

Kasegaon Education Society's

Arts and Commerce College, Kasegaon

Tal. Walwa, Dist. Sangli

Policy Document
2021-22



Kasegaon Education Society's,

Arts and Commerce College, Kasegaon,

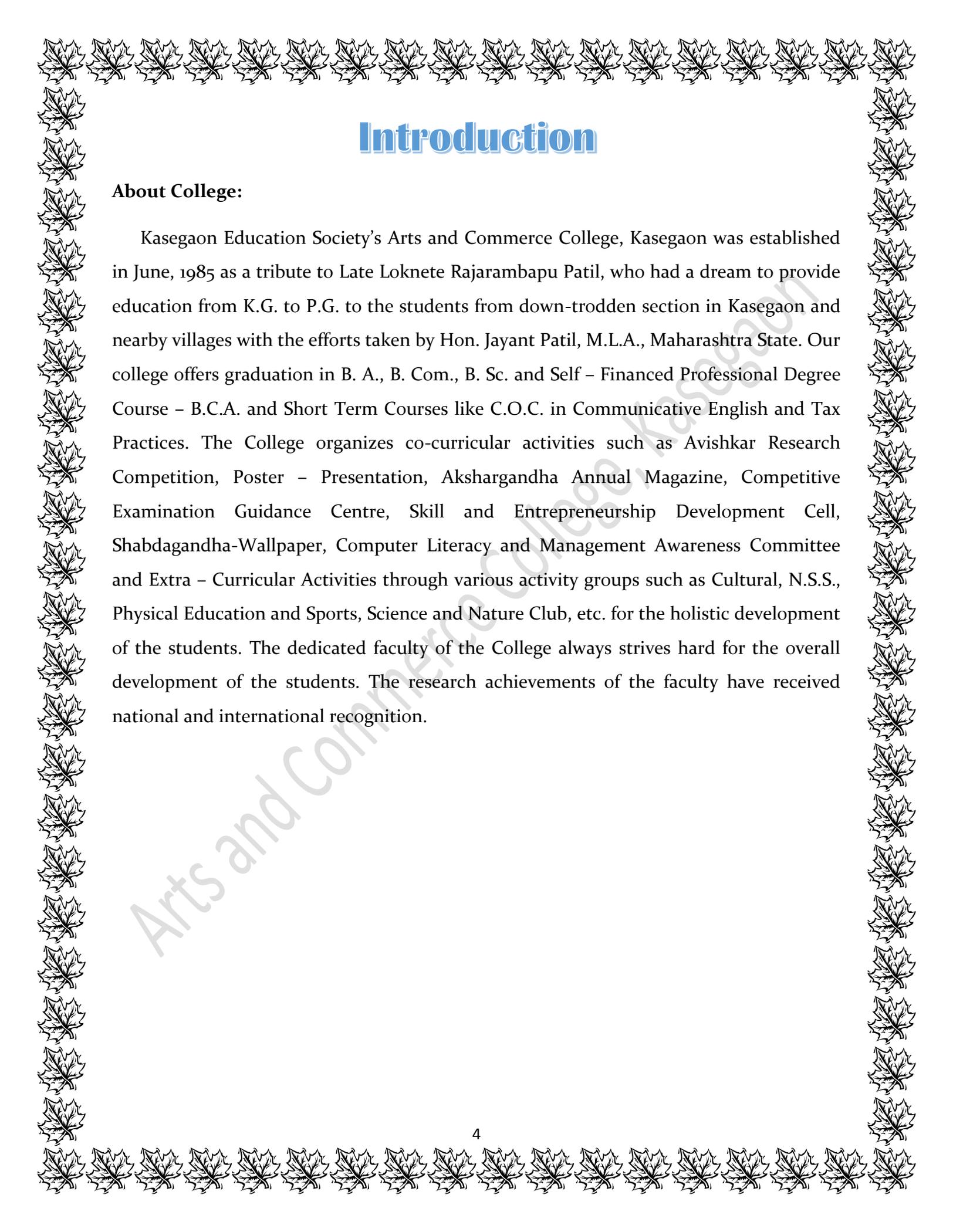
Tal:Walwa, Dist:Sangli.

Re-accredited by NAAC 'B' Grade



Table of Contents

Sr. No.	Particulars	Page No
1	Introduction	4
2	Vision, Mission, Goals	6
3	Administrative Policy	9
4	Academic Policy	11
5	Infrastructure and Maintenance Policy	13
6	Environmental Policy	15
7	Gender Policy	17

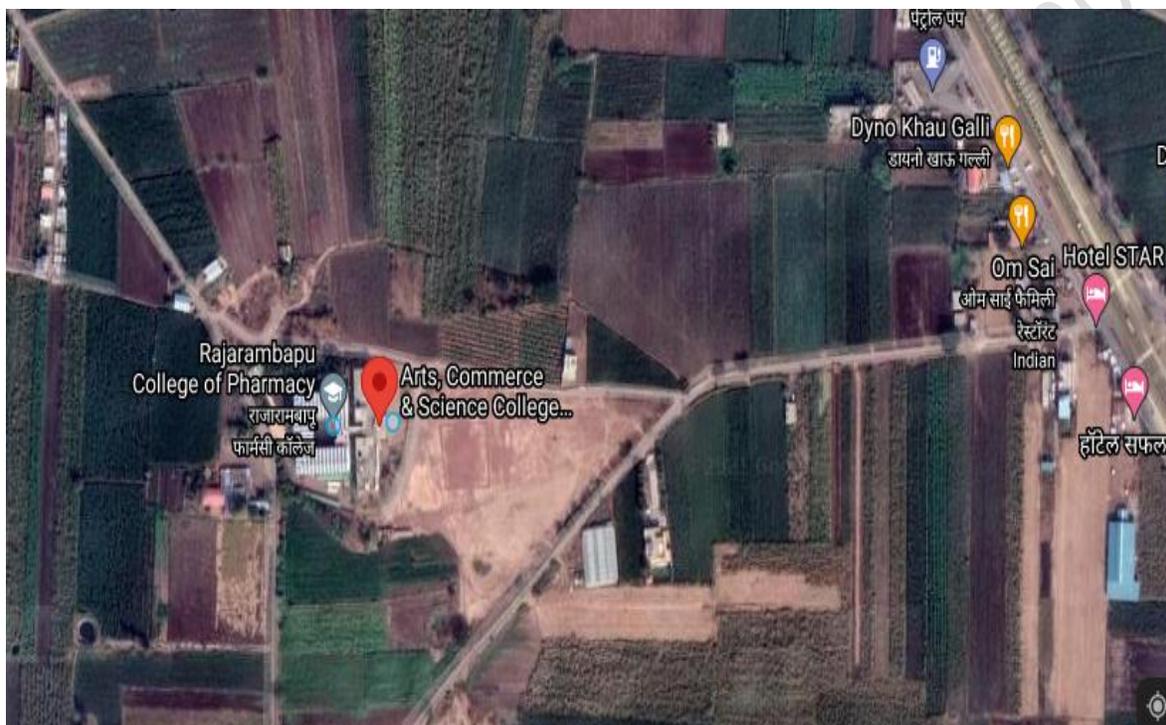


Introduction

About College:

Kasegaon Education Society's Arts and Commerce College, Kasegaon was established in June, 1985 as a tribute to Late Loknete Rajarambapu Patil, who had a dream to provide education from K.G. to P.G. to the students from down-trodden section in Kasegaon and nearby villages with the efforts taken by Hon. Jayant Patil, M.L.A., Maharashtra State. Our college offers graduation in B. A., B. Com., B. Sc. and Self – Financed Professional Degree Course – B.C.A. and Short Term Courses like C.O.C. in Communicative English and Tax Practices. The College organizes co-curricular activities such as Avishkar Research Competition, Poster – Presentation, Akshargandha Annual Magazine, Competitive Examination Guidance Centre, Skill and Entrepreneurship Development Cell, Shabdagandha-Wallpaper, Computer Literacy and Management Awareness Committee and Extra – Curricular Activities through various activity groups such as Cultural, N.S.S., Physical Education and Sports, Science and Nature Club, etc. for the holistic development of the students. The dedicated faculty of the College always strives hard for the overall development of the students. The research achievements of the faculty have received national and international recognition.

Location: The College is located in Kasegaon, 1.0 km away from Pune–Bangalore highway (National Highway-4) and situated near Shene road in Kasegaon. The Google location map of institute is given in Fig. 1.



Vision and Mission



Vision

Upliftment of students in rural area through basic as well as advanced quality education by making them self-reliant.

Mission



To impart basic higher education programs as well as advanced programs to students in rural area especially girls and downtrodden sections and cultivate their talents in all possible manners.



Goals

- To offer Career-oriented and Self-financing courses to ensure rewarding careers. To develop positive attitude towards overall personality development
- To help the students to sharpen their skills, especially in sports through Gymkhana.
- To develop the abilities for the placement by special training. To promote community development through the N.S.S. activities.
- To develop the ability to be self-dependent by utilizing their knowledge in practice through short-term courses.
- To encourage faculty to be more competent through research activities.
- To produce excellence in the personality of the students and to make them responsible and democratic-minded citizens of India.
- Arts and Commerce College has a green beautiful campus of **6.238 Acres** and the total built up area of main College Building is 5360.653 Sq. m. and Ladies Hostel is 711.26 Sq. m. Arts and Commerce College, Kasegaon is known through its dedicated and disciplined approach to provide quality education over a period more than thirty-five years in Western Maharashtra.

Policies

The Management, the College Development Committee and the Internal Quality Assurance Cell have designed the policies regarding following aspects for the sustainable development of the College as an Institution as an agent for the change in the stakeholders.

- ≈ *Administrative Policy*
- ≈ *Academic Policy*
- ≈ *Infrastructure and Maintenance Policy*
- ≈ *Environmental Policy*
- ≈ *Gender Policy*

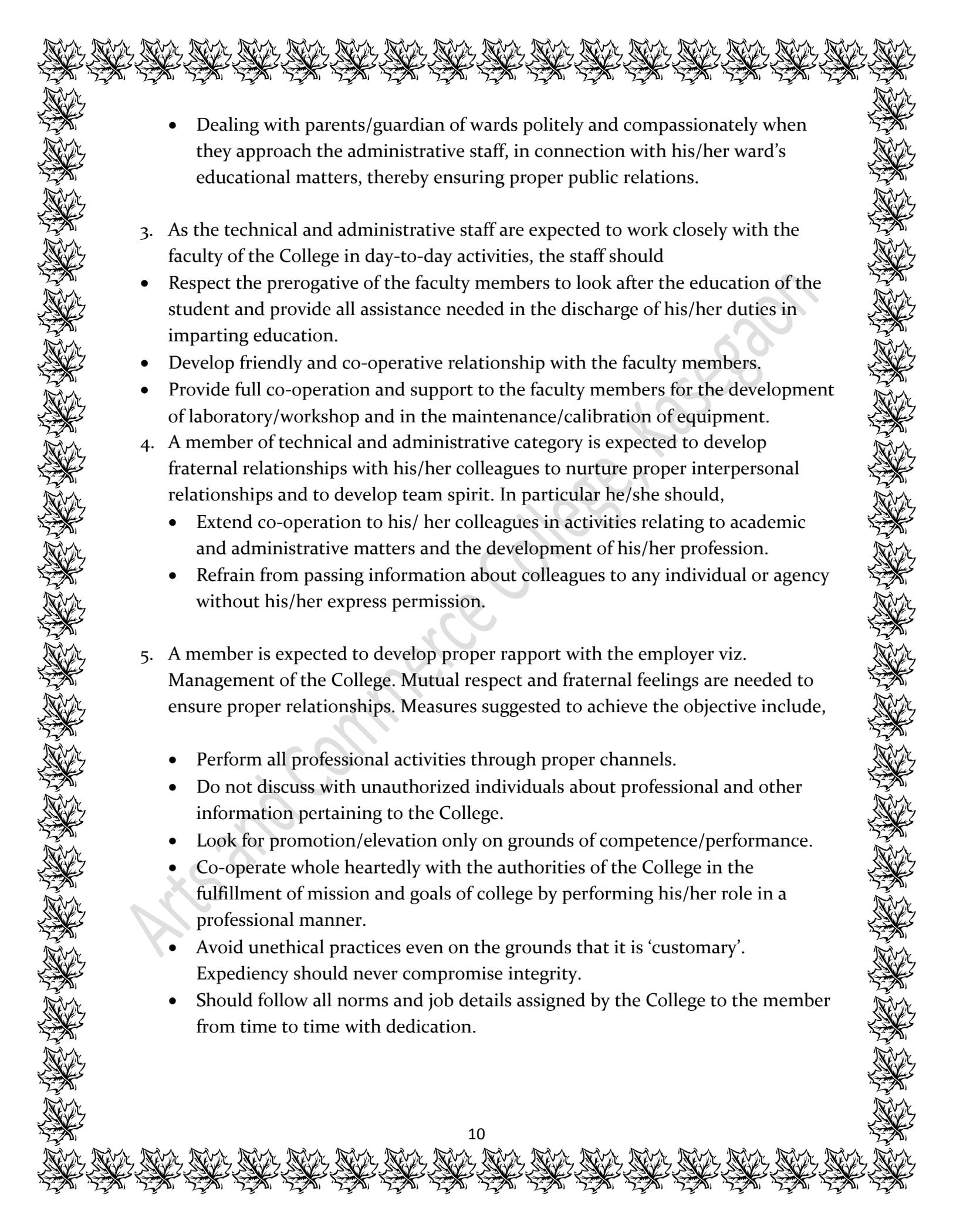


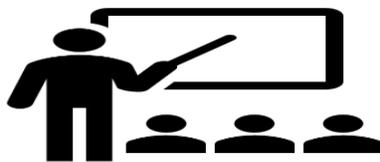
Administrative Policy

1. The administrative staff is the heart of the Institution.
2. The administrative work should be performed as per schedule of University, UGC, NAAC, Govt offices and other relevant bodies.
3. The administration should back up the academic activities.
4. They should toil to provide justice to the students through their services for Scholarships, Upload of documents, Examination duties, etc.
5. They should update their knowledge through attending regular programs, workshops, and other related sources.
6. They should look after the rigorous workout for active and dynamic presentation of the college.
7. The Code of conduct for the administrative staff is as follows:

The Code of Conduct for Administrative Staff

1. They are responsible for sustaining the highest ethical standards of the College and the broader community in which they function. This code serves as a guide to all the members of both the category.
2. While the aim of the College is to ensure wholesome development of students as future citizens of India, the technical and administrative staff should strive to achieve,
 - According just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
 - Making regular contribution for the personal development of students, while looking after their interest and welfare.
 - Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behaviour, unmindful of some untoward event if occurred, rather than having a feeling of revenge.

- 
- Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with his/her ward's educational matters, thereby ensuring proper public relations.
3. As the technical and administrative staff are expected to work closely with the faculty of the College in day-to-day activities, the staff should
 - Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
 - Develop friendly and co-operative relationship with the faculty members.
 - Provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment.
 4. A member of technical and administrative category is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular he/she should,
 - Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
 - Refrain from passing information about colleagues to any individual or agency without his/her express permission.
 5. A member is expected to develop proper rapport with the employer viz. Management of the College. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include,
 - Perform all professional activities through proper channels.
 - Do not discuss with unauthorized individuals about professional and other information pertaining to the College.
 - Look for promotion/elevation only on grounds of competence/performance.
 - Co-operate whole heartedly with the authorities of the College in the fulfillment of mission and goals of college by performing his/her role in a professional manner.
 - Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
 - Should follow all norms and job details assigned by the College to the member from time to time with dedication.

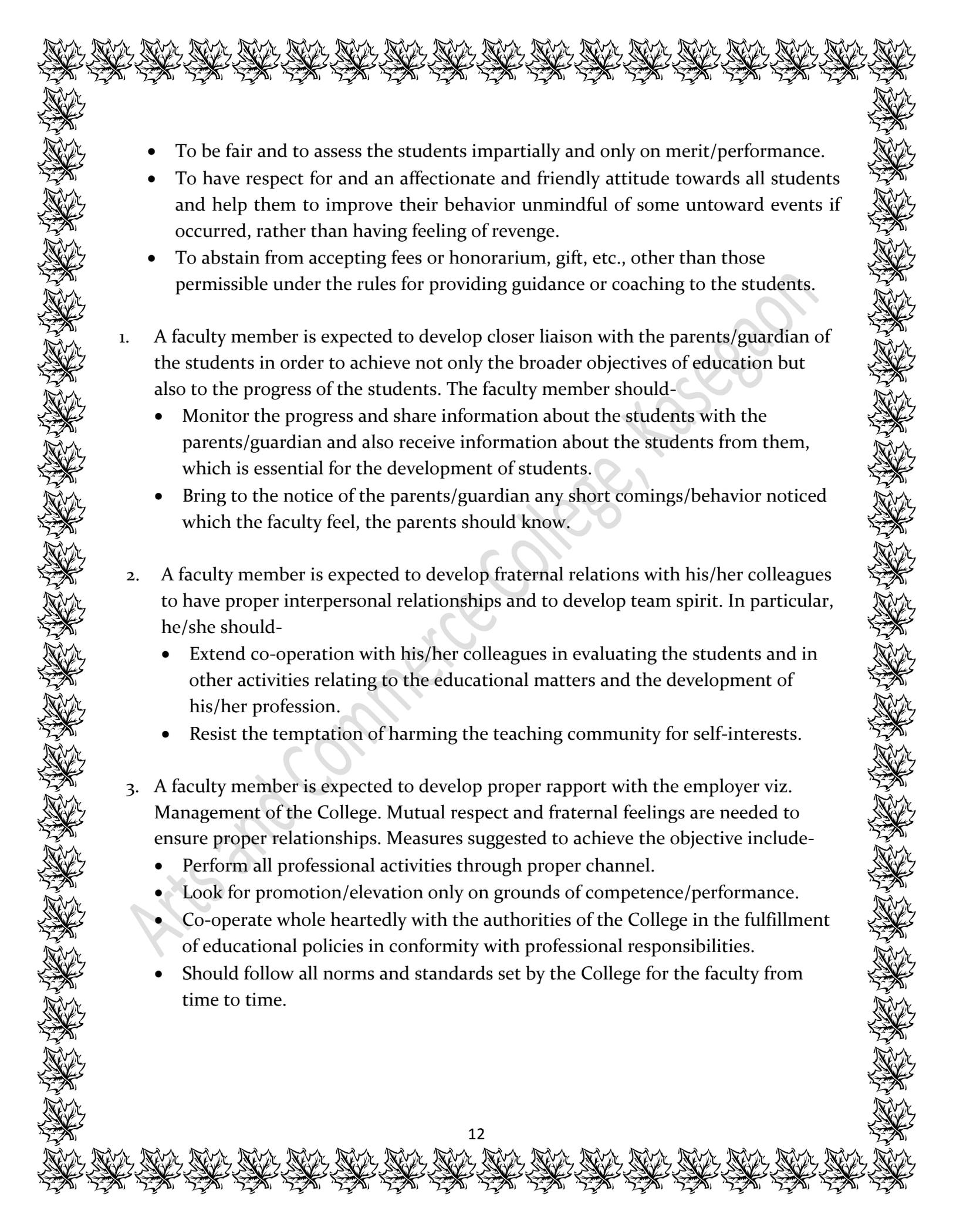


Academic Policy

1. The teaching faculty is the soul of the Institution.
2. The Teaching faculty should give justice to the workload assigned to them as per the rules and regulations of the institution.
3. They should update their subject-related knowledge through different resources available to them.
4. They should update their technical knowledge regarding the use of ICT for effective Teaching- Learning Process.
5. They should support their teaching through research. For it, they should attend various Seminars/ Conferences/ Workshops/ Symposia, etc. at local/ regional/ state/ national/international level.
6. They should be connected to Library as a Knowledge Resource at hand.
7. They should explore various teaching methods for reaching every student in the class.
8. They should be involved in different innovative practices for upgradation of the knowledge level of the students.
9. They should inform and discuss the Program Outcomes, Course Outcomes and Program Specific Outcomes.
10. They should be curious about the placement availability in the surrounding as well as elsewhere.

The Code of Conduct for Teaching Faculty

- To accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.
- To make regular contribution for the personal development of students, while looking after their interest and welfare.
- To be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.

- 
- To be fair and to assess the students impartially and only on merit/performance.
 - To have respect for and an affectionate and friendly attitude towards all students and help them to improve their behavior unmindful of some untoward events if occurred, rather than having feeling of revenge.
 - To abstain from accepting fees or honorarium, gift, etc., other than those permissible under the rules for providing guidance or coaching to the students.
1. A faculty member is expected to develop closer liaison with the parents/guardian of the students in order to achieve not only the broader objectives of education but also to the progress of the students. The faculty member should-
 - Monitor the progress and share information about the students with the parents/guardian and also receive information about the students from them, which is essential for the development of students.
 - Bring to the notice of the parents/guardian any short comings/behavior noticed which the faculty feel, the parents should know.
 2. A faculty member is expected to develop fraternal relations with his/her colleagues to have proper interpersonal relationships and to develop team spirit. In particular, he/she should-
 - Extend co-operation with his/her colleagues in evaluating the students and in other activities relating to the educational matters and the development of his/her profession.
 - Resist the temptation of harming the teaching community for self-interests.
 3. A faculty member is expected to develop proper rapport with the employer viz. Management of the College. Mutual respect and fraternal feelings are needed to ensure proper relationships. Measures suggested to achieve the objective include-
 - Perform all professional activities through proper channel.
 - Look for promotion/elevation only on grounds of competence/performance.
 - Co-operate whole heartedly with the authorities of the College in the fulfillment of educational policies in conformity with professional responsibilities.
 - Should follow all norms and standards set by the College for the faculty from time to time.

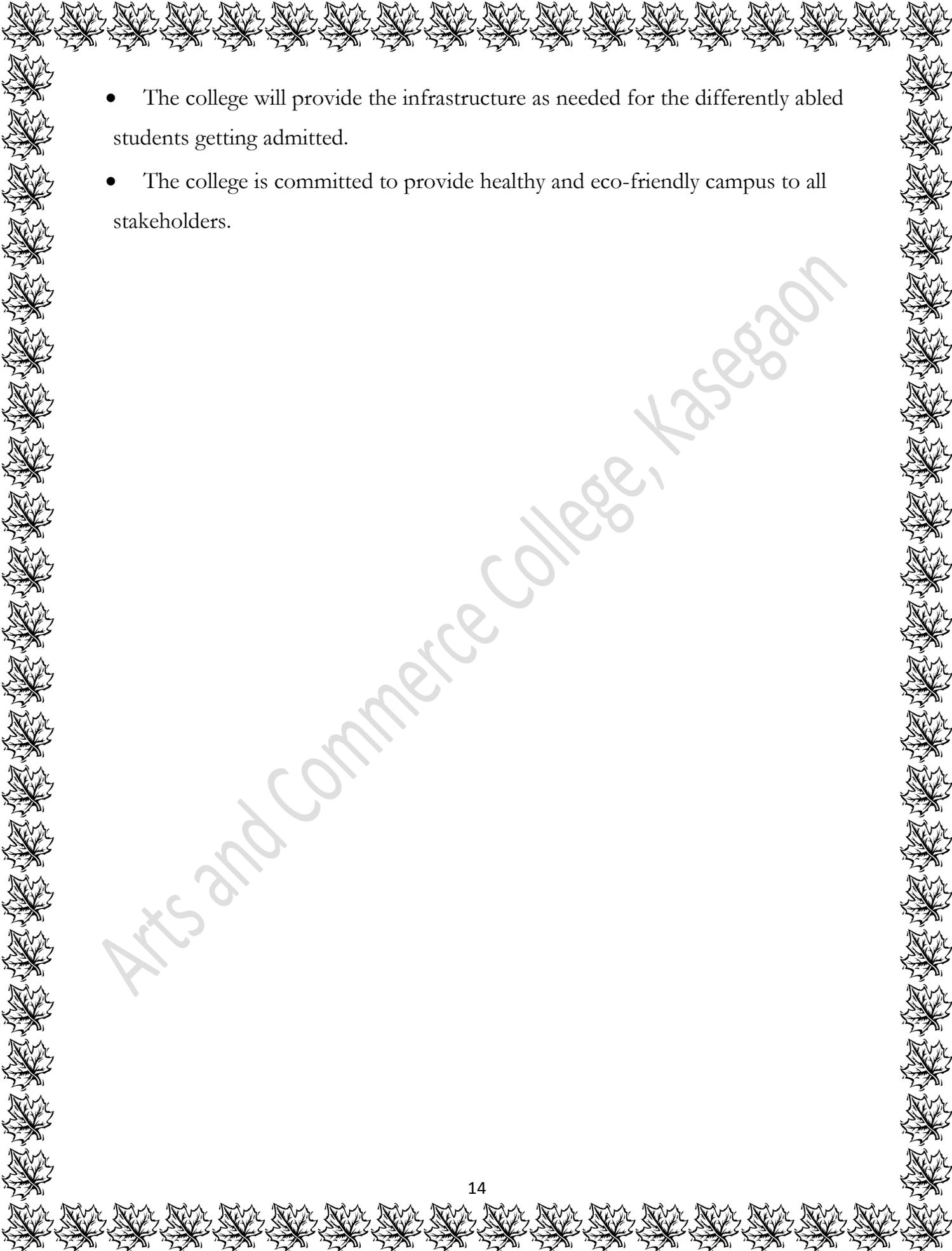


Infrastructure and Maintenance Policy

College makes budgetary provision under different funds for maintaining and utilizing the campus infrastructure facilities. The College Development Committee assigns enough funds for maintenance and repairing. The allocated funds are utilized under the observation of various monitoring committees.

Following procedures and policies are used for maintaining and utilizing physical, academic and support facilities -

- For the development of campus, campus Discipline and cleanliness committee is formed. This committee monitors all the activities.
- To upkeep all facilities and cleanliness of environment in women's hostel, through Women's Hostel Monitoring Committee.
- The help of agency is taken for the regular maintenance of the 'Vending Machine' provided for the girls and 'Sanitizing Machine'.
- Library staff of the college is engaged in the maintenance of the reading room and stock verification of library books.
- To upkeep of classrooms, duties are allotted to 4th class staff.
- The help of 'Yash Computers' is taken for up gradation of Website.
- For the regular maintenance of computers installed in Office, Library, B.C.A. Lab., the help of agency i.e. Veetrag Computers is taken whenever necessary.
- We have the facilities of Bio-metric Machine to maintain the arrival and departure of faculty members and remaining staff.
- The College has developed the infrastructure in order to accommodate the Specially- Aabled students and other stakeholders.

- 
- The college will provide the infrastructure as needed for the differently abled students getting admitted.
 - The college is committed to provide healthy and eco-friendly campus to all stakeholders.

Arts and Commerce College, Kasegaon

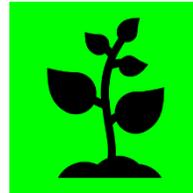


Environmental Policy

1. To make the campus Green and eco-friendly.
2. The separate Environment committee should be formed to conduct different environment related activities, to observe the environmental status of the campus.
3. This environment committee should have to form separate guidelines, by laws and rules regarding environmental issues.
4. This committee is supposed to plan and work on zero garbage and energy efficient campus.
5. Formation of Nature / Green Club for students to promote and create awareness for Environmental conservation activity.
6. To organize workshops, trainings and awareness programs for students and staff.
7. Solid waste handling and disposal, 2000' rules should be followed for disposal of waste.
8. The waste should be controlled and segregated at source.
9. The waste paper from the college should be collected in library. The library is supposed to use this paper available for students for Xerox and one side blank paper can also used for the college rough work or notes etc.
10. Green Cover should be increased, and mostly indigenous plant should be used for plantation. Artificial nests should be hanged on trees to increase bird diversity in the campus.
11. Attempts should be made to minimize the use of fresh water for gardening by using treated gray water for the same.
12. Eco boards, posters, slogans regarding environmental awareness should be displayed in the campus.
13. To organize above mentioned activities through Science and Nature Club, National Service Scheme and other Activity groups.

Science and Nature Club

1. Tree Plantation.
2. Celebration of no-vehicle day or Celebration of water day/soil day and other important days
3. Awareness through Essay Competition, Cultural Activities, etc.
4. Awareness through Social Media.





Gender Policy

- There shall not be any kind of discrimination on the gender basis.
- The institution shall provide equal opportunity for all genders.
- To give freedom to express free opinion for all gender. There must be an accessible, active, confidential grievance redressal cell.
- The institute shall arrange effective measures for the safety and security of all gender.
- To find out the areas where gender imbalance exists and their reasons.
- To maintain good gender balance space making processed in all areas of the college activities.
- To suggest measures for bridging the gender gap.
- To adopt measures for prevention of sexual harassment at the college.
- To promote growth of gender equality in all aspects of college campus life.




PRINCIPAL
ARTS & COMMERCE COLLEGE
Kasgaon, Tal. Waiwa, Dist. Sangli