



Krida Rasik Education Society Institute of Management & Research, Jalgaon Sanchalit

**Adv. Sitaram (Bababhau) Anandramji Baheti  
Arts, Commerce & Science College**

**Dr. Anil Lohar  
(Principal)**

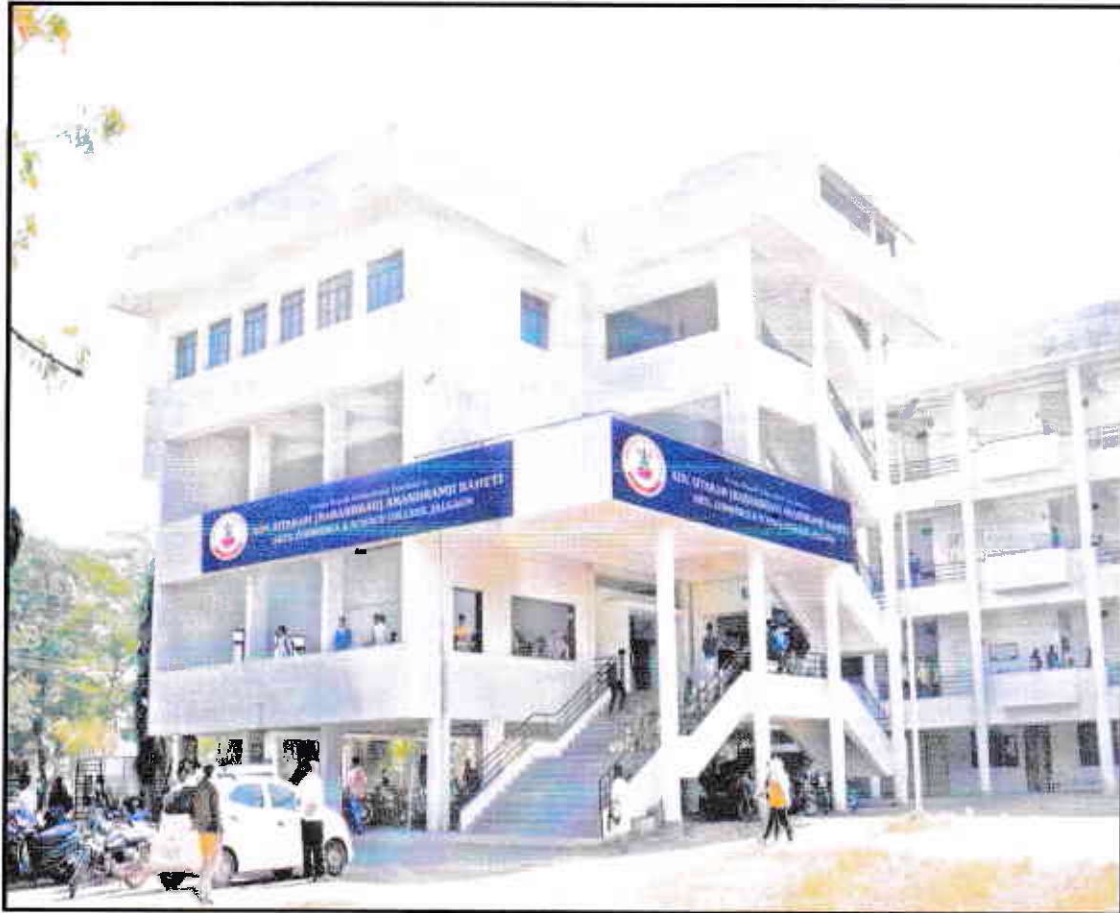
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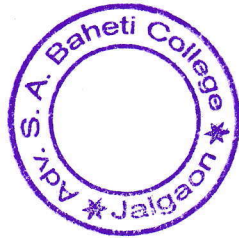
**POLICY DOCUMENT**

**OF**

**COLLEGE**

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- Alternative energy sources available in the college to uninterrupted Power Supply.
- Sports facilities available to students and outsiders also.
- The College is known for sports especially for Kabaddi.



## Policy Document

### **Adv. Sitaram (Babanbhau) Anandramji Baheti Arts, Commerce & Science College, Jalgaon.**

#### **Vision of the College**

To empower the students to achieve all- round development through academic excellence, physical fitness, mental and spiritual health and social consciousness.

#### **Mission of the College**

Keeping pace with the social change and answering responsibly, all the demands of any complex and intricate global legal set up we believe in Education as the way of revolution and ultimate development, Our enthusiastic and talented teachers: have a commitment to mould the young students by giving them insight into the subjects they learn.

Adv. Sitaram (Babanbhau) Anandramji Baheti Arts, Commerce and Science College, Jalgaon Campus is located at Jilha Peth, Jalgaon, in the heart of the City where many other educational institutes are located and close to the College. Campus is easily accessible and having multi-storied well constructed building.

#### **Salient Features-**

- The College is affiliated to KBC North Maharashtra University, Jalgaon.
- The College is recognised from UGC under 12(b) and 2(f)
- The College has well constructed building with well ventilated and spacious Classrooms, Seminal Hall, Smart rooms, Computer Lab etc. and other support facilities for all stakeholders.
- Well furnished Air Conditioned Reading room which is open for 24 hours and offering membership for outsiders also.
- Separate Reading room is available for CA aspirant and for competitive examination.
- Well equipped Gymnasium available for students and outsiders.
- College emphasis on learner centric ICT based teaching learning approaches.
- Decentralised democratic approaches and decision making.
- Student Centric Curricular, Co-curricular and extra Curricular activities.
- MOU's with esteemed organisation for the benefit of the students.
- The College have active Alumni associating Extraction and outreach programmes implemented by NSS and NCC unit to inculcate human values.
- College import practical oriented Skill based short term courses.
- College has conducted Green Audit and Energy Audit.



## Academic Policy

This document is meant to serve as reference for all procedure that impact academic functioning of the College. But the policies are subject to change as per the requirement and keeping academic interest time to time whenever it reviewed and changed it will enforced with immediate effect. The academic functions are mainly related with Admission, Examination, Teaching & learning, Research activities, Internal Complaints, Grievances of the students, Accounting procedure etc. The scope of this document is not limited to these activities only.

The College has spacious and well Ventilated Classroom and supporting facilities that provide excellent academic ambience to the students. The ICT enabled teaching along with traditional method improve the learning process and performance of the student. Classroom lectures are supported with practical's & project work, Remedial Coaching provided to Slow learners, Bridge Courses are designed to cope up with new concept in the syllabus. All these efforts improve the effectiveness in teaching-learning.

We ensure that no student will encounter in education on the basis of age, disability, Caste, religion etc. The Mentor system of the College provided guidance and support to the students and improve their overall performance. Anti Ragging Committee, Grievance Redressal Cell ensure safety of the students.

### **Important Aspects of Academic Environment..**

- The Principal has appointed various academic Committees for smooth functioning of College.
- The Counseling Committee provide guidance and support to the students at the time of admission.
- Internal Quality Assurance Cell played important role to plan and monitor the teaching learning activity and work for quality enhancement.
- The IQAC of the College shall prepare the Academic Calendar for the year. The Calendar summarize planning of all teaching-learning activities, examination schedule, evaluation procedure etc. The probable dates for the activities shall be displayed in the Academic Calendar.
- Time Table Committee shall prepare the Time Table for the College. It shall be displayed on the notice board and circulated amongst the staff.
- Workload distribution to the faculty shall be done at the department level.



- IQAC monitor the academic practices for conduct of lectures, teaching method, teaching plan, Course delivery, student attendance, Syllabus Completion.
- Number of working days for the year shall be prescribed by regulatory guidance.
- The faculty members shall prepare course outcome and attain through effective teaching.
- The concern faculty take revision.
- Various Co-curricular and extra Curricular activities shall be conducted by NSS, NCC and student development Cell of the College.
- Student shall fill up Scholarship form, eligibility form as per the notification.
- Ragging is strictly prohibited within/outside the campus.
- Student shall carry valid college I Card in the college premises.
- Every student will have allotted mentor teacher to resolve their difficulties.
- Use of Mobile is strictly prohibited in the Classroom. In case of emergency use mobile zone in parking area of the college.
- Student should not damage college property.
- 75% attendance shall be mandatory for the student.
- Student should maintain discipline in the classroom and within the campus.
- Loud talking near reading room, library and in passage shall be punishable .
- Students shall attached with official Whatsapp group and advised to see notice board and Whatsapp group daily.



## **Policy for Scholarship & Financial Assistance**

### **Purpose**

This policy will be administered in a manner that supports the players of the college. The college seek to provide supportive environment to motivate the student to participate in various sports.

To accomplish this the College look for ways to encourage the students. The policy of Sportsman guardianship, Scholarship for sports student is the important tool through which financial help provided to the sports students.

### **Responsibilities**

Responsibility for providing financial help to the sports students is solely rest with College. The Principal and College management have to look a ways for financial assistance as and when required.

### **Scope**

This policy applies to everyone who participate in sports events whether at Intercollegiate level, Inter group level, Inter University level or open tournament. The regular student who is bonafide student of the College and representing for the College in any Sports event is eligible to get the benefit of this policy.

### **Policy Statement**

It shall be the responsibility of the College to provide financial assistance to the Sports student in the form of sports Scholarship or TA, DA or Sports material or Sports equipment to ensure the continued participation of sports students and encouragement and to develop sports culture in the College.

### **Objectives of the Policy Document**

- To provide financial assistance to the students participated in sports activities and representing at different level of tournament.
- To encourage the students to involve in sports activities.
- To develop Sports culture in College.
- To provide assistance in term of Sports material, Shoos, Track Suit etc.



## **Examination Policy**

The examination policies are based on the rules and regulation of Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon. The examination procedure monitored by Principal.

### **Important aspects of Examination**

- Admission procedure shall be implemented as per the guidelines of KBC NMU, Jalgaon.
- Admission process is online and student have to complete this process to confirm his admission.
- Students are instructed for filling eligibility form as and when notification received from University to verify the eligibility of every newly admitted student.
- Every student shall fill up the examination form to appear for examination. It is online process.
- Examination Committee of the College prepare schedule and circulate to all Students for examination form filling procedure.
- Examination fees received through online and paid to university on behalf of student.
- Online filled examination forms and fee receipts are Collected by office staff and verity in all respect.
- Forms are not submitted in given Schedule, then student have to pay late fee for Submission of the form.
- University Send Summery of examination and Hall tickets, which is generated through online examination portal.
- The evaluation to be divided in to Internal evaluation and External evaluation.
- Internal evaluation based on Unit Test, Assignment, project work, group Discussion, seminar and practical exam.
- External evaluation based on the theory papers conducted by university.
- In case of any grievances related to Internal evaluation resolved by examination Committee.
- The College has to conduct theory examination as per the guidelines. given by University.
- The College evaluate external theory paper at F.Y. degree level marks are Submitted to University on examination portal.
- Photocopy of evaluated paper, revaluation of paper etc to be implemented as per University rules.





**Responsibilities.**

The office staff to be responsible to execute the examination procedure i.e. fill up examination form, submission of internal assessment marks, Hall ticket, Online revaluation etc. Responsibilities rest to the principal and examination Committee to conduct examinations as per the rules of university.



## **E-Governance policy**

The effective e-governance needs to be, effectively deals with new challenges of system. e-governance facilities in improving transparency, providing speedy information, improving administrative efficiency etc. e-governance is accountable and transparent for the smooth functioning of the College. The vision of e-governance is to transform Service through the use of IT and Multimedia.

### **> Purpose**

The purpose of implementing e-governance recent advances in ICT provide opportunities for participation, transparency and accountability which improved efficiency, increase in transparency and accountability in administration of the college.

### **> Scope**

The scope of e-governance extends to the following area.

- General Administration
- Students Admission
- Examination
- Account and finance.
- Library
- Reading Room
- ICT Infrastructure.

### **> Policy**

e-governance will be implemented in all aspect of functioning of the College. Our attempt will to make each and every function of the College should be transparent and accountable.

### **The area of e-governance-**

#### **> Administration:-**

- Administrative office should use advance Excel and file management system troll to maintain effective database.
- Services to student will be provided through online mode
- Administrative staff to be provided with adequate training to keep update with New technology.

#### **> Admission-**

An admission portal to be used to manage the admission in the College. The admission procedure to be managed through this portal. The Collage displayed the guidelines for the admission process on website and notice board. Online software to be used for online application of a the admissions.



➤ **Accounts**

The College maintains its account on Tally Latest versions of the software to be purchased and used by the College. This Software helps to prepare and maintain the financial record effectively. Updation of software and training to the staff must be done regularly. Payroll and calculation of Salary generating Salary Slip, transfer the Salary to bank account, payment made and received etc. managed through software.

➤ **Examination**

The examination process is regulated by university and therefore e-governance policy of the University to be adopted in governance this regard. Students fill up their examination form online. Internal assessment marks at the end of each Semester to be submitted to University through online mode.

➤ **Library**

The College will provide e-learning resources for the benefit of the teachers, and students. Subscribe to new journals and books regularly and also subscribe e-resources. The library to be install fully automated ILMS Software. The OPAC module to be used for library database. The reading room facility provided through online mode.

➤ **Website**

This is the digital information Centre of the college. All the activities, courses, Programme, notices, reports, achievement etc. will be displayed on website. A separate service provider will be appointed for this purpose and training will be provided to office staff to assist the work. A website Committee to be formed to look after the process of updating, maintaining and working of the website. The College Library have a separate website.

➤ **Hardware**

The hardware infrastructure to be made available to support the administrative work as and when required. The College to ensures that it has adequate number of desktops for students and staff. Projectors and other FCT tools to be provided in the classroom for effective teaching-learning.

➤ **Software**

The College to provide access to all standard statistical and scientific typesetting packages. office automation for desktops like MS office and antivirus to be purchased and updated regularly. The College maintain adequate Configuration to allow fast transmission of data.



➤ **Responsibilities.**

Responsibility to be execute good governance is solely rest with Principal and College management. The Office Superintendent will responsible for office e-governance and Librarian be responsible for e-governance in library work. The purchase Committee will be responsible for providing adequate hardware and software for the College.



## Environment policy

The College is committed to making positive impact on the environment by developing and implementing effective green practices. We ensure that this policy and procedure for good environment be implemented and maintained by all the students and employees of the College.

### > Objective:-

- 1) To promote the green initiatives and adopt the policy for green campus, clean Campus.
- 2) To minimize environmental pollution.
- 3) To sensitize the Students and Staff about green environment and sustainable development.
- 4) To promote the activities like tree plantation, plastic free campus etc.
- 5) To educate the Students and staff about green environment and sustainable development measures:

### > Policy:-

We are dedicated to the actions relating to the environment Commitment to sustainability. We are committed to positive impact on the environment. We are dedicated for-

- 1) Reduce the amount of waste.
- 2) Careful disposal of waste.
- 3) Minimize environmental pollution.
- 4) Promote green initiatives.

### **Increase the green knowledge.**

To attain these objectives, we mainly focus on the following measures-

- Complete ban on Single use of plastic in the premises. We committed to work for plastic free Campus.
- Avoid use of paper and measures should be taken to promote e-governance. Printing of documents should be done back to back.
- Utilize the dust bins for waste disposal located at different Corners in Campus. Disposal of dry wet and electronic waste separately.
- Use the water continuously, prevent wastage of water, rain water harvesting system should be promoted.
- Timely audit should be carried out to save energy and environment energy Audit, Green audit should be carried out and measures should be taken accordingly.
- The Students and staff are encouraged to use Bicycle or battery powered vehicle.



- All should ensure limited use of light, fans and other electric devices. Utilization of LED bulb as far as possible. Utilization of alternative sources of energy should be promoted.
- Promote utilization of e-resources in library, use of e-mail for official communication, use of e-learning platform should be promoted.

All the students, teachers and non teaching staff and Stakeholders should strictly adhere to the policies of the Institute and rules and regulation there in

The Policy document is effective from July 2019 and subject to review after 5 years as per the requirement.



## Grievance Redressal Policy

Any person who belong. to organisation can file a grievance including Staff, Students and Parents. This is the formal Complaint given by any person towards any other individual or group or Committee or administration of the College.

Grievance Redressal Covers-

- 1) Grievances related to Ragging
- 2) Grievances related to Sexual Harassment

The acceptance of the grievance is subject to verification of association of Candidates to the for College its relevance, then it will be forwarded to concern office or Committee to action.

Complying with the directives of the Hon'ble Supreme Court of India, the college has formed the Anti-ragging Committee for tackle the Issues. Students and his Parents are required to submit a Combined undertaking at the time of admission. The College and Anti-ragging Committee students and Parents are requested to adhere to Comply with the provision made in the directives.

The Internal Complaint Committee (ICC) resolved the Complaints regarding the sexual harassment. In accordance with the "Sexual harassment women at work place (Prevention, Prohibition and Redressal Act 2013" and as per the notification of KBC North Maharashtra University, the collage has constituted the Internal Complaint Committee for the process of prevention and redressal of Complaints of sexual harassment.

It is the responsibility of the student to report incidents of sexual harassment without fear. Student can seek advice and clarification from the ICC as and when required.

The College is Committed to Creating a healthy, conducive working Condition that ensure the teaching and non-teaching Staff and students to carry out their work without any fear of of gender bias and Sexual harassment. The College is also Committed for mutual respect of all students and employees.

The College abides by the Vishakha Guidelines and the "Sexual harassment of women on workplace (prevention, prohibition and Redressal Act) 2013" ensuring protection against Sexual harassment.

The ICC create awareness among the employee regarding Constitution of the ICC for looking into Complaints of Sexual harassment. ICC shall maintain the records of such cases and Communicate with the University.



## IT Policy

This Policy applies to everyone who accesses institute Information Technology Resources. IT resources include network, servers, wireless network, terminal, internet, computers and applications, those owned by institute and use by institute under License or Contract.

IT Security Policy necessary to ensure that important data, institutional plan and other confidential information protected from theft or unauthorised disclosure.

It shall be the responsibility of the IT department to provide adequate protection and Confidentiality of all data and software system whether held centrally or on Local Storage Media, to ensure the continued availability of data and programmes to all authorized members of staff and to ensure the integrity of all data and configuration control.



**SECRETARY**  
Krida Rasik Education Society  
Institute of Management &  
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**Principal**  
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Arts, Commerce & Science College, Jalgaon

