

Vasantrao Naik Shikshan Prasarak Mandals
VASANTRAO NAIK MAHAVIDYALAYA, AURANGABAD
HUMAN RESOURCE MANAGEMENT PLAN

Preliminary Introduction:

The quality Assessment and Accreditation was nationally introduced in the year 1994 and was on a voluntary basis for HEI. In the year 2003 College prepared Self study report for quality assessment and successfully completed the process and got Accreditation. College has completed third Accreditation cycle of National Assessment and Accreditation Council. The Departments of college have set out their academic standards and activities for sustaining the quality education. College has taken action on NAAC peer team suggestions for quality enhancement by developing a strategic plan for retaining the students which are enrolled in the first year of educational programme by following tutor-ward mechanism. Secondly, college follows the policy for continuous internal assessment of the students and assures to improve the students performance in external exams. Thirdly, college assures conduction of courses through soft skill development cell and develops student's soft skills. Fourthly, teachers have assured to utilize ICT infrastructure provided by college to access sources of knowledge. Fifthly, providing composite library complex and other than personal books making available resources. . Seventh, College has established the centralized upgraded laboratory and augmented science laboratories. Eight, Faculty members have focused on youth festival and gathering event for ensuring students personal, cultural and placement activities. Lastly, research, extension etc activities have been assured through networking and collaborations with other resource persons and institutional agreements.

Government of India adopted policy for ranking of Institutions and accreditation based on performance area of teaching, learning and evaluation, reputation of faculty members. As a measure of quality assurance, in affiliated colleges, IQAC mechanism is established for delivering eleven functions, within the quality framework. We need to ensure that uniformity is achieved in terms of syllabi and curricula nationally by introducing Choice Based Credit System (CBCS) for horizontal and vertical mobility of students. The quality of course instruction depends upon the quality of teachers. The length of academic preparation, the level and depth of understanding of subject matter and the extent of pedagogical skills a teacher possesses decide the learning outcomes in a college. Growing pressure on college to be more responsive to the demands of students, parents, Mandal and Government for good governance, accountability and transparency, delivery of tangible results and to enable College to move beyond from their current level of engagement with student's and excellence in providing education, embracing this policy is mandatory.

Vision:

Vasantrao Naik Mahavidyalaya is committed to provide amicable and enjoyable work environment to its Employees to promote teamwork and continuously improving performance criteria quality by evolving socio-cultural aims of higher education, Academic excellence, and College-self reforms.

Mission:

To encourage and award academic growth,innovation and creativity by making human resource foster excellence for increasing institution contributions .

Purpose:

To continuously match teacher's quality with the requirements of academic standards setout in the National Higher Education policy of Government of India.

1. To enable Principal to initiate institution-wide quality improvement and support departments for improving teaching practices.
2. To promote teamwork and strenghten internal quality assurance cell to achieve higher levels of quality consciousness in the Institution.
3. Reduce conflict and grievances to increase employee and institutional efectiveness.
4. To streghten Teacher-student relationship for enhancing student satisfaction level.

The College's core values include transperancy,fairness,honesty,highest degree of ethics and commitment to the Academic standards for protecting Students interest; Students satisfaction;evaluating student's learning levels for student progression, protecting the integrity and objectivity of instruction and research; supporting the ideals of goodwill, fair play, and transparency; and encouraging effective educational service. The teaching and Non-teaching shall continuously strive to fullfil students expectations such as ;Improve the graduate outcomes for the students, so that at least 50%of them secure access to employment/self-employment or engage themselves in pursuit of higher education. Promote link of the students with the society/industry such that at least 2/3rd of the students engage in socially productive activities during their period of study in the college.Train the students in essential professional and soft skills such as team work, communication skills, leadership skills, time management skills etc; inculcate human values and professional ethics, and the spirit of innovation/entrepreneurship and critical thinking among the students and promote avenues for display of these talents .

All the staff members are expected to understand policy and to (i) abide by the Conflict of Interest and Commitment standards set forth in this Policy (including any specific procedures adopted by specific departments pursuant to or in furtherance of this policy), (ii) fully and continually disclose professional and relevant personal activities and relationships that create a Conflict of Interest or Commitment or have the appearance of creating a Conflict of Interest or Commitment as required by the College, (iii) remedy Conflicts of Interest or Commitment or

comply with any management or monitoring plan prescribed by the College, (iv) remain aware of the potential for Conflicts of Interest and Commitment, and (v) take initiative to manage, disclose, or resolve Conflicts of Interest or Commitment as appropriate.

Academic Integrity:

The Conflict-of-interest refers to a situation of activities such as: Preparation and implementation comprehensive perspective plan every Five Years, Academic Calendar preparation and monitored, Subjectwise Teaching plan preparation and monitored, Weekly Time table showing Teaching, Individual Time table showing all Academic activities, Topicwise Unit Plan; Setting Course outcomes, Programme outcomes, programme specific outcomes; Continuous Internal Evaluation; Assessing student learning Progress; Hands-on, Assignments, Tutorials; Co-curricular; extra-curricular, research, Remedial activities, Academic & Administrative Audit etc, in which an individual Teacher's professional and other personal considerations may directly or indirectly or have the appearance of affecting, an individual judgement in exercising college duties and responsibilities, including conduct and reporting of Activities. The functional responsibilities of teachers is concerned with the exercise of teaching educational programme with direct and indirect consequences on students interest. The Teacher is trusted to make decisions affecting the right and interest of students. Trust in the integrity of the Teacher and college can be seriously damage by suspicion that Teacher performing duties and responsibilities would be affected by a private conflict-of-interest. Identifying and resolving conflict-of-interest situations is crucial to good governance and maintaining trust in the colleges. Mandal expects from teachers to perform their duties and responsibilities with integrity, in fair an unbiased ways and with intention to protect the student's interest from their disinterested decision making. Society supports the academic freedom of the teachers in teaching in the classroom and research. List the protective rights of the teacher and is subject to professional ethics for educators. Academic integrity shall be maintained and unacceptable conduct and promoting compliance with the highest scholarly standards. Teachers, as subject experts, shall follow the Responsibilities and academic requirements for enhancing teacher student relationship and fulfill aspirations of society and nation:

1. As subject expert, must articulate conceptual subject area inputs in such a manner that they describe and explain educational phenomena (such as actions, tasks, efforts, processes, concepts and events) and provide vision and adequate scope to student for viewing a theoretical understanding and its practical aspects in a more intelligible manner by planning and documenting Instructional tasks and strategies.
2. Teacher's role to design the assessment and evaluation of students within the time frame of Academic calendar. Assignments shall be arranged by the teachers to understand the student's observation, presentation and questions about the subjects topicwise Units. This gives teachers an opportunity to understand students learning and listen to them with attention, humour and empathy. This enables teachers in adopting multiple complementary instruction strategies.
3. The teachers shall plan the subjects topicwise units in order to integrate it with the course outcomes, programme outcomes and programme specific outcomes, in order to develop students capabilities (knowledge, skills, potential and talent) that are likely to help them achieve the chosen outcomes (educational Aims). The manner of conducting a course shall be spelled out such as the number of lectures, Tutorials, Seminars, Lab-sessions, co-curricular activities normally adequate for each course. The syllabus in each course/paper

should be demarcated into well defined academic units or areas of contents alongwith a topicwise break-down. The units shall be numbered.

4. Teachers shall present learning material in accordance to the course of instruction to students over the duration of the semester and arrange tests/assignments/tutorial on regular basis to measure learning levels of the students. If students academic level increase is evident, teacher can continue with same learning material and course of instruction, but if not shall improve and present learning material in different ways so as to make student learn and retain the material better.
5. To enhance student support teaching , learning and evalution process shall be made more interactive. Teachers shall adopt digital technology and must regularly refer to MOOC platform owned by Swayam Bharat. Teachers must get trained in using the features of whiteboard for enhancing student learning experience. Teachers shall produce digital lessons in Global video-coding standards such as ITU-T, H-264 etc, which will facilitate distribution of digital lessons in device independent manner. This will help in increasing the student demand state-wide for the educational programme offered by college.
6. Teachers shall manage weekly teaching preparation time with transperancy,fairness,honesty,highest degree of ethics and decision making that is in the best interest of the students.Teaching time shall be committed to preparation of demarcation of syllabus of different courses taught into well defined units,to prepare individual teaching plan, to prepare course outcomes, course specific outcomes and programme outcomes, to prepare students structured assessment and evaluation, to prepare student learning output, to prepare cocurricular and extra-curricular activities, to prepare lecture including interaction invisible,visible, recorded presentation which can take place at the same time as well as before,during and after Teaching & learning process.

A Conflict of Commitment refers to a situation where an individual engages in external activities, either paid or unpaid, that interferes with his/her primary obligation and commitment to the College. Individuals in the College staff should evaluate and arrange their external interests in order to avoid compromising their ability to carry out their primary obligations to the college.

Conflict of Commitment and Interest:

- College Administration: The internal administration of the College can present the potential for conflicts of interest. Principal and Head of Departments with Administrative and Academic responsibilities must take particular care to avoid relationships in which Financial Interests or other personal interests intersect with the Colleges interests and have the potential for inappropriate factors to be considered in administrative decisions. In particular, individuals who have College duties involving the Examination,procurement, expenditure,extension, consultancy,other services, or other assets; the negotiation or formation of contracts or other commitments affecting the assets or interests of the College; the handling of confidential or privileged information; the provision of student support; the conduct of sponsored research and the handling of any research results or resulting transfer of technology; must be particularly conscious of potential conflicts of interest or the appearance of conflicts of interest.

- **Academic and Student Relationships:** In general, when individual members of the Staff have to assuredly protect students academic Interests in curriculum delivery, fulfillment of educational program outcomes, students coaching, Conduct of Exams, attendance filling, design the assessment and evaluation of students, formulation of Course outcomes, Course specific outcomes, Programme outcomes, Demarcation of units topicwise for the subject, Design and Deploying course instructions, measure learning levels of the students or fulfillment of educational purposes such as building concrete knowledge and skill, developing ability to reason systematically about critical questions and issues, enabling to place facts in a broader context, communicate knowledge and questions effectively and nurturing habits that promote lifelong learning behaviour outside the formal settings, developing skills of analysis, synthesis and argumentation, as an owner, Subject Expert, or as an Professionals, they must be alert to the possibility that a Conflict of Interest may arise, if the transactions has a relationship with the students interest, college and University. If the College has Academic interaction with the University, or proposes to do Academic interactions with the University, the individual is expected to disclose that fact. Generally, there will be no Conflict of Interest if the individual is not in a position to influence the University with respect to the transactions in which the individual or Family member has an interest. Staff Members may not review, approve, or administratively control contracts or business relationships when the contract or business relationship is between the University, college and a Business in which the individual or a Family Member has a Financial Interest or when the individual or a Family Member is an employee of the Business and is directly involved with activities pertaining to the College and University. This section is not intended to apply to the adoption of textbooks, software, or other teaching aids written by faculty members or their Family Members for use in their own course of instruction, although such use must have prior approval from the Management, College development committee and Internal quality assurance cell.
- **Adequate use of College Assets:** The College possesses both tangible and intangible assets. These assets include buildings, personnel, equipment, patents, Playground, copyrights, Books, journals, instruments and work products, as well as the College's reputation and prestige. As custodian of these assets, staff members owe a fiduciary duty to the College to act in accordance with applicable College procedures regarding the proper utilization & expenditure of the College's funds, as well as the use and control of College assets, including confidential and privileged information. Where specific procedures regarding the disposition and control of College assets do not exist, individuals are expected to protect the best interests of the College in its tangible and intangible assets. Conduct constituting the misappropriation or unauthorized use of University and College assets in connection with any external activity is prohibited (including implying sponsorship or endorsement by the University or otherwise trading on the reputation or goodwill of the College). Mere identification of the College as one's employer and of one's position at the University is permitted, provided that such identification is not used to imply College sponsorship or endorsement.

Academic Practices:

The Higher and Technical Education Department Resolution no. Misc. 2010/(20/10)/ VISHI-3 dated 08/10/2010 made Assessment and Accreditation compulsory to enable teachers to provide input concerning the quality of education imparted by college. This necessitates the creation of internal Administrative and Academic Audit (AAA) for college. The AAA shall conduct regular Department assessment and prepare report to analyse Strength, Weaknesses, Opportunities and Challenges of the Departments

Planning and Documentaion: The College Development Committee shall sanction the College comprehensive perspective plan every *five* years and should correspond with Accreditation period of the college. The plan shall include matters such as infrastructure development, Academic development, Financial development, student support and development, Curricullum development, Degree, Diploma , Certificate educational programme development, Academic and Non-Academic staff Development Extra-Curricular, Co-Curricular etc activities Development etc. The Comprehensive perspective plan should be in such format that the yearwise monitoring and documentation of measured units of development are adequately accomplished. The details of various curricullum delivered by College are shown in [Appendix -1](#). The various Co-curricular and Extra-curricular activites are shown in [Appendix-2](#). The Academic calendar shall include the activities for coordination such as curricular delivery plan, Teaching and learning plan, co-curricular activities, extra-curricular activities, research plans, continuous internal evaluation annual activities of college . The annual total number of each academic activity, the commencement and end date of each academic activity, commencement and end date of various curricullum, commencement and end date of students Groups activities, College development committee; IQAC; Administrative and Academic Audit committee; Principal and HOD meetings;Purchase Committee; Library Advisory commititte; Home exam committee; Department quality Advisory circle;Finance Committee; Feedback analysis and Followup Commmittee; Students Council committee; meeting dates, Admission commence and end dates, Examination commencement and end dates, Planning Board committee meeting dates, submission date of minutes of various committees , Periodical dates for reporting results on various provisions of subject area inputs and students capabilities (knowledge, skills, potential and talent) achievement/growth for series of Academic activity and Teaching and learning performance data collection on academic inputs on course unit and its Assessment from Department,date of Distribution and collection of self assessment form , shall be included in the Academic calendar.All the above mentioned activities shall be made time-bound in the Academic calender. The Academic Calender shall be prepared and copy shall be uploaded on the College web portal before the last date of long vacation. The IQAC shall assign different codes to courses based on each educational degree Programme and further recognise the courses as curricullum courses and core courses compulsory for completion of Degree programme. The overall development of the college is based on the presentation of curricullum delivery to students tomake informed choices with regards to college. The curricullum courses mostly include languages and literature, hence can be utilized for inculcating values among the students. Activities imparting transferable and life skill can be included for the purpose of extra-curricular activities. Every department of the college is required to prepare,develop and deploy an overall action plan,according to Academic calender, for various courses that are part of the educational programme taught by the department and get approval from College development committee and Internal quality assurance cell at the beginning of the year.Every department quality advisory circle shall formulate the course outcomes, programme specific outcome and programme outcomes and assure its direction is towards achieving the Aims and Objectives of the College. All the core/curricullum courses and their corresponding number of units for each course should be coherently numbered and shall be spread out weekly and as per the semester for the purpose of annual implementation and monitoring.The duration of each unit should be specified along with continuous internal assessment sessions numbered accordingly. The department action plan should be placed before College Development committee for verification and sanction.The students group of strenght twenty shall be formed for the purpose of conducting Lab-sessions or Tutorials or co-curricular/extra-curricular activities. The total number of student groups and total number of Lab/ Tutorial/co-curricular sessions shall be numbered and scheduled for different department courses for counting and compiling total semester Departmental academic work and included in the action plan. The teacher, to whom the students groups

for Lab / Tutorial/co-curricular sessions are allotted, shall prepare the student profile, which will be utilized for documenting student progress and will continue till the end of Degree programme. The Department action plan shall also include dates for distribution and collection of feedback form to students. Every teacher, in coordination with Head of department, shall prepare Individual teaching plan for all the course instructions of the subject and total number of Lab/ Tutorial/co-curricular sessions. Department is required to take approval of this Teaching plan from college development committee. Each department is required to establish quality advisor circles for the subjects taught by the department. Any academic or administrative proposal of the department or staff shall be initiated from the quality advisory circle and Advisory circle shall further recommend it to internal quality assurance committee for approval of proposal. The teaching plans must demonstrate the increasing levels of knowledge, skills and understanding, quantitatively and qualitatively in terms of level of achievement of the subject. The college has adopted elective course system and hence the teachers are required to coordinate and align the teaching plan to fulfill requirement of curriculum objectives.

Principal is the administrative and academic head of the college. The academic post of Principal is superior to the Head of Department and HOD superior to teacher in the college. Thus all the administrative and academic information shall flow from subordinate post to superior post according to the performance duties and responsibilities. The superiors are responsible for discipline, meaning developing commitment in the subordinate employee towards organisation as well as towards each other.

Non-Academic Staff :

The Maharashtra Non-Agriculture Universities and Affiliated colleges Standard Code (Terms and Conditions of Service of Non-teaching Employees) Rules 1984 has prescribed the conditions of College Non-teaching staff services in Appendix-1 Form-5 of the rules . Whereas the Rules (I) to (V) for affiliated college do not mention designations for non-teaching services in Non-Ministerial cadre in Appendix-1, the state Government uniform staffing pattern policy has confused with 1984 Rules and prescribed designations for Non-Government colleges and is reflected in the approval orders of Director Higher Education while sanctioning the staff strength of the college for non-ministerial cadre . The standard code does not mention the duties and Responsibilities of Non-teaching staff posts working in the college. The standard code mentions in Form-5 , that duties and responsibilities shall be specified and assigned by the Principal of College by adding work for non-teaching staff in the manner and keeping in with their set of practices and requirement for conduct of Administrative and Academic activities of the college . The staff are required to perform diverse duties, no specific duties and responsibilities can be laid down by principal or Head of Department according to delegation of powers by Principal as per job requirement. Working with computer is essential and mandatory for all the staff members. The college management continuously need help of the Non-academic staff for conducting various academic activity such as Admission, examination, meetings of various committees, inter college events , student assessment, student support, communication, student curricular, co-curricular, extra-curricular, extension activities, etc. To fulfill student progression and achievement requirement the Teaching staff needs storing and retrieval of information, etc documentation of curricular, co-curricular, extra-curricular, research and extension activities for quality assurance , for which Principal shall specify and assign duties and responsibilities according to the requirements . The employee shall

extend utmost courtesy and attention to all college students, Parents, Superiors and colleague with who he has to deal in the sphere of his duties and responsibilities.

1. He shall strive hard to promote the interest of the University or the College, as the case may be.
2. The employee shall conform and abide by the provisions of the Act, Statutes, Standard Code, Ordinances, Regulations and Rules and directives and decisions of the Competent Authority.
3. The employee shall also observe, comply with and obey all orders and instructions which may from time to time be given to him by the officer under whose monitoring, superintendence or control, he has been placed, for the time being.
4. The employee shall at all time maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee of the University or the College by persistent and unreasonable criticism, unreasonable demands, impossible targets, isolation, deliberate exclusion, non-cooperation at work spreading malicious rumours, gossips circulating material or pictures banned by law with intention to malice image, etc as the case may be.
5. The employee shall not accept, solicit, or seek except with the previous sanction of the Competent Authority any outside office, stipendary or honorary work. He shall not engage in any trade or business or canvass in support of in any commercial or insurance owned /managed by any member of his except co-operative consumers or housing or credit Society.
6. Every employee shall report to the Competent Authority if any member of his family is engaged in any trade or business or owns or manages an insurance agency or commission agency the Competent Authority may grant the permission, if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the University or College; Provided that, this provision shall not be applicable to the honorary work of special charitable nature, or literary artistic or scientific in character, including T.V. / Radio talk without affecting his official duties.
7. According to Government of Maharashtra Higher, Technical and Employment Department, Resolution number NGC 1793/ (2636)/ VISHI-4 dated 26/09/1995 The Rule 10 of Service Terms & Conditions of Non-teaching employees – Rules 1984 the weekly working hours of Class-1, Class-2, Class-3 employees is Forty-Two hours and for class-4 employees it is Forty-Six Hours. Half an hour will be lunch time for all class of employee during their Officiating time. The Superior authority shall balance the workload of the Non-teaching staff with the working hours of Non-Teaching staff.

The Principal and the Head of the Department shall develop and deploy the specific monitoring and reporting assign duties and responsibilities plan. They will recognise and specify work performance indicators for evaluation purposes. The reporting by non-academic staff shall be done on matters such as violation of student discipline, late attendance, student absenteeism, submission of self evaluation, minimum campus availability, remaining absent without sanction of leave, stock taking, loss of equipment or instrument in group activity for lab session, tutorial, assignment, continuous internal evaluation, documentation related to quality assurance, filling of various feedback forms, conducting survey, conducting Parent Teacher meetings, writing minutes of various meetings, online computer works etc. All the teaching and non-teaching employees of college must fulfill all requirements of activities such as education programme instruction, research, student support, extension, co-curricular,

extra-curricular, consultancy etc and public service missions to which Mandal is dedicated. The Government of Maharashtra has prescribed the grievance redressal mechanism on the guidelines issued in the writ petition number 11613/2014 and 2527/2017 under the Maharashtra Public Universities Act 2016 section 79. The teaching and non-teaching employees shall follow the instruction of Government of Maharashtra policy no Com-2018 /pra.ka.286/Mashi-1, Higher and Technical education department , Mantralaya.

Incentive System:

In order to maintain the standards in Higher Education Institutions University Grants Commission , by exercising its power, have notified regulations on various matters. The affiliated college is added to the privileges of the Dr Babasaheb Ambedkar Marathwada University, state university , and enjoys Grant-in-Aid status by Government of Maharashtra and is recognised college by University Grant Commission under section section 2F. The incentives are extended only to employee covered by Grant-in-Aid status, and are combined with other parts of wage administration to build a complete reward system that encourages motivation. The policy is subject to the scheme forwarded by GOI by its letter dated 31/1/2018. The state government has implemented seven'th pay and terms and conditions of services other measures of improvement of standards are made applicable as specified in the coverage section of the policy. Teachers who adopt Teaching as a profession , is involved in creative activity and who has a spirit of challenge towards giving his best to the students in academic pursuits.The Teacher who is in full-time employment shall work for not less than 40 Hours a week on Academic activities. The Teachers teaching subjects with and without Lab-sessions/field work are allotted Academic activity in following manner:

TEACHING STAFF								
Teachers	Teaching	Test/Exam	Lab/Field work	Tutorial	Tech Preparation	Extra- Curricular	Administrative Work	Duty Hours weekly
With Lab	16	02	04	00	12	02	04	40
Without Lab	16	02	00	04	10	04	04	40
NON-TEACHING STAFF								
Office Staff : Weekly working hours shall be forty two hours								
Non-Office staff: Weekly working hours shall be forty six hours.								
Note : Principal and Head of Department shall specify and assign weekly duties and responsibilities in accordance with the weekly working hours.								

According to the directions regarding minimum number of actual teaching days, Programm of Examinations, etc, the actual teaching days in an academic year shall not be less than Thirty weeks. That is the days on which classes such as Instructions, tutorials, seminars, Lab-sessions are

conducted. Holidays cannot be counted although student may be studying in their homes/hostel or may be informally consulting Teachers. The time taken for admissions i.e when classes are not formed, Examination or preparation for Examination cannot be counted while counting minimum number of actual teaching. College should budget their time in regard to work and holidays. Results shall be compiled and announced by the last day of the long vacation to enable admissions. Time table should be spread to accommodate various academic activities over at least Eight hours per working day.

Research clusters shall be created amongst the colleges institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilization of resources and to create synergies among higher education institutions. An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the college ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer. All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centers such as Schools of Education (SoEs), Teaching Learning Centers (TLCs), Faculty Development Centers (FDCs), Centers for Excellence in Science and Mathematics (CESMEs), Centers for Academic Leadership and Education Management (CALEMs) be taken into consideration for fulfillment of the requirements as laid down in Career Advancement Scheme of UGC Regulations. Guidelines issued by Salary and disbursement authority for the purpose of admissibility of Grant-in-Aid shall be strictly followed and Mandal will not be responsible to any violation of norms.

Miscellaneous:

Study leave, maternity leave, casual leave, medical leave, On-duty, Duty leave shall be admissible to the teachers at par with the state government Policy. The consultancy Rules, terms conditions and the model of revenue sharing between institutions and consultant teachers shall be decided by Principal in consultation with Mandal. The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The Rules and regulations of the State Government shall apply, for all other matters of seniority.

Code of Professional Ethics:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Monitoring and Evaluation Framework:

The Framework shall be viewed as the forces of changes and Internal Initiatives. The framework includes Plan documents , Time schedule of implementation, Performance indicators for monitoring results, Reporting work done and its evaluation in accordance with the set goals ,objectives and targets of institutions. The monitoring of the academic and non-academic staff shall be conducted at the Principal level (Curriculum level) and departmental level (Educational Programme level) . Implementation Monitoring shall be used to determine the relevance of Courses, co-curricular, extra-curricular, extension and Research activities ,its impact and sustainability so as to incorporate the lessons learned in the process. The information of such activities at any given time and over the time relative to respective targets , inputs, outputs and outcomes collected and compiled for capturing the progress are very useful in monitoring activities. Principal and Head of Department shall develop templates to accomplish monitoring activities . A template useful for monitoring at Department level is illustrated at [Appendix-4](#) .The measurement and evaluation responsibility shall be discharged by Administrative and Academic Audit Committee setup by the college. The functions of this committee is to check Academic Diary, Department Action Plan, completion of syllabus and content taught, Students attendance of various courses imparted by Department, Methods of teaching and use of ICT, Feedback on Courses and student satisfaction. The monitoring and evaluation action plan at College level in accordance with the Academic year Calender , the Curriculum delivery plan and lastly the Time Table, showing in detail the targets, the dates to reach the targets, proper coherent arrangements of topics for curriculum delivery and contributions to National development, Students competencies and National values etc. The Academic calendar shall include dates and activities for coordination of curricular, co-curricular, extra-curricular, research plans of college. The Curriculum delivery shall include the initiatives for effectively operationalise curriculum by mentioning the steps taken for networking and interacting with industries, Universities and other Academic associations etc . The Curriculum goals and outcomes shall be clearly mentioned and described how the goals and outcome coincide with the College Vision, Mission and objectives.

The Head-Of –Department shall gather the information according to the dates shown in the Academic calendar and targets, outcomes, goals etc as specified in the curriculum delivery plan. The College level monitoring and evaluation shall be conducted by the Principal of the college. Department academic and administrative work must be divided into small tasks or units and assign to one person according to capability, capacity, qualification and eligibility. The staff members shall set out outcomes to monitor and evaluate and select Key Performance Indicators for setting baseline and gathering data on Indicators, which will further initiate planning for improvement and monitoring results. The selected Key performance Indicators shall be such that it sustains quality assurance. The data collection on Key Performance Indicators must fulfil its characteristics such as timelines, validity, reliability. The performance data shall be presented in clear and understandable form to the Reporting Officer along with findings and recommendations. Principal has the academic and administrative power at the level of Departments. The Head of department has the academic and administrative power for the department and the subjects or group of subject taught by the Department i.e at

Educational Programme level. Each and every employee must be mindful that the interest of the college must supersede the interest of individual employee of the college and shall take adequate steps to fulfil the aims and objectives of the college, .Department shall identify and select the key performance indicators to be monitored such as Course outcomes, Course specific outcomes, Programme outcomes, in accordance with the numbered academic units, educational aims of lectures, Tutorials,Seminars, Lab-sessions for various programmes or any group activities (co-curricular, extracurricular, extension, research etc.).Every individual member of the department staff will be responsible for providing the trustworthy and credible information. Every Head of Department shall declare the course system implemented by the department in the beginning of the year. The Head shall declare the purpose of the Programme and draw attention of the students whether programme useful for entrepreneurship or employability. Every Head of Department shall establish an advisory committee (subject quality circle) and document the key performance indicators for deliver of educational programm such as course outcomes, programme specific outcomes, programme outcomes etc for every course, educational programme delivered through the department. Every Head shall develop the mechanism and prepare the document and plan for degree, diploma, certificate programme delivery.

The Head of the Department shall exercise the authority and responsibility of monitoring the key performance indicators of students learning levels and for measuring students achievements. The key performance indicators to be monitored for various courses an programmes shall be recognised and identified on students structured feedback on every course and programme offered by the Department.Department shall similarly collect data on matters such as admission counselling ,students enrollment, value-based courses, dissemination of information on course outcomes, programme outcome and course specific outcomes, setting the teaching ,learning and evaluation benchmarks for continuous internal evaluation, etc to enable teachers,Principal and college Administration to provide input concerning the quality of education imparted by college . The Academic year is divided in two semesters. Each semester consists of Ninety days or Fifteen weeks.The staff members shall setout outcomes to monitor and evaluate and select Key Performance Indicators for setting baseline and gathering data on Indicators, which will further initiate planning for improvement and monitoring results.The assessment shall be carried out in a way of allotting points to each and every aspect of performance. The self- assessment verification and validation shall be done in quantitative and qualitative way, where students learning progression and achievements is evaluated as a continuum and is placed according to performance in various acts and activities. The self-appraisal methodology, as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record. Three step assessment process including the assessment crieteria and methodology shall be followed in recruitment and promorion for every year

Every academic year or annual track of the Academic and Non-Academic staff must be reviewed annually by his/her department through a process consistent with college guidelines. This document provides guideline for establishing faculty reviews, required review elements, grievances procedures.Reporting of data and information in template is mandatory for all the employee of the college. The Annual Performance Assessment Report is essential under the requirement of confirmation, promotion and review, is not only important in the interest of the service but also in the interest of the employee. Hence it is mandatory for the entire process of assement and evaluation of employee, Reporting Officer, Reviewing Officers to follow the schedule for writing APAR and for circulating, collecting and making sure that all APAR forms are duly filled and submitted at the end of every academic year to the Principal office in time.

APPENDIX-1

COLLEGE CURRICULUM		
Arts Faculty Curriculum		
Sr.no	Description	Remarks
01	English Language, economics and sociology, additional optional subject, Second Language, Environment and Computers.	
02	English Language, Political Science and Physical Education, additional optional subject, Second Language, Environment and Computers	
03	English Language, History and Public Administration, additional optional subject, Second Language, Environment and Computers.	
Science Faculty Curriculum		
01	English Language, Chemistry, Botany and Zoology, Second Language, Environment and Computers.	
02	English Language, Chemistry, Physics and Mathematics, Second Language, Environment and Computers	
03	English Language, Chemistry, Physics and Computer Science, Second Language, Environment.	
04	English Language, Computer Science, Botany and Zoology, Second Language, Environment.	
Commerce Faculty Curriculum		
01	English Language, Business administration and Mercantile Law, Accounting and Economics, Second Language, Environment and Computer.	

APPENDEX -2

Sr.No	Co-curricular, Extra-curricular, Extension Activities	Remarks
01	Holding popular lectures at the selected centres	Co-curricular
02	Conducting summer schools	
03	Adult education classes	Note: studies shall be and
04	Organising special vacation courses for students, women, and various professional groups	arranged to impart instruction through documentary films,
05	Youth Leadership Training camps	audio lectures, demonstrations
06	Publishing popular books on topics of general interest and knowledge	other media of communication. Conditions for admission and
07	Organising common programmes with MC, zilla parishad, Associations etc	payment of fees be fixed
08	Dissemination knowledge for culture, social and economic uplift of rural population in area of college	
09	Students association Activities	Extra-curricular
10	sports association for skill enhancement	
11	Students literary association for capacity building	Promote extra curricular
12	cultural association	activities through one or more
13	students vocational training association,	following students organisation
14	inter-collegiate students association	
15	Science associations, student co-operative societies	
16	commerce association, Students Planning forum	
17	Debating society and Study circles	
18	health centre and yoga centre	
19	National social service	Extension Activities
20	Sensitization programs on Social issues	

APPENDIX-3

Sr.No	Administrative & Office Activities illustrative List	Remarks
01	Preparation of Perspective Plan	Student cell
02	Preparing proposal for affiliation / recognition	
03	Documentation and presentation Local Inquiry	
04	Follow-up with Authority for Affiliation Letter	
05	All other affiliation/ recognition related work	
06	Prepare schedule for college students as per the eligibility circular each year.	
07	Accept and check eligibility form and application from student	
08	Co ordinating with all department for work related to students eligibility	
09	Issuing notice to students regarding hoisting flag, university foundation etc. within Time.	
	Issuing notice to students regarding Filling exam forms, hall tickets, No-dues certificate, Excertions, field visits.	
	Issuing notice regarding Constitution of student council, workshop on upcoming std council, Yuva Mohotsav, University sports, College sports.	
	Internal marks submission through E-suvidha Portal	
	Student support for Students gievanes, application procedure and appeal, Coordination with Departments for Training and Placement cell, Healthe centre, Knowledge resource centre services, Hostels, digilocker.	
10	Appoint nominee's on selection committee as per recommendation of competent authority	Establishment
11	Submission of Selection Committee Reports to the Hon'ble Vice-Chancellor for approval	
12	Teacher Approval file & verification of all documents	
13	Carrier Advancement Teachers Plan in college	
14	Coordinate meetings of API.	

15	Personal Grant to Teachers	
16	Forwarding of Major/Minor Research Proposals to various funding agencies	
17	Research Awards, Research Fellows, Visiting Professors	
18	Approval of Advertisement drafts, Selection Committee and Selection Committee Report	
APPENDIX-3		
Sr.No	Administrative & Office Activities Illustrative List	Remarks
19	Annual Service Book Updation	Establishment
20	Preparation and Circulation of Seniority List of Staff	
21	Processing Leave Application of Staff	
22	Arranging the cleaning of class room, common areas, campus, toilets	
23	Notifying emergency and pandemic directions to students and staff	
24	Accepting and checking staff grievances application	
25	Notifying to the superior and arranging document court case matters	
26	Accept and checking application under Right to Information	
27	Notice regarding Biometric Attendance of Employees	
28	Circular for departments/sections regarding Annual Report for the academic year 202 -202	
29	Notice regarding Teaching Workload Information	
30	Notification of Purchase procedure and different forms	
31	Issue notice regarding write-off of moveable property of the college	
32	Circulation of Circulars, G.R , Minutes ,received from Government, UGC & Governing body to all Departments	
	Planning and Development	
	Forwarding of proposal, application, Notices to University, Director higher Education Department, Maharashtra Government.	

	Preparing Agenda, Minutes of meetings for committees	
	Reminder Letter To all Head of Department Regarding Providing Details of expenditure for NAAC	Accounts
	circular regarding Financial Year (202- 202) deadstock and stock registers updation and physical verification alongwith submission of certificate for year 31-March-202 to 202	
	Submission of Information Regarding Seating Arrangement, Available Halls & Benches	
	Notice regarding submitting proposals for Financial Grants	
	Applications for allocation of funds for holding Conference/ Seminar/ Symposium/ Workshop	
	Circular regarding Meeting of All Heads Dept/Section to discuss Budget Proposals for Financial Year 202-2	
	Notice for Advance settlements for each Financial year	

