



**DAAR-UL-REHMAT TRUST'S**

# **A.E. KALSEKAR DEGREE COLLEGE**

NEAR BHARAT GEAR FACTORY, KAUSA, MUMBRA,

DIST. THANE. 400612.

**POLICY DOCUMENTS**

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# Quality Manual



## Quality Manual ISO 9001:2015

### **A.E.KALSEKAR DEGREE COLLEGE**

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# About the Trust & College

## **About the Trust**

Daar ul Rehmat Trust was founded in 1986 with the noble object of bringing up orphan girls & looking after their education and proper inhabitation And also with the object of facilitating education at moderate expense to the student specially girls of Muslim Community. In pursuance to the object, the Trust started a number of schools & colleges.

## **About the college**

A. E. Kalsekar Degree College was started in the year 2001 by Daar-ul-Rehmat Trust at Kausa with the faculty of Arts and Commerce. The faculty of Science was introduced in 2004-05. The College has beautiful campus with spacious building and state of the art infrastructure. It is well known for quality education, excellent academic results and social commitments.

There was no College in the predominantly Minority Population of Kausa - Mumbra. Students of this area, faced difficulties in getting admissions to the colleges which were mostly situated in Thane-Mumbai region. Moreover they had to face painful commuting by the overcrowded trains.

Many girl students had to drop out of college due to lack of facilities for higher education in the locality. This lacuna was overcome by the establishment of this college. The commencement of this college in 2001 was the realization of a dream of selfless and dedicated trustees.

## Quality Policy

We at A.E.KALSEKAR DEGREE COLLEGE are committed to pursuit of excellence in the field of education in order to lead to development of good competent work force and contributing to nation building, We endeavour to achieve this by continually improving our quality management system through:

- Adoption of innovation teaching methods.
- Providing creative enriching learning experiments.
- Staff development programmes
- Continuous review of systems and processes to ensure quality assurance.
- To improve students progression, employability and wider students outcomes
- Dealing promptly and fairly with complaints

### Our Vision:

رَبِّ زِدْنِي عِلْمًا

“O My Lord! Increase me in Knowledge.”

(Surah Taha 20:114)

رَبِّ اشْرَحْ لِي صَدْرِي

“O Rabb Open for Me My Heart.”

(Surah Taha 20:25)

### Our Mission :

“Achieving academic excellence by providing self development opportunities, inculcating right moral and social values and developing responsible citizenship.”

## Quality Objectives

- To impart quality education that would prepare the student to face challenges with confidence.
- To impart moral & human values of truth, righteousness, discipline, hard work & team spirit.
- To support education that would be secular, liberal and progressive yet respect the cultural plurality.
- To develop spirit of inquiry, scientific temperament and pursuit of knowledge among students & faculty.  
To sensitize the student and create a sense of responsibility towards social and environmental conditions.

## Quality Management System and its Processes

- A.E.KALSEKAR DEGREE COLLEGE has determined the processes needed for the quality management system and their application throughout the organization in Process map & Interactions of processes QM.
- Quality management system has determined the inputs required and the outputs expected from each in documented information of each process.
- QM has determined the sequence and interaction of the processes in Process map & Interactions of the same.
- QM has determined and applied the criteria and methods (including monitoring, measurements and related performance indicators) needed to ensure the effective operation and control of these processes in documented information of each process.
- QM has assigned the responsibilities and authorities for each processes. A.E. KALSEKAR DEGREE COLLEGE has addressed the risks and opportunities.
- Institution has been evaluating these processes and implementing any changes needed to ensure that these processes achieve their intended results and improve the processes and the quality management system Improve the processes and the quality management system.



# Procedure for Quality Policy

## 1.0 Objective

Establish a process to define Quality Policy required by the Quality Management system.

## 2.0 Scope

2.1 We hereby certify that this Quality Manual and the Standard Operating Procedures Manual accurately describes the Quality System in use within the Organisation to meet the requirements of ISO 9001:2015.

## 3.0 Responsibility

3.1 The Management Team will show leadership and commitment, and bear the responsibility for establishing, implementing, integrating and maintaining the Quality Management System.

## 4.0 Procedure

- The continuing Policy of A.E. Kalsekar Degree College provides a high quality, professional and efficient service to ensure the satisfaction of all of the requirements of our Students. This achievement will result in securing efficiency, a strong customer focus and enhancement of long-term sustainability and profitability within the Organisation.
- The Management Team will show leadership and commitment, and bear the responsibility for establishing, implementing, integrating and maintaining the Quality Management System.
- We undertake measures to ensure sufficient resources are made available within the Organization to achieve this. We undertake to ensure through communication, engagement, practical example and training that Quality is the aim of all employs of the Organisation.
- Through right direction and support, each employee will have a proper understanding of the importance of the Quality System function, their responsibility to contribute to its effectiveness, and its direct relevance to the success of the Organisation.
- Every employee is equally responsible for, and will be trained to perform the duties required by his or her specific role.
- The Organisation has a Policy of promoting continual improvement and setting of Quality Objectives in line with the framework laid down within ISO 9001:2015 Standard. These objectives will address the risks and opportunities within the Organisation as determined by Top Management.

- We hereby certify that this Quality Manual and the Standard Operating Procedures Manual accurately describes the Quality System in use within the Organisation to meet the requirements of ISO 9001:2015.
- The Quality System will be monitored, measured evaluated and enhanced regularly under the Top Management's ultimate responsibility, with regular reporting and communication of the status an effectiveness at all levels.

# Procedure for Control of Records

## **1.0 Objective**

To establish documented procedure, to define & control identification, storage, protection, retrieval, retention time & disposal of records used at A.E. Kalsekar Degree College To provide evidence of conformity to requirements & effective operations.

## **2.0 Scope**

This procedure is applicable to all records & forms used at all stages of operations of the college.

## **3.0 Responsibility**

Principal & Department Heads are responsible for Implementation of this procedure.

## **4.0 Procedure**

4.1 Records are special type of documents and are controlled according to requirements of clause.

4.2 A Master list of records along with the description, record number, and retention time & responsibility is maintained & updated as required.

4.3 It is ensured that records are legible & filed date wise & month wise so that they are readily retrievable.

4.4 Records are filed & files are numbered so that they are properly protected for the use.

4.5 The training records & attendance records of all employees are maintained and disposed of if employee leaves the organization.

4.6 The calibration records are maintained for measuring & monitoring equipments used by the organization.

# SOP for Administration

**1. Purpose :** Establish a documented procedure for the office administration.

**2. Scope :** Applicable to office administration of the college.

**3. Responsibility:** Registrar & Office Staff

**4. Process :**

- Office Administration - Responsibility of Registrar.
- Supervision of day to day office duties - Registrar.
- Duties related to a. Scholarship, b. Committee work.
- Issuing railway travel concession forms to students, Preparing L.C. /T. Maintaining inward /outward register etc.
- Accepting application from students for fee concession and sending those to concern department for approval, student eligibility, change of subject, change of faculty and change of college etc.
- Purchase of stationary, equipment & consumables.
- To look after maintenance and services.
- Maintaining personal files and service books.
- Maintains leave records & muster.
- Maintaining general register, leaving certificate, transfer certificate, migration certificate etc.

**5. Records**

- Purchase Order
- Railway Concession Books
- Inward & Outward Register
- L.C. & T.C.
- Personal File & Service Book
- Muster
- Leave Register
- Students Property List

# SOP for Admission

## 1. Purpose :

Establish a documented procedure for admissions at the beginning of new academic Year.

## 2. Scope :

A procedure is applicable to all courses conducted by the college

## 3. Responsibility :

Principal, Vice - Principal, Registrar & Admission Committee.

## 4. Procedure :

- Principal conduct meeting of Admission Committee where dates & Admission process is discussed
- Notice is displayed mentioning dates, Admission process and Document required
- Admission is purely on merit Basis assigned following responsibilities as per the Guidelines provided by University of Mumbai:
- Sale of admission form
- Preparation for merit list
- Cashier to collect the fees
- Verification of admission form & payment fees collect
- Admission section issues the Prospectus Student can buy it from office.
- Admission forms are filled online by students.
- E - support is provided for Online registration/admission for first year students.
- For First year Admission University Procedure & Schedule is followed, we do verification of admission form as well as verification for eligibility of student. Then challan is verified for fees. Details of entries of challan are cross checked to ensure correct amount fee as per rules of college.
- After the last date of admission form submission admission lists are prepared.
- University of Mumbai has introduced online enrolment system for undergraduate courses. Confirmation of enrolment takes place after university assigns permanent registration number to the students.

- The Principal review the admission process with the admission committee.
- In first year, the final list is sent to the University for Enrolment. The University, after approval, returns the lists along with the University seat numbers assigned to the students. These lists are filed in the admissions section and copies are sent to the respective departments. All the relevant details are entered into the General register as permanent record.
- Admission committee is constituted every year which begins its work in the month of April for second and third year admissions.
- Every year, the committee gives guidance & counselling to the students in selecting the courses as per their choice & eligibility.
- The office staff prepares course wise intake capacity, overall strength course wise, merit list, admitted students list & final enrolment list.
- They also prepare students profile on the basis of gender, caste & category which is required to be submitted to the University & Joint Director from time to time.

#### **5. Records:**

- Latest Rules And Regulations Stipulated By The University
- Prospectus
- Admission Application
- Payment Receipt For Admission
- General Register
- Enrolment List
- Latest Checklists Of The Documents To Be Verified During The Admission
- Fees Register
- Daily Reports & Admission Status & Vacant Seats.

# SOP For Staff Recruitment

**1. Purpose:** Establish a documented procedure for faculty and staff recruitment.

**2. Scope:** A procedure is applicable to teaching staff as well as non-teaching staff.

**3. Responsibility:** Principal & Vice Principal

**4. Process:**

- Obtaining University Approval and Advertising in National/Local newspaper for Vacant Posts. Files of application received are maintained.
- List of candidates is prepared & shortlisted candidates are called for Interview on the decided date and time.
- Interviews are conducted & candidate found suitable are selected for the eligible posts.
- Appointment letter are issued to the selected candidates.

**5. Records**

- Advertisement
- Resume of Candidates
- Report Of The Interview Panel
- Appointment letter file

# SOP For Examination

**1. Purpose:** Establish system Examination & Evaluation.

**2. Scope:** Applicable to all Subjects & Semesters & A.T.K.T

**3. Responsibility:** Exam Committee

**4. Process:**

- Examination committee is responsible for preparing the time table for conducting the Examination, Duty chart during examination and announcement of results are prepared.
- The college conducts all the semesters' exams and additional examinations as per the University guidelines.
- The college has Schedule for the Internal Exams, Regular Exams A.T.K.T Exams, and Practical exams.
- The college follows the centralized assessment process for all semesters.
- Moderation of papers is done in all courses and programmes. Moderation, Verification, re-evaluation of answer sheets helps in ensuring transparency in assessment.
- Students are informed about examination schedule before 15 days by examination through notices in the class room, displaying on the notice board and through electronic display as also on College website regularly.
- Exam Committee is also responsible for Re- checking & Re- evaluation.
- The Examination Department gets necessary Question Papers set for each subject.
- Exam Committee arranges to print (or photocopy) the necessary number of copies of the selected
- Question paper for each subject, puts them in a sealed covers and stores them in a safe place.
- Question papers are maintained in the safe custody of the examinations and distributed to the students at the time of examination.
- Exam Committee is responsible for checking of results, Grace Mark allocation, maintaining schedule and exams records.
- Declarations of results are within 45 days and distribution of mark list is done within the scheduled dates.



## **5. RECORDS**

- Exams Time Table
- Result
- Question Papers
- Duty Chart
- Rules & Regulation Of University
- Students Attendance Records
- Medical Certificates.

# SOP For IQAC

## 1. Purpose :

- (a) To ensure academic excellence and continuous progress of the institute.
- (b) To create student-centric atmosphere for holistic learning.
- (c) To improve the quality of staff by promoting and encouraging overall faculty development programmes.
- (d) To enhance infrastructure for teaching-learning and administrative process.

**2. Scope :** Applicable for quality sustenance and enhancement in the institution.

**3. Responsibility:** Coordinator and all staff members

## 4. Process :

- Prepare Academic Calendar as per University guidelines.
- Provides guidelines to all departments regarding the activities to be conducted for students welfare and development.
- Preparation of NAAC/AQAR/ISO Documentation.
- Orientation Programmes are organized for students and parents.
- Encourages the use of ICT in the classroom to enhance teaching.
- Organise Training sessions for Audits.
- Conducts Internal and External Audits.
- Guidelines for conducting Certificate/Add on /Short term courses for employ ability & skill development.
- Organizes workshop on faculty development to enhance teaching learning process.
- Encourages faculty member to attend orientation/refresher courses organized by academic staff college.
- Motivates the faculty to participate and publish papers at various national and international seminars/conferences.
- Developing linkages with institute and industry
- Promotion of Research culture and Placement opportunities for students.
- Teachers API/CAS records are reviewed and analysed.

- Students feedback is collected, analyzed, discussed in meeting and corrective and preventive measures are taken if needed.
- Teachers are given suggestions to improve the quality of the teaching-learning process.
- Reviews all the activities conducted throughout the academic year.
- Suggestions to the management/authorities regarding up gradation of infrastructural, E-resources and other facilities in the institute.
- The IQAC of the college has designed a well-defined system for the attainment of the programme out comes and course outcomes, in which the attainment is calculated by the summing up of the semester end exams scores of the students and dividing the total by the number of students who appeared for the course and the other method of evaluation is taking the average of final year percentage and evaluation of feedback on PO's and CO's. The IQAC decide the benchmark for the attainment of outcome.

## **5. Records**

- Academic Calendar
- Lesson Plans Compliance
- Committee/Forum/Department Records
- API/CAS Records
- Teachers planner & Record book
- Feedback Analysis
- Admission details/Course details
- Result analysis
- Minutes of meeting
- Codes –Annexure I Attached

# SOP For Library

**1. Purpose:** Establish a documented procedure for Library Process of A. E. Kalsekar Degree College.

**2. Scope:** A procedure is applicable to Library department of this college.

**3. Responsibility:** HOD Library.

**4. Procedure:**

- There is library committee comprising of staff from different departments.
- For any change / implementation annual planning is carried at the start of academic year.
- Budgeting : budget is prepared for every year based on library fees collected from students
- Processing of Newspapers, Magazines, Journals etc
- For purchase of any good / services, department heads get quotation from vendors (depending on item to be purchased) and submit the same to Administration before raising PO.
- After purchasing books library staff does the process of acquisition, such as stamping, entry of purchased books in accession register, data entry of those books, sticking due date slips on books, making book cards.
- Shelving of books for identification and traceability.
- Issue of Library card:

The students who are willing to use library facility has to fill library form and attach Xerox copy of fee receipt while submitting (in first year of graduation).

**Library cards are issued in two categories.**

**a) General courses:** The students having library card of this category can issue only one book for one week.

**b) Professional courses:** In this category students can issue at the most two books for one week.

**5. Facilities:**

Library facilities are as listed below –

- Book bank facility: (Students have the facility to apply for book bank and can get all textbooks of both the semester and return after completion of both semester exam)
- E-resources: (E-books, E-journals, British council library membership)
- Inter library loan: (few colleges are members and share books from each other)
- SOUL software: (It makes easy to manage all functions of the library)
- 5 years exam question papers are available for students.

- Institutional repository: College property (Research paper/ scanned Question paper etc)
- Advanced learner category: Three topper students of every class are provided special library card and can issue at the most two books for whole semester.
- OPAC: Online Public Access Catalogue.
- Visitors and Ex-students can use library (they need to fill the form and pay deposit money)
- Library Exhibition.
- Students/Teachers Orientation is conducted.
- New arrival information is displayed.
- Information Notification.

## **6. Records:**

(Quotations, purchase orders)

1. AEKC/LIB/C1- 1.1 - Newspapers entry register
2. AEKC/LIB/C1- 1.2 -
  - Accession Register- 1
  - Accession Register - 2
  - Accession Register - 3
  - Accession Register - 4
3. AEKC/LIB/C1- 2.1 -
  - Reference books register 1
  - Reference books register 2
  - General file - 1
  - General file – 2
4. AEKC/LIB/C1- 2.2 -
  - Fine Register – Aided
  - Fine Register – Unaided
5. AEKC/LIB/C1- 2.3 -
  - University Newspaper clippings
  - Newspaper clippings - For students
  - College clippings
6. AEKC/LIB/C1- 3.1 -
  - Book bank application 2009-10
  - Book bank application 2010-11
  - Book bank application 2011-12
  - Book bank application 2012-13
  - Book bank application 2013-14
  - Book bank application 2014-15
  - Book bank application 2015-16
  - Book bank application 2016-17

7. AEKC/LIB/C1- 3.2 -
  - Book bank account register - Accession Register
  - Book bank refund file
  - Book bank bill file
  - Book bank issue register from (19/8/16) onwards
  - Book bank issued record file ( Yearwise)
  - Students Book bank (Bank account number file)
  - Book bank accession register
  - Book bank account number- Issued to students from 2001-2012
  - Book bank order form file
8. AEKC/LIB/C1- 4.1 -
  - Students internet record register II
  - Students application file (from 2001-2013)
  - Students notice file
  - Ex-student form file
  - Students library dues file
  - Students apologize letter file
  - Student Internet record register I
  - Library card issue register
9. AEKC/LIB/C1- 4.2 -
  - Teachers library visit register
  - Teachers library card (Membership form) file
  - Teachers permission application file
  - Teachers notice file
  - Teachers printout (Requisition slip) file
  - Teachers internet register
  - Teachers issue/return record register till 2015-16
  - Teachers issue/return record register from 2015-17
  - Teachers printout record register
10. AEKC/LIB/C1- 5.1 -
  - Sample format of library documents file
  - Rotary club file
  - Withdrawn report file
  - Library visiting file
  - Stock verification report file
  - Earn & Learn student record file (2012-13 onwards)
  - Donated books register
  - Library budget file
  - Braille books list file
  - Earn & Learn student record register.
11. AEKC/LIB/C1- 5.2 - Inter library loan file

- Library committee
  - IQAC file
  - Librarian requisition form file
  - Library annual report file
  - NAAC file
12. AEKC/LIB/C1- 5.3
- Withdrawal books register
  - Withdrawal books register (Book Bank)
  -
13. AEKC/LIB/C2- 3.1 - Books bill file from 2001 to 2015-16
- Books bill file from 2016-17 onwards
  - Order form file
  - Book challan file
  - Budget chart file from 2012 - 13 onwards
14. AEKC/LIB/C2- 3.2 -
- Magazines entry record
  - Journals & magazines letters file
  - Urdu magazines list file
  - Magazines subscription record register
15. AEKC/LIB/C2- 3.3 -
- Students feedback form file
16. AEKC/LIB/C2- 3.4 -
- Readers club file

# SOP for Feedback

## **1. Purpose:**

To understand stake holder expectations and evaluate their satisfaction.

## **2. Scope:**

Applicable for measuring stake holder satisfaction in the college.

## **3. Responsibility: IQAC**

## **4. Process:**

- Feedback is collected from students for curriculum and overall teaching & facilities of college. Suggestion box is in place for give their feedback.
- This feedback is conveyed to the teachers orally and suggestion given whenever required.
- Teachers are encourage to give their feedback on Curriculum & convey the same during syllabus revision workshop attended by them.
- Parent's feedback is also taken in meetings and deliberated during planning.
- Feedback is also collected alumni and employers.
- Feedback analysis is discussed in IQAC & CDC Meetings.
- The analysis is communicated to the stakeholder's for better functioning of institution.



# SOP For Training

**1. Purpose:** Establish documented procedure for staff development through training.

**2. Scope:** Applicable to all staff working in the company.

**3. Responsibility:** Management Representative.

**4. Procedure:**

- Training need identification is carried out for each department.
- Training Plan is made as per training need identified.
- Training provider is selected (Internal or External) as per the requirement.
- Imparting Training as per schedule/Plan.
- Evaluation of the effectiveness of the training provided is carried.
- If the training is Satisfactory then update training record.
- If the training is not Satisfactory then follow the procedure from beginning again.

**5. Records**

- Annual Training Plan
- Training needs identification
- Employ Training record
- Training attendance sheet
- Training Evaluation

# SOP for Sports

**1. Purpose :** Establish documented procedure for sports activities.

**2. Scope :** Applicable to the sport faculty of the college.

**3. Responsibility:** Sports Incharge

**4. Process:**

- Sports incharge is appointed and committee is formed at the beginning of the academic year.
- Meeting is conducted to plan for the activities.
- Students are requested to apply for sports of their choice. Conduct tests for selection of students for various sport disciplines. Students are selected on the basis of merit.
- Provide adequate infrastructure and expert coaching to sport students.
- Know university annual sports time table.
- Complete necessary formalities to participate in university and other state.
- National and international level sport competitions. Motivate sports students for the excellence.
- Provide adequate facilities to sports students.
- Organize annual sports competition event in the college.
- Organize university level sports competition when assigned by university.

**5. Records**

- List of university games Sports.
- List of equipment Sports.
- Application form for sport participation Sports.
- List of college representative students Sports.
- List of winners on college level and intercollegiate Sports.
- List of winners on university level Sports.

# SOP for IT Policy

## **1.Introduction:**

AEKDC provides IT resources to support the educational, instructional, research and administrative activities of the College and to increase staff efficiency and productivity. These resources are intended as tools for accessing and processing information related to their work areas. These resources help them stay well-informed and perform their functions in an effective and efficient manner.

This document sets out specific requirements for the use of all IT resources in AEKDC. This policy applies to all users of computing resources owned or managed by AEKDC. Individuals covered by this policy include (but are not limited to) AEKDC faculty and visiting faculty members, staff, students, alumni, guests, external individuals, organizations, departments, offices. The college accesses network services through AEKDC computing facilities.

For the purposes of this policy, the term "IT resources" includes all hardware and software owned, licensed or managed by the college and the use of the college's network through a physical or wireless connection, regardless of ownership of the computer or device connected to the network.

Misuse of these resources may result in unintended risk and liability for the College. Therefore, these resources are expected to be used primarily for college-related purposes and in a legal and ethical manner.

## **Roles and Responsibilities:**

The following roles and responsibilities are expected from each entity.

- 1) AEKDC will implement appropriate controls to ensure compliance with this policy by its users.
- 2) The Computer Center will ensure the resolution of all incidents related to the security aspects of this policy by their users.
- 3) Use AEKDC IT resources for those activities that are consistent with the academic, research and public mission of the College and are not "prohibited activities".
- 4) All users must comply with existing national, state and other applicable laws.
- 5) Comply with existing telecommunications and network laws and regulations.
- 6) Comply with copyright related to protected commercial software or intellectual property.
- 7) As a member of the College community, AEKDC provides use of

scholarly and/or work facilities, including access to the library, certain computer systems, servers, software and databases, and the Internet. The College Community is expected to have a reasonable expectation of unrestricted use of these tools, a degree of privacy, and protection from misuse and interference by others who share these resources.

- 8) AEKDC users must not install any network/security devices on the network without consulting the college higher authorities.
- 9) It is the responsibility of the College community to be aware of college regulations and policies that apply to the appropriate use of college technology and resources. The College Community is responsible for exercising good judgment in the use of the College's technology and information resources. Just because an action is technically possible does not mean that it is advisable to do it.
- 10) Every representative of the AEKDC is expected to respect and support the good name and reputation of the academy in all activities related to the use of ICT communication within and outside the college.
- 11) The competent authority of AEKDC should ensure proper dissemination of this policy.

## **2. IT Hardware Installation Policy:**

The university network user community must take certain precautions when installing their computers or peripherals to minimize the inconvenience of service interruptions due to hardware failure.

### **A. Who is the primary user:**

A "primary" user is the person in whose room the computer is installed and is primarily used by him. If a computer has multiple users, none of whom is considered the "primary" user, the department head should ensure and designate a person responsible for compliance.

### **B. What are end user computer systems:**

In addition to client computers used by users, the college will also consider servers that are not directly managed by the computer center as end computers. If no primary user can be identified, the department must assume the responsibilities assigned to the end users. Computer systems, if any, that act as servers that provide services to other users on the intranet/internet, although registered to a data center, are still considered "end user" computers under this policy.

### **C. Warranty and Annual Maintenance Agreement:**

Computers purchased by any section/department/project should preferably have a 3-year comprehensive on-site warranty. After the warranty expires, computers should have a one-year maintenance contract. This maintenance should include standard repair and maintenance procedures as may be defined by the Computing Center from time to time.

### **D. Connecting power to computers and peripherals:**

All computers and peripherals should be connected to a power point exclusively through the UPS. UPS power should never be turned off, as continuous UPS power is required to recharge the battery, even when the UPS is to be left unattended. Furthermore, these UPS systems should be connected to electrical points that are properly grounded and have properly laid electrical wiring.

### **E. Network Connection:**

When connecting a computer to a network, the connecting network cable should be far away from any electrical/electronic equipment as it interferes with network communication. Furthermore, no other electrical/electronic equipment should be shared with the power source from which the computer and its peripherals are connected.

### **F. File and Printer Sharing Facilities:**

A device for sharing files and printers on a computer over a network should only be installed if absolutely necessary. If files are shared over a network, they should be protected with a password and a read-only access rule.

### **G. Maintenance of College-Provided Computer Systems:**

For all computers centrally purchased by the College and distributed by the department, complaints related to maintenance related issues will be handled by the College Computer Maintenance Cell attached to the Computer Centre.

### **3. Software Installation and Licensing Policy:**

All computer purchases made by individual departments/projects should ensure that these computer systems have all licensed software installed (operating system, anti-virus software and necessary application software).

In accordance with the country's anti-piracy laws, the College's IT policy does not permit any pirated/unauthorized installation of software on

college-owned computers and computers connected to the College campus network. In such cases, the College will hold the department/individual personally liable for any pirated software installed on computers located in their department/individual's rooms.

#### **A. Operating system and its updates**

Individual users should ensure that their respective computer systems have their operating system updated via the Internet with respect to their service pack/patch updates. Checking for updates and updating the operating system should be done at least once a week.

As a policy, the college encourages the user community to seek open-source software such as Linux, Open office to be used on their systems wherever possible.

#### **Use of software on Desktop systems:**

- a. Users may not copy or install any software on their own computers, including private shareware and freeware, without the consent of the appropriate authority.
- b. All installed software should be intended only for College activities.

#### **B. Antivirus software and its updates**

Computer systems used at the College should have anti-virus software installed and kept active at all times. The primary user of the computer system is responsible for maintaining the computer system in compliance with this virus protection policy.

Individual users should ensure that relevant computer systems have anti-virus software installed and maintained up-to-date.

#### **C. Data Backups**

Individual users should back up their vital data regularly. Users should back up their valuable data on external storage devices such as flash drives, external HDD, etc.

#### **4. Use of IT equipment:**

This section provides best practices for using desktop devices, portable devices, external storage media, and peripherals such as printers and scanners on the AEKDC network.

- a) Desktop equipment
  - 1) Use and Ownership

Desktop computers are normally only used to transfer academy works. Users

must use the desktop device to the minimum extent possible for personal use at their own discretion and discretion.

## 2) Security and Protected Information

A. User must obtain prior approval from authorities to connect any access device to the AEKDC network.

b. The user is obliged to keep his passwords safe and not to share his account information. Users must maintain strong and secure passwords according to the application's password policy.

c. All active desktop computers must be secured with a password-protected screen saver that should be set to automatically activate for 10 minutes or less, or to log off when the system is unattended.

d. Users must ensure that all systems are running updated antivirus software. Users must exercise caution when opening email attachments received from unknown senders, as they may contain viruses, email bombs, or Trojan horse code.

e. User shall report any loss of data or accessories to authorities.

f. The user must obtain permission from the appropriate authority before moving any AEKDC issued computer off college premises.

g. Users must properly shut down systems before leaving the office/department.

h. Users will follow instructions or procedures as directed by the Computer lab from time to time.

i. If users believe that their computer has been infected with a virus, they should report it to the IT lab Assistant.

b) Data Sharing : Users do not share their accounts, passwords, personal identification numbers (PINs), digital signature certificates, or similar information or devices that are used for identification and authorization purposes.

### **Use of Portable devices:**

Devices covered by this section include laptops, mobiles, iPads, tablets, PDAs etc. issued by AEKDC. Use of the device will be governed by the following:

a. The User is responsible for any unauthorized use of their AEKDC-issued access device by a third party.

b. Users must carry AEKDC-issued devices with them at all times or keep them in a secure location when not in use. The user should not leave the device unattended in public places (e.g., classrooms, meeting rooms, restaurants, etc.).

c. User must ensure that portable devices are password protected and that

automatic locking is enabled. The password used should be as strong as the device can support and conform to the application's password policy.

d. The computer lab Assistant will ensure that the latest operating system, anti-virus and application updates are available on all devices in coordination with the User. Firewalls should be enabled if possible.

e. Users must erase or securely remove data from the device before returning/disposing of it.

f. Loss, theft or misplaced equipment must be reported immediately to the appropriate authority.

g. When installing the software, the user must check the application permissions to ensure that unwanted information about the user is not shared with the application provider.

### **5.Network (Intranet & Internet) Use Policy):**

Network connectivity provided through the Academy, hereafter referred to as the "Network", either through an authenticated network connection or a Virtual Private Network (VPN) connection, is governed by the Academy's IT policies. The IT lab Assistant is responsible for the ongoing maintenance and support of the network, with the exception of local applications. College network problems should be reported to the IT lab Assistant.

#### **A. IP Address Assignment**

Every computer (PC/Server) that will be connected to the College network should have an IP address assigned by the Computer Center. Under a systematic approach, the range of IP addresses that will be allocated will be based on the virtual LAN (VLAN) created against each entity or target. Each device connected to the network will be assigned an IP address only from this pool of addresses. Furthermore, every network port in the room from which the computer will be connected will be internally bound to this IP address, so that no other person will use this IP address unauthorizedly from any other location.

Once a new computer is installed in any location, it will be allocated according to the DHCP pool policy.

An IP address assigned to a particular computer system should not be used on any other computer, even if that other computer belongs to the same person and will be connected to the same port.

#### **Running Network Services on the Servers:**

A. Individual departments/individuals connecting to the College network via LAN may operate server software, e.g., HTTP/Web server, SMTP server, FTP server, only after written familiarization with the computer center and after



meeting the requirements of the IT Policy for operating such services.

b. The Computer Center assumes no responsibility for the contents of machines connected to the network.

c. The Computer Center will be forced to disconnect client computers where potentially malicious software is found to exist. A client computer may also be disconnected if the client's activity adversely affects network performance.

d. Access to remote networks using a college network connection must comply with all policies and rules of those networks. This applies to all networks that the College Network connects to.

e. Network traffic will be monitored in the computer center for security and performance reasons.

### **Internet Bandwidth Obtained by Other Departments**

A. Internet bandwidth acquired by any department of the Academy for any research program/project should ideally be merged with the Internet bandwidth of the Academy and considered as a common resource of the Academy.

b. In special circumstances that prevent any such pooling with the College's Internet bandwidth, such network should be completely separate from the College's campus network. All computer systems using this network should have separate VLANs based on the grouping criteria.

C. IP address scheme (both private and public) and College gateway should not be specified as an alternate gateway. These networks should be adequately equipped with the necessary network security measures as set out in the College's IT policy.

### **6. E-mail account usage policy:**

AEKDC provides its users with official email access rights. In an effort to handle the effective dissemination of information between the administration, faculty members and staff it is recommended to use the official A.E.Kalsekar Degree college domain email.

In an effort to increase the effective distribution of critical information to all faculty, staff and administrators of the Academy, use of the Academy's email services is encouraged for formal Academy communications and for academic and other official purposes.

E-mail for formal communication will facilitate the delivery of messages and documents to the campus and to extended communities or disparate user groups and individuals. Formal College communications are official announcements from the College to faculty, staff, and students.

To receive these notifications, it is essential that the email address is active and

in regular use. Staff and faculty can use the email service by logging into <http://gmail.com> with their username and password. To get an e-mail account of the academy, the user can contact the Computer Center for an e-mail account and default password by sending a request in the prescribed proforma.

Users may be aware that by using the Email Service, Users agree to abide by the following policies:

- 1) The device should be used primarily for academic and service purposes and to a limited extent for personal purposes.
- 1) Using the device for illegal/commercial purposes is a direct violation of the academy's IT policy and may result in device removal.
- 2) When sending large attachments to others, the user should ensure that the recipient has an email device capable of receiving such large attachments.
- 3) The user should keep the used mailbox space within about 80%, because a "mailbox full" or "mailbox almost full" situation will result in undeliverable emails, especially if the incoming mail contains large attachments.
- 4) User should not open any mail or attachment which comes from unknown and suspicious source.
- 5) The user should not share his/her email account credentials with others as the account holder is personally responsible for any misuse of this email account.
- 6) User should refrain from intercepting or trying to hack into other email accounts as it violates the privacy of other users.
- 7) When using computers that are also shared by other users, any e-mail account accidentally left open by another user should be closed immediately, without viewing its contents, by the user who occupied that computer for its use.
- 8) Impersonating someone else's email account will be considered a serious offense under the IT security policy.
- 9) It is ultimately everyone's responsibility to maintain their email account without violating the College email usage policy.
- 10) All e-mails detected as spam go to the SPAM\_MAIL folder of the respective users' mail accounts. Users are requested to check these folders regularly to check any important messages that have been wrongly marked as SPAM and moved to this folder. We recommend emptying this folder as often as possible.

### **7. Disposal of ICT equipment:**

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

# Department of Economics

## 1. Purpose:

- To make students understand the core economic principles and the application to a wide range of real world issues.
- To master the theoretical and applied tools necessary to create economic research.
- To develop and promote the application of **critical** thinking to factual knowledge for effective decision making skills.

## 2. Scope:

- i. Understanding the Micro and Macroeconomic concepts and their application in business and decision making policies.
- ii. Knowledge of current economic affairs and financial system, development issues and related government policies.

## 3. Responsibility: Head of Department and Faculty

## 4. Procedure

- Lesson plan incorporating the number of lectures and topics allotted to the each paper is prepared and submitted to the principal through IQAC.
- Year plan for curricular and co-curricular activities is prepared and submitted to the principal through IQAC.
- Estimated department's budget is submitted to the principal through IQAC.
- Curricular and co-curricular activities (quiz competition, poster making, group discussion, seminar and debate etc.) are conducted as per the scheduled year plan.
- Department invites Experts to deliver a lecture to the relevant topic and share his experience.
- Educational Trip is organized for the students to give practical knowledge of the subject.
- Teaching methods like Blackboard and chalk, PPT are used.
- Class test and remedial lectures are conducted to give special attention for the academic improvement of the weaker students.
- Students are encouraged to participate in research related activities conducted by the college, inter-collegiate and university level.
- Project work allotted to TYBA students as per curricular.
- Maintain records of attendance of students and take appropriate corrective actions based on student's attendance.
- Teacher's diary is maintained for planning and records.

## **5. Records:**

- Lesson Plan
- Year plan
- Activity Files
- Syllabus
- Time Table
- Attendance Of Students
- Teacher Diary

# Sop for Department of History

**1. Purpose:** Establish a Teaching & Learning procedure and inculcate the values relating to the Subject

**2. Scope:** Applicable to History Department in the college.

**3. Responsibility:** Head of Department/Faculty

## **4. Procedure**

- Lesson Plan is submitted by the teacher giving details of week / month-wise syllabus to be covered.
- Teacher studies the syllabus and prepare with the help of reference books, notes etc. to conduct the lectures.
- Teacher use teaching aid like Blackboard, Chalk and Maps.
- Self-made notes are provided to the students as possible.
- Educational Trips are organized for the Students
- Co-curricular activities like Play-on Historical themes and Quiz competitions organized.
- Conduct lectures as per the timetable and extra lectures whenever necessary.
- Examinations and Centralized assessment are completed as per schedule.
- Project work allotted to students as per University Rules.
- Class Test are also conducted for students Appraisal.
- Maintain records of attendance of students and take appropriate corrective actions based on student's attendance.
- Teacher's diary is maintained for planning and records.

## **5. Records:**

- Notices
- Teachers Planner and Record Book
- Time Table
- Attendance Of Students
- Syllabus
- Judgement List
- Event List
- Winner List
- Event Photos
- Annual report
- Excursion Data

## Sop for Department of Islamic Studies

1. **Purpose:** To Establish an effective teaching & learning procedure.
2. **Scope:** Applicable to the department of Islamic Studies of the college.
3. **Responsibility:** Head of Department/Faculty
4. **Procedure**
  - Lesson plan is prepared at the beginning of the year.
  - Departmental year plan and budget is prepared and submitted to IQAC at the beginning of the year.
  - Lectures are conducted as per the Time Table. (Prepared by Time Table committee.)
  - Examinations are conducted as per University of Mumbai's norms.
  - Facility of Departmental library is provided to the students.
  - Department organizes curricular and extra-Curricular activities like Qirat, Hamd Naat, Islamic Quiz, etc.
  - Annual Departmental report is submitted to the Principal through IQAC.
  - Teacher's diary is maintained for planning and records.
5. **Records:**
  - Lesson Plan
  - Time Table Of Teachers
  - Attendance Of Students
  - Syllabus
  - Teacher Diary
  - Activity Files

# SOP for Department of Political Science

1. **Purpose:** To Establish Teaching-learning Procedure

2. **Scope:** Applicable to Teaching in College

3. **Responsibility:** Head of the dept

## 4. Procedure

- The Department Year Plan is prepared as per University/College academic calendar.
- The Department Budget is prepared and approved for Department activities.
- Teachers' diary is maintained for planning and records.
- Department teachers attend workshop/seminars/conferences conducted under Faculty Development Programme.
- Teachers study the syllabus and prepare to conduct the lectures with the help of reference books, note etc.
- Teachers use teaching aid like blackboard and chalk, PowerPoint Presentations, supplemented by current newspaper/magazines clippings.
- Bridge Course is conducted for first year students. Orientation given in initial lectures.
- Remedial lectures are conducted to give special attention for the academic improvement of the weaker students.
- Experts are invited to deliver lectures, share their experience, motivating the students to pursue higher education and take up career opportunities.
- Concept clarifications through explanation, documentary screening followed by discussion.
- Simple but standard notes and course materials are provided through dictation, Xerox, synopsis and at times with soft copies (pdf, word docs.)
- Curricular activities like Voters Registration Drive, Symposium, Youth Parliament, Debate, and Quiz are conducted for enhancing current knowledge.
- Educational visits are organized for the students. Reports /feedback of the visit is collected to analyse the outcome.
- Mandatory number of teaching days is completed.
- Conduct lectures as per the timetable and extra lectures are taken if required.

- Lesson Compliances is submitted at the end of the term before the theory exams.

**5. Records:**

- Teachers Diary
- Year Plan/Budget
- Syllabus
- Attendance of Students
- Activity File/Photos
- Term End/Annual Reports



# Sop for Department of English

## 1. Purpose:

- 1) To develop effective communicative skills
- 2) To enhance analysing and critical reasoning.
- 3) To enhance appreciative and aesthetic sense.

## 2. Scope:

Applicable to Business Communication, Communication Skills, Mass Communication and Literature.

## 3. Responsibility: Head of the Department and Faculty

## 4. Procedure:

- The year plan is prepared as per the University academic schedule before the beginning of the year.
- Lesson plan incorporating the number of lectures and topics allotted to each subject is prepared and submitted to the principal through IQAC.
- Lesson Plan is submitted by each teacher giving details of week / month-wise syllabus to be covered.
- The Teachers study the syllabus and prepared for the lectures using reference books, notes etc.
- The Teachers use teaching aid like Blackboard and chalk for teaching.
- Remedial lectures are conducted to give special attention for the academic improvement of the weaker students.
- The Experts are invited to deliver lectures, share their experience, motivate the students to pursue higher education and take up career opportunities.
- The Concept clarifications and problem solving exercises are given.
- The Simple but standard notes and course materials are provided.
- The Teachers participate in workshops and present research papers in conferences.
- Co-curricular activities like Group discussions, debates, story, poem, essay writing, mock interview are organized.
- The Mandatory Number of teaching days are completed.
- The teachers Conduct lectures and tutorials as per the timetable.
- Examinations and Centralized assessment are completed as per the schedule.
- Student's attendance records are maintained.
- The Teachers diary is maintained for planning and record
- Evaluation of Activity feedback is conducted.

## **5. Records:**

- Lesson Plan
- Year plan
- Time Table Of Teachers
- Attendance Of Students
- Syllabus
- Teacher Diary
- Activity Files

## Sop for Department of Urdu

**1. Purpose:** To Establish an effective teaching & learning Procedure

**2. Scope:** Applicable to the department of Urdu of the College

**3. Responsibility:** Head of Department

### **4. Procedure**

- The Academic calendar is prepared as per the University academic schedule before the beginning of the year.
- Lesson plan incorporating the number of lectures and topics allotted to the subject is prepared by faculty and submitted to the principal through IQAC.
- Lesson Plan is submitted by faculty giving details of week / month-wise syllabus to be covered.
- Teachers study the syllabus and prepare to conduct the lectures with the help of reference books E-recourses notes etc.
- Teachers use teaching aid like Blackboard and chalk, PPT, for teaching
- Remedial lectures are conducted to give special attention for the academic improvement of the weaker students.
- Experts are invited to deliver lectures, share their experience, motivating the students to pursue higher education and take up career opportunities.
- Simple but standard notes and E-Resources and course materials are provided.
- Teachers participate in workshops and research paper conferences.
- Co-extracurricular Bait Bazi, Elocution, Ghazal competition, Education Visit, Story, Poem, Essay writing, are organized.
- Mandatory Number of teaching days is completed.
- Conduct lectures as per the timetable and conduct extra lectures whenever necessary.
- Examinations and Centralized assessment are completed as per schedule.
- Maintain records of attendance of students and take appropriate corrective actions based on student's attendance.
- Teacher's diary is maintained for planning and records.
- Evaluation through test and interactive method.

## **5. Records:**

- Lesson Plan
- Academic Calendar
- Time Table Of Teachers
- Attendance Of Students
- Syllabus
- Teacher Diary

# Sop for Department of Botany

1. **Purpose:** Establish a teaching & learning procedure.

2. **Scope:** Applicable to Botany department of the college

3. **Responsibility:** Faculty of Botany department

4. **Procedure:**

- Lesson plan is prepared and submitted to IQAC.
- Departmental year plan and budget including proposed events planned are prepared and submitted in beginning of every academic year.
- Syllabus for theory and practical of Mumbai University is followed.
- Timetable for academic year is prepared by Time-table Committee and is monitored through lecture wise attendance.
- Department believes in adopting student centric method for the teaching process. Classroom lectures involve use of printed diagrammatic charts, ppt, etc.
- Practical's are conducted by using fresh as well as preserved materials and ppt is used for revision of identification.
- Regular class test are conducted to help students to improve their academic performance.
- Remedial lectures are conducted for slow learners to help students improve their academic performance.
- Botanical Visits/Excursions are organized as per the requisite of syllabus. Field trips and excursion helps to compliment class room learning.
- Departmental library facility is provided to the students.
- Various workshops related to the subjects are organized and conducted.
- Activities like poster competition, Class seminar, etc are organized.
- Theory and practical examinations are conducted as per university norms.
- Yearly activity records are annually submitted to Principal through IQAC

5. **Records:**

- Year plan
- Lesson plan
- Attendance registers
- Departmental event records (notice, participant list, etc)
- Teachers planner diary
- Annual reports

# SOP for Department of Chemistry

1. **Purpose** : Establish a teaching & learning procedure.

2. **Scope** : Applicable to Chemistry Department of the college.

3. **Responsibility** : Head of Department/Faculty.

## 4. Procedure

- The Academic calendar is prepared as per the University academic schedule before the beginning of the year.
- Lesson plan incorporating the number of lectures and topics allotted to the each subject is prepared by each and every department and submitted to the principal through IQAC.
- Lesson Plan is submitted by each teacher giving details of week / month-wise syllabus to be covered.
- Teachers study the syllabus and prepare to conduct the lectures with the help of reference books, notes etc.
- Teachers use teaching aid like Blackboard and chalk, PPT, LCD projectors and white boards for teaching
- Remedial lectures are conducted to give special attention for the academic improvement of the weaker students.
- Expert are invited to deliver lectures, share their experience, motivating the students to pursue higher education and take up career opportunities.
- Concept clarifications and problem solving exercises are given.
- Simple but standard notes and course materials are provided.
- Industrial Visits/Educational Trips and Field Trips are organized for the Students
- Conference and Workshop conducted for Research Scholars and faculty development programme are arranged for Teachers Improvement of Teaching & Learning
- Co-curricular activities like Group discussions, poster competitions are organized.
- Mandatory Number of teaching days are completed.
- Conduct lectures and practical as per the timetable and conduct extra lectures whenever necessary.
- Examinations and Centralized assessment are completed as per schedule.
- Project work allotted to students as per curriculum.
- Internal Exam, Class Test & Practical Exam is in place.

- Maintain records of attendance of students and take appropriate corrective actions based on student's attendance.
- Teacher's diary is maintained for planning and records.
- Evaluation through feedback & meetings in formal & informal ways

#### **5. Records:**

- Lesson Plan
- Academic Calendar
- Time Table Of Teachers
- Attendance Of Students
- Syllabus
- Teacher Diary
- Activity Files

# SOP for Department of Zoology

**1. Purpose:** Establish a teaching & learning procedure.

**2. Scope:** Applicable to Zoology Department of the college.

**3. Responsibility:** Head of Department/Faculty.

## **4. Procedure**

- Lesson plan is prepared and submitted to IQAC.
- Departmental year plan and budget including proposed events planned are prepared in the beginning of every academic year.
- Syllabus for theory and practical of Mumbai University is followed.
- Time table for academic year is prepared by Timetable committee and is monitored through lecture wise attendance.
- Department believes in adopting student centric method for the teaching process. Classroom lectures involve use of printed diagrammatic charts, ppt, etc.
- Practical's are conducted by using fresh as well as preserve food materials and ppt is used for revision of identification.
- Regular class test are conducted to help students to improve their academic performance.
- Remedial lectures are conducted for slow learners to help students improve their academic performance.
- Zoological visits/Excursions are organized as per the requisite of syllabus. Field trips and excursions helps to compliment class room learning.
- Departmental library facility is provided to the students.
- Various workshops related to the subjects are organized and conducted.
- Activities like poster competition, class seminar, etc are organized.
- Theory and practical examinations are conducted as per University Norms.
- Yearly activity records are annually submitted to Principal through IQAC.

## **5. Records:**

- Year Plan
- Lesson Plan
- Attendance Registers
- Teacher Planner Diary
- Activity Files/Departmental event records (Notice, participant list, etc)
- Annual Report



# Sop for Department of Laboratory

## **1. Purpose:**

Establish a documented procedure for the college laboratories.

## **2. Scope:**

This procedure applies to all staff of the laboratories to follow the guidelines implemented for the laboratories.

## **3. Responsibility:**

Lab HOD is responsible for ensuring that this procedure is followed.

## **4. Process:**

### **Purchase**

- Lab Committee makes a list of instruments, Apparatus etc. based on the priority.
- The assistant / office gets quotation from suppliers.
- Supplier is selected based on their selection criteria.
- After that, they select supplier based on their selection criteria.
- Purchase committee take sign from teacher related to the laboratory and then issue.
- Purchase order is raised on receipt of required material after verification bill is forwarded to the office.

### **Process**

- The time table is prepared at the beginning of the academic year.
- As per the time table experiments are conducted in lab and records are maintained.
- Teacher explains about lab safety, also the course structure, rules of the lab and exam.
- Teacher makes understand the Rules and regulations of the laboratory.
- The lab asst. prepares the laboratory in advance before the practical starts.
- Teacher gives demo on how to use instruments, equipments and techniques.
- Conduct practical's as per the time table and explain the experiments from the handbook.
- After every practical students sign the attendance sheet.
- In case any breakage from the students, students are responsible for pay the breakage charge at the end of the semester and record are maintained.
- College has the facility to conduct revision of the experiments at the end of the semester as before practical exams.
- After completion of the syllabus, college announces the journal submission date, Teacher sign the journal.
- Practical exam schedule is followed.

## **5. Records**

- Calibration Schedule
- Calibration Records
- Lesson Plan
- Students Attendance Sheet
- Journal, Rough Journal, Handbook
- Time Table
- Syllabus
- Quotation
- List of The Instrument, Apparatus Etc.
- Breakage Records

# SOP Department of Information Technology

**1. Purpose:** To Establish a smooth teaching & learning procedure for providing quality education

**2. Scope :** Applicable to teaching theory in the college.

**3. Responsibility :** Head of Department/Faculty

## **4. Procedure**

- The Academic calendar is prepared as per the University academic schedule before the beginning of the year.
- Lesson Plan is submitted by each teacher giving details of week / month-wise syllabus to be covered.
- Teachers study the syllabus and prepare to conduct the lectures with the help of reference books, notes etc.
- Teachers use teaching aid like Blackboard and chalk, PPT, LCD projectors and white boards for teaching.
- Remedial lectures are conducted to give special attention for the academic improvement of the weaker students.
- Concept clarifications and problem solving exercises are given.
- Simple but standard notes and course materials are provided.
- Industrial Visits/Educational Trips and Field Trips are organized for the Students.
- Conduct lectures and practical as per the timetable and conduct extra lectures whenever necessary.
- Examinations and Centralized assessment are completed as per schedule.
- Project work allotted to students as per curriculum.
- Internal Exam & Practical Exam is in place.
- Maintain records of attendance of students and take appropriate corrective actions based on student's attendance.
- Teacher's diary is maintained for planning and records.
- Evaluation through feedback & meetings in formal & informal ways.

## **5. Records:**

- Lesson Plan
- Academic Calendar
- Time Table of Teachers
- Attendance of Students
- Syllabus
- Teacher Diary
- Activity Files

# SOP for Department of IT Laboratory

1. **Purpose:** Establish a documented procedure for the college laboratories.
2. **Scope:** This procedure applies to all staff of the laboratories to follow the guidelines implemented for the laboratories.
3. **Responsibility:** Lab Staff of IT department is responsible for ensuring that this procedure is followed.

## 4. Process:

### Purchase

- Lab staff of IT department makes a list of Computers, Peripherals etc. based on the priority.
- The assistant / office gets quotation from suppliers.
- Supplier is selected based on their selection criteria.
- After that, they select supplier based on their selection criteria.
- Purchase committee take sign from teacher related to the laboratory and then issue.
- Purchase order is raised on receipt of required material after verification bill is forwarded to the office.

### Process

- The Laboratory planner is prepared at the beginning of the academic year.
- Laboratory Plan is submitted by each teacher giving details of week / month-wise syllabus to be covered.
- As per the time table experiments are conducted in lab and records are maintained.
- Teacher explains about lab safety & also the course structure, rules of the lab and exam.
- Teacher makes understand the Rules and regulations of the laboratory.
- The lab staff prepares the laboratory in advance before the practical starts.
- Teacher gives demo on how to use Computers, Peripherals and techniques.
- Conduct practical's as per the time table and explain the experiments.
- After every practical students sign the attendance sheet.
- In case any breakage from the students, students are responsible for pay the breakage charge at the end of the semester and record are maintained.
- College has the facility to conduct revision of the experiments at the end of the semester as before practical exams.
- After completion of the syllabus, college announces the journal submission date.
- Teacher sign the journal.
- Practical exam schedule is followed.

## **5. Records:**

- Laboratory Plan
- Students Attendance Sheet
- Journal, Rough Journal.
- Time Table
- Syllabus
- Quotation
- List of The Computers and Peripherals Etc.
- Breakage Records if any.

## Sop for Department of Accountancy

**1. Purpose:** To Establish effective procedure for imparting quality education through department.

**2. Scope:** Applicable to the Department of Accountancy of the college.

**3. Responsibility:** Faculty of the Department of Accountancy.

**4. Procedure:**

- Lesson plan is prepared at the beginning of the year.
- Departmental year plan and budget is prepared and submitted to IQAC at the beginning of the year.
- Lectures are strictly conducted as per the Time Table. (Prepared by Time Table committee.)
- Chalk and talk and discussion methods are applied for lectures.
- Remedial lectures are conducted for slow learners as and when required.
- Home work/ home assignments are given on a regular basis to improve the performance of the learners.
- Examination is strictly conducted as per the norms of Mumbai University.
- Departmental library facility is provided to the students.
- Activities like poster competition /Quiz competition is organized to develop the competitive skill among the learner.
- Annual Departmental report is submitted to the Principal through IQAC.
- Teacher's diary is maintained for planning and records.

**5 Records:**

- Lesson Plan
- Time Table
- Attendance register
- Syllabus
- Teacher Diary
- Annual Departmental report
- Activity record (notice, participants list, judgment list and winner list etc)

# Sop for Department of Commerce

**1. Purpose:** Establish a teaching & learning procedure.

**2. Scope:** Applicable to teaching theory in the college.

**3. Responsibility:** Head of Department/Faculty

## **4. Procedure**

- The Academic calendar is prepared as per the University academic schedule before the beginning of the year.
- Lesson plan incorporating the number of lectures and topics allotted to the each subject is prepared by each and every department and submitted to the principal through IQAC.
- Lesson Plan is submitted by each teacher giving details of week / month-wise syllabus to be covered.
- Teachers study the syllabus and prepare to conduct the lectures with the help of reference books, notes etc.
- Teachers use teaching aid like Blackboard and chalk, PPT, LCD projectors and white boards for teaching
- Remedial lectures are conducted to give special attention for the academic improvement of the weaker students.
- Expert are invited to deliver lectures, share their experience, motivating the students to pursue higher education and take up career opportunities.
- Concept clarifications and problem solving exercises are given.
- Simple but standard notes and course materials are provided.
- Industrial Visits/Educational Trips and Field Trips are organized for the Students
- Conference and Workshop conducted for Research Scholars and faculty development programme are arranged for Teachers Improvement of Teaching & Learning
- Co-curricular activities like Group discussions, poster competitions are organized.
- Co-curricular activities like Group discussions, poster competitions are organized.
- Mandatory Number of teaching days are completed.
- Conduct lectures and practical as per the timetable and conduct extra lectures whenever necessary.



- Examinations and Centralized assessment are completed as per schedule.
- Project work allotted to students as per curricular
- Internal Exam, Class Test & Practical Exam is in place.
- Maintain records of attendance of students and take appropriate corrective actions based on student's attendance.
- Teacher's diary is maintained for planning and records.
- Evaluation through feedback & meetings in formal & informal ways

## **5. Records**

- Lesson Plan
- Academic Calendar
- Time Table of Teachers
- Attendance of Students
- Syllabus
- Teacher Diary
- Activity Files

## Sop for Department of BMS

**1. Purpose:** To give students an adequate exposure and understanding of Operational environment and Business areas in the field of Management.

**2. Scope:** Department of Management Studies (BMS).

**3. Responsibility:** Head of Department & Faculty.

### **4. Procedure**

- The Academic calendar is prepared as per the University academic schedule.
- Lesson plan incorporating the number of lectures and topics allotted to the each subject is prepared and submitted to the principal through IQAC.
- Lesson Plan is submitted by each teacher giving details of week / month-wise syllabus to be covered.
- Teachers study the syllabus and prepare to conduct the lectures with the help of reference books, notes and E-Resources (E-Journal & E-Books) etc.
- Teachers use teaching aid like Blackboard and chalk, PPT, LCD projectors and white boards for teaching
- Remedial lectures are conducted to give special attention for the academic improvement of the weaker students.
- Expert are invited to deliver lectures, share their experience, motivate the students to pursue higher education and take up career opportunities in Banking & Insurance sector.
- Concept clarifications and problem solving exercises are given.
- Simple but standard notes and course materials are provided.
- Industrial Visits are organized for the Students.
- Management games are organized for the development of management skills of students.
- Co-curricular activities like Group discussions, poster competitions, presentation, Viva, research participation and management quiz are organized.
- Mandatory Number of teaching days are completed.
- Lectures and practical are conducted as per the timetable and extra lectures are also scheduled whenever necessary.

- Examinations and Centralized assessment are completed as per schedule.
- Internal Exam, Class Test & Practical Exam (Offline/Online –Due to Pandemic) is in place.
- Attendance record of students are maintained as per given format and necessary action is taken on students absenteeism.
- Teacher’s diary is maintained for planning and records.
- Evaluation through feedback & meetings in formal & informal ways.
- Students mentoring sessions are conducted on regular basis.
- Research is promoted among students in the form of Project work as a part of their curriculum.

#### **5. Records:**

- Lesson Plan
- Academic Calendar
- Time Table Of Teachers
- Attendance Of Students
- Syllabus
- Teacher Diary
- Activity Files
- Activity Files
- Departmental file
- Staff record file
- Student’s Progression file
- Meeting register

# SOP For Department of B.Com (Banking & Insurance)

**1. Purpose:** To give students an adequate exposure to Operational environment in the field of Banking and Insurance.

**2. Scope:** Department of B.Com (Banking & Insurance).

**3. Responsibility:** Head of Department & Faculty.

## **4. Procedure**

- The Academic calendar is prepared as per the University academic schedule.
- Lesson plan incorporating the number of lectures and topics allotted to the each subject is prepared and submitted to the principal through IQAC.
- Lesson Plan is submitted by each teacher giving details of week / month-wise syllabus to be covered.
- Teachers study the syllabus and prepare to conduct the lectures with the help of reference books, notes and E-Resources (E-Journal & E-Books) etc.
- Teachers use teaching aid like Blackboard and chalk, PPT, LCD projectors and white boards for teaching.
- Remedial lectures are conducted to give special attention for the academic improvement of the weaker students.
- Expert are invited to deliver lectures, share their experience, motivate the students to pursue higher education and take up career opportunities in Banking & Insurance sector.
- Concept clarifications and problem solving exercises are given.
- Simple but standard notes and course materials are provided.
- Industrial Visits are organized for the Students
- FDP's are organized for teacher's development.
- Co-curricular activities like Group discussions, poster competitions, presentation Viva and Banking/Insurance quiz are organized.
- Mandatory Number of teaching days are completed.
- Lectures and practical are conducted as per the timetable and extra lectures are also scheduled whenever necessary.
- Examinations and Centralized assessment are completed as per schedule.
- Internal Exam, Class Test & Practical Exam (Offline/Online –Due to Pandemic) is in place.
- Attendance record of students are maintained as per given format and necessary action is taken on students absenteeism.
- Teacher's diary is maintained for planning and records.

- Evaluation through feedback & meetings in formal & informal ways
- Students mentoring sessions are conducted on regular basis.
- Research is promoted among students in the form of Project work as a part of their curriculum.

**5. Records:**

- Lesson Plan
- Academic Calendar
- Time Table of Teachers
- Attendance of Students
- Syllabus
- Teacher Diary
- Activity Files
- Activity Files
- Departmental file
- Staff record file
- Student's Progression file
- Meeting register

## SOP For Department of Accounting and Finance

1. **Purpose:** To impart quality education of Accounting & Finance which will enable the students to understand the fundamentals of Accountancy.

2. **Scope:** It has a standard operating procedure and applicable to the Department of Accounting and Finance of the college.

3. **Responsibility:** Incharge and Faculty of the Department of Accounting and Finance.

### 4. Procedure:

- Lesson plan is prepared at the inception of the year.
- Departmental year plan and budget is prepared and submitted to IQAC at the commencement of the year.
- Lectures are conducted as per the Time Table. (Prepared by Time Table committee)
- Teacher uses traditional and modern methods of teaching.
- Remedial lectures are conducted for the students as per the requirement.
- Home assignments are given after every lesson to improve the recital of the learners.
- Examination is conducted as per the norms of Mumbai University.
- Departmental library facility is provided to the students.
- Extracurricular activities like Quiz competition / Guest lectures/ Research activities are conducted to enhance the learners skills and proficiency.
- Internships are provided to the students (for the Final Year).
- Annual Departmental record are maintained and submitted to the Principal through IQAC.
- Teacher's diary is maintained for planning and records.

### 5. Records:

- Lesson Plan
- Time Table
- Attendance register
- Syllabus
- Teacher Diary
- Departmental File
- Activity record (notice, participants list, judgment list and winner list etc.)

# Sop for Pandemic

## **1. Purpose:**

- (a) To ensure implementation of precautionary measures for pandemic situation.
- (b) To create Standard working protocol during pandemic.
- (c) To provide necessary facilities to the staff for teaching-learning and overall administrative process.

## **2. Scope:**

Applicable to all Departments and processes in the institution during pandemic.

## **3. Responsibility:**

Coordinator and all staff members

## **4. Process:**

- Adhere to Virtual platform for teaching learning process.
- Provides timely guidelines to all departments regarding pandemic situation as per government and university instruction for the educational institutions.
- Awareness programmes to be conducted through virtual platforms.
- Reduce use of hard copy files/ papers to the extent possible.
- During physical interaction, adhere to social distancing
- Try to avoid quest.
- Use of face mask or follow other safety measures as specified by authorized state health guidelines.
- Communication of information through E-Mails, phone calls, and social media platforms like WhatsApp, etc.
- To conduct various online workshops and webinars for staff and students.

## **5. Records:**

- PPT
- Notices
- Emails
- Links for Online Platform

# Responsibilities

## **Principal**

- Establishing Quality Policy and communicating the same across the college.
- Performing activities related to the overall administration of the college.
- Exercising supervisory control over all the processes and procedures to the college.
- Providing guidance, motivation and inspiration for all at the college to implement the Quality Policy and achieve the quality objectives.
- Periodically upgrading the quality policy and quality objectives of the institution in a defined time-frame.

## **Vice Principal / IQAC**

- To coordinate with the departments, staff, students and other stake holders for implementing the quality policies of IQAC of the college.
- To send the AQAR to NAAC.
- Conducting the management review.
- To organize trainings programs and workshops for staff and students.
- Assists the Principal in all the activities in accordance with the guidelines issued by the Principal from time to time.

## **Heads of Departments (HOD's)**

- HOD is responsible for all the activities (academic and related supportive ones) in the department and supervises all aspects of the functioning of the department.
- Provide guidance and motivation for the students and staff of the department to achieve excellence in performance in all their activities.
- Responsible for implementing the Quality Policy in the department, setting and achieving the quality objectives and upgrading Quality objectives of the department within a time-frame.
- The other members in the department as shown in the departmental organization chart assist the HOD and perform the duties as assigned to implement all the processes and procedures in the department.
- To prepare the perspective plan of the department and periodically check its implementation.



### **Head Clerk**

- Responsible for smooth, efficient & work of the office & timely disposal of cases, letters, bills, reports, returns etc. & decide & maintain proper filing procedure. Also ensure that the cases or letters requiring immediate & urgent disposal are dealt with immediately.
- To attend meetings, issue notices of meetings, prepare agenda & minutes of the meetings & take follow up actions.
- All enrolment & eligibility forms of students to be checked & verified.
- To check cash & bank balance of Degree & Junior college.

### **Sr. clerk**

- Depositing Cash & Cheques to the Bank & to maintain monthly Bank statements.
- To maintain Hall Booking account.
- To maintain Bills & Vouchers Files.
- To maintain petty cash expenses.
- Daily collection of all types of cash i.e. Admissions, Examination, Fines, Breakage, LC, Bonafide certificate etc.

### **Jr. clerk**

- To prepare salary bills and salary cheque of Jr. & Sr. College teaching and non- teaching staff.
- Verification of admission forms of girls & backward students.
- Work related with student free ship/ girls free ship including workshop.
- To maintain P.F. Register at college & at the Deputy Director's Office.
- Issue of Mark sheet, Leaving Certificate, Passing Certificates, Hall Tickets, I.D. Cards.
- Work related to Enrollment, Eligibility, Roll call etc.

### **Exam section**

- All the examination work of Senior College.
- Examination work of online entry of university examination form.
- Work related to examination, convocation forms and submission to the University.
- Work related to seating arrangement/duty charts/examination time table etc.
- To maintain proper records of results.

### **Librarian**

- Establish and implement library and information policies and procedures.
- Develop and manage convenient, accessible library and information services.
- Analyze and evaluate library and information services, technology and media service requirements.
- Train library users to effectively search the Library catalogue, Internet and other electronic resources.
- Librarian educates individuals on how to use the library systems to find the information they need.
- The Librarian shall sign Library Id card issued from the college.

### **Asst. Librarian**

- Helps librarians acquire, prepare, and organize materials.
- Organize and maintain library materials.
- Register new students and issue library cards.
- Answer student's questions and help them find library resources.
- Maintain computer databases used to locate library materials.

### **Library Attendant**

- Dusting of books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc (if needed).
- Sort and re-shelve returned books, periodicals, and other materials.
- Shelving and Display of books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media, if any.
- Assist in Opening and Closing of the Library.
- Arrangement of chairs, tables.
- Assisting students/staff in searching of books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc.

### **Lab Asst**

- Preparing reports and maintaining detailed records of research findings and laboratory techniques.
- Organize lab equipment and Student Workstations.
- Maintain labs in a clean and organized condition.
- Protect lab equipment from damage.
- Ensuring the laboratory is well-stocked and resourced.
- Teachers request lab asst. to prepare the laboratory in advance before the lesson starts.

- To assist students and teachers in conducting practical's and experiments.
- To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.

### **Lab Attendant**

- Set up any laboratory equipment needed for the experiment
- To render physical assistance to students and teachers in conducting practical's and experiments.
- Arrangement of chairs, tables.
- Operating and maintaining laboratory equipment.
- Unplug all electrical equipment at the end of the practical's.

### **Peon**

- To open windows etc. In morning and switch on fans and lights and closing to close the same, when not required.
- Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the section officer/branch head, and also do the work of stitching agenda and minutes of meeting according to instructions.
- Do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels, Xerox etc.
- Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
- Carry out any other work of similar nature which the Registrar/principal/Vice principal/office superintendent/HOD/Teachers may instruct.

## Code of Conduct for Teachers

### Code of Conduct for Students during Online Lectures

- Be in Time for the lecture as per the Lecture Schedule
- Inform the Timetable Committee/Principal in advance if any lecture is cancelled from your side.
- Compensate the lecture within the week.
- Do not use indecent remark /Language to the students.
- Report the authorities if any disciplinary matter of the student during lecture.
- Usage of ICT methods along with simple explanation is advised.
- Provide E-Notes and E-Resources for reference work.
- Conduct regular online Test /assignment to track the students' performance.
- Allocate time for revision/remedial lectures and mentoring.
- Clarify Students doubt raised in Chat box as well as during Discussion.
- Keep daily Attendance record.
- Encourage students for online Curricular/Extracurricular activities.
- Complete the Syllabus on Time.

# Code of Conduct for Students

## Code of Conduct for Students during Online Lectures

- Join on Time when teacher provide the lecture Username /Code.
- After Joining, go to participant icon, click on arrow on right side of your name and then rename
- with Group/Roll No/Name.
- Sharing of Username and password with students who are not enrolled or otherwise is strictly prohibited.
- Mute the audio/Video during Lecture to avoid disturbance and unmute only when Teacher instruct to do so.
- Do not interrupt in the middle of the Lecture. Raise hand or put message on Chat Box if any doubt.
- Subject related discussion ,post etc by students must be polite ,courteous and respectful.
- Dress appropriately and attend online classes from suitable place (not from Train ,market or places with loud noises)
- Indecent remarks / language will lead removal from lecture .
- Violation of the above mentioned Student Code of Conduct will lead disciplinary action.

## Resource Mobilisation Policy

The Institution has a transparent and well planned financial management system in which Directorate of Higher Education, Government of Maharashtra and Daar- Ul- Rehmat Trust are the main sources of funds. The Resource mobilization policy focuses on achieving the goals of the institution ensuring decentralization, responsibility and transparency. The Management coordinates and monitors the optimal utilization of the funds.

### **Scope of Policy:**

The Resource Mobilization Policy encompasses the following:

**Planning Infrastructural requirements:** In order to operate the approved academic programmes effectively and provide administrative support, the building and basic infrastructural requirements are worked out by the Board of Management in terms of financial load and time needed. Budgets for equipment and instruments, are prepared by the \ faculties and submitted to the Principal.

**Funds Mobilisation:** On the basis of student intake, faculty requirements, Lab/library/material need and infrastructural need, the details of funds requirement are examined and a Resource Mobilization Plan is prepared based on the estimated fee receipts and estimated expenditures, maintenance and repair.

The procedure followed to ensure proper implementation of the Resource mobilisation plan is:

- a. Funds are provided to meet the infrastructure requirement of the institution while starting new programmes and centres.
- b. Government funds (if any) are optimally used and spent as per the Pattern of Assistance.
- c. The budget for student activities, remuneration of visiting faculty, and honorarium of Guest for Expert Lecture, Seminars, Workshops and Conferences at department is prepared by respective committee/Department and approved by Management and Principal.
- d. Staff members are provided with financial support for registration of Workshops/ Faculty Development Program / Seminars.
- e. Fees and grants are used for infrastructure and academic activities.
- f. The deficit in budget is met by the college through its corpus funds.
- g. In case of the Aided program, the College receives a Salary grant, as well as on-salary grant. .

h. Transparency and responsibility are ensured by conducting an annual audit of the statements.

In order to ensure and monitor effective utilization of financial resources the office Head/OS checks all expenditures. Furthermore, every year the Principal appoints Infrastructure Committee and Purchase Committee, which plans and reports according to the needs and requirement.

**Monitoring Utilization of funds:**

All accounts are audited internally as well as externally. All the bills/ invoices/ vouchers and purchase orders of expenses against sanctioned budget for particular head are scrutinized by the concerned Committee/Department Head and the OS/ Accountant. Once the proper verification is done by respective In-charge, The Principal approves the Payment and in the final stage, the Accountant forwards the bill for payment through the Principal to the Management and payment is made by way of Net Banking, duly authorized jointly by two Management members. The Management has policy for petty cash they have sanctioned monthly 26000/- which Principal is authorized to spend as per requirement. Financial Audit of Grant: Grants and funds sanctioned by Government.

The College adopts the following mechanism for conducting financial audit:

1. Institute has established a mechanism for conducting Internal Financial audit every year to ensure Financial Compliance. The Internal audit is conducted every year the parent body of the institution. The financial compliance report of internal audit is submitted to the Trust.
2. The Management has appointed a Chartered Accountant as the auditor of the Management accounts. The statutory financial audit of all accounts of the College ISO conducted after the end of the financial year during March - April to June. Finalization of accounts is completed by June and the audited statement is prepared in July. The audited statement is duly signed by Hon. Management and Chartered Accountant is completed by June and the audited statement is prepared in July.

## Research Policy

Research Committee of DRT's A.E Kalsekar College is fully committed towards excellence in research through promoting quality processes in the conduct of research activities undertaken by the faculty and students.

The core objective is to establish a vibrant research culture among the faculty community with an interdisciplinary perspective in order to respond to the emerging challenges faced by the society at regional, national and global levels.

- To create conducive research culture which encourages faculty and students to perform to their full potential and facilitates development of leading researchers.
- To generate high quality and original research which advances knowledge and practice and, where appropriate, provides a basis for application and knowledge transfer.
- To support and promote collaboration in research endeavours at a local, national and/or international level with all those who can make a valuable contribution with respect to the initial concept, design, planning, execution, analysis, discussion and dissemination.
- To organize workshop and seminar on Intellectual Property rights and patent.
- To encourage best practice in the management of institutional research strategies, in terms both of grant-seeking and ensuring project completion.
- To allocate research funding selectively on the basis of research excellence to recognize and reinforce high quality research for Minor research projects and Working papers. Institution also make provision to provide seed money for encouragement of research environment in the college.
- To promote a culture within the college whereby researchers conscientiously reflect on the ethical implications of their research.
- To encourage students in order to explore research filed by engaging them in various activities like research paper writing, competitions based on research and Avishkar Research conversation.
- To organize workshops, Seminars and Short term certificate courses for students based on research methodology.



# Library Policy

Revision No. -1 Issue Date- 02 December, 2019

## 1) Purchasing

### 1.1- Books

Books received by the Library are of two types:

- Textbook
- Reference book
- Requisitions are received from HOD/Subject
- Then list is forwarded to Principal/Management for approval
- Once it is approved, the book vendors are then asked to send their quotations. One of them is selected by the authorities.
- An order form is created with the book titles and quotations. This is then sent to the Principal/Management for approval.
- On approval, the books are ordered from the selected publishers or vendors.
- Once the ordered books are delivered to the Library, there is a standard procedure for registering them. First step involves entering the book titles in the Accession Register and software, followed by creating a barcode, sticking the due date slip and finally, writing the Accession Number in red ink.
- Once the books and their respective bills are received by the Library from the vendor, the Acquisition Section verifies the price and discount for each book. Important details like its publisher, vendor, publishing year, author, price etc are entered in the Accession Register. Accession number for each book/title is used to make a bill for further payment processing. The above mentioned procedure is validated by the Librarian before forwarding the bill to the Accounts Department. The final step is to receive the signature from the Principal/Management and then it is sent to the Account Department.

### 1.2 Journals, Magazines, Software and E-resources

- Quotations are received from different suppliers, then one quotation is selected by Principal/Management
- The Supplier is paid and then the selected item will be sent to the Library

## **2) Weeding Out**

- The weeding out process keeps the library's collection relevant and up-to-date.
- Old, obsolete or damaged books, newspapers, magazines, journals and unused miscellaneous items (Forms, Register, Receipt book, File etc.) are systematically removed from the collection.
- A library committee meeting is conducted to decide which books need to be weeded out. Resolution is done in meeting.
- Old and out of syllabus books are organised subject-wise and are listed by the Library.
- The approved books are removed from the Library's live collection. Some are collected and will be available for free to the students.

## **3) Rules**

### **3.1) General Rules**

- Only students from the college are allowed to enter the library by showing a valid Identity card.
- It is compulsory for the students to sign in the gate register or punch in their smart ID card at the entrance of the Library.
- Complete silence must be maintained in & near the library.
- Group discussions or talking in large groups is not allowed in the Library.
- Eating, smoking, sleeping, and talking loudly are strictly prohibited in the library
- Scribbling or writing on the reading table is not allowed.
- Students are expected to keep the chairs back in their original position after using it. The seating arrangement in the library should not be disarranged.
- If the student damages or loses library books or property, the student has to pay compensation decided by the authorities.
- Students can only carry books in the library. Students are not allowed to carry the following: Mobile phones, bags, umbrellas, parcels, earphones, electronic devices. If found they will be confiscated.
- Breaking the rules will result in being reported to the Principal and further action will be taken.

### **3.2 Home Lending**

- Library books for home lending are available to the college students for not more than seven days. For this said period, regular course students (BA, BCOM, BSc.) can get one book while MCOM and Professional course (BBI, BMS, IT, BAF) students can get two.
- Pure reference books, valuable or rare books, journals, maps, magazines, and newspapers are not allowed for home lending or to be taken out of the library.
- The books issued for home reading must be returned to the library within seven days
- The lent books must be returned before the due date. There is a fine of ₹1 per day for each book. Sundays and holidays are included in this fine.
- Students should not mark, write, tear or damage the lent books in any way.
- Books need to be physically present to apply for book renewal.

### **3.3) Reading Room**

- Books can be issued for use in the reading room on production of the Identity Card. They should not be taken out of the library on any account.
- When the book is issued for use in the reading room or for home lending, the student must make sure it is not damaged or that its pages are not missing or torn. If the student finds anything, the library staff must be notified. Otherwise, the student will be held responsible for any damage, loss, or torn pages.

### **3.4) Damaged Book**

- If the student loses or damages the book or if the pages are missing from it, they will have to pay the book's current price value.

### **4)Cyber Library**

Order and silence must be maintained at all times in the Cyber library.

- It is compulsory for the students to sign in the gate register or punch in their smart ID card at the entrance of the Cyber Library.
- Computer facility is provided solely for education and research work.
- Downloading, installing and running software is strictly prohibited within the cyber library computers. .
- To maintain the order in the cyber library only one student is allowed per Computer.

- Stealing or attempting to steal a library document or any library property is an offence. Appropriate disciplinary action will be taken against the offender.
- Usage of mobile phones is not allowed in Cyber library.
- The library reserves the right to ask any person to stop using computer equipment if the library staff has reason to believe that that person is misusing it.
- Using the library PC for personal use is not allowed. Using it for playing games, doing online registrations or applications, E-trading, hacking, changing the PC or Network settings is strictly prohibited

## **5) Facilities**

### **5.1) Departmental Library**

- The Departmental library books should be issued for 15 days maximum.
- The students will have to pay the compensation if the Departmental library books are damaged.
- Student should issue/return the books on time and sign the registers.
- Book register entry format: Sr.no., Author, Title, Publisher, Place of publication, Year of publication, Price, Accession number
- Book issue/return register format: Sr. no., Date, Name of the book, Author, Name of student, Class, Date of issue, Date of return, Sign

### **5.2) Ex-Student/Scholar/Visitor**

- Library membership is available for ex-students, researchers, visitors and scholars.
- For membership, users will have to fill the membership form with documents as applicable to the user. Deposit of Rs. 500/- and library fees of Rs 300/- shall be collected from the user.
- Users can issue one book on a library card for eight days. If a book is not returned within the due date there is a fine of Rs 1 per day.
- Membership will be for one year.
- For cancelling the library membership, a cancellation form needs to be filled by the user. Upon cancellation, the deposit of Rs 500/s will be refunded.

➤ To avail this facility, the students are required to fill a form at the beginning of the academic year. They are to submit it along with a request letter or income certificate.

➤ Students will be allowed to keep the books for the entire semester and return it to the staff after their examinations.

➤ Students are advised to be careful with the books. Marking it with pencil or pen, tearing pages etc. will be taken seriously.

### **5.3) Advanced Learner**

➤ Advance learner facility is provided to meritorious students such as the top 3 rank holders of class from the previous semester.

➤ Students can avail this facility by providing a grade card of previous year.

➤ Students can issue any 2 books in this facility for one semester.

### **5.4) Inter-library loan**

➤ An inter-library loan is a transaction in which library material is made available by one library to another upon request.

➤ The borrowing Library is called the Requestor – the institution that requests to loan materials from other libraries.

➤ Host Library refers to the Library that provides its resources for the other libraries.

### **5.5-A)-Materials Available for Loan**

Only items from the Collection are allowed for an inter-library loan. The following materials are not allowed:

➤ Expensive Reference books

➤ Reserve Collection items

➤ Thesis

➤ Journals

➤ Any material the Library finds will be in violation of copyright laws

### **5.5- B) Loan Period**

The period for inter-library loans is 30 days

### **5.5-C)-Returning items**

The items may be returned in person or by post. If sent by post, the items must be wrapped in plastic and padded wrappers to protect from moisture and damage.

#### **5.5-D) -Overdue**

It is the responsibility of the Borrowing Library to return the items to the Host Library before the due date. While there are no fines imposed for overdue items, failing to return them may result in suspension of inter-library loan privileges.

#### **5.5-E) Loss of library material**

Damaging, misplacing or refusing to return the library material is a serious offence. Underlining, marking, highlighting, folding pages, and writing in the books are not allowed. In case of damage or loss by the user it should be immediately reported to the Librarian. The user will have to pay a replacement fee which is decided by the library. The damaged or lost book/property will be replaced by the borrowing library (being the latest edition at the time of loss) at its own expense or pay its current market price.

#### **6) Rare books collection**

- 1) Selection/Criteria/ Acceptance- Rare books are considered which unique, early printed books are
- 2) Acquisition- Rare book collection will be purchased by donation, publisher or dealer.
- 3) Cataloguing/ Data entry- Rare books entry will be in accession register and software.
- 4) Lending/Borrowing – Rare books will be issued to users in library only. It is not for home lending.
- 5) Preservation- camphor or naphthalene will be keep near rare books to protect them from insects.

## Green Policy Document

**The college is committed towards sustainable living, improving environmental management processes to reduce carbon footprint and taking on various initiatives for creating consciousness on ecological balance.**

- The college is dedicated towards educating the students about the environmental concerns and issues through various programs and activities.
- The college encourages students to take up small acts that makes a big difference towards environment protection as in turning power off when are not being used to save energy, reducing single-use-plastic use, using alternative for plastic such as paper/cloth bag.
- Every stake holder is encouraged by the college to remain ethically committed towards Reduce, Reuse and Recycle initiative.
- To promote green campus the efforts are continually made to make the college plastic free to maximum extent and to use substitutes to plastic.
- The directives given by the central and state government related to the environmental matter has to be conscientiously followed.
- The college is committed towards reducing the usage of hazardous chemicals and executing proper waste management (solid, liquid and E-waste)
- Harnessing solar energy to its maximum potential by installing solar panels as an alternative source of energy.
- Recycling of organic waste through composting and it's usage as bio fertilizer to restore the soil.
- For energy efficient college, use of energy efficient light and bulbs which consume very less electrical power.
- Where ever possible sustainable resources are used this minimizing the usage of environmental unfriendly, toxic and hazardous substances.
- Maintaining the green area in college and taking up various program to conserve and protect the biodiversity.
- E-waste collection center is established by the college to ensure safe and effective disposal of E-waste.

## Scholarship Policy

The Hon 'Management of our college, DRT's A.E.Kalsekar Degree College, awards scholarships to deserving students.(Academic scholarship, Physical Handicapped, Outstanding students, Financially Backward) Following are the objectives and policies of Scholarship:

- To provide financial assistance to students from low-income families to meet a part of their day-to-day expenses while pursuing higher studies.
- Under Earn & Learn Scheme, scholarship will be provided if
- students are willing to work after their regular lectures.
- 10% of total strength of each class will be provided benefit of scholarship.
- If applications are received more than prescribed limit than selection will be based on merit basis.
- **Scholarship Amount:**
  - ❖ Arts/Commerce-500
  - ❖ Science-1000
  - ❖ Professional Courses-1000



## E Governance Policy

➤ The College has E governance Policy which helps in the streamlining and dissemination of information within and outside the institution. The College maintains automated system of Management Information System in following modules:

1. Exam Software
2. Accounts Software
3. Library software
4. Attendance Software

**Exam Software:** For automation of exam results The College is using exam software “Reso” system in which individual student wise, class wise, subject wise consolidated & individual mark sheets are generated. Gracing, conversion of marks/CGPA points etc by adopting this software is easily done. Also it helps in timely declaration of results and submission of information to University.

**Accounts Software:** Tally ERP 9 software is used for automation of accounts which helps in maintenance of income & expenditure record, financial planning, budgeting and monitoring of expenses. It is multiuser software so that simultaneously staff members can work on it.

**Library software:** For automation of library we are using software “soul Software 2.0”. It helps in maintaining title/ publication of text book/ reference book available in the library. Also the record of issue & return of books by students and staff are maintained. OPAC (online public access catalogue) helps the users to search books (title wise, subject wise, author wise and publication wise). The college has subscribe N list to access E-Journals and E-books. Users can access and download journals and books for their research and reference work. Training sessions for use of digitized library and e-learning resources to be provided to staff and the students.

**Attendance Software:** Biometric attendance of staff is maintained on “ESSL” software which helps in updating of leave and attendance records of employees. For automation of student’s attendance software, a software was introduced in which subject wise, teacher wise student’s attendance is maintained.

**E Governance /MIS** plays a vital role in the management, administration and operation of the institution. The college has LAN and Wi-Fi connections for easy access. New computers installed the academic year in major departments like IQAC, Principals office, Administrative Office, Library, laboratories, Examination Section for smooth functioning. These are operational on daily basis. Maintenance and Up gradation is a regular part of the system.

- The college is connected to DU MKCL portal at Mumbai University for first year admissions, Transfer Certificate, Bonafide Certificate & Eligibility Status report of students. Examinations details such as lower examination report and generation of hall tickets in third year.
- The College also provides facilities of centralised online assessment system of third year papers of Mumbai University examinations.
- Departmental SOP's and formats are prepared & followed which helps in maintaining the data and smooth conduct of all activities.
- College strives for digitization & cashless system for Collection of fees through DD, Cheque NEFT, Online Mobile Banking & POS machine and generating fee receipts
- Monitoring and Generating different types of report related to the students like scholarship, fees installments from Trust & other bodies.
- College has dynamic website which disseminates updated information of the institute & activities from time to time. Technical team (website maintenance committee) headed by system administrator is to be appointed to handle the technical issues related to digital online operations of the college.
- For easy access. New computers installed the academic year in major departments like IQAC, Principals office, Administrative Office, Library, laboratories, Examination Section for smooth functioning. These are operational on daily basis. Maintenance and Up gradation is a regular part of the system.

## Gender Policy 2017-2022

In India discriminatory attitude towards female has existed for generation and affected the lives of both the genders. Although Indian Constitution has granted equal rights, gender disparity still continuous to exist in every realms of Indian lives. The Indian society has always been a hub of discrimination making women a victim of exploitation. Recent research has revealed that if any of the gender is exploited or discriminated progression will be hampered.

The Women Development Cell of A.E Kalsekar Degree College is concerned with the above issue and has been working towards Gender Equality and Sensitization in the college.

As **Simone de Beauvoir** said, “One is not born a woman but becomes one”. So, in order to change this, we must give explicit support to the participation of women, in particular in decision making, so as to achieve women’s empowerment.

The Women Development Cell exists as mandatory body as per section 3.2 (15) of UGC guidelines (Prevention, Prohibition and Redressal of Sexual Harassment of Women employees & students in higher educational institutions) Regulations, 2015. The WDC works in close association with Internal Complaint Committee (ICC) in addressing complaints received regarding sexual harassment within the institute as per the section 4 of the UGC guidelines.

**Mission** – To create an effective framework to ensure equal rights and opportunities for women in the family, community and nation as a whole.

### **Objectives**

1. To sensitize the students about gender role & gender equality.
2. To educate female students about Women’s Rights & legal provisions.
3. To educate students about importance of Health & self-care.
4. To create awareness and motivate students, to take career opportunities and become financially independent.
5. To build confidence amongst females to face challenges of today’s Competitive world.
6. To adopt measures for preventing sexual harassment in the Institute.

### **Facilities for Females:**

**A] Entrance:** The average strength of the college is about 2000 students.

The college has two big entrance gates for easy accessibility of females.

**B] Stair case:** The College has made separate arrangements of staircase for male & female students.

**C] Reading Room:** An independent Reading room facility in the library is made available for women.

**D] Separate book issuing Window:** The College Library has separate book issue counters for male & female students.

**E] Ladies Common Room with attached Washroom:** The College has separate furnished common rooms for Female & Male students, wherein they can relax, pray and indulged in personal activities.

**F] Washrooms:** There is separate floor wise washrooms for male & female students.

**G] Drinking Water:** The College has cool drinking water facilities for female & male students.

**H] Canteen:** The College provides canteen facility for the students.

**Prevention of Sexual Harassment:** As an institution of higher education engaged in teaching, research and promotion of knowledge, the College takes its responsibility in sensitizing its students about all forms of discrimination and harassment, especially sexual harassment in College campus.

As per the provisions of Mumbai University & Internal Complaint Committee has been created to receive and sort out cases of female violence. The ICC, it formed according the stature provided by the University.

**Gender Sensitization Programmes & Activities:**

1. The WDC organizes Gender sensitization & equality programmes in collaboration with Majlis (NGO for Women welfare)
2. Guest lectures on legal rights, Health & Hygiene, Mental Well-being of females are regularly organised.
3. Celebration of International Women's Day on 08<sup>th</sup> March is conducted every year to appreciate women empowerment.
4. The WDC collaborates with departments to organize Verbal & Non- Verbal Events on the theme of Women related issues.
5. Workshops on career opportunities are organised to motivate female students to take up high position in offices.
6. The college facilitates female participants in both collegiate and intercollegiate sports.
7. Experts lectures on Respect towards women are organized regularly. With the above Policy, the WDC is leading the college to provide a safe, secure and progressive educational environment for females.

## Extension Activity

Institution constantly gives priority to extension activities and constantly promotes conduction of these activities to sensitize students towards societal problems and helps them to emerge out as responsible citizens.

- Various Departments and committee conducts programs and activities for community development and social wellbeing.
- NSS & DLLE conducts various events and activities according to locality based issues and needs for societal welfares.
- Extension Activities are conducted which provides social platform for students for interacting with the community and helping them to shape up their personality and interactive skills.
- Institutions through Department, committees and NSS unit associates with various Governmental and nongovernmental organizations which helps students to learn through experts and practical field experience.
- NSS and various Committees are encouraged to conduct various training programs like disaster management, safety trainings, civil defence etc. To inculcate disaster preparedness among the students.
- Various camps, Drives and awareness programs are conducted related to health problems, environmental issues and constitutional obligations. It helps to enhance organising skills and directing them towards community service.
- These activities inculcate sense of tolerance, values and responsibility among students. It helps in developing the personality and character of the student youth through voluntary community service.

## Performance Appraisal Policy

The Performance Appraisal for Teaching Staff is collected time to time. IQAC reviews the nature and quality of work of the faculty performed annually based on the parameters such as knowledge of sphere of work, analytical ability, initiative taken, ability to inspire and motivate, supervisory ability, inter-personal relations, and teamwork. Feedback received from students and stakeholders are further considered and incorporated in decision making process for continuous improvement.

The Principal and IQAC appraises and evaluates the staff accordance to which the staff takes on the training for further skill development. The promotions of Teaching Staff are as per the standard code of promotion & policies of University of Mumbai and Government of Maharashtra. Teaching staff are encouraged to complete CAS/API process as per the UGC guidelines.

The performance of Teaching Staff is also appraised through their contribution in the working and functioning of Committees and their services in Extension activities.

The institute on regular intervals also trains it's office and supporting staff to make them informed stakeholders. Administrative staff members are oriented on all the official procedures like noting, drafting and filing etc.

The Principal reviews the work of office staff at regular intervals. Punctuality, Politeness, performance, willingness to take task are some of the qualities on which the Nonteaching staff are appraised. Oral feedback of Teaching and Non-Teaching Staff was taken by Principal on regular basis.

## Welfare Policy

**The institution has following Welfare Measures for Teaching and Non-Teaching Staff:**

1. Financial help is provided to the staff member in case of emergency.
2. The college reimburses TA expenses of the staff who represent the college in sports, cultural, NSS and other activities.
3. The College has a Medical Room for staff & students. Medical assistance at OPD Emergency ward in adjoining Kalsekar/GHC Hospital.
4. The Faculty Development Programmes are arranged to enhance teaching learning and improve ICT skills of staff for ICT based teaching.
5. Duty leaves/study leave are assigned to the staff for educational up gradation.
6. Institution provided training to staff for effective implementation of the Quality assurance procedure.
7. Support staff is motivated and encouraged to complete their higher education.
8. Principal, IQAC and Administrative Registrar provides time to time guidance and instructions to the support staff.
9. EPF facility is provided to staff as per eligibility.

**The institution has following Welfare Measures for the students:**

1. Students Group Insurance under Yuva Raksha Scheme.
2. Book Bank Scheme, Earn and Learn Scheme, Prizes and Awards for Meritorious students.
3. Medical assistance at OPD & Emergency ward in adjoining Kalsekar/GHC Hospital for staff & students. Scholarship for Handicap students. First Aid boxes are maintained in Lab, Gymkhana and NSS room.
4. Freeships/ scholarship for DRT's orphanage girls from the Trust.
5. Free ship and Scholarship for deserving students. Government & University Scholarships /Freeships for Reserved Categories students.
6. The college reimburses TA expenses of the students who represent the college in sports, cultural, NSS and other activities.
7. Entry fees for participating in intercollegiate events are paid by the college.
8. Medical Room available in case of emergency.

## Grievance Redressal Mechanism

- Students are oriented about Grievance Mechanism during Orientation Programme.
- Anti-ragging Committee is constituted.
- Anti-ragging Squad takes surprise rounds in the College premises and outside college.
- Anti-ragging signages have been displayed in the College premises.
- Students are oriented about the consequences of indulging in Ragging.
- CCTV cameras have been installed in the college premises.
- Workshops on prevention of sexual harassments for girls undertaken by WDC.
- Security arrangements have been made at the Entry Gate of the College.
- Visitors Register is maintained at the entry gate.
- Internal Complaint Committee is constituted in college
- Girls Common Room with attached toilet has been provided for girls students.
- Suggestion box is installed in the college premises.
- College Redressal Grievance cell addresses the grievance if any. Routine discipline and minor matter are monitored by Students' Council/ Discipline Committee.



## Disability friendliness Policy

The college is committed to provide barrier free environment for Divyangjan for their independent working and ease of mobility in the campus.

- The College has a ramp and rails facilities with wheel chair accessibility for the differently abled students at the main entrance till the elevator.
- Disability friendly washrooms are available in main building for students with disabilities. They are clearly identifiable and accessible. The extra care is taken by the institute to maintain the washrooms neat and clean.
- The College provided a rest room or medical room where in student can rest in case of medical issue.
- The college has lift facility which are vital in helping people with disabilities for easy accessibility in the campus. Each floor has a separate non-teaching staff which provide physical assistance to disability students if needed for their convenience.
- The Braille facility in the library provides specialized service which is devoted to cater to the reading needs of the visually handicapped and cultivates reading habits among them.
- At various places and floors in college there are signs to ensure the safety of the students in case of any emergencies, also to make them aware of important locations. Disability friendly signages are posted at necessary locations in the campus for providing assistance for these students.
- Institution Provide institutional library repository and NFlibNet facility for easy accessibility for all students. Disability friendly students are exempted from queues.
- According to the university circulars and government norms institution provides writer facilities to Divyangjan. Extra time during the examination as per circulars is provided to students with any disability.
- Preferences in the queues in office and library is provided to Divyangjan.
- Counselling is provided to these students to keep them highly motivated and resolve their grievance if any at priority.