



The Poona Gujarati Kelavani Mandal's  
**Haribhai V. Desai College of Arts, Science and Commerce,  
Pune.**

## **POLICY INDEX**

<b>Sr. No.</b>	<b>Policy Name</b>
1	IQAC Policy
2	Code of Conduct Policy
3	Governance Policy
4	Academic Governance Policy
5	e- Governance Policy
6	Library Policy
7	Research Policy
8	IT Policy
9	Student Support and Progression Policy
10	Staff Welfare Policy
11	Alumni Policy
12	Grievance Redressal Policy
13	Resource Mobilization Policy
14	Infrastructure Policy
15	Community Work and Extension Policy
16	Staff Financial Support Policy
17	Gender Policy
18	Environmental Policy
19	Single Use Plastic Policy
20	Energy Conservation Policy
21	Water Conservation Policy
22	Student and Faculty Exchange Policy
23	Innovative and Best Practices policy
24	Innovation and Incubation Policy



## IQAC POLICY

1.	Administrative Policy Number (APN): 01/2018-19	<b>Functional Area:</b> Quality in functioning and governance.
2.	Brief Description of the Policy:	<b>Purpose:</b> promoting quality in Academics and administration <b>Audience:</b> all stakeholders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	1 <sup>st</sup> November 2018
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	IQAC Coordinator
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	Quality as the sole criterion for updating
10.	References for the policy	UGC/ NAAC/ University/ RUSA etc.

**I. Introduction:** Quality plays a pivotal role in the progress of the organization. Quality is everyone's responsibility and the only way an organization can rise. Quality needs to improve meaningfully and should be measured quantitatively also. IQAC Policy is a policy of Policies. Quality policy promotes the vision, mission and goals of the organization. The quality policy will be governed by the IQAC.

IQAC was established in 2004 with the goal of pursuing quality.

**II. Policy Statement:** The institution is committed to imparting **quality** in every process of Academics, Administration, and Governance for the welfare of the organization and its stakeholders with continual improvement and the effectiveness of the quality management system. The Quality policy is with reference to the organizational Vision, Mission, Goals, and objectives. The quality policy is framed, finalized, communicated, and understood by all stakeholders within the institution and will be reviewed periodically for its suitability and effectiveness.



### **III. Objectives:**

- i. To work in conformity with institutional management /University/ state Higher Education/ NAAC/ UGC.
- ii. To upgrade:
  - a) Infrastructural safety for effective and best use
  - b) Better value-based knowledge systems and mechanisms for its effective dissemination.
  - c) Resources such as books, reading material, notes, videos, and recordings to make the library a resource creator.
  - d) Mechanism of updating of the teaching faculty through faculty development processes.
  - e) Processes of self-learning for student centricity through technology, promotional learning, enthusiastic mechanisms, and responsibility-based focuses.
  - f) Proactive approaches in the employees and stakeholders for promoting a good work culture and value system.
  - g) The institutional values through effective multiple continuous feedback from all sources for keeping mechanisms and thus quality in place.

### **IV. Definitions**

#### **i. Quality:**

Quality could be defined as a basic tool for a natural property of any good or service that allows it to be compared with any other good or service of its kind. The word quality has many meanings, but basically, it refers to the set of inherent properties of an object that allows for satisfying stated or implied needs. (Geneva Business News)

#### **ii. Stakeholders:**

A stakeholder is a party that has an interest in a company and can either affect or be affected by the business. The primary stakeholders in a typical corporation are its investors, employees, customers, and suppliers. However, with the increasing attention on corporate social responsibility, the concept has been extended to include communities, governments, and trade associations. (Investopedia)



iii. **Infrastructure:**

Infrastructure is the general term for the basic physical systems of a business, region, or nation. These systems tend to be capital-intensive and high-cost investments, and are vital to economic development and prosperity (Investopedia)

iv. **Internal Quality Assurance Cell (IQAC):** an institutionalized body created as per the guidelines of NAAC to promote quality in educational institutions.

v. **IQAC Coordinator:** An authority with seniority and experience appointed by the institution to promote, govern and create quality management systems. The IQAC Coordinator works with the IQAC Committee under the leadership of the Principal/ Director.

vi. **Institution:** Higher Educational Institution (HEI)

vii. **NAAC:** National Assessment and Accreditation Council, an accrediting organization in India for higher educational organizations.

viii. **Institutionalization:** The action of establishing something as a convention or norm in an organization or culture. (Oxford Dictionary)

ix. **Internal Quality Assurance System:** A holistic mechanism that includes quality control and quality assurance.

**V. Processes:**

i. **Institutionalization of Quality:** The process involves

a) Creation of an active and functional Internal Quality Assurance Cell (IQAC) as per the guidelines of NAAC

b) Institutionalize IQAC by associating it with the apex bodies of the organization such as the Managing committee, Development committee, and other bodies of the organization.

c) IQAC budget coordinator for quality activities and assuring budget utilization.

d) IQAC Coordinator plays a role of important signatory for the promotion of the organization.

e) Conduct of regular meetings by the statutory IQAC committee

f) Preparing IQAC Calendar and its implementation methodology.

g) Understanding the organizational culture and developing mechanisms to improvise it.



h) IQAC audits every year and its presentation to the apex body every year.

ii. **Creation of Policies:** Policies need to be created so that employees know the correct working methodology and working procedures of the organization. They also make a tool for learning and continuous upgradation. Areas of policy-making are

- a) Academics: Teaching, Learning, evaluation, mentoring, remedial
- b) Administration: Effectiveness, work allocation, financial accounting
- c) Governance: Mechanism building and functioning, decentralization and work sharing, departmental and committee effectiveness
- d) Safety.: Environment, power, fire, student safety

Policies help achieve benchmarking processes and support the value framework and ethicality of the organization.

iii. **Audits:** Regular Internal and External auditing promotes effectiveness, reviews compliances, helps us to know threats and challenges, and decide strategies to overcome.

The processes of audits will include

- a) Designing audits
- b) Planning audits
- c) Preparing for audits
- d) Creating audit formats
- e) Communicate the auditing mechanism and responsibility.
- f) Conducting audits
- g) Analysing results and meetings
- h) Compliance
- i) Completing the compliances and reporting them.

iv. **Periodic assessments:** accreditations are an important feature of Quality checks.

- a) NAAC accreditation,
- b) ISO,
- c) NIRF



- d) Other international accrediting agencies
- e) CAS promotion assessments
- f) Teacher & teaching-related evaluations
- g) Others

The processes include inviting the assessment to completion of the assessment.

v. **Feedbacks:** Conducting various technology-assisted system routed feedbacks and their analysis for understanding the stakeholder and taking action on the feedback. This feedback could also be in the form of a student satisfaction survey, complaint/ suggestion box, ratings, results, survey, advice, etc. the procedures of the feedback mechanism include:

- a) Areas of feedback to be taken
- b) Time of the feedback
- c) Sample size decided
- d) Duration decided
- e) Key performance indicators to be finalized
- f) Analysis and action taken report
- g) Presentation to the management and its approval.

vi. **Documentation:** A prime function of IQAC is documentation. It includes preparation, training, circulation, and explanation of formats. It also includes getting them filed critically, and fixing accountability of documentation. Collection of documents, its preservation, classification, filing and analysing the documents for understanding the organization better.

vii. **Collaborations and partnerships:**

Every organization prospers when it is with the working community. The job of IQAC is to set-up collaborations for specific purposes such as research, placements, industry – academic interactions, government agencies, social areas such as NGO's, philanthropists, etc. the features would be

- Objective of collaboration and partnership
- Duration
- Complementary skills needed/ used and earned



- Advantage potential from the collaboration
- Key Performance indicators to measure the progress

The IQAC in this aspect needs to look into:

- Specific outcomes each beneficiary expects.
- Clarity on what is in and what is not in the collaboration or partnership.
- Clear mention of the roles and responsibilities of either party.
- Marked awareness by the members of either party who will be involved in this association.
- Joint decision-making parameters and methodology.
- Investments: financial and non-financial.
- Governance rules for the said collaboration.

**viii. Promoting value framework:**

Values promoted by NAAC and Organizational values count.

Designing of mechanisms to streamline and implement the value systems.

Devising mechanisms to evaluate the percolation of value systems

**ix. Technology use:**

Promoting technology use in academics, administration, and governance. Technology development, maintenance, upgradation, and utilization policy are a way to promote the technology use.

**x. Constructivism in teaching & learning:**

The Constructivist approach in teaching and learning is the key fundamental of IQAC.

The teaching and learning policy must include the aspect of adult learners. The constructivist approach will include:

1. Learners' experiences and thus the teaching methods would dynamically shift.
2. IQAC approaches would focus on helping the teaching fraternity understand the students and design teaching methodologies.



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Pune.**

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3. Respect the learner's experiences for effective learning. Their experience and their ideas make the base of learning. The Gandhian philosophy of Hand, head, and heart would play an important role.
4. Teaching methodologies would get associated with outcome-based education and assessments would relate to "Attainments" rather than percentages.
5. The assessment methodologies would become diverse and the teacher will need to be trained to relate to students with a "friend-by-side concept" rather than the authoritarian methodology. This changes the teacher into a "mentor" making the teacher more empowered and responsible for developing students with values.
6. Learners would possibly be made to use learning methods other than the classical rote methods and technology shift of the teacher becomes evident.

**VI. Related Documents:**

Policy Documents, Standard Operating Procedures, Guidelines, and other Resources

- A. Policy Statement
- B. Standard Operating Procedures (SOPs)
- C. Forms
- D. Guidelines
- E. Other resources
- F. Frequently Asked Questions:



  
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PUNE-2.





## CODE OF CONDUCT

1.	Administrative Policy Number (APN): 02/2018-2019	<b>Functional Area:</b> Quality in functioning and governance.
2.	Brief Description of the Policy:	<b>Purpose:</b> Promoting quality in Academics and administration <b>Audience:</b> All stakeholders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	1 <sup>st</sup> November 2018
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	Discipline Committee
7.	Superseding Authority	Principal
8.	Last Reviewed. / Updated:	2016- 17 updated in April 2018
9.	Reason for the policy	Quality as the sole criterion for updating
10.	References for the policy	UGC/ University/ previous policy.

Haribhai. V Desai College is committed to provide a safe, respectful and inclusive environment to all its stakeholders. This code of conduct outlines the expectations for behavior and principles, we uphold. We require everyone associated with the organization to adhere to these guidelines.

### Part A: Basic Principles for Code of Conduct:

- 1. Respect:** Treat all individuals with dignity, empathy and courtesy regardless of their religion, race, gender, sexual orientation, language, culture, disability or other personal characteristics.
- 2. Inclusivity:** We welcome diversity and diverse community values of various backgrounds.
- 3. Professionalism:** Maintain high standards of Professional conduct, in and outside the organization by every stakeholder.
- 4. Integrity:** be honest, ethical and transparent in every action and communication.



5. **Harassment and Discrimination:** No tolerance to harassment or discrimination or ill-treat bullying – verbal, physical, online, offline, anyway.
6. **Safety:** promote Physical and emotional safety within the organization.
7. **Compliance:** to follow all relevant laws, regulations and policies.

### **Part B: Aspects of Code of Conduct:**

#### **1. Academic integrity:**

- Prohibiting academic dishonesty
- Preventing plagiarism in academics.
- Promoting ethical behavior in coursework and examinations.
- Encouraging students to give the reference if the material has been taken from any specific source.
- Student needs to demand a leave of absence in advance from the concerned vice principal/ authority designated. Leave without permission will not be accepted as a part of attendance policy.
- Sick leave will accompany a doctor's note. Any long illness will need a hospital document.

#### **2. Student Behavior:**

- Courteous behavior in the campus with teachers and nonteaching staff.
- Attending entire academic curriculum is necessary.
- Punctuality is the key. The student should be in time for the lectures, practical and all academic activities as designed.
- The students are expected to follow the safety and security procedures given by the institution from time to time. This includes I-card checkup on the gate, in the campus, during the examinations.
- Students riding a two-wheeler follow the speed limit of less than 5Km per hour and will wear helmet while entering and exiting the campus.
- Students are not allowed to bring four wheelers on the campus.
- Students will follow the norms to handle the conflict. They will not take any unusual steps such as heated arguments, shouting, foul language, physical fights, group behaviors, etc. any such conflict is to be resolved in front of the discipline committee.



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Pune.**

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- Students are not allowed to bring their friends/ persons not related to the campus. A proper written permission from concerned authority is mandatory.
- Ethical and responsible use of technology is a must. Any forbidden activity with technology can lead to a criminal offence and expulsion from the campus. This includes use of mobile phones on the campus with / without institutional wi-fi/ internet connectivity.
- Bullying, cyberbullying to harass or to intimidate students is a punishable offence.
- Institutional presence on social media without the consent of the college will not be allowed. Creation of group/ websites / apps in the name of the institution without official permission is liable for a penal action.
- Unlawful activities on campus will not be accepted. Any anti national activity, activity without the permission of the college authorities, any act against humanity and life will not be acceptable.

### **3. Identity Cards:**

- Wearing I-card is a must on the campus all the time.
- The information provided on the I- card about the user needs to be true and valid.
- In case of loss of the card the college should be informed about the loss.
- Misuse of cards for any other purpose is punishable.
- Stealing or misplacing cards and tampering of cards is not allowed.
- Previous years I-cards/ expired cards will not be allowed on the campus.

### **4. Abuse:**

- Physical abuse such as physical force or violence is not allowed on the campus. It includes acts like pushing, hitting, scaring with physical might.
- Sexual misconduct in any form is unacceptable and will be treated as abuse, this includes sexual harassment, comments on sexuality, physical touch, gesturing, direct or indirect hurting comments or even consensual act of sex and physical touch on campus is not allowed.
- Emotional Abuse: Behaviors intended to manipulate, control or degrade emotionally such as verbal abuse, humiliation and threats.
- Tobacco in any form, cigarette, Guthaka, khaini, pan masala, etc. is not permitted on the campus. Its sharing, sale, distribution will lead to a legal action.



The Poona Gujarati Kelavani Mandal's  
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- Betel leaf, betelnut, supari of any type is not allowed on the campus.
- Drugs and Alcohol abuse is not acceptable. It will lead to penal action and will lead to restriction of entry on the campus.

**5. Dress code:**

- Socially acceptable dressing with modesty without exhibitionism. College prefers its students dressing covering shoulders to knees for both boys and girls.
- Faculties where dress code is set will wear as per the expectations of the institution.

**6. Respect for college property:**

- Treat college buildings, laboratories, auditorium, halls, and equipment with respect and care. Defacing, damaging or vandalizing the property is not acceptable and will lead to its compensation and stringent action.
- In case of a damage to the property report to the authority as a responsible stakeholder.
- Every student will comply to the safety regulations and guidelines which includes fire, electrical and evacuation procedures.
- Elevator use is not for the students. Use a staircase while descending.  
Lock doors, windows while leaving the classroom. Put-off lights, fans when not in use to prevent unauthorized access, theft and damage.
- Cleanliness and hygiene of the campus be maintained by not littering in the campus. Dispose the waste in bins.
- Keep the sanitary units clean by using flush. Avoid wall literature in toilets that affects the face-value of everyone.
- Maintain silence and keep noise levels to a minimum.
- Turn-off lights, fans and electronic devices when not in use.
- Conserve water and other resources with minimum and effective use.

**7. Respect for teachers:**

- Respect for teachers is a fundamental aspect of learning. Teachers must be respected for their knowledge and politeness and courtesy will be essential from the student. Gratitude and appreciation for teachers are important in the student life.



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- Listening to the instructions by teachers in and outside the classroom and avoiding disruptive behavior is necessary. Derogatory comments, interruptions in classroom and irrational approach towards a teacher will not be accepted.
- Respecting personal boundaries of teachers. Inappropriate contact or harassment of teachers will not be acceptable.
- The feedback given by teacher should be taken in an open and constructive manner by the students.

**8. Event & activity guidelines:**


- The purpose and conduct of scope for the activities should be made clear to the students. The activity may be designed by the teacher or the teacher may guide the students for the same.
- The activity being conducted by the students should comply to the college policies, and should be in the framework of university, state and government laws.
- The activity should reflect diversity, inclusivity and creativity of the concept intended.

**9. Freedom of expression**

- Hate speech and discrimination will not be tolerated and will be a punishable offence under the law of state.
- Threats and incitement to violence in any form under the concept of freedom of speech will not be accepted.
- Defamation of the individual, institution, religion, caste, creed, sex or any national interests will not be tolerated.
- Obscenity and pornographic material or any sexually explicit and adult content, its display on the campus in public or its sharing on the campus or relating it to the campus in any way will not be tolerated.
- Promotional and commercial content without the knowledge of the management will not be accepted. Campus is not a place of business; it is a place of learning should be in the mind of the student.

	<b>Part C: Grievance Procedures &amp; Institutional timelines:</b>
	<p><b>Enforcement:</b></p> <p>Violations of code of conduct will be taken as a seriously. It may lead to consequences, including calling the parents and informing them, warnings, temporary suspension, or expulsion from the organization, depending on severity and frequency of violations.</p>
	<p><b>The procedural component includes:</b></p> <ul style="list-style-type: none"> <li>• A formal written complaint online/ offline to the discipline committee.</li> <li>• A compliant on the phone, on WhatsApp or even a text message too will be acceptable, however the identity must be revealed and the complaint needs to put in a written form.</li> <li>• The process of Grievance redressal starts from the minute the compliant is lodged.</li> </ul>
	<p><b>Nature of Compliant:</b></p> <p>Complaints have been classified as routine, serious, critical</p>



  
**Principal**  
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## Governance Policy

1.	Administrative Policy Number (APN): 03/2018-2019	<b>Functional Area:</b> Framework for Quality in functioning and governance.
2.	Brief Description of the Policy:	<b>Purpose:</b> Promoting quality in academics and administration. <b>Audience:</b> All stake holders of the organization.
3.	Policy Applies to:	All Management, academic, administrative and managerial processes in the organization
4.	Effective from the Date:	1 <sup>st</sup> November 2018
5.	Approved by:	Governing body of PGK Mandal
6.	Responsible Authority	Principal
7.	Superseding Authority	Management
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	Governance for smooth functioning of the institution.
10.	References for the policy	P.G.K. Mandal / Maharashtra Public Universities act 2016, UGC / University/ Higher Education Department, etc.

### Reason for Policy:

Post third cycle of NAAC in 2018 it was sensed that policies need to be framed on paper and need to be implemented. The P.G.K.M management wanted the policies to be framed and implemented in a timely manner. Governance policy is framed accordingly.

### Areas of Governance:

- Academic Governance (Refer policy: APN: 04/ 2018 – 19).**
  - Curriculum planning & Implementation
  - Faculty Affairs: Documentation, Timetables, Academic calendars, Teaching plan, teaching diaries.
  - Teaching & Learning processes & Mechanisms
  - Student Assessment
  - Result
  - CO- PO Mapping & Attainments



**2. Administrative Governance:**

- Leadership structure & Decision making.
- Financial management
- Facilities
- Human resources management
  - Recruitments
  - Faculty development
  - Performance evaluation
  - Promotions
  - Work-life balance
  - Technology use
  - Succession planning.

**3. Research, Innovation, IPR & Industry (Refer policy: APN: 07/ 2018 – 19).**

- Research Policy
  - Ethical standards.
  - Research as a part of essential academics.
  - Intellectual Property rights
  - Research funding and grants
  - Research paper writing
  - Collaborative research.
- Innovation framework
  - Setting culture of innovation through activities.
  - Innovation spaces
  - Incubation centres
  - Student & faculty involvement.
  - Communication and management.
- **Industry Academia Association:**
  - Collaborative research
  - Knowledge transfer
  - Internships and training programs
  - Short term courses
  - Technology transfer
  - Fundings for research
  - Teacher training programs.

**4. Student Affairs**

- Admissions:
  - Admission policy & SOP for admissions.
  - Academic advising.





The Poona Gujarati Kelavani Mandal's  
**Haribhai V. Desai College of Arts, Science and Commerce,  
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- Student services:
    - Counselling.
    - Mentoring.
    - Financial aid, Concessions & scholarships.
    - Placements.
    - Training.
    - Career guidance.
    - Orientation programs,
    - Library Services (*Refer policy: APN: 06/2018 – 19*).
    - Disability support services.
    - Residential provisions
    - Health services.
  - **Student support:**
    - Sports
    - Gymnasium
    - Clubs
    - Events
    - Outdoors
    - Alumni Association (*Refer policy: APN: 09/ 2018 – 19*).
5. **Technology & Informational Governance. (*Refer policy: APN: 08/2018 – 19*).**
- A. IT Policy**
- Acceptable Use Policy (AUP).
  - Network and computer security.
  - Data Privacy.
  - Software usage
  - E-mail & communication
  - Internet access.
  - Incident reporting
  - Educational Technology
  - Copyright and Intellectual Property Rights.
- B. Data management**
- Data collection and Recording
  - Data storage & security
  - Data usage & Processing
  - Data retention and disposal
  - Data privacy & confidentiality.
  - Data Governance & Accountability.
  - Training and Awareness.
  - Policy reviewing and its updating.



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6.
  - **Community Engagement & External Relations (Refer policy: APN: 15/2018-19).**
  - **Community Engagement**
  - Service projects
  - Service-Learning programs
  - Partnerships with local programs.
  - Internships and Experiential learning.
  - Community based research
  - Educational outreach programs
  - Cultural Events & Performances.
  - Youth programs.
  - UN Global Goals and its achievement
  - Indian Knowledge & heritage works.
  - Alumni Relations & community engagement.
7. **Environment & Sustainability (Refer policy: APN: 18/2022-23).**
  - Sustainable development.
  - Activity centric learning projects
  - Community and government supported projects
  - Awareness activities.
8. **Diversity, Equity & Inclusion (Refer policy: APN: 17/2020-21).**
  - Diversity Policies: non-discrimination and equal opportunity. Following of all government policies & rules. Congenial environment.
  - Equity initiatives: Equitable hiring, pay equity, promotion, transparency in recruitments and admissions, policies against discrimination and harassment. Leadership commitment.
9. **Internal Quality Assurance & Accreditation (Refer policy: APN: 01/2018 - 19).**
  - Short- & Long-term planning
  - Risk management
  - Policy Development & compliances
  - Audits
  - Mechanisms for quality enhancement
  - Annual Quality reports & Accreditations.



  
**Principal**  
**Principal**  
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## Academic Governance Policy

1.	Administrative Policy Number (APN): 04/2018-2019	<b>Functional Area:</b> Framework for Quality in Academic-Governance, Teaching, Learning & Evaluation.
2.	Brief Description of the Policy:	<b>Purpose:</b> Promoting quality in Academics, to bring consistency and standardization of processes and standard operating procedures. <b>Audience:</b> All stake holders of the organization.
3.	Policy Applies to:	Departments, Teaching fraternity, students, examination section and related areas.
4.	Effective from the Date:	1 <sup>st</sup> November 2018
5.	Approved by:	Governing body of PGK Mandal
6.	Responsible Authority	Principal
7.	Superseding Authority	Management
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	Organized academic governance for smooth transaction of curriculum.
10.	References for the policy	P.G.K. Mandal/ Maharashtra Public Universities act 2016, UGC / University/ Higher Education Department, etc.

### Reason for Academic Governance Policy:

The Academic governance policy establishes a structured framework for transparent decision making, enduring accountability and defining roles in faculty and students' rights, curriculum implementation and short-term course designing. It facilitates Andragogical learning, clear mapping and attainment of course and program outcomes, enhancing the precision of learning and evaluation.



### **Areas of Policy Governance:**

- 1) Curriculum planning & Implementation: Timetables, Academic calendars, Teaching plan, attendance policy, teaching diaries.
- 2) Faculty Appointments, Faculty rights, Faculty promotions,
- 3) Professional development: Training, Faculty Development Programs, workshops, conferences.
- 4) Teaching methods, Technology integration, CO- PO Mapping & Attainments.
- 5) UGC mandate and its considerations
- 6) Inclusivity
- 7) Community involvement
- 8) Student Assessment & Results

**Academic governance** is concerned with the integrity and quality of the core higher education activities of teaching, student learning, research (including research training) and scholarship. It refers to framework that regulates a provider's academic decisions and quality assurance, incorporating policies, processes, definitions of roles, relationships, specifications of delegations, systems, strategies and resources that ensure academic quality and continuous improvement.

#### **1. Curriculum planning & Implementation:**

Curriculum will be followed as per the recommendations of Savitribai Phule Pune University. The pattern is CBCS semester pattern. Choices available, marking scheme, pattern of examination and beginning and completion of academic calendar will be as per the guidelines of affiliating university.

##### **1.1 Academic Calendar:**

The institution will prepare an academic calendar each year. The academic calendar will be including the term beginning and term closure dates as per the affiliating university. The academic calendar shall be displayed on the website before its implementation.



The Poona Gujarati Kelavani Mandal's  
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The academic calendar shall mention the internal examinations semester wise. Other activities such as events of institutional importance must reflect in the calendar. IQAC shall monitor the preparation and implementation of the academic calendar.

**1.2 Time table:**

Academic timetable faculty wise, subject wise, hall wise will be prepared by the timetable committee and will look after its timely implementation. The timetable will be prepared each year at the beginning of academic year.

**1.3 Teaching Plan:**

Every teaching faculty will prepare his/ her own teaching plan. This plan will be verified by the Head of the department. The implementation of the plan will be monitored by the head of the department.

**1.4 Attendance Policy:**

Regular attendance, analysis of attendance, Defaulters list, mentoring for better understanding of the subjects. 80% attendance as per the University guidelines is followed.

**1.5 Teachers Diary:**

Every teacher will record daily activities in the teacher's diary. The diary needs to be updated daily. The diary is assessed by the vice Principals of respective faculty and is a quality measure of the IQAC.

**1.6 Feedbacks:**

1.6.1: Feedback on curriculum is collected from the students, teachers, Alumni, and employers is collected, analysed and discussed in the CDC.

1.6.2: The other feedbacks include feedback on the teaching by the students.

1.6.3: Exit surveys are conducted for the passing out student.

1.6.4: External Peer assessment of teachers.

1.6.5: Internal Peer Assessment of Teachers

1.6.7 Self-assessment by teachers

**2. Faculty Appointments, Faculty rights, Faculty promotions:**

**2.1 Faculty Appointments, Faculty rights, Faculty promotions:**

Faculty appointments, Faculty rights and faculty promotions are as per the rules and regulations setup by UGC and government of Maharashtra and state Universities act 2016. Appointments are carried out as per the procedures and qualifications.



**3. Professional development:**

**3.1 Training:** Short formal and informal training sessions for teachers.

**3.2 Faculty Development Programs,** workshops, conferences.: the institution will arrange/ promote teachers to attend Faculty Development programs for continuous improvements. Institution will conduct and also help teacher to update and to present in conferences, workshops by providing necessary support.

**4. Teaching methods, CO- PO Mapping & Attainments:**

**4.1 Andragogical Teaching Methodologies & Technology based learning:** The institution will promote Andragogical methodologies for teaching and learning. Experiential, participative and Problem-solving methodologies will help students for a better understanding. A wide use of technological tools, should be used.

**4.2 Blooms Taxonomy:** Course outcomes will continue to be written with the help of Blooms taxonomy and its six cognitive learning levels. Every course shall have its course outcomes.

**4.3 The program outcomes:** of the institution will be mapped and attainments will be an important part of the learning culture in this institution for quality enhancement.

**4.4 Student Assessment & Results:**

The students' assessment is taken care through a dedicated examination cell with a CEO in place. The examination committee and the SOPs will monitor the process effectively which includes conduct of continuous internal examinations, practical examinations, variety of examination methods, external examinations, assessments, result analysis and declaration of results. Result analysis will relate to attainments.

**5. UGC Quality mandate and its considerations:**

The institution is bound to the provisions made by UGC quality mandate and will follow all the five aspects to bring it into practice. These are Evaluation reforms, sustainable campus development in higher education (SATAT), Mulya Pravaha, Guru Dakshata for induction programs of one month and Academic research Integrity.



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**6. Inclusivity:**

**6.1: Inclusive approaches for diverse community needs:**

The institution will cater to and will provide to the needs and support of various types of disabilities such as physical disabilities, type – 1 (permanent disability such as limb loss, spine, amputations, congenital disorders. type – 2, disabilities including acid survivors, cerebral Palsy, Leprosy cured, dwarfism, muscular dystrophy, visual disabilities, hearing disabilities, speech disability, autism, intellectual disabilities, etc.


**6.2 LGBTQ community in learning:**

Supporting LGBTQ community, every support including fee waivers, physical attendant, rest provision, support during practical's, in timings, journal writing, in examinations, recording lectures, etc

**7. Community involvement:**

Learning with community. Internships, Projects, solo small activities to involve students in the community will be a part of learning.



  
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## E-Governance Policy

1.	Administrative Policy Number(APN): 05/2018-19	<b>Functional Area:</b> E- Governance at the Institution
2.	Brief Description of the Policy:	<b>Purpose:</b> Promoting e-governance facilities <b>Audience:</b> Students and Staff Members
3.	Policy Applies to:	Academic and Administrative departments
4.	Effective from the Date:	20 <sup>th</sup> November 2018
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority :	Administrative Officer & Lab Administrator
7.	Superseding Authority:	Management and Principal
8.	Last Reviewed. / Updated:	New Policy
9.	Reason for the policy:	To promote effective use of e-governance
10.	References for the policy:	UGC/ University

Creating an e-governance policy for a higher education institution involves several key steps:

- Assessment and Planning:** Evaluate the institution's current governance processes and identify areas where digitization can improve efficiency and transparency.
- Stakeholder Involvement:** Engage with faculty, staff, students, and administrators to understand their needs and concerns regarding e-governance.
- Policy Development:** Draft policies and procedures outlining how electronic systems will be used for various governance functions such as admissions, registration, academic records, finance, and human resources.
- Legal and Regulatory Compliance:** Ensure that the e-governance policy complies with relevant laws and regulations related to data privacy, security, and accessibility.
- Technology Infrastructure:** Invest in the necessary technology infrastructure, including hardware, software, and networking capabilities, to support e-governance systems.






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6. **Training and Capacity Building:** Provide training and support to staff and stakeholders to ensure they are proficient in using the new e-governance systems.
7. **Monitoring and Evaluation:** Regularly monitor the implementation of the e-governance policy and evaluate its effectiveness in achieving the desired outcomes.
8. **Continuous Improvement:** Developments on the e-governance policy based on feedback and emerging best practices in the field of digital governance.

By following these steps, a higher education institution can develop a comprehensive e-governance policy that enhances efficiency, transparency, and accountability in its operations.



  
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## LIBRARY POLICY

1.	Administrative Policy Number (APN): 06/2018-19	<b>Functional Area:</b> Utilizations of various documents available in the library
2.	Brief Description of the Policy:	<b>Purpose:</b> Promoting users to use the library facility for their study and research purposes. <b>Audience:</b> Student and Staff Members
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization.
4.	Effective from the Date:	1 <sup>st</sup> January 2019
5.	Approved by:	College Management Committee (CDC)
6.	Responsible Authority	Librarian
7.	Superseding Authority	Principal
8.	Last Reviewed / Updated:	New Policy
9.	Reason for the policy	Effective use of Library
10.	Reference for the policy	UGC/NAAC/University etc.

- I. Introduction:** The library is called the heart of any organization and institution. According to Bharat Ratna and our ex-president Dr. A.P.J. Kalam, "One Best Book equals to 100 best friends". Books enable users to view the past, use the experience for the present, and dream for the future. The library plays a vital role in the academic development of the students as well as faculty members. Library policy encourages the user to use the library for their study and research purposes.
- II. Policy Statement:** The institution is committed to imparting quality in every process with continual improvement. The quality policy is concerning the organizational Vision, Mission, Goals, and Objectives. The Quality policy is framed, finalized, communicated, and understood by all stakeholders within the institutions and will be reviewed from time to time for its suitability and effectiveness.



**III. Aim:** To provide comprehensive resources and services in support of the learning, teaching, and research needs of the students and faculty members in all formats.

**IV. Objectives:**

1) Commits to:

- Providing a user-centered learning environment that delivers information and services to its users where and when they need it.
- Empowering users to locate, evaluate, and use information available in various traditional and modern sources.
- Develop and maintain a balanced and up-to-date collection.
- Establishing itself as a leader in knowledge management.
- Fostering a workplace culture where library staff are valued for their knowledge and contributions.
- Developing a culture of resource sharing within and beyond the various organizations to satisfy information needs.

**V. Library Policies:**

**A) Document Procurement and Collection Development Policy**

- The library has a balanced and up-to-date collection development policy.
- Every academic year, the library receives a requisition from the faculty members and departments for procuring books, journals, and magazines.
- The library committee scrutinizes the received requisition.
- Orders for the books are placed with the vendor.
- After receiving the order, the book is thoroughly checked, and put due date slip, book pocket, and book card are put in it. The processing work is finished in one or two days.
- General and reference books are displayed on the new arrival rack.
- After processing Textbooks are immediately available for home lending

**B) Maintenance Policy**

- The library has the 'Vridhhi' software for the library management system.
- Books and Journals are entered into the LMS.



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- Each document has a barcode and position.
- Books are shelved according to the position given to them at the time of data entry.
- Stock Verification of Library material has been carried out every year.
- The old/ damaged books are withdrawn from the library or sent for binding based on their utilization.
- The Annual Maintenance Contract (AMC) procedure has been followed every year to update the software.
- E-access Books and Journals are available in the library for the students and faculty members. Every year the college has renewed the subscription.
- The library is kept clean and tidy by regular cleaning service.

#### **C) Document Utilization Policy**

- At the beginning of each academic year, an I-card with a barcode will be issued to all the students who have enrolled their Names for UC and PG courses.
- On all working days the library is open from 8.30 a.m. to 5.30 p.m. for the users.
- The library has Open Access to students and faculty members.
- Students are allowed to borrow one book at a time for a week duration.
- Students must Return /Change the book on or before the due date.
- Reissue of the Book is possible by checking the availability/demand of the book.
- Overdue charges may be applicable for delayed books.

#### **D) E-Library using Policy:**

- The library is a member of the National Library and Information Services Infrastructure for Scholarly Content (N-LIST).
- Users are provided an authentic login ID and password for browsing.
- The user can browse the e-resources remotely.
- It is available for academic purposes only.
- Users strictly follow the utilization policy of N-LIST
- External hardware and pen drives are not allowed.
- Browsing non-academic sites or social media sites is not permitted.



**E) Policy for physically challenged users.**

- The library is situated centrally on the ground floor of the college building for the convenience of Divyang students.
- The college has allotted a separate section in the central library for persons with disability.
- A book bank facility is provided.

**F) Utilization of Research Cell Policy**

- The library has a separate cell with an internet facility.
- Reference research sources are available in the cell.

**G) Library Security Policy:**

- The library is under the coverage of CCTV cameras.
- Students are not allowed in the library without his/her Identity Card.
- Readers should deposit their belongings at the place provided for the same.
- E-access is available only for Study and Research.
- The library has two emergency exit doors and a firefighting system for the security of the library.

**H) Weeding Out Policy:**

A committee will be formed whenever there is a need to weed out obsolete books and other materials. Weeding of books will be approved by the Principal.

**I) Rule and Regulation for library users:**

- An I-Card is necessary to issue a book from the library.
- Chewing Chui gums, Smoking, Spitting, Loud conversation, mobiles, and similar objectionable practices are forbidden in the library.
- Readers are responsible for any damage done by them to the books and others.
- Property of the library and shall be required to replace such books or other property damaged.
- The Library Attendant at the Entrance and Exit Counter is authorized to examine anything that passes into or out of the library.



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- The Librarian has the authority to withdraw the library card of any reader or deny the use of the library if found neglecting to comply with any Library rules.


**J) Reading Hall Policy :**

- The library has a well-furnished reading hall for the students and faculty members.
- Users must enter their names in the user access register at the counter.
- The reading hall has a provision for charging the laptop.

**K) Visitors Statistics:**

The separate entry registers are kept for the library visitors (students and staff) maintained.



  
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## Research Policy

1.	Administrative Policy Number (APN): 07/2018-2019	<b>Functional Area:</b> Research, Publication, Patent, Schemes, IPR etc.
2.	Brief Description of the Policy:	<b>Purpose:</b> To create ethical and favourable environment for research in college and boost research activities at undergraduate and post graduate levels. <b>Audience:</b> Student and Teaching Staff
3.	Policy Applies to:	All the Departments, Teaching fraternity and Students,
4.	Effective from the Date:	1 <sup>st</sup> January 2019
5.	Approved by:	Research and Development Cell
6.	Responsible Authority	Coordinator, Research and Development Cell
7.	Superseding Authority	Governing body of PGK Mandal
8.	Last Reviewed/ Updated:	New Policy
9.	Reason for the policy	The Research policy will serve as an overall framework within which research activities will be carried out. It also targets to identify thrust areas of research having social impact and thereby supplementing the Vision and Mission of the college.
10.	References for the policy	University Grants Commission/ Higher Education Department

### Reason for Research Policy:

To lay the foundation of research by taking the efforts to create insight of research among all the stakeholders.

### Policy Objectives:

- To guide for promoting awareness about research and triggering all stakeholders regarding quality research.



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- To motivate young faculties to apply for research grants/ fellowships through various funding agencies in India and abroad.
- To provide the needs of research centres and extend practical support to Ph.D. research students and project fellows with the required facilities.
- To upload the important documents of research on college website.
- To recognize and encourage the crucial research areas which will provide keys to the real-life problems.
- To acknowledge and include research as one of the key programmes among all college plans and execute it.
- To get novel and innovative outcomes which will be further expanded in the new incubation centre.
- To create educational partnership in research by a Memorandum of Understanding (MOU) for sharing information, knowledge and skills.
- Development of collaborations and linkages with academia and industries.

### **Research Policy Implementation**

- Promotion of research, and creation of intellectual resources through various research-based programmes.
- Inviting expertise from different research areas to guide the students.
- Train the students with respect to advanced instrumentation essential for research.
- Encouraging the students to participate in Avishkar research projects competition sponsored by SPPU.
- Boosting the teaching staff to apply for UGC and BCUD Research Grants.
- Granting Seed Money to faculties for Research for undertaking small projects from institution and other agency sponsors.
- Orienting UG and PG students to do survey-based projects.
- Encouraging teachers and students to participate in national and international workshops/seminars/ conferences and present their research.
- Commencement of extra credits for students participating and presenting research papers at State, National and International Levels.
- Provision of central research facility for all registered research students.



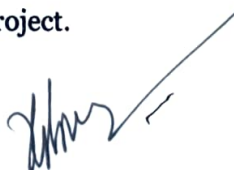


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**Guidelines for Researchers:**

- Researchers doing research need to publish their research only in peer reviewed and UGC care, Scopus, Web of Science listed journals,
- The college stringently follows the plagiarism policies decided by UGC and Savitribai Phule Pune University, Pune, available at the following links:  
[https://www.ugc.ac.in/pdfnews/8864815\\_UGC-Public-Notice-on-Draft-UGC-Regulations,-2017.pdf](https://www.ugc.ac.in/pdfnews/8864815_UGC-Public-Notice-on-Draft-UGC-Regulations,-2017.pdf)  
[http://unipune.ac.in/administration\\_files/pdf/Plagiarism\\_Policy\\_University\\_14-5-12.pdf](http://unipune.ac.in/administration_files/pdf/Plagiarism_Policy_University_14-5-12.pdf)
- Any break of code of research conduct will be treated as malfunction to fulfil with the terms made in the research policy. Misbehaviour in research includes:
  - i. Plagiarism of contents and data
  - ii. Duplicate publication of data
  - iii. Misuse of research funds
- It is obligatory for a researcher to cite name of college as authors affiliation.
- A researcher must mention name of funding agency in the acknowledgment of research paper.
- Researchers must prevent publication in suspicious journals.
- Ensure the safety in the research in handling pathogens, using hazardous chemicals and using experimental animals by forming Institutional Biosafety Committee (BSC) and ethical committee.
- College is bound to health, safety and environmental protection in all the research activities and shall obey with recognised governmental environmental health and safety policy norms and procedures.
- The individuals who have provided a valuable contribution in the research work should be acknowledged for their appropriate role in the publication.
- The Ph.D. guide serves as the corresponding author. The first author is the person who performs the important main central experiments of the research project.



  
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## IT POLICY

1.	Administrative Policy Number (APN): 08/2018-2019	<b>Functional Area:</b> IT infrastructure and support for the institutional governance
2.	Brief Description of the Policy:	<b>Purpose:</b> Providing quality in IT infrastructure and security <b>Audience:</b> All stakeholders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	1 <sup>st</sup> January 2019
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	Lab Administrator
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	Security and IT Infrastructure Management, Support and promoting speed to institutional governance
10.	References for the policy	UGC/ NAAC/ University/ RUSA, etc

### 1. Need of It Policy

The Poona Gujarati Kelavani Mandal's, Haribhai V. Desai College of Arts, Science and Commerce college is an institute which focus on technology and it maintain, and ensure legal and appropriate use of Information Technology.

The college offers courses affiliated to Savitribai Phule Pune University are aligned to industry needs and have adapted the latest tools in learning. With the advancement of technology, there is a greater need for a legal and safe process for procuring, using, and maintaining IT infrastructure. Thus, the college has developed its IT policy.



Following infrastructure resources are covered in IT policy-

- Server
- Network Devices - Routers / Switches
- Computer Hardware
- Computer Software
- Security Cameras
- ICT Infrastructure Tools

## **2. Software And Hardware Purchase Policy**

Procurement of any new product is monitored by the Purchase Committee. The IT purchase involves the following members.

- Management
- Principal and Vice Principals
- Network Administrator
- Website and Domain Administrator
- Staff members with IT Expertise

*Steps for Purchase:*

1. The Staff / Department has to submit application with detail requirement.
2. The requirement has been checked by the higher authorities and forwarded.
3. At least two different quotation is called from the different vendors for said requirement.
4. Purchase committee finalizes the received quotation and if required can make negotiation with vendors.
5. After finalization a purchase order is given to the vendor.

## **3. Hardware Resources**

- Server
- Networking Devices
- Desktop Computers
- Laptop Computers
- Printers / Scanners
- ICT tools



- Security Cameras
- Biometric Machine.

#### **4. Software Resources**

- OS License
- Other Software Licenses
- Open-Source software products
- Antivirus Software.
- College Domain (for college website)

For the new purchase of any product above mentioned process is followed.

#### **NOTE:**

- The concerned Head of Department and Subject Teacher will inform lab administrator to download and install open-source software's on required computer systems.
- To upload any new information on college site, staff have to mail on dedicated domain mail-ID or hardcopy application with signed authorities should be submitted to domain administrator.
- To create any new employee mail-ID or program mail-ID, staff have to mail on dedicated domain mail-ID or hardcopy application with signed authorities should be submitted to domain administrator.

#### **5. Set-Up Policy**

After successful delivery and basic installation from the vendor, the product is tested and stock entry should be marked in the register by office administrator.

#### **6. Device Allocation Policy**

- After stock entry, the product is labelled for the concerned department. The in-charge of the department will receive the product.
- Hardware devices are installed in departments.
- According to device, training program can be arranged to make usage awareness in faculties.



- Software packages are downloaded and installed by the lab administrator only. A schedule for installation is prepared in collaboration with concerned staff members / department heads, so that the regular work in the office / laboratory is not affected.

### **7. Software License and Installation Policy**

The college is using authentic licensed software products.

Prepare list of licenses and open-source software as per the academic and administrative requirement and sanctioned it from Principal.

#### **License Software:**

After a purchase, the lab administrator will install the license software, and an entry into the office register is required.

#### **Open-Source Software:**

The lab administrator will download and install open-source software with the concerned Head of Department's approval.

- After installation, concerned staff members tested for software installation and execution.
- Depending on the terms of the purchase agreement, software licenses frequently need to be renewed after a set amount of time, such as one or three years.
- Updates are installed in the same way following the renewal.
- LAB ASSISTANT IS ASSIGNED TO MAINTAIN THE RECORD OF REGULAR REQUIREMENT AND ISSUES.

### **8. Security Policy**

Internet Firewall is installed using a router.

- DHCP configuration
- Blocking of sensitive content
- User creation and user permissions
- Bandwidth control policy
- Antivirus



IP address is required for every system connected to the network. IP addresses are assigned for every laboratory, office, library.

Sensitive content and certain keywords are blocked for students. Social media websites and searchengines can also be disabled for the time of examinations.

Separate users for students and staff members are created.

## **9. User Policy**

Following different users are created with their roles and responsibilities.

### ***User1 - Student***

- Students use computer laboratories for practical assignments or projects.
- Username and password are allocated to students with required permissions on system.
- Students can access internet and can save their work.
- Access to Pen-drive or any external devices without permission is strictly prohibited to students.

### ***User2 - Teachers***

- Teachers can use computer laboratory or assigned desktop or laptop for academic or college work.
- Username and password are allocated to teachers with required permissions on system.
- they are the end users of the system. Like students, they also use the computer laboratory.
- Teacher can access internet, shared network resources like printer etc.
- With permission from the Principal, teachers can also access security cameras with the assistance of the lab administrator.

### ***User3 - Administrative Staff***

- These are primary users of the system with hierarchical structure.
- Username and password are allocated to administrative staff with required permissions on system.
- Lab administrator has full access to all systems and network.



## **10. Software And Hardware Maintenance Policy**

- Maintenance of IT infrastructure is taken up systematically by Lab administrator.
- Minor device repair or replacement is handled by lab administrator.
- Major device repair or replacement is sent outside the campus with gate pass entry to external agency.
- Any unusual hardware issues will be handled with the permission of Head of Department and Principal.

## **11. Hardware Maintenance**

Before every semester's exam, all hardware equipment is inspected and cleaned. The lab administrator and assistants handle this task.

Every academic year, at the end, a routine stock update is taken. Peripheral device wear and tear is tracked.

To prevent any electrical problems like short circuits, all switches and electrical connections are regularly inspected.

Weekly checks are performed on the power backup.

Teaching staff members compile a list of any additional hardware device or component in accordance with the specifications of the syllabus for the following year.

## **12. Software Maintenance**

Every day, software fixes are released. When the internet connection is active, some of them are installed automatically. It is necessary to manually update the software packages if the automatic update option is not selected. Lab assistants carry out the task.

Every day or every week, an automatic data backup is performed.

Regular upgrades are also necessary for open-source software.

The lab administrator will bring up the request with the principal if the license is renewable and when the renewal is due.

Software updates and new licenses can be received if the request is granted.

All client computers and the server both have up-to-date antivirus software installed.



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### **13. Security Camera Maintenance / Recording**


A technician has been recruited to maintain the DVRs and security cameras.

After receiving approval from the relevant technical person, anyone wishing to examine a recording for any reason—such as material loss or damage—must submit an application to the principal or administrative officer. From there, the recording can be scheduled for viewing.

### **14. Disposal Policy**

Reusable parts can be reused, and any that aren't will be given to the waste management facility.



  
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## Student Support and Progression Policy

1.	Administrative Policy Number (APN): 09/2018-2019	<b>Functional Area:</b> Admission, Academic, Scholarship, Grievance Redressal Cell, Alumni
2.	Brief description of the policy:	<b>Purpose:</b> Promoting quality in student progression for higher studies and catering to their requirements in better progression. <b>Audience:</b> All stakeholders
3.	Policy applies to:	All academic, administrative and managerial processes in the organization.
4.	Effective from date:	1 <sup>st</sup> January 2019
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority:	IQAC coordinator
7.	Superseding Authority:	Principal
8.	Last reviewed / Updated:	New Policy
9.	Reason for the policy:	Quality Enhancement
10.	References for the policy:	UGC/ NAAC/ University

**Aim:** The aim of this policy is to provide holistic development of students to enable them to make informed decisions, build stronger networks for community and economy.

### 1. Student Support: -

a) **Scholarships, free ships, fee waivers and concessions:**



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- The college will provide government & nongovernment Scholarships for financially deprived students.
  - Financial relief in fees to the needy and deserving through fee concessions.
  - Fellowships also be given to students through philanthropic and benefactor activities.
- b) **Fee payment in instalments:**
- Students who cannot pay fees in one instalment are given the provision to pay fees in two instalments.
- c) **Earn & Learn Scheme:** institution is affiliated to Savitribai Phule Pune University. The university scheme of Earn & Learn is implemented by the institution.
- d) **Short term courses:** free and moderately paid short-term courses designed by the institution for upskilling will be conducted by the institutions.
- e) **Academic Advising for program choices:** students are counselled for the choice of the right course. This helps them excel better in their careers.
- f) **Mentoring:** the institution provides mentoring to students. Teachers facilitate the teaching, learning and personal issues.
- g) **Career services:** this includes career guidance, providing career options, job search skills,
- h) **Accessibility services:** Divyang students, student who need accommodations, giving extra time in examinations.
- i) **Diversity and inclusion provisions:** institution has a great diversity in terms of economic backgrounds, languages, community diversity, etc. this promotes them learning better and learning life.
- j) **Student success workshops, events and activities:** soft skill programs, life skill programs, various types of activity enrichments, cultural and sports activities.

**2. Student Progression: -**

- The institute will promote Higher education of outgoing students by providing them with LOR (Letter of Recommendation).
- Conduct of lectures and sessions by experts and teachers to advance the cause of education.
- Progress monitoring: Mentoring and CO -PO mapping helps the institution understand the student better.



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- Seminars and workshops are conducted to expose students to various career progression available within India and abroad.
- Promoting students to join institutional Masters and Ph.D. programs by starting new programs.

### **3. Inclusivity and Diversity**

- **Equal Opportunity:** The college will ensure equal opportunities for all students, regardless of their background, gender, or ethnicity.
- **Cultural Sensitivity:** The college will promote a culturally sensitive environment that celebrates diversity and encourages respect for different perspective.

### **4. Programs and Activity: -**

- The college will conduct various programs to promote fitness and well-being of the students.
- It will also promote upgradation of students with respect to digital environment and Various Computing skills.

### **5. Alumni Engagement: -**

- College alumni will be engaged in overall development of the college by taking active part in various activities.
- College alumni will provide inputs for quality enhancement of academic and administrative activities.

### **6. Capacity Building and Skill Development: -**

- The college will organize various programmes for capacity building and skill enhancement which includes Soft Skills, Language and communication skills, Life Skills and Computing Skills.

### **7. Financial Support for activities: -**

- The college will establish a corps in association with alumni association and other government and non - government agencies to carry out the activities mentioned above.



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**Placements:** institutional placement cell promotes on campus and off campus placement drives and pre-placement activities. it takes care of employer relations, job posting and recruitment events, career counselling and advising, skill development activities, internship programs and connect with the employers and the employed.



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## Staff Welfare Policy

1.	Administrative Policy Number (APN): 10/2018-2019	<b>Functional Area:</b> Staff welfare.
2.	Brief Description of the Policy:	<b>Purpose:</b> promoting quality in Academics and administration with employee satisfaction & happiness. <b>Audience:</b> all employees of the organization.
3.	Policy Applies to:	All employee's organization
4.	Effective from the Date:	1 <sup>st</sup> January 2019
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	Principal
7.	Superseding Authority	Management
8.	Last Reviewed. / Updated:	New policy
9.	Reason for the policy	To enhance employee satisfaction, retention, productivity, and promote a positive work environment.
10.	References for the policy	UGC/ University Act/ management

### Introduction:

This policy document outlines the welfare measures established for teaching and non-teaching staff during their tenure at the institution. Recognizing the importance of employee well-being in fostering a conducive work environment, this policy aims to address various facets of staff development and job satisfaction.

- Objective:** The primary objective of this policy is to ensure the overall welfare and job satisfaction of the staff, encompassing both teaching and non-teaching personnel. Through comprehensive welfare measures, we seek to promote employee retention, productivity, and a positive work culture.



**2. Scope:** This policy applies to all staff members employed by the institution, including academic faculty, administrative personnel, and support staff. It covers various welfare aspects, including health, professional development, work-life balance, and recognition.

**3. Welfare Measures:**

- **Health and Well Being:** The institution shall provide access to health insurance schemes, periodic health check-ups, counselling services, and wellness programs to support the physical and mental well-being of staff members.
- **Professional Development:** Continuous learning and skill enhancement opportunities shall be made available through workshops, seminars, conferences, faculty development programmes, training sessions, and funding support for further education or certifications relevant to their roles.
- **Work-Life Balance:** Policies promoting flexible work arrangements, maternal leave and other leaves, childcare support, and provisions for remote work where feasible shall be implemented to help staff maintain a healthy balance between professional and personal life.
- **Financial Support:** The institution may offer financial assistance through loans, grants, or emergency funds to alleviate financial burdens faced by staff members.
- **Recognition and Appreciation:** Regular acknowledgment of staff contributions through awards, commendations, and public recognition programs to boost morale and foster a culture of appreciation within the institution structure.
- **Safety and Security:** Ensuring a safe and secure work environment by adhering to safety protocols, providing necessary training, and implementing measures to prevent harassment or discrimination.
- **Retirement Benefits:** Planning for retirement through pension schemes, retirement counselling, and other retirement benefits to ensure a smooth transition into post-employment life.

**4. Implementation:**

- The Principal and Management will be responsible for the implementation and oversight of this policy.
- Regular reviews and feedback mechanisms shall be established to assess the effectiveness of welfare measures and make necessary adjustments based on staff needs and evolving circumstances.



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**Haribhai V. Desai College of Arts, Science and Commerce,  
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**5. Compliance and Review:**

- All the departments and staff members are required to adhere to the provisions outlined in this policy.
- This policy shall be subject to periodic review and updates to align with changing regulatory requirements and evolving best practices in employee welfare.



**Principal**

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## Alumni Policy

1.	Administrative Policy Number (APN): 11/2018-19	<b>Functional Area:</b> Alumni engagement and alumni relations.
2.	Brief Description of the Policy:	<b>Purpose:</b> Alumni are the face of institutions in society, Alumni connections are important for institutional development. <b>Audience:</b> Alumni
3.	Policy Applies to:	All academic and cocurricular processes in the organization.
4.	Effective from the Date:	1 <sup>st</sup> June 2019
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	In-Charge, Alumni Committee and Association
7.	Superseding Authority	Principal
8.	Last Reviewed. / Updated:	New policy
9.	Reason for the policy	Creation and maintenance of continuous connections and development of a mutual benefit between Alumni and institution
10.	References for the policy	UGC Quality Mandate / Trust deed.

### Introduction:

Haribhai V. Desai college of Arts, Science and Commerce has a rich alumnus. The number of students who complete their education is sizeable and a connection between the two organizations is a necessity. The institution has formally created a registered alumni association which will foster the relations between the alumni and the institution.

### Purpose And Scope:

- To bring together all the passed-out students and the faculty of Haribhai V. Desai College of Arts, Science and Commerce and to maintain and update the





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Pune.**

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database of all the alumni of the college and to interact with them.

- To utilize the rich experiences of old students of the college for the benefit and progress of the present students.
- To guide the young learners in their endeavour for better employment and higher studies.
- To promote campus placements through the old students working in reputed industries in India and abroad.
- To get the valuable advice of the Alumni in the overall development of the college.
- Arrange seminars, debates, and workshops on Science and Technology and cultural and social welfare programs.
- To provide financial assistance to the needed alumni members pursuing higher studies based on merit and means.
- To arrange donations to the poor students either in cash or in kind for their education purposes.
- To maintain libraries, reading rooms, lecture halls, training centers, etc. useful to the members of the Association.
- To arrange teaching and training classes for the students studying in the college and also for the members to upgrade their technical and general skills.
- To gather and maintain a database of employment information and to assist the members in securing suitable jobs.
- To maintain a website, publish periodical magazines or bulletins with valuable information useful to the members and students.
- To involve the members in the overall development of the college and the Society.

**Objectives:**

- Organizing Alumni Meet yearly.
- Sharing the real-time experience to present students on the latest technologies.
- Appreciating the contributions made by the Alumni members for enhancing the prestige of the Institute.



The Poona Gujarati Kelavani Mandal's  
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Pune.**

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- Involving the Alumni in the development of curriculum.
- Conducting a minimum of two alumni activities each year in the respective departmentlike guest lectures, workshops, project reviews, judging for competitions, etc.
- Interacting with Alumni through the Internet and updating their information on the institute's website.
- Alumni Administration such as Registration, Feedback, Meetings etc.
- Helping the students and faculties to get technical and financial help or projects from Alumni.
- Helping the students to get internship and job offerings from alumni.

**Strategies For Alumni Engagement:**

**(i) Registered Alumni Association**

- The institution has developed a registered Alumni Association. All alumni engagement activities of the constituent units are to be reported to the centralized alumni-relations wing of the college.
- A separate bank account is operated for the alumni-related activities. The constituent unit may also apply for an IT rebate on Alumni donations to the appropriate office of Income Tax.
- All outgoing final-year students will be enrolled with the Alumni Association of the institute for a nominal registration fee that may be charged as approved by the college authorities.
- Retired teachers and management representatives too are the Alumni of the institution

**(ii) Alumni Contact:** Information about the latest initiatives of the college/university should be shared with the alumni.



- (iii) **Newsletter:** Incorporate various indirect communication methods to ensure alumni stay informed about the latest university/college developments. Utilize initiatives such as e-newsletters, alumni-to-alumni networking programs, and other engaging content to capture alumni attention.
- (iv) **Alumni Day:** Designate an annual "Alumni Day" where the institution hosts events tailored to alumni interests. This could include honouring favourite teachers and facilitating alumni networking opportunities.
- (v) **Alumni Meet:** Organize periodic alumni gatherings and networking events, utilizing platforms like video-conferencing to ensure accessibility to all alumni.
- (vi) **Automated Emails/SMS:** Implement system-generated emails and SMS notifications for various occasions to keep alumni engaged and informed.
- (vii) **Social media:** Leverage social media platforms such as Facebook, Twitter, and Instagram to expand outreach and foster interaction with alumni. Utilize professional networks like LinkedIn for networking purposes, while using Twitter for quick updates and engagement with alumni.
- (viii) **Alumni tab:** Dedicated tab of Alumni on the institutional website.
- (ix) **Alumni Engagement Activities:** The Alumni Association must encourage the alumni to actively participate in various alumni activities.
  - Alumni may directly participate in the activities at the campus as well as through participation in activities of alumni chapters at their place of residence/work outside the college premises.
  - Alumni be invited to participate in conferences/seminars as resource persons. The alumni should be engaged with the college irrespective of their professional and financial successes.\
  - The head of the institution should take the lead in engaging with the alumni. He/She may devote 20% or more of his/her time to alumni engagement. They may frequently engage with alumni groups as well as meet prominent alumni in small groups or on a one-to-one basis.



- (x) **Alumni Participation:** The alumni may be invited to participate in various academic and non-academic advisory bodies of a university to bring their professional experience to these bodies
- Alumni may be involved at the policy level in the different bodies of constituent units and universities. Proven alumni at a higher level may typically be invited to bring their proven leadership skills, and also contribute their knowledge of the finer points in the college/university's functioning.
  - **Alumni chapters/clusters** may be encouraged to be formed at the regional level and these chapters may organize annual events for alumni in their areas. Care should be taken so that the chapters/clusters undertake fundraising only to the extent required for the alumni events (for example, up to 20 % of the surplus fund may be retained by the chapters and the rest given to the college for its alumni activities fund).
  - **Special Interest Groups (SIGs)**, of alumni with common interests may be formed to provide opportunities for exchange of leadership and career development, etc.
  - **Awards:** The college/university should honor the distinguished alumni for their support in brand-building exercises and overall development of the college/university. The alumni who reach positions of eminence or are otherwise role models to the students may be recognized by the college by bestowing them with distinguished alumnus/alumna and other similar awards. These awards will result in the current staff and students to be recognized as possible role models.
  - Alumni may be invited as Chief Guests on important events like Annual Day, Foundation Day etc. which gives the message of their being important for the HEI.
  - **Governance Mechanism of Alumni Association:**
    - Alumina is a registered independent body under the Maharashtra Trust act. It will work independently of the college regulations but in association with the institution.
    - A separate office space has been provided to the Alumni.
    - The appointment and functioning of the Alumni are as per the TRUST ACT. The institution supports the working and requirements of the alumni association.



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**Alumni Donations:**

Higher Education Institutions should have well-defined fundraising, fund management, and fund auditing/reporting processes.

- All alumni fundraising activities should be highly centralized and carried out under the alumni-relations wing of the university. The alumni relations wing also provides the necessary financial documents to enable donors to claim income tax benefits on their donations.
- The alumni donations may be exempted from the income tax deduction under Section 80G of the Income Tax Act. (50 % or 100 %). The constituent units must get this provision by application to the IT Commissioner with proper documentation and reporting on the same.
- For overseas alumni donations, the donations may be transferred to the university's central account having the Foreign Contribution Regulation Act (FCRA).
- The highest level of transparency in the utilization of donations should be maintained. Periodic reporting, both financial and in terms of impact, should be done for large donations.

In case the alumni donate physical assets to the college, the management of these donations is also among the responsibilities of the alumni association of the college.



  
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## Grievance Redressal Policy

1.	Administrative Policy Number (APN): 12/2018-2019	<b>Functional Area:</b> sorting the student grievances
2.	Brief Description of the Policy:	<b>Purpose:</b> to make the life of the student comfortable on the campus. <b>Audience:</b> all stake holders of the organization.
3.	Policy Applies to:	students
4.	Effective from the Date:	1 <sup>st</sup> November 2019
5.	Approved by:	Governing body of PGK Mandal
6.	Responsible Authority	Principal
7.	Superseding Authority	Management
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	Sorting of grievances and promoting academic engagement.
10.	References for the policy	UGC guidelines, University guidelines

### Objective:

The objectives of the Grievance Cell are to develop an approachable and responsible attitude among all the stakeholders to maintain a harmonious atmosphere in the institution.

- A Grievance Cell is constituted for the redressal of the problems reported by the Students of the College
- A grievance cell is formed to keep a healthy working atmosphere amongst staff, students, and parents
- Reassuring the Students to express their grievances/problems freely and frankly, without any fear of being victimized.
- Suggestion/complaint Box is installed in all the Blocks in which the students (anonymity can be maintained), who want, to put in their grievances and their suggestions for improving their Academics.
- Advising Students of the College to respect the rights and dignity of one another and show utmost restraint and patience whenever any conflict arises.



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Pune.**

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- Advising All the Students to refrain from provoking Students against other Students, teachers, and College administration
- Advising all staff to be affectionate to the students and not behave in a spiteful or malicious manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the principal.

**Scope:**

The cell will deal with Grievances received in writing from the students about any of the following matters: -

- Student matters: discipline, disputes, irrational behaviour, hurting behaviour, eve-teasing, sexual or any form of harassment, or any form of ragging etc.
- Financial Matters: Related to dues and payments for various items from the library, etc.
- Other Matters: Related to certain issues on sanitation, preparation of food, availability of transport, canteen, victimization by teachers etc.

**Functions:**

- Complaint Box has been installed on the College campus in which the students, who want to remain anonymous, can put in writing their grievances and their suggestions for improving the academics/administration in the College.
- Students can complain.
- The person concerned can personally approach any member of the Cell and can send an email or write an application and submit to the Cell Convener for grievances of any sort.
- The cases will be attended to promptly on receipt of grievances from the students. An aggrieved student shall first submit his complaint in writing to his/her mentor who shall resolve the grievance within two days. In case the mentor is not able to resolve the grievance, he shall forward it to the chairperson of the Grievance Committee.
- The cell will review all cases and will act formally accordingly, the chairperson of the Committee shall convene a meeting of the committee within 2 days of receiving the complaint from the faculty mentor or from the aggrieved student in case he/she applies directly to the committee.



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- The chairperson shall attempt to resolve the grievance within a week of the receipt of the complaint and action taken report from the mentor.
- If the student is not satisfied with the solution of the mentor level, he/she shall appeal to the chairperson level of committee giving the reasons for his/her dissatisfaction with the decision within a week of receipt of the decision of the mentor level, the case will be revisited and the committee will resolve the grievance.
- The chairperson of the Grievance redressal committee shall convene a meeting of the committee within 2 days of receiving the complaint. The committee shall verify the facts and either endorse the decision or issue an appropriate order within a week of receipt of the grievance.
- If the student is not satisfied with the decision of the redressal offered by the Institute's Grievance Redressal Committee, he /she can submit an appeal to the Chief Operating Officer of the Institution within a week of the receipt of the decision with all relevant details.
- The Chief Operating Officer of the Institution shall review the decision and pass an appropriate order. The COO, if needed may recommend, necessary corrective action as he/she may deem fit, to ensure avoidance of the recurrence of similar grievance at the Institution, and the necessary changes shall be made in the rules of the Institution.
- The law of natural justice shall be observed and a fair hearing to the complainant and concerned persons shall be given at all levels. The relevant provisions of the Act/Regulations shall be kept in mind while passing an order on the grievance at any level, and no order shall be passed in contradiction of the same.
- The cell will give a report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.
- At all levels a fair hearing shall be given to all parties at all levels/committees. The form for submission of the grievance is attached to this document.





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### **Procedure for lodging complaint:**

- The students may feel free to put up a grievance in writing/or online, in any format available on the college campus, and drop it in boxes or through
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

### **Exclusions:**

The grievance Redressal cell shall not entertain the following issues:

Decisions of the executive council, academic council, board of studies, and other administrative or academic committees constituted by the Institution/University.

- Decisions about the award of scholarships, fee concessions, medals, etc.
- Decisions made by the higher authorities about disciplinary matters and misconduct.
- Decisions of the Principal/higher authorities about admissions in any courses offered by the institute.
- Decisions by the controller of Examination or Principal on assessment and examination results.

### **Steps of Students Grievance Redressal Process**

1. The student drops the complaint letter in the box or sends the complaint through e-mail.  
(Student should mention the Name, Course, year, it is mandatory in his complaint)
2. Verification of the complaint & Action Taken.  
(Depending upon findings of the verification report)
3. Information to the complainant on redressal of the complaint.

### **Step1: Lodging of Complaint**

Students are required to fill out the **student Grievance form** and drop it in the box in the college premises or submit the same via email.

Students must be sure to mention their credentials like, name, course, year etc., in their complaint.



### **Step2: Verification**

On receiving the complaint, the committee will record and verify the complaint.

### **Step 3: Action**

After verification of the complaint, the committee acts upon the complaint and takes necessary measures to resolve the issue.

### **Step4: Intimating the student**

Once the complaint has been resolved, the student is informed about the outcome, and the complaint is considered closed by the Department.

1. **Grievance:** A grievance refers to a formal complaint or concern raised by an individual or group regarding perceived unfair treatment, violation of rights, or dissatisfaction with a particular situation within an organization.
2. **Cell:** In this context, a cell typically refers to a specialized unit or department within an organization that is dedicated to handling specific issues or tasks. In the case of a grievance cell, it is a designated entity responsible for managing and addressing grievances.
3. **Objectives:** Objectives are specific goals or targets that an organization or department aims to achieve. In the context of a grievance cell, objectives may include ensuring prompt resolution of complaints, fostering transparency in grievance handling procedures, and promoting a positive organizational culture.
4. **Approachable:** Being approachable means being easy to talk to or accessible. In the context of a grievance cell, it implies creating an environment where individuals feel comfortable expressing their grievances without fear of reprisal or judgment.
5. **Responsible:** Being responsible entails taking ownership of one's actions and obligations. In the context of a grievance cell, it involves handling complaints in a diligent, fair, and accountable manner, ensuring that appropriate actions are taken to address the concerns raised.




The Poona Gujarati Kelavani Mandal's  
**Haribhai V. Desai College of Arts, Science and Commerce,  
Pune.**

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6. **Stakeholders:** Stakeholders are individuals or groups who have a vested interest or concern in the operations, decisions, or outcomes of an organization. In the context of a grievance cell, stakeholders may include employees, customers, suppliers, management, and other relevant parties affected by the grievances.
  
7. **Harmonious:** Harmony refers to a state of agreement, cooperation, or peaceful coexistence. In the context of an institution, maintaining a harmonious atmosphere involves fostering positive relationships, resolving conflicts effectively, and promoting a conducive environment for collaboration and productivity.



  
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## Resource Mobilization Policy

1.	Administrative Policy Number (APN): 13/2018-2019	<b>Functional Area:</b> Framework for optimum utilization of Resources at Institutional level
2.	Brief Description of the Policy:	<b>Purpose:</b> Identifying mobilization of funds and its optimum utilization for achieving the strategic plans, goals and activities for the overall growth of the Institution.  <b>Audience:</b> All stakeholders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	1 <sup>st</sup> November 2019
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	Principal
7.	Superseding Authority	Board of Management/Trustees
8.	Last Reviewed. / Updated:	2016- 17 updated in April 2018
9.	Reason for the policy	Identify the resources available for various program to ensure efficient management of funds.
10.	References for the policy	Management Guidelines

### Reason for Resource Mobilization Policy :

The Resource Mobilization Policy of our Institution is intended to identify the resources available for various programmes to ensure efficient management of funds.

The Resource Mobilization Policy focuses on achieving the strategic plans, goals and activities for the overall growth of the Institution.



The Poona Gujarati Kelavani Mandal's  
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Pune.**

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The policy documents for the resource mobilization help to identify and analyse the institution's current sources of funds and resource availability for institutional, financial and other requirements or priorities and efficient budget allocation in view of application of funds.

Finally, it outlines the procedures for optimum utilization of generated funds while ensuring accountability and transparency.

### **Introduction:**

The Institution has a transparent financial management system in which Government and Management are the main sources of funds. The Resource mobilization policy focuses on achieving the goals of the institution ensuring accountability and transparency.

The Governing body coordinates and monitors the optimal utilization of the funds for the promotion of learner-centric ecosystem. Institution has a well-organized procedure for funds and resource mobilization. It includes the involvement of various college level committees, head of the academic and administrative departments, accountant and Principal of the college. The institute has framed certain rules for the utilization of funds and usage of resources.

### **Part A: Resource Mobilization Policy and Procedure**

- At the commencement of financial year, Principal, as a head of the institution Office Superintendent/Accountant in consultation with Heads of Department prepare the budget level institution.
- The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary and other maintenance costs. It includes planned expenses like purchase of laboratory material and equipment's, furniture and developmental Expenses.
- The budget is scrutinized and approved by the top management. Accounts department and purchase department monitor whether expenses are exceeding budgetary provision.



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**Haribhai V. Desai College of Arts, Science and Commerce,  
Pune.**

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- The appointed statutory auditors certify the financial statements every financial year. Grants received by the institution are audited by the certified auditors.
- The Institution is a centrally managed non-profit organization with honorary governing body members which ensures the income generated is spent optimally in the institution itself.
- Funds are provided to meet the infrastructure requirement of the institution while starting new programmes and centres.
- The management provides financial supports for seminars/workshops/Guest lectures/Faculty Development programs.
- The extracurricular activities of the students are a major concern and adequate funds are provided for Sports and Cultural activities
- Scholarships and free ships to the deserving students.
- Provident fund(PF) benefits are provided to the Management appointed staff.

Financial Resources of the institution are as under:

- Tuition fee
- Government grants
- College Development Fund
- Alumni Contribution
- Central development fund
- Funds from parent body/ PGKM

**Part B: Monitoring Utilization of funds and Financial Audit:**

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 UDC and the Accountant.

The Institution adopts the following mechanism for conducting financial audit.

1. Institute has established a mechanism for conducting Internal and External Financial audit every year to ensure Financial Compliance.



The Poona Gujarati Kelavani Mandal's  
**Haribhai V. Desai College of Arts, Science and Commerce,  
Pune.**

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2. The Management has appointed a Chartered Accountant as the external auditor of the Management accounts. The statutory financial audit of all accounts of the Institute is conducted after the end of the financial year during 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 Principal, President, Treasurer, Hon. Secretary and Chartered Accountant.
3. The Government Audit to check the admissibility of expenditure as per the pattern of assistance is carried out periodically by the concerned Authorities.



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## Infrastructure Development and Maintenance Policy

1.	Administrative Policy Number (APN): 14/2021- 2022	<b>Functional Area:</b> Physical and Digital infrastructure
2.	Brief Description of the Policy:	<b>Purpose:</b> To develop and maintain infrastructure <b>Audience:</b> All Stakeholders
3.	Policy Applies to:	All Stakeholders
4.	Effective from the Date:	1 <sup>st</sup> November 2019
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	Administrative Officer and Principal
7.	Superseding Authority	Management Authorities
8.	Last Reviewed/ Updated:	New Policy
9.	Reason for the policy	Development and Maintenance of Infrastructure facilities
10.	References for the policy	Management Guidelines

**Introduction:** The College is endowed with infrastructure pertaining to instructional, administrative and amenities besides furniture, equipment and other physical material. They must be maintained properly and kept in good condition for the best use of the stakeholders of the Institution. The college has an extensive infrastructure to facilitate its teaching, learning and research programmes. There are well defined and established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Annual budget is allocated for proper maintenance of physical and academic facilities. This document aims to provide a framework on allocation of various responsibilities to ensure effective use and maintenance of existing infrastructure for campus development and allied activities.





The Poona Gujarati Kelavani Mandal's  
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Pune.**

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**Objectives:**

To provide ambient environment for teaching – learning, research, faculty and student development activities, conducive facilities for administrative activities besides best-in-class amenities to immediately address the issues of maintenance, if any, through a proper systematic work flow

**Standard physical facilities:**

**Infrastructure facilities:** 33 Class Rooms; 20 Laboratories ; 1 Research Laboratory;

2 Auditoriums; 7 Computer labs; 1 Conference Hall; Library; Sports complex and Gymnasium, Language Laboratory, Solar system, Terrace Garden, Elevators, Parking, Generator etc

**Administrative facilities:** Principal/PGKM Director room; Board Room; Office all inclusive; Cabins for Heads of Department; Department Offices; Faculty Rooms; Central Stores; Maintenance; Security; Housekeeping; Pantry for Staff; Examinations Control Office; Placement Office, alumni office etc .

**Amenities:** Toilets (Ladies & Gents); Boys Common Room; Girls Common Room; Cafeteria; Gymnasium; Auditorium, Open Air Auditorium ,elevators.

**Overall maintenance:** The Building and Infrastructure Maintenance Section headed by the administrative officer of the college is responsible for overall maintenance of the physical infrastructure of the institution in coordination with the heads of the Department and other unit heads Maintenance of the buildings such as, electrical works, minor civil works, plumbing works, uninterrupted water facility, maintenance of generator, Fire equipment, white washing and campus cleanliness shall be conducted regularly. AMCs for are in place.

**Process for maintenance:** The heads of departments/vice principals inform the Building and Infrastructure Maintenance section for any kind of repair/breakdown in writing.

The Building and Maintenance Section depute the relevant technician/electrician to the department/section concerned to complete the job at the earliest.

Upon completion of the work, the technician/electrician shall record the work done in the maintenance register and get it attested by the concerned head of the department/unit if any accessories needed to complete the work.



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The carpenter/technician/electrician should intimate to the Building and Maintenance Section for purchase and provide within an approximate time frame to complete the work.

In case of equipment/machines not covered under AMC, the service/repair work will be outsourced with the permission of the Principal and PGKM.

All the condemned items should duly be reported to the Principal, under whose purview such items will either be discarded or put into auction/scrap scale once in a year.

All the departments and sections must maintain proper stock registers and the college shall constitute a committee for stock verification every year and report the same to the governing Body.

**Maintenance of Academic facilities in the Department:** The Heads of the Departments are responsible for optimum utilization and maintenance of the classrooms/smart classrooms, Seminar/Lecture Halls, equipment, furniture, department labs, research labs and other academic infrastructure. The Heads of the Departments must ensure that the classrooms/laboratories and other academic facilities have adequate furniture, lighting, and uninterrupted electrical and water supply. The materials available in the department are properly entered into the stock register/log book and must be kept updated for verification/audit. Damage/loss of the goods/leakage should be instantly reported to the maintenance section. Any repair work/service must be performed by the designated staff only. Cleanliness and hygiene must be given utmost priority.

**Maintenance of IT facilities:** Computer systems, Servers, Internet and Wi-Fi facility, Smart Boards, LCD projectors, Computer Hardware, CCTV, Biometric Devices, Audio-Visual tools and other ICT equipment shall be maintained by the qualified technical staff. The college centralized data centre provides internet, surveillance and data management services through Wi-Fi network connected through an optical fiber cable to all departments and administrative offices. The ICT enabled classrooms with smart boards at college departments are reaping benefits of high-speed Wi-Fi connectivity to conduct various online programmes like outreach programmes, invited lectures as well as conduct of virtual national and international conferences. The centralized facility data centre not only monitors but also provides access for high-speed computation and data management across various labs.



**Maintenance of Library:** Access, issue and return of the books must be under careful vigilance of the Librarian. The racks and furniture in reading hall should always be kept clean and the librarian monitors periodically the maintenance of racks, almirahs, books, computers, CDs, and other material in the library. Librarian must ensure that the books be organized as per the standard library practices for the easy access of the users. Online and offline catalogues are updated periodically and as and when a new addition is made. Stock Register is maintained and verified during the audit. The Accession Register, Gate Entry Register, Circulation Register, Fine Register, Missing Books, No Dues applications, E- Journal usage Statistical Reports, Issue Register of all the visitors/users of the library shall be maintained up to date. Photocopiers and other reprography equipment shall be serviced periodically through AMC and/or on call basis.

#### **Maintenance of Sports Infrastructure**

The Physical Education Director is in-charge of the proper utilization and maintenance of the sports Infrastructure, facilities and material. Regular practice on sports and games should be provided to the students in the respective fields and courts. Sports equipment should be maintained in good condition by the Physical Education Director for regular use by the students. Stock Register must be updated with every new procurement /condemnation. Annual Stock Verification is performed with the help of the committee instituted by the Principal. All the data pertaining to the achievements of students, conduction of events, list of students participated outside and other reports related to sports activities must be maintained properly for audit.

**Development and support facilities:** The Development Office is in charge of purchase and procurement issues and procedures, such as e-tenders. It also keeps track of the college infrastructure and other valuables, as well as dealing with annual maintenance contracts of both academic and physical infrastructure. The store office keeps a record of every equipment purchased and maintenance services employed. The stock registers are maintained at both store office as well as at respective departments. For specific purchase of equipment at departments laboratories, maintenance or repair is undertaken by the concerned head/director of the department/centre as per laid down procedures of PGKM. The maintenance of infrastructure is done through both administrative sections as well as at individual department level.



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**Haribhai V. Desai College of Arts, Science and Commerce,  
Pune.**

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A complaint register is maintained in office in which students as well as faculty can register their problems which are resolved within a set time frame. The college follows the guide line and instruction issued from time to time by the Government and other funding agencies for utilizing the grants received.

**Responsibility rests with:**

- A. **Laboratory:** Head of the department and the lab attendant
- B. **Library:** Librarian
- C. **Sports Facility:** Director of physical education
- D. **Computer utilization and Maintenance:** Principal and technical assistant
- E. **Internet Usage:** The management and IT committee
- F. **Infrastructural Management:** Infrastructure committee



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PUNE-2.



## Community Work and Extension Policy

1.	Administrative Policy Number (APN): 15/2018-19	<b>Functional Area:</b> NSS and Community
2.	Brief Description of the Policy:	<b>Purpose:</b> Community and extension policy serves as a guiding framework to ensure that our collective efforts align with our core values of collaboration, respect, and growth. <b>Audience:</b> Community
3.	Policy Applies to:	Student, Staff, Management and Community
4.	Effective from the Date:	1 <sup>st</sup> November 2019
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	NSS Program Officer
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	Quality as the sole criterion for updating
10.	References for the policy	UGC/ NAAC/ University

### Introduction:

The college NSS unit acts as a bond between Haribhai V. Desai College of Arts, Science and Commerce and society, to provide better and effective services for the development of surrounding areas through various innovative initiatives. Under the guidance of the NSS Programme Officer, students of Arts, Science, Commerce, BBA, B.Sc.(CS) engage in social upliftment activities to foster the community development through various programs.

This policy for Extension activity involves identifying community needs and then partnering with local organizations and individuals to address them through awareness campaign, extending knowledge and other institutional resources to the community. Outreach program is a complete entanglement between the community and education institution. Outreach activities develop learning and applying knowledge to studies, community services, a sense of responsibility toward the unreached community's reflection and feedback on the experience to improve and sustain the process; and a partnership between communities.



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Pune.**

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**Vision:** To improve the value of the life of rural people by meeting their rudimentary needs, and improving the quality of life and economic well-being of people living in the urban and rural area.

**Mission:** Our institution inculcates social value and responsibilities to the faculty members and volunteers by imparting extension activities in the neighbourhood for holistic development of the society. Through extension and outreach programs, we sensitize the students to develop social values, awareness about their responsibilities and knowledge in societal issues and problems by their practical involvement.

**Objectives:**

- Cultivate a culture of social responsibility and civic engagement.
- Sensitize students about the socio-economic realities.
- Design programmes for the protection and conservation of Environment
- Help local governments to improve their quality of governance.

**Code of Conduct:**

- The NSS Extension and Outreach Committee shall be the central organ for coordinating all extension or outreach projects.
- The members of the committee shall comprise of the college principal, one representative from each of the academic unit, NSS Programme Officer and two student representatives.
- Every student must participate in at least 2 outreach/ extension activities per semester.
- Extension activities of each department will be planned sufficiently early and included in the annual plan of the department.
- The department involved in maximum number of activities for that semester will be appreciated.

**General Provisions:**

1. All students should be involved in extension and outreach activities. The programmes organised should help in imbibing the spirit of service among students.
2. The extension activities should help build society through the service of the college.



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**Haribhai V. Desai College of Arts, Science and Commerce,  
Pune.**


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3. Special care and consideration are to be given to the marginalised sections of society including tribal, economically backward communities etc.
4. Old people should be given special attention when the services are offered.
5. NSS and other cells should follow the guiding principles of 'Heart to Heart'.
6. Teaching staff should also participate in this programme and contribute in their own way to the community along with their academic exercise.

**Incentives :**

Incentives described are subjected to the decisions by the Savitribai Phule Pune University will be allotted credit points according to the range of activities they implement under this scheme.



  
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Arts, Science & Commerce,  
PUNE-2.



## Staff Financial Support Policy

1.	Administrative Policy Number (APN): 16/2019-20	<b>Functional Area:</b> Financial Support to the Staff members.
2.	Brief Description of the Policy:	<b>Purpose:</b> Providing financial aid and assistance to the staff members <b>Audience:</b> All the staff members and the management authorities.
3.	Policy Applies to:	All the teaching and non-teaching staff members.
4.	Effective from the Date:	1 <sup>st</sup> November 2019
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	Office Superintendent and Accounts department of the Office
7.	Superseding Authority	Principal and Management Authorities
8.	Last Reviewed / Updated:	New Policy
9.	Reason for the policy	To provide financial aid and assistance to the teaching and non-teaching staff members for research and other purposes.
10.	References for the policy	UGC/ University

### Introduction:

The college recognizes the importance of supporting the financial well-being and professional development of its staff members. This policy outlines the guidelines and procedures for providing financial support to staff members for various purposes, such as professional development, research activities, personal emergencies, and welfare assistance.





### **Objectives:**

- To support the professional growth and advancement of staff members through financial assistance for training, conferences, workshops, and other development activities.
- To promote research excellence and scholarly contributions by providing funding for research projects, publications, and academic collaborations.
- To foster a supportive and conducive work environment that promotes the professional growth, well-being, and welfare of the staff members.
- To address personal emergencies and unforeseen financial hardships faced by staff members through welfare assistance programs.
- To empower the staff members to achieve their full potential and contribute effectively to the mission and goals of the institution.
- To ensure transparency, fairness, and accountability in the allocation and utilization of financial support resources.

### **Purpose of Financial Support:**

#### **Professional Development:**

- Funding may be provided to staff members for attending conferences, seminars, workshops, short-term courses, and training programs relevant to their field of expertise.
- Eligible expenses may include registration fees, travel expenses, accommodation, and daily allowances.

#### **Research Support:**

- Financial assistance may be allocated to support research projects, including research materials, equipment, software, and publication fees.
- Staff members may also receive funding for presenting papers at conferences, conducting fieldwork, and engaging in collaborative research activities.



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Pune.**

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**Personal Emergencies:**

- Staff members facing personal emergencies such as medical emergencies, family crises, or natural disasters may request financial assistance from the institution.
- Requests will be assessed on a case-by-case basis, and assistance will be provided as deemed necessary and appropriate by the Principal and Management authorities.

**Welfare Assistance:**

- Welfare assistance programs may include financial aid, loans, or grants to support staff members in meeting essential needs such as healthcare, housing, education, and other basic necessities.
- Eligibility criteria and application procedures for welfare assistance will be clearly communicated to staff members.

**Guidelines and Procedures:**

• **Application Process:**

- Staff members seeking financial support must submit a formal written application to the designated administrative office.
- The application should include details of the purpose, estimated budget, expected outcomes, and any supporting documentation required.

• **Approval Process:**

- Applications for financial support will be reviewed and evaluated by a designated committee or authority responsible for overseeing staff welfare and development.
- Decisions regarding the allocation of financial support will be based on the merits of the application, availability of funds, and alignment with institutional priorities.

• **Disbursement of Funds:**

- Approved funds will be disbursed to staff members through the institutional finance office or other designated channels.
- Staff members are required to provide appropriate documentation and receipts for expenses incurred as per the approved budget.



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**Haribhai V. Desai College of Arts, Science and Commerce,  
Pune.**

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**Monitoring and Evaluation:**

1. The utilization of financial support funds will be monitored and evaluated regularly to ensure compliance with the approved budget and guidelines.
2. Staff members receiving financial support may be required to submit reports or documentation regarding the outcomes and impact of the supported activities.

**Compliance:**

1. The college is committed to ensuring transparency, fairness, and accountability in the allocation and utilization of financial support resources for staff members.
2. The designated administrative office responsible for overseeing staff welfare and development will ensure compliance with all relevant policies, regulations, and guidelines.



  
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Arts, Science & Commerce,  
PUNE-2.



## Gender Policy Document

1.	Administrative Policy Number (APN): 17/2020-2021	<b>Functional Area:</b> Gender awareness and Gender neutrality.
2.	Brief Description of the Policy:	<b>Purpose:</b> strengthening genders <b>Audience:</b> All stakeholders.
3.	Policy Applies to:	All stake holders.
4.	Effective from the Date:	1st June 2020
5.	Approved by:	College Development Committee
6.	Responsible Authority:	Women Empowerment Committee
7.	Superseding Authority:	Principal
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy:	To promote gender equity
10.	References for the policy:	The Sexual Harassment of Women at Workplace (PREVENTION, PROHIBITION and REDRESSAL) Act, 2013, UGC Saksham guidelines.

### Policy Statement:

To Change the gender-biased mindset to a gender-neutral organization for a more humane living.

### Reason For Gender Policy:

Gender policy is framed to Promote equality, addressing discrimination, enhancing economic development, social justice, fostering Diversity and Inclusion, improving health and well-being. Actively implementing the policy will reduce the gender gap and help create a gender-neutral institution.



### **Policy Objectives:**

- a) To fulfil the National commitment to gender equality.
- b) To prevent violations of National Acts that prohibit gender injustices, aim to redress any violations of gender-based rights and to work towards the empowerment of women.
- c) To create a gender sensitive environment that respects gender diversity and the intersectionality of other marginalities.
- d) To ensure equal opportunity to all women without any discrimination.
- e) To evolve mechanisms for the prevention and redressal of gender-based violence and discrimination, including sexual harassment at the institution.
- f) Implementation of ICC & Vishakha guidelines as per government regulations.

### **Policy application in the following areas:**

1. Recruitment
2. Promotions and Leadership. Staff Development Opportunities
3. Formation of Committees
4. Leave
5. Admission Process and Enrolment
6. Curriculum
7. Evaluation
8. Student-Teacher Relationship
9. Events and Programmes
10. Research and Teaching
11. Facilities and Resources
12. Training
13. Participation

### **Values:**

- Both female and male students should value each other and be valued equally in all aspects of Campus life.



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**Haribhai V. Desai College of Arts, Science and Commerce,  
Pune.**

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- High quality education for female students as well as for male students is a professional responsibility for all the faculty members, support staff and others involved with academics.
- Campus life for girls and boys should reflect the entitlements of all women to personal respect and personal safety, economic security, and participation in and influence over decisions making which affect their lives.

**Implementation on the campus:**

1. Gender stereotyping will be prohibited.
2. All forms of bias and discrimination including unconscious bias against women will not be tolerated.
3. Gender sensitivity will be employed in all recruitment, promotions and opportunity for leadership, to uphold the policy of equal representation of men and women.
4. In selection of staff for professional development opportunities and training, there will be no gender discrimination.
5. In formation of any Committee, the representation of women is mandatory.
6. No student will be denied admission on the grounds of gender.
7. Gender sensitivity will be employed in the design of curriculum and wherever applicable a gender specific analysis will be included in all disciplines.
8. In evaluating students, a policy of fair treatment of male and female students alike will be employed.
9. In organizing any event or programme, including meetings and conferences, a gender sensitive approach will be undertaken and women staff and students will be given due respect and representation.

**Gender Sensitization Plan:**

1. Each year a gender sensitization plan will be made and will have at least 2 to 3 events for students, teachers and staff.
2. A gender sensitization report will be prepared of conducted activities.
3. Gender audits be conducted once every two years.



The Poona Gujarati Kelavani Mandal's  
**Haribhai V. Desai College of Arts, Science and Commerce,  
Pune.**

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### **Teacher - Student Relationship:**

- Formal teacher student relation, misuse of power by the teacher will be taken on a very serious note.
- The rights of the women will be protected on priority.
- All genders be respected and teacher should treat all genders alike.

### **Some Definitions:**

**Gender:** While the term 'Gender' in a broader context refers to social constructions of attributes, relationships and opportunities associated with being male and female, for the purpose of this policy the term gender refers only to those who publicly identify with being female.

**Employee:** means any person who is a current employee of the institution, and includes permanent, fulltime, part-time, and contracted staff


**Student:** means any person registered at institution currently for academic purposes.

**Resources:** include physical resources as well as resources in terms of guidance, online resources, academic resources

**Facilities:** means all infrastructural facilities and educational facilities provided by the institution.

**Equity:** means fair and equal treatment for all based on their needs. To ensure equity, treatment that is different but which is considered equivalent in terms of rights, benefits, obligations and opportunities might be required.



  
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PUNE-2.



## Environmental Policy Document

1.	Administrative Policy Number (APN): 18/2021- 2022	<b>Functional Area:</b> Environmental awareness and sustainable use of resources and good governance.
2.	Brief Description of the Policy:	<b>Purpose:</b> To increase awareness of environmental responsibilities among students and faculties. <b>Audience:</b> All stake holders.
3.	Policy Applies to:	All stake holders.
4.	Effective from the Date:	1 <sup>st</sup> June 2022
5.	Approved by:	College Development Committee
6.	Responsible Authority	Environment Science Department
7.	Superseding Authority	Principal and Management
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	To promote, monitor, and improve environmental practices and work towards reducing environmental impact.
10.	References for the policy	National Environment Policy, 2006

### Environmental Policy Statement:

To achieve Sustainable Development Goals through education, awareness and action.

### Reason For Environmental Policy:

To promote, monitor, and improve environmental practices and work towards reducing environmental impact.





The Poona Gujarati Kelavani Mandal's  
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Pune.**


### **Environmental Policy**

- To ensure judicious use of environmental resources
- To conduct environmental, energy and green audits on regular basis
- To promote e-governance to reduce paper consumption.
- To integrate environmental concerns into policies, plans and programs.
- To promote sustainable development through research and knowledge dissemination.
- To encourage student and faculty to undertake projects and surveys to assess status of environment and to provide solutions for current environmental problems.
- To promote adaptations and mitigation strategies for changing environment
- To promote environmental awareness through various extracurricular activities
- To encourage students and staff to undertake waste segregation and management practices for solid waste and E-waste.
- To take steps towards reducing carbon footprint and eventually moving towards carbon neutrality within the campus
- To work with stakeholders and local community for outreach activities and community involvement in environment resource management
- To reflect Inter-generational Equity of environmental resources in all policies, plans and programs of college.
- To work towards integration of environmental concerns in Economic and Social Development
- To adapt and promote actions for reuse, reduce and recycle.

### **Environmental Policy Application Areas:**

- All College Activities
- Programs and policy
- Governance
- Academic Initiatives
- Syllabus framing
- Teaching, learning and Research
- Student class Projects and surveys
- Extracurricular activities
- Social outreach programs



  
**Principal**  
**Principal** Page 2 of 2  
Haribhai V. Desai College of  
Arts, Science & Commerce,  
PUNE-2.



## Single Use Plastic Policy Document

1.	Administrative Policy Number (APN): 19/2021- 2022	<b>Functional Area:</b> To reduce and eliminate plastic pollution
2.	Brief Description of the Policy:	<b>Purpose:</b> Ban use of single-use plastics in canteens, offices, departments and institution's premises. <b>Audience:</b> All Stake holders
3.	Policy Applies to:	All Stake holders
4.	Effective from the Date:	1 <sup>st</sup> June 2022
5.	Approved by:	College Development Committee
6.	Responsible Authority	Environment Science Department
7.	Superseding Authority	Principal and Management
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	'Plastic-free' college campus by systematically banning use of plastics and replacing the same with suitable environmentally friendly substitutes.
10.	References for the policy	1. UGC Guidelines for Ban of Plastic Use in Higher Education Institutions 2. Notification No. G. S. R. 571(E) dated 12th August 2021, issued by Ministry of Environment, Forest and Climate Change, for Prohibiting Production, Stocking, Distribution, Sale and Use of 'Single Use Plastic'

### Policy Statement:

To reduce plastic pollution and eliminate Single use plastic.



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**Haribhai V. Desai College of Arts, Science and Commerce,  
Pune.**

**Reason For Single Use Plastic Policy:**

To achieve 'Plastic-free' college campus by systematically banning use of plastics and replacing the same with suitable environmentally friendly substitutes.

**Purpose of the Policy:**

- To avoid the '**Single Use Plastic**' products and
- To work towards elimination of single use plastics.
- To ban '**Single Use Plastic**' in college premises, canteens and offices since the implementation of the policy.
- To encourage students and faculty for use of plastic item alternatives such as cloth bags, paper bags, etc.
- To conduct campaigns through college students and teachers to create awareness about adverse effects on health and environment due to usage of '**Single Use Plastic**'
- To work towards a mitigation plan for dealing with the problem of plastic pollution through research.
- To sensitize college students and faculty about harmful effects of plastics and assist them to shift towards a 'plastic free' household.

**Environmental Policy Application Areas:**

- All College Activities
- Programs and policy
- Academic Initiatives
- Teaching, learning and Research.
- Student class Projects and surveys
- Extracurricular activities
- Social outreach programs
- Canteen Facilities



  
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Arts, Science & Commerce,  
PUNE-2.



## Energy Conservation Policy

1.	Administrative Policy Number (APN): 20/2021- 2022	<b>Functional Area:</b> Improvement in Energy efficiency to reduce Energy consumption and cost.
2.	Brief Description of the Policy:	<b>Purpose:</b> To save energy at the institution level and take steps towards energy conservation <b>Audience:</b> All Stake holders.
3.	Policy Applies to:	All Stake holders.
4.	Effective from the Date:	1 <sup>st</sup> June 2022
5.	Approved by:	College Development Committee
6.	Responsible Authority	Environment Science Department
7.	Superseding Authority	Principal and Management
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	To create awareness and take steps towards energy conservation for a clean environment
10.	References for the policy	<ul style="list-style-type: none"><li>• The Energy Conservation Act</li><li>• National Action Plan on Climate Change (NAPCC)</li><li>• National Mission for Enhanced Energy Efficiency (NMEEE)</li></ul>



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### **Energy Conservation Policy:**

- To promote renewable energy use, reduce energy consumption of fossil fuel-based energy sources
- To take steps towards 100% use of renewable energy resources to meet institutional needs of energy
- To minimise energy consumption by maximising use of daylight and natural ventilation.
- To conduct regular energy audits and conduct energy efficiency surveys
- To minimise energy consumption by use of energy efficient equipment
- To encourage student involvement to enhance energy-use efficiency
- To replace existing conventional lighting or incandescent bulbs with the LED lamps
- Create awareness among the students and staff in energy conservation and management by the green club of the college.
- To conduct energy awareness programs for energy conservation and sustainable development by students and faculty.
- To reduce e-waste and make sure of its proper recycle through identified agencies.
- To inculcate habit of switching off lights, fans and Computer among students and staff before leaving the room.
- To use stairs instead of the elevator whenever possible.

### **Environmental Policy Application Areas:**

- All College Activities
- Programs and policy
- Governance
- Academic Initiatives
- Syllabus framing
- Teaching, learning and Research
- Student class Projects and surveys
- Extracurricular activities
- Social outreach programs



  
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Arts, Science & Commerce, PUNE-2.



## Water Conservation Policy

1.	Administrative Policy Number (APN): 21/2021- 2022	<b>Functional Area:</b> To minimise water wastage and conserve water.
2.	Brief Description of the Policy:	<b>Purpose:</b> Water conservation education to all the stakeholders <b>Audience:</b> All Stake holders.
3.	Policy Applies to:	All Stake holders.
4.	Effective from the Date:	1 <sup>st</sup> June 2022
5.	Approved by:	College Development Committee
6.	Responsible Authority	Principal and Administrative Officer
7.	Superseding Authority	Management
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	Maximize water usage efficiency and minimize wastage of water.
10.	References for the policy	National Water Policy, 2012

### Water Conservation Policy Statement :

To study water from the inter-related dimensions of Efficient Conservation, Responsible Consumption and Restoring water.

### Reason For Water Conservation Policy:

To achieve a sustainable balance between demand, management and reduce waste water from campus



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Pune.**


### **Water Conservation Policy**

- To Maximize water usage efficiency and minimize wastage of water.
- To implement rainwater harvesting for existing buildings and surface runoff water for water conservation.
- To promote investment in and maintenance of efficient water infrastructure and green infrastructure in all future development plans.
- To provide training on the water conservation measures adopted by the college to all the students, staff and other stakeholders of the college and nearby community.
- To organise various outreach programmes under the leadership of NSS, College and other student bodies.
- To inform, educate and increase awareness regarding the importance of water and the need for conservation and efficient use of water.
- To encourage students to monitor and collect information related to water bodies and their pollution of nearby areas.
- To conduct regular water audits for college campus.
- To promote Research and implementation of practices for efficient use of water

### **Water Conservation Policy Application Areas:**

- All College Activities
- Programs and policy
- Governance
- Academic Initiatives
- Syllabus framing
- Teaching, learning and Research
- Student class Projects and surveys
- Extracurricular activities
- Social outreach programs



  
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**PUNE-2.**



## Student And Faculty Exchange Policy

1.	Administrative Policy Number (APN): 22/2022-23	<b>Functional Area:</b> Student and Faculty Exchange Programmes
2.	Brief Description of the Policy:	<b>Purpose:</b> Promoting Student and Faculty Exchange Programmes <b>Audience:</b> All stakeholders of the organization.
3.	Policy Applies to:	All academic and co-curricular processes in the organization.
4.	Effective from the Date:	1 <sup>st</sup> July, 2022
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	Coordinator, Student and Faculty Exchange Program
7.	Superseding Authority	Principal
8.	Last Reviewed. / Updated:	New Policy
9.	Reason for the policy	Student and Faculty Exchange Programmes for curricular and cocurricular activities
10.	References for the policy	UGC/ University/





### **Introduction:**

Haribhai V. Desai College of Arts, Science and Commerce recognizes the importance of internationalization and cross-cultural exchange in enriching the educational experience of its students and faculty. The Students and Faculty Exchange Program (SFEP) aims to foster global competence, facilitate academic collaboration, and promote cultural understanding among students and faculty members.

By participating in the exchange program, students and faculty members will have the opportunity to broaden their horizons, expand their networks, and contribute to the advancement of knowledge and scholarship in an increasingly interconnected world.

### **Objectives:**

- To provide opportunities for students and faculty members to engage in academic and cultural exchange with partner institutions.
- To enhance the academic quality and diversity of the college through the integration of national and international perspectives and experiences.
- To promote research collaboration, knowledge sharing, and professional development among faculty members.
- To strengthen institutional partnerships and networks with reputed universities and organizations worldwide.

### **Program Components:**

#### **➤ Student Exchange:**

- **Eligibility:** Undergraduate and graduate students enrolled in full-time programs at the institution.
- **Duration:** Typically, one semester or academic year.
- **Selection Process:** Students will be selected based on academic merit, language proficiency, and demonstrated interest in the program.
- **Academic Credits:** Credits earned during the exchange period will be transferred and recognized towards the student's degree program at the college.
- **Financial Support:** The College may provide scholarships, grants, or financial aid to support students participating in the exchange program.



The Poona Gujarati Kelavani Mandal's  
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Pune.**

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➤ **Faculty Exchange:**

- **Eligibility:** Full-time faculty members of the institution.
- **Duration:** Short-term visits not more than a week and during vacation it may extend up to three weeks. In case of deputation is for larger duration, it will be approved by the CDC, financial aspects will be decided in advance by the institution and shall be considered as a special case.
- **Objectives:** To engage in teaching, research, or professional development activities at partner institutions.
- **Application Process:** Interested faculty members should submit proposals outlining the objectives, activities, and expected outcomes of the exchange. In case of deputation the faculty member will complete the detailed program as per the suggestion of IQAC.
- **Funding:** The College may provide travel grants, stipends, or research funds to support faculty exchanges.

**Partnerships and Collaborations:**

- The institution will establish partnerships and collaborations with reputed universities, colleges, and institutions worldwide.
- Partner institutions will be selected based on academic reputation, program compatibility, and mutual interests in student and faculty exchange.
- Memorandums of Understanding (MoUs) or agreements will be signed with partner institutions to formalize the exchange partnership and outline the terms and conditions of collaboration with specified duration.
- **Experts:** Institution in consultation with CDC can appoint experts for specified and designated theme of the exchange. Experts shall be accompanied with full time teachers during the activity. In case a known local support i.e. expert is needed, the expert can be appointed with prior consent for limited duration.
- **Sponsorship:** Institution may try for various sources of sponsorship for the programme. Individual departments can accumulate corpus through different activities to run the programme.



### **Roles and Responsibilities:**

#### ➤ **Students:**

- Participate actively in the selection process and orientation sessions conducted by the college.
- Adhere to the academic and cultural norms of the host institution and their region.
- Maintain regular communication with the designated coordinators at both institutions.
- Submit necessary documentation and reports as required by both the institutions.

#### ➤ **Faculty Members:**

- Develop exchange proposals in consultation with their respective departments and academic supervisors.
- Fulfil teaching, research, or professional development commitments at the host institution.
- Represent our institution professionally and contribute to building positive relationships with partner institutions.
- Submit reports and share outcomes of the exchange experience with colleagues and the management members upon return.
- To design the responsibility of students and teachers during the exchange programme.

### **Monitoring and Evaluation:**

- The institution will establish mechanisms for monitoring the progress and outcomes of the exchange program.
- Feedback will be collected from participating students, faculty members, and host institutions to assess the effectiveness of the program.
- Regular evaluations and reviews will be conducted to identify areas for improvement and ensure the program's alignment with institutional goals and objectives.



The Poona Gujarati Kelavani Mandal's  
**Haribhai V. Desai College of Arts, Science and Commerce,  
Pune.**

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### **Implementation and Review of Policy**

- This policy shall be implemented by the designated department or faculty members responsible for national or international exchange programs.
- The policy will be subject to periodic review and revision to incorporate feedback, changes in institutional priorities, and emerging trends in international education.



**Principal**

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## Innovative and Best Practices Policy

1.	Administrative Policy Number (APN): 23/2022-2023	<b>Functional Area:</b> Implementation of Innovative and Best Practices
2.	Brief Description of the Policy:	<b>Purpose:</b> Promoting best practices and activities <b>Audience:</b> Students and Staff
3.	Policy Applies to:	All stake holders.
4.	Effective from the Date:	1st July 2022
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	Vice-Principal, Innovative & Best Practices Cell
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	To encourage active participation and learning
10.	References for the policy	-

### Introduction:

Innovative and Best Practices Policy involves establishing guidelines and strategies to foster an environment of continuous improvement, creativity, and excellence in teaching, learning, co-curricular and extra-curricular activities and administration. This policy aims to enhance the overall educational experience for students as well to develop overall personality of the students while preparing them for the challenges of the future. Here are the key components of a policy:

#### 1. Fostering an Innovative Culture

**Encourage Experimentation:** Create an environment where faculty and staff feel safe to experiment with new teaching methods, technologies, and administrative processes.



**Recognize and Reward Innovation:** Implement a system to acknowledge and reward innovative practices among faculty, staff, and students.

**Professional Development:** Offer regular workshops, seminars, and conferences focused on the latest educational trends, technologies, and pedagogical methods. And the registration fees are reimbursed by the institution.

## **2. Technology Integration**

**Adaptive Learning Technologies:** Utilize AI and machine learning tools to provide personalized learning experiences for students.

**Digital Resources:** Increase access to digital libraries, online databases, and other e-resources to support learning and research.

**Smart Campus:** Invest in smart technology to create a more efficient and sustainable campus environment.

## **3. Curriculum Development**

**Interdisciplinary Programs:** Encourage the development of interdisciplinary programs that combine skills and knowledge from different fields, preparing students for complex real-world problems.

**Life-Long Learning:** Incorporate courses and workshops that promote life-long learning skills, such as critical thinking, adaptability, and problem-solving.

**Community Engagement:** Design projects and programs that solve local community issues, enhancing students' civic and social responsibilities.

## **4. Best Practices in Teaching and Learning**

**Active Learning:** Promote teaching methods that engage students actively in their learning process through discussions, problem-solving, and collaborative projects, surveys etc.

**Feedback and Assessment:** Implement continuous and multifaceted feedback mechanisms for students, including peer reviews, self-assessments, and instructor evaluations.

**Inclusive Education:** Ensure that teaching methods, curriculum design, and campus policies support diversity and inclusion, accommodating the needs of all students.



## 5. Research and Collaboration

**Cross-Institutional Partnerships:** Foster partnerships or MoU's with other institutions, industries, and communities to provide students with real-world research and learning opportunities.

**Faculty Research:** Support faculty research that contributes to the academic field, enhances teaching, and involves students in meaningful research projects.

**Global Perspective:** Encourage programs that offer global perspectives, including study abroad opportunities, international collaborations, and courses on global issues.

## 6. Sustainability Initiatives

**Green Campus:** Promote sustainability through campus operations, including energy efficiency, waste reduction, and sustainable food practices.

**Sustainability Curriculum:** Integrate sustainability into the curriculum, preparing students to contribute to a sustainable future in their personal and professional lives.

## 7. Monitoring and Evaluation

**Continuous Improvement:** Regularly review and assess the effectiveness of educational practices, making adjustments based on data and feedback.

**Stakeholder Feedback:** Engage students, alumni, employers, and faculty in the evaluation process to gain a comprehensive understanding of the strengths and areas for improvement.

### Implementation Steps:

**Policy Development:** Form a committee comprising diverse stakeholders to draft the policy for the implementation of the particular innovative activity.

**Stakeholder Engagement:** Consult widely with faculty, students, and external partners for input and buy-in.

**Pilot Programs:** Test innovative practices on a small scale before wider implementation.

**Training and Support:** Provide necessary training and resources to faculty and staff to adopt new practices.



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**Regular Review:** Establish a schedule for regular review and updating of the policy to adapt to changing needs and technologies.

By creating an Innovative and Best Practices Policy the institution has displayed a commitment to continuous improvement, openness to change, and a focus on preparing students for a rapidly evolving world. By implementing these strategies, the college enhances its educational offerings, better serve its students, and make a significant contribution to society.



**Principal**  
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PUNE-2.





## Innovation and Incubation Policy

Administrative Policy Number (APN): 24/2022-2023	<b>Functional Area:</b> Research, Innovation, Entrepreneurship, IPR, Start-Ups etc.
Brief Description of the Policy:	<b>Purpose:</b> Promoting entrepreneurship and Start-Ups etc. <b>Audience:</b> Student and Teaching Staff
Policy Applies to:	Students and Teaching Staff
Effective from the Date:	1 <sup>st</sup> July 2023
Approved by:	Governing body of PGK Mandal
Responsible Authority:	Principal
Superseding Authority	Management
Last Reviewed/ Updated:	New policy
Reason for the policy:	Promoting entrepreneurship and Start-Ups etc.
References for the policy:	SPPU Guidelines

### Introduction:

Entrepreneurship forms the backbone of the nation's economy. The youth of today needs to be more inclined towards creating jobs rather than getting one. Therefore, to assist the youth to become self-employed and create employment opportunities, the college has come forward with Incubation and Innovation Cell which will work as a catalyst for entrepreneurship development within the college.

### Vision:

To create an ecosystem by fostering entrepreneurship and culture of innovation which contributes to increase knowledge and self-employment of young students.

### Scope of the Policy:

All stakeholders who are willing to promote an innovation and entrepreneurship culture in the college are subject to this policy.



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**Purpose Of the Policy:**

- To strengthen entrepreneurship ecosystem in the college by giving opportunity to prospective students to bring out innovative ideas through competitions and brainstorming.
- To develop and provide a platform for the creative aspirants, where their ideation will be incubated and realized.
- Acting as a support system by providing assistance like infrastructure (space), technical expertise, mentoring and educational programmes that will help young entrepreneurs develop their talent.
- Creating awareness among students regarding various aspects of entrepreneurship with a support from technical as well as creative experts of the concerned fields.

**Action Plan:**

- Workshops & seminars will be conducted for students to create awareness and promote ideation and entrepreneurial abilities.
- To celebrate an annual "Entrepreneurship & Start-up Day" in the college, with the poster exhibition every year.
- Facilitates students visits to start-ups to understand their success stories and motivate them.
- The facilities available in the college like activity space, computer lab, seminar hall etc are to be made available to the students.



  
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