hazardous liquid waste shall have a sewage treatment plant to recycle liquid waste.

- 7.3.5 The nontoxic liquid waste shall be used for concrete mixing on construction sites, toilet and urinal flushing, for watering plant etc.
- 7.3.6 Hazardous microbiological waste shall be disposed after autoclaving as per the biosafety guidelines

7.4 E-Waste Management:

- 7.4.1 The e-waste management shall be the responsibility of Department of Information Technology. The e-waste shall be managed in a systematic way right from procurement of electronic gadgets by signing an MoU with vendor about buy back policy.
- 7.4.2 The staff and students shall be encouraged to exchange their old mobiles, laptops and other appliances with new ones from stores where they have such offers.
- 7.4.3 Electronic goods shall be put to optimum use and the minor repairs should be undertaken by the staff and the laboratory assistants and professional technicians as and when required.
- 7.4.4 Use of pen drives to store the data instead of CD/DVDs.
- 7.4.5 Use of obsolete equipment shall be followed wherever possible.

8. Review and Implementation:

- 8.1 Green Campus and Waste Management Committee and Eco-Club shall review the policy time to time.
- 8.2 Green Campus policy shall be displayed on the college website and communicated to all stakeholders.
- 8.3 Green Campus and Waste Management Committee and Eco Club will look after the implementation of policy in letter and spirit.




Principal
Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)



शिव छत्रपती
शिक्षण संस्था
लातूर

॥ आरोह तमसो ज्योतिः॥

स्थापना - १९७०

