



Poojya Sane Guruji Vidya Prasarak Mandal's

**D.N.PATEL College OF ENGINEERING,
Shahada, Dist: Nandurbar.(M.S.)**

Internal Administrative Policy

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Internal Administrative Policy

❖ **Preamble**

These Policy statements are the internal policy of our College. They come into effect after the existing as well as amended Regulations and Guidelines of the AICTE/UGC and the Statutes / Policy/ Rules and Procedures of the Maharashtra Public Universities.

These have been framed to ensure:

- Autonomy in routine operations.
- Empowerment of the teacher
- Transparency in functioning.
- Democratic and Participative Decision making process.
- Clarification of functions, duties and responsibilities.

➤ **Tenure**

This policy manual is valid up to May 2025. However amendments as and when required can be made through a resolution passed in the IQAC with a 75 % majority in a meeting having a quorum of 90 % total members.

IQAC

Statutes of the Internal Quality Assurance Committee

The Statutes define the duties and rights and responsibilities of the IQAC. They are as follows:

(a) There shall be an Internal Quality Assurance Committee in the college to plan, guide and monitor quality assurance and quality enhancement of curricular, co-curricular and extracurricular activities of the entire college.

(b) The Internal Quality Assurance Committee shall consist of the following members:

- Principal as Chairperson;
- IQAC coordinator
- Heads of departments & Coordinators
- Librarian
- Conveners of Important Committees
- Office Superintendent
- Experts from Academic institution/ Industry.
- CDC/LMC representative.

(c) **Functioning of IQAC:** All major decisions of the college will be routed through the IQAC. The Internal Quality Assurance Committee shall meet as many times as necessary to

do the tasks assigned to it .The minimum quorum for an IQAC meeting is 06 members. No IQAC meeting can be held without at least one of the following being present:

1. Principal
2. Coordinator IQAC

1.The IQAC will circulate the notice and agenda of its meeting at least 4 days prior to the meeting to all Teaching and non-teaching members. A notice and agenda circulated on the teaching and non-teaching staff. Maximum of two notices per year can be circulated with a notice period of two days.

2. Non-attendance of any member at two consecutive meetings of the IQAC shall make the member eligible for non- compliance process. However whether to execute the same will be the discretion of the Principal and the Co-coordinator IQAC.

3. In case a non IQAC member wishes to contribute to an item on the agenda, he/she may forward his suggestions in writing to any member of IQAC for inclusion in the discussion on the item. In case a non IQAC member wishes to attend a particular IQAC meeting, he/she may do so with the prior permission of the IQAC coordinator / Principal.

The Duties, Responsibilities and Rights of Internal Quality Assurance Committee shall be:

- It is the duty of the IQAC to call a meeting at the beginning of the year to finalize the Academic Calendar for the college on the basis of the Departmental Academic Calendar received.
- The IQAC shall set the Parallel heads team at the first meeting of the IQAC, if the same is not already in place.
- To maintain a record of all the activities forwarded by the various departments.
- To institutionalize the best practices.
- To organize inter-institutional and intra-institutional workshops and seminars on quality related themes and promotion of quality circles;
- To organise feedback from students, teachers, non-teaching employees, management, parents and other stakeholders on quality-related institutional processes;
- To take required action on feedback so received.
- To verify and certify the self- appraisal reports of the teaching and non- teaching staff.
- The IQAC shall address the grievances of the staff, if any with the help of Grievance Redressal Committee.
- To create an exclusive window on the official website to regularly report on its activities as well as for hosting the annual quality assurance report;
- To prepare the annual quality assurance report of the college based on the quality parameters or assessment criteria of NAAC
- To get The Annual Quality Assurance Report approved by the Management.
- The IQAC shall regularly submit the Annual Quality Assurance Report to the National Assessment and Accreditation Council or other accreditation bodies.
- The IQAC may visit any department with a prior notice of five days to verify any document/ activity reported.

- The Chairperson /Coordinator of IQAC in consultation with other members of the IQAC can issue a Non-Conformance Report (NCR)** for repeated noncompliance of protocol/process/ quality standards.

** (A **non-conformance report** documents the details of a **non-conformance** identified in a quality audit or other process review. The objective of the **report** is to make an unambiguous, defensible, clear and concise **definition** of the problem so that corrective action can and will be initiated by management. The non-conformance report includes who, what, where, when.)

HOD

➤ Rights and Duties of the Head/ Convenor of Committee

- The HOD is responsible for the effective functioning of his/her Department.
- No teacher can avail CL/ DL without taking permission/ intimating the HOD. In case the HOD wishes to avail of a CL/DL he /she must take the prior permission of the Principal.
- The HOD has to divide the workload amongst the colleagues in a just and fair manner. All efforts should be made to see that teachers are allotted subjects in keeping with their area of interest/ specialization. In case of conflict in division of papers, all efforts are to be made to resolve the conflict in an amicable manner.
- Any extra workload should be divided equally amongst all the colleagues in the department including the HOD.
- It is the responsibility of the HOD to see that the departmental Academic Calendar is submitted to be sanctioned to the IQAC on time. Once the academic Calendar is sanctioned and Compiled by the IQAC and the budget is sanctioned by the LMC, the HOD does not need to seek the permission of the Principal to execute the academic calendar of his department as per plan and budget sanctioned. The principal is to be intimated about the activities to be conducted 24-48 hours prior to the execution of the activity depending upon the importance of the activity. The principal may be intimated about the same in person/ via message/ via email depending upon the situation.
- If the HOD wants the Principal to attend any function the same has to be mentioned explicitly to the Principal. In such a scenario the availability of the Principal is to be sought before finalizing the date of the activity.
- It is the responsibility of the HOD to deliver the welcome address at all functions organized by the department. The HOD in his turn may delegate this responsibility to a colleagues, whenever he deems fit. If the Principal is attending a function organized by a department, the Principal will be the President of the function and will deliver the Presidential remarks either after the guests have spoken or after the activity is completed. However in case any member of the management is present at a function of the college then He/ She will automatically be the designated President of the Function.

- Information about important activities of the department/ College should be given to the members of the LMC via e mail/sms. However if the department wishes to invite a member of the LMC for the program, the invite is to be forwarded through the principal.
- The HOD/ Convenor of Committee must submit an activity report in the required format (Annexure 1) to the IQAC within three days of the completion of any activity.
- At least 80% of planned activities should be executed during the academic year.
- Failure to execute any/all of the above will invite non- compliance process for the HOD/ Entire department/ Committee.
- It is the responsibility of the HOD to conduct/get conducted a result analysis of the department and submit the same to the IQAC by September and March every year, in the required format. (format --Annexure 2)
- No HOD can accept any assignment academic or otherwise unrelated to the college activities without seeking specific permission of the Principal.
- The head must ensure that all students who have opted for a change in subject combinations; information about the same is forwarded to the administrative office with the signature of the HOD latest by August end. No subject change will be entertained after the month of August.

TEACHING STAFF

❖ Rights and Duties of the Teacher

- ❖ The teacher is the academic and ethical leader in the Classroom.
- ❖ The teacher must complete the portion within the given time frame and submit a syllabus completion report to the HOD at the end of every term.
- ❖ Every teacher must wear the College ID Card every day.
- ❖ No student will be allowed to attend the class without the ID Card and the teacher must ensure this.
- ❖ The right to grant leave of absence to any student lies with the teacher.
- ❖ Any student seeking extra ordinary leave from the classes should seek the permission of the teacher whose classes the student will be missing and it is the duty of the teacher to bring this to the notice of the HOD.
- ❖ Each UG Teacher can organize up to a maximum of two guest lectures per subject taught (during the entire year) on topics related to his/her subject @ a remuneration of RS 1,000/- per guest during his /her own lecture; after adjusting the lecture timing with a colleague or after lecture hours. No prior permission for the same is to be taken. Intimation to the HOD two days prior to organization is required.
- ❖ Each teacher can organize up to a maximum of two guest lectures per term only. Remuneration of Rs 1000/- per lecture is sanctioned for the same. Prior permission of Principal and IQAC Coordinator is required. Intimation to HOD to be made at

least 24 hrs prior to the same. Permission of HoD/ co-ordinator is required if the guest lecture will disrupt the academic schedule of other teachers. A further amount of Rs 200- can be utilised for organizing a rose bud and refreshments for each guest lecture.

- ❖ Every teacher must ensure that the students enrolled for his/her subject is in the subject students list forwarded by the college administration office are attending the lectures. No teacher should add or delete a name from the subject list. Any addition or deletion of name should be forwarded to the administration office via the HOD. No request for change in subject should be entertained after August.
- ❖ Each Teachers is to teach at least 50% of the syllabus using ICT. The teacher may book the e-library, Multi- media rooms for the same in advance.
- ❖ Each teacher may use the theory classes to initiate debates and discussions on the subjects taught.
- ❖ Quiz Competitions and role plays to be used wherever possible to add creativity to teaching and making learning fun.
- ❖ A teacher has to fill in the C.L form, get it signed by the head and submit the same to the Office Leave clerk.
- ❖ In case a teacher has to take a CL in an emergency, it is necessary to call/sms/ email the Principal about the absence from work.
- ❖ No duty leave can be availed without the prior permission of the Principal.
- ❖ In case of medical leave the teacher must inform the leave maintaining Clerk, HOD and Principal via sms/email/ phone call. Upon re-joining duty the teacher must submit the medical certificate and fitness certificate.
- ❖ Seminar/ Conference/ Workshop/ FDP/ Symposium fees will be reimbursed to the extent of 50% of the amount paid for registration provided no paper/poster is being presented at the same. This amount will be reimbursed.
- ❖ 100% registration fee will be given for attending seminars and conferences related to New Syllabus/ Syllabus Restructuring.
- ❖ TA and DA will be given upon receipt of letter of Jt director/ sanctioning authority.
- ❖ No teacher can accept any teaching assignment unrelated to college activity without the explicit sanction of the HOD.
- ❖ Every teacher will co-operate and assist the HOD/ Convenors of Committees/ Principal/ Management and other administrative authorities to work for the betterment of the College.
- ❖ Every teacher will maintain the required decorum in communication, behaviour and team work.
- ❖ Failure to abide by any on the above will make the teacher liable for Noncompliance report.

NON-TEACHING STAFF

Code of Conduct --- Support Staff/ Non-Teaching Staff

Non-Teaching Staff **Code of Conduct** outlines management's expectations regarding employees' behaviour towards their seniors, supervisors colleagues, students and overall organization.

❖ Personal:

- All are free to express their views and feedback regarding work and systems.
- All support staff must wear the uniform on all working days. They must compulsorily wear the Identity Card at all times on the campus.
- All Support staff must be computer literate.
- All should complete their duties efficiently and in a timely manner.
- All should be punctual when coming to and leaving from work.
- All should fulfil their job duties with integrity and respect toward colleagues, stakeholders and the community.

❖ Work and Behaviour

- All must show professionalism in the college
- All should respect their colleagues.
- Support staff is urged to respect the professionalism of academic employees and fellow support staff members and to refrain from behaviour that would prevent others from fulfilling their duties, for example, by failing to order books or repair equipment.
- They should maintain the work culture and environment of the college.
- All must comply with environmental, safety and fair dealing laws.
- All should treat the college property with respect and care and should demonstrate a concern for the appropriate use and maintenance of all equipment provided by the college.
- Ensure that college services such as photocopying and postage are used only for college purposes
- Kindly refrain from spending unnecessary time on the college computer.
- Any work assigned by the Head of Department, Principal and any other authority of the college will be willingly accepted and effectively executed on time.
- Examination duty and admission duty is mandatory for all support staff
- All support staff must attend Development Programs and training workshop to update themselves.

Concessions:

Leave Procedure:

- ❖ All support staff must get the casual leave sanctioned from their respective heads before proceeding on leave.
- ❖ The casual leave form must be submitted to the college leave clerk before proceeding on leave.
- ❖ In case of emergency casual leave the support staff must intimate the head as well as the leave clerk through message/email/ whats app.
- ❖ Upon return from emergency casual leave the support staff must forward the casual leave form to the college office within two days of re-joining.
- ❖ No support staff can avail any duty leave without the explicit permission of the higher authority.

Disputes and their Resolution

- All are expected to avoid any conflicts, personal, financial or otherwise that might hinder their capability or willingness to perform their duties.
- All non-teaching staff should avoid offending, participating in serious disputes and disrupting the workplace.
- In case of any disputes it should be sorted out with the help of the direct authority, and if solution is not forthcoming from the direct authority then only principal may be approached.

Interaction with students.

- Support staff will demonstrate courtesy, respect, patience, and willingness to help in all their interactions with students in any context.
- All should strive actively to avoid conflict between themselves and any student.
- Refrain from physical intervention to resolve a conflict between students.
- In the event of conflict initiated by a student, the employee will maintain an open, non-confrontational attitude and report the incident to the administrative or departmental head.

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(Dr. N. J. Patil)
Principal