



Vidarbha Shikshan Prasarak Mandal's
G.S. SCIENCE, ARTS & COMMERCE COLLEGE
KHAMGAON, DIST. BULDANA (MS)

Reaccredited by NAAC with 'A' grade- CGPA (3.08)
Affiliated to Sant Gadge Baba Amravati University, Amravati.

॥ तमसो मा ज्योतिर्गमय ॥

HANDBOOK OF
INSTITUTIONAL POLICIES AND PROCEDURES



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G.S.SCIENCE, ARTS & COMMERCE COLLEGE KHAMGAON-444303
Dist. Buldana 444 303 (M.S.)



FRAMEWORK OF CONTINUOUS INTERNAL EVALUATION

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G.S.SCIENCE, ARTS & COMMERCE COLLEGE KHAMGAON
Dist. Buldana 444 303 (M.S.)

FRAMEWORK OF CONTINUOUS INTERNAL EVALUATION

+ Components of Continuous Internal Evaluation

➤ Continuous Internal Evaluation (CIE)

The evaluation of the students is an integral part of the teaching-learning process.

The Continuous Internal evaluation (CIE):

1. Encourages the students to progress continuously in the semester leading to the thorough understanding of the course.
2. Allows teachers to evaluate the performance of their students in accordance with the course objectives.
3. Enhances the students' abilities and skills such as creative and critical thinking, working in a team, communication skill, leadership abilities, etc.
4. Distributes course work throughout the year reducing stress on the students.

➤ Choice-based Component (CBC) of Internal Evaluation

We adopted the Choice-based Components for the internal assessment of the course which are useful for evaluating the various abilities of the students which cannot be assessed otherwise with the semester end examinations (SEE). The performance of all the students will be evaluated internally on a continuous basis by the concerned faculty member. The type of the choice based component (CBC) of the assessment would be decided by the faculty member in consultation with the students based on the expected Course Outcomes (COs) and it would be announced in the class within the first fortnight of the semester. The suggestive list of these components is as given below.

Table 1: List of Choice Based Components (CBCs) of Internal Evaluation

1	Surprise test	7	Laboratory work
2	Open book Test	8	Case Study
3	Home Assignments	9	Group Discussions
4	Tutorials	10	Viva-voce/Oral Examination
5	Mini Project	11	Seminar
6	Periodical quizzes	12	Any other component that the teacher considers necessary for assessing the students' performance

Evaluation System

The evaluation system adopted by the Institute has following components:

1. Continuous Internal Evaluation (CIE);

- Minimum two Internal Assessment Tests
- Minimum one assignment in every semester.
- Regular lab work/demonstrations/ practical record completion.
- Seminars for the presentation of the project work.
- Full-syllabus test at the end of the semester.

2. Semester End Examination (SEE)

CIE is followed by the semester end examination conducted by the affiliating university.

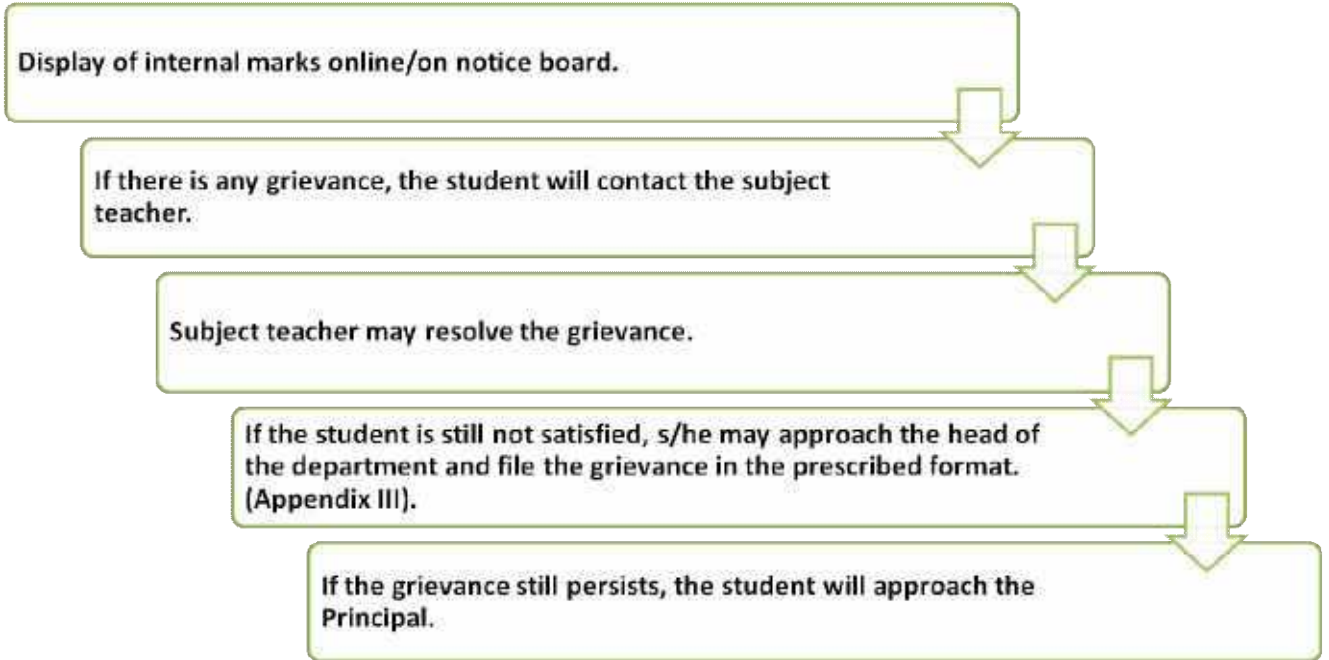
CIE RULES & GUIDELINES

1. The teachers should make the students aware about course curriculum, its objectives, course outcomes, learning activities such as experiential learning and participative learning at the beginning of each semester.
2. The teachers should also inform the students regarding different components of internal assessment and their weightages through a 'course overview'.
3. All the teachers should prepare their teaching plan carefully and should share it with the students within first week of the semester.
4. The teachers should evaluate the students continuously on the basis of performance in the two Unit Tests, Choice –Based Component (CBC) and overall performance of the students in the class.

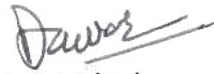
5. The answer scripts of the Unit Tests should be shown to the students after evaluation for their information, to ensure sufficient transparency.
6. The pattern of question paper for the Unit Tests should be structured in line with the pattern of the Semester End Examination which is conducted by the University.
7. The teachers should evaluate the papers of the Unit Tests within three working days after the end of examination.
8. The faculty members should display the grades/ internal marks on the departmental notice board before submitting the same to the respective Head of the department.
9. The student may appeal for reviewing the grades/marks awarded by the teacher. If still there exists grievance regarding the revision of the awarded grades/marks, student may appeal to the Head of the Department in the prescribed format. **(Appendix II)**.
10. In case of a student failing to complete the CBC under extraordinary circumstances such as the death of any member of the family, accident leading to hospitalization, suffering from contagious diseases, natural or social calamities affecting the student and any other unavoidable circumstances which the teacher deems fit to be considered, the teacher would arrange additional assignment or any other course related work for such students.
11. The performance of the students in the practical subjects should also be evaluated on a continuous basis.
12. Faculty members should maintain the proper records of CBC undertaken for each class.
13. Faculty members may offer more than one CBC in a class depending on the interest of the students.
14. The record of internal assessment is to be maintained by the department and produced as and when asked.

Redressal of Grievances about Internal Assessment

Grievances regarding the internal assessment tests are taken care of by the respective departments as follows:




Apart from these guidelines, the teachers and mentors are encouraged to adopt various innovative assessment practices and tools that they may consider proper and fit for better and just assessment of their students.


Dr. D. S. Talwankar
Principal
G.S.Sei., Arts & Commerce
College, Khamgaon-444303

Dr D. S. Talwankar
Principal





Dr. S.P.Hargunani
Convener CIEC

Appendix - I

G. S. Science, Arts and Commerce College, Khamgaon

Internal Assessment Marks

Department _____ (Session: _____)

Name of the Teacher: _____ Class: _____ Course: _____

Sr No	Name of the Student	Group	Unit Test-1	Unit Test-2	Common Test	Assignment	CBC*	Incentive #	Total Internal Marks	Remarks (attendance/behavior etc.)

DATE:

SIGNATURE

Notes:

*CBC: Choice Based Component (like Project/Seminar/Group discussion etc.)

#Give incentive marks if and where applicable.

^Remark: Can be – EXCELLENT / VERY GOOD / AVERAGE / BELOW AVERAGE

Appendix II

G. S. Science, Arts and Commerce College, Khamgaon
Grievance Redressal form for Internal Assessment

Name of the Student:	
Class:	
Subject (Paper):	
Email:	
Contact number:	

Grievance:

DATE:

(Signature of the student)

FOR OFFICE USE ONLY

Action taken by the HoD:

Date:

(Signature of the HoD)

Principal's remarks: _____

Signature of the Principal

G.S.SCIENCE, ARTS & COMMERCE COLLEGE KHAMGAON-444303
Dist. Buldana 444 303 (M.S.)



Internal Quality Assurance Cell



Policy for Promotion of Summer Research

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1. Brief Statement

G. S. Science, Arts and Commerce College, Khamgaon is committed to the pursuit of excellence in research and aims to implement the national agenda in the fields of science and technology, humanities and social responsibilities. Our commitment to the cause of research is reflected in the sustenance of both basic research and applied research which may create a long-term impact. The college ensures that all the core and inter disciplines flourish in research by adopting the highest norms and standards of a scholarly undertaking. The rise in global competition has prompted organizations to devise strategies to have a talented and innovative workforce to gain a competitive edge. Developing a policy for the promotion of Summer Research is an impactful strategy for creating a future talent pool for the country.

This document provides the information of research policy and promotional activity of G. S. Science Arts and Commerce College, Khamgaon. This document outlines the objectives, principles and procedures that should be taken into account while planning participation of the students in Summer Research.

2. Background

The enrollment profile of our college comprises mainly of the students from rural and semi-urban background. We noticed that our students are sincere and hardworking. However, due to the lack of proper guidance and exposure, many of them fail to pursue their career in research. This scenario is very common in our region. Considering this, a few of our teachers started promoting and recommending students to undertake summer research at premier institutes like IISER and IITs. Following is the list of the students who successfully completed Summer Research in the recent past:

S.N	Name of students	Department	Session
1.	Ku Gayatri Bhattad	Department of Chemical Sciences, IISER Kolkata, Contact person: Dr Sanjio Zade, email sanjiozade@iiserkol.ac.in	2017-18
2.	Ku Shivani Deshmukh	Department of Chemical Sciences, IISER Kolkata, Contact person: Dr Venkatraman Mahalingam, email mvenkat@iiserkol.ac.in	2017-18
3.	Ku Palak Bhattad	Department of Chemical Sciences, IISER Kolkata, Contact person: Dr Sanjio Zade, email sanjiozade@iiserkol.ac.in	2016-17
4.	Mr.Karan Selarka	Department of Chemistry, IIT Bombay, Mumbai, Contact person: Prof Sambhashivrao Kotha, email: srk@chem.iitb.ac.in	2016-17

5.	Mr. Rahul Dahiwadkar	Department of Chemical Sciences, IISER Kolkata, Contact person: Dr Venkatraman Mahalingam email: mvenkat@iiserkol.ac.in	2015-16
6.	Ku Punam Takarde	Department of Chemical Sciences, IISER Kolkata, Contact person: Dr Sanjio Zade, email sanjiozade@iiserkol.ac.in	2015-16
7.	Ku Khushboo Paliwal	Department of Chemical Sciences, IISER Kolkata, Contact person: Dr Devrajulu Sureshkumar, email: suresh@iiserkol.ac.in	2015-16
8.	Mr Abhijet Agrawal	Department of Chemical Sciences, IISER Kolkata, Contact person: Dr Sanjio Zade, email sanjiozade@iiserkol.ac.in	2010-11

These students who successfully completed Summer Research have chosen research as a career and are pursuing masters/ Ph.D. at premier institutes. It is also important to note that we are the only college in the university to promote this kind of culture. With this backdrop, the IQAC of our college has decided to design a policy to encourage and promote participation of a greater number of students in summer research.

3. Objectives

Summer Research projects are educational and career development opportunities, providing practical experience in a particular field or discipline. They are structured, short-term, supervised training programmes often focused around particular tasks or projects with a defined time limit. An internship may be compensated, non-compensated or sometimes, paid. The internship has to be meaningful and mutually beneficial to the intern and the organization. It is important that the objectives and the activities of the summer research program are clearly defined and understood. Following are the objectives of these programs:

- To provide a platform to the students to experience and understand the work culture at premier institutes like IIT, IISERs, IIITs etc.
- To start in-house summer research program.
- To expose students to the research environment, that cannot be simulated in the classroom.
- To provide possible opportunities to understand and sharpen the real time research / managerial skills.
- To provide exposure to the current scientific and technological developments relevant to the subject area(s) of training.
- Experience gained from the ‘Summer Research Project’ will be used in classroom discussions.
- To create conducive environment for the quest for knowledge and its applicability to the real life research problems.

- To inculcate excellent research culture for inter-disciplinary/multi-disciplinary/ inter-colleges collaborations and build platform for knowledge sharing.
- To publish papers in high-quality journals of international repute, file patents and transfer technologies to relevant industries.
- To create quality human resources for scientific research.
- To promote globalization of research and education.

4. Nature of the Program

The institution plans to support two types of summer research programs;

- A. Participation of students in summer research programs at the premier institutes like IITs, IISERs, TIFR, IISc, IIITs etc. and
- B. In-house Summer Research Programs (SRP) for advanced learners.

A. Participation of students in summer research programs at premier institutes like IITs, IISERs, TIFR, IISc, IIITs etc.:

Following steps will be taken to encourage and enhance the participation of students in Summer Research programs at the premier institutes:

- Teachers of the concerned department should identify the advanced and interested students.
- Teachers should make them aware about the opportunities for summer research at premier institutes.
- Teachers should encourage and counsel the students and parents (if needed).
- Students should be made aware about the benefits of the program,
- Teachers should help and guide the students to fill online application forms and necessary infrastructure will be provided by the college.
- Teachers should train the students to prepare the write up required for the application.
- **Financial Support:**
 - ❖ The College will provide financial support to the students who could not get any fellowship from the host institute. The financial assistance will include course/ bench fee and actual TA normally not exceeding Rs 5000/- per student.
 - ❖ The selected students should apply to the Principal in prescribed format (**Annexure I**) through the concerned HoD. The Principal in consultation with the concerned HoD/ IQAC Coordinator will decide the actual number of students to be supported by the college.
 - ❖ The college may have budgetary provision to support this activity.
 - ❖ Apart from the college share, funds for this activity may be generated through donations from alumni, faculties and philanthropists.
- After the completion of the project, student should submit a feedback form to the IQAC and they should encourage more students for further participation.
- Students' feedback should be shared with the freshers in 'Know Your College' (KYC) program.

B. In-house Summer Research Programs (SRP) for the advanced learners:

To encourage the participation of students in Summer Research Program (SRP), the college may start in-house SRP. In-House Summer Research programs will be operated as under:

- Initially, few departments/ teachers may be identified and they may be encouraged to start a summer research program for a period of 4 weeks.
- The number of students per teacher/ department may vary from 2-4.
- The duration will be of 4 weeks preferably between May and June.
- Teachers should encourage and counsel the students and parents (if needed).
- Students should be made aware about benefits of the program,
- Students should apply in the prescribed application form(**Annexure II**)
- Necessary infrastructure will be provided by the college.
- A financial assistance of Rs 1000/student may be provided as fellowship to the students

Timeline for In-house Summer Research Programs (SRP)

Information to Students	: First week of January
Application filing by students	: First week of February
Scrutiny of Application and display of list of selected students:	First week of March
Duration of Summer Research (04 weeks)	: May to July
Submission of Report	: Last week of July

Dr. H S Chandak
(Coordinator, IQAC)

Dr. D. S. Talwankar
(Principal)

Principal
G.S.Sel., Arts & Commerce
College, Khamgaon-444303

Annexure I

Application for financial support

To,
The Principal,
G S Science, Arts and Commerce College, Khamgaon

Date: / /

Subject : Financial support to participate in Summer Research Program

Through : The Head, Department of _____

Name of the applicant: _____ Class: _____

Respected Sir,

I, the undersigned am glad to share that I have been selected in self-finance mode to participate in Summer Research Program (Selection letter/ list is attached) at _____ in the subject _____ with Professor _____ from _____ to _____ .

I, solemnly declare that I am not getting any financial support for my visit. I request you to support my visit through institutional fellowship.

Expected expenditure for Stay/ Bench fee: Rs _____

Expected expenditure for Travel: Rs _____

Total expenditure expected: Rs _____

Thanking you,

Yours faithfully,

For office use only:

Remark by HoD: _____

Remark by Principal: _____

Annexure II

Application for In-House Summer Research Program

To,
The Principal,
G S Science, Arts and Commerce College, Khamgaon

Date: / /

Subject : **Application for In-House Summer Research Program**

Through : The Teacher (Supervisor) _____

Name of the applicant: _____ Class: _____

Respected Sir,

I, the undersigned request you that I wish to participate in **In-House Summer Research Program** in our college in the subject _____ with Professor _____ from _____ to _____ .

I, solemnly declare that I am not getting any financial support for the said program. I request you to support my tenure through institutional fellowship.

Expected expenditure for local travel and accommodation: Rs _____

Total expenditure expected : Rs _____

Thanking you,

Yours faithfully,

For office use only:

Remark by Teacher/ HoD: _____

Remark by Principal: _____

G.S.SCIENCE, ARTS & COMMERCE COLLEGE KHAMGAON-444303
Dist. Buldana 444 303 (M.S.)



Internal Quality Assurance Cell



Policy for Promotion of Sports

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G.S. SCIENCE, ARTS & COMMERCE COLLEGE KHAMGAON-444303
Dist. Buldana 444 303 (M.S.)



Internal Quality Assurance Cell



Policy for Promotion of Sports

1. Preamble:

Activities relating to Sports and Physical Education are essential components of human resource development, helping to promote good health, comradeship and a spirit of healthy competition, which, in turn, has positive impact on the overall development of the personality of the youth. Excellence in sports enhances the sense of achievement, national pride and patriotism. Sports also provide beneficial recreation, improve productivity and foster social harmony and discipline. With the objective of raising the standard of Sports in the country, the Government of India formulated The National Sports Policy, 1984 and incorporated it in The National Education Policy, 1986. In the National Sports Policy 2001, the central Government, in coordination with the State Government, the Olympic Association (IOA) and the National Sports Federation aimed for twofold objectives:

1. "Broad-basing" of Sports and
2. "Achieving Excellence in Sports at the National and International levels".

2. Brief Statement

Our Vision Statement is:

“To make substantial contribution to the overall growth of the region and the nation by providing quality higher education to students from all sections of the society.”

In line with national agenda and our vision statement, G. S. Science, Arts and Commerce College, Khamgaon is committed to the pursuit of excellence in sports and allied areas. Our commitment to this cause is reflected through our continuous efforts in providing the best of infrastructure and training to the sportspersons in the locality. Developing a policy for the promotion of Sports is an impactful strategy for creating future sporting talent for the country.

This document contains the policy for the promotion of sports and other related activities by G. S. Science Arts and Commerce College, Khamgaon. It also outlines the objectives, principles and procedures that should be taken into account while achieving the aforesaid twofold national objectives.

3. Background

According to AISHE-2019 report, about 60% of enrollment to higher education comes from rural and semi-urban background. The enrollment profile of our college is no exception to the national trend. The students from these regions are sincere and hardworking. However, due to the lack of proper facilities and training, many of them fail to excel in sports. This scenario is very common in our region too. Considering this, a few of our teachers started promoting students to ensure participation in sports. As an institute, we tried our level best to ensure participation and provide platform to the sportspersons. This is obvious from the following achievement of the students in the sports arena:

Sr No	Year	No. of color holder	Sr No	Year	No. of color holder
1.	1984-85	05	20.	2003-04	04
2.	1985-86	05	21.	2004-05	01
3.	1986-87	12	22.	2005-06	04
4.	1987-88	05	23.	2006-07	03
5.	1988-89	05	24.	2007-08	04
6.	1989-90	03	25.	2008-09	03
7.	1990-91	02	26.	2009-10	06
8.	1991-92	04	27.	2010-11	04
9.	1992-93	04	28.	2011-12	05
10.	1993-94	03	29.	2012-13	02
11.	1994-95	05	30.	2013-14	03
12.	1995-96	04	31.	2014-15	03
13.	1996-97	05	32.	2015-16	08
14.	1997-98	03	33.	2016-17	04
15.	1998-99	05	34.	2017-18	04
16.	1999-00	08	35.	2018-19	02
17.	2000-01	04	36.	2019-20	01
18.	2001-02	04	37.	2020-21	No event due to Covid
19.	2002-03	13	38.	2021-22	03

Some students who excelled in sports/ cultural/NCC/ NSS events have chosen sports as a career while some got placed through the sports quota in government and public sector undertakings. It is also important to note that we are among the few colleges in the university to have best of the sporting facilities like a ten-lane swimming pool, indoor stadium and a huge play-ground. With this backdrop, the IQAC of our college has decided to design a policy to encourage and promote participation of a greater number of students in sports and allied events.

3. Objectives:

For preserving the rich sporting culture of the state and for facing the challenges at international level, empowerment of the entire sports field has become a necessity.

In accordance with this decision and considering the recommendations made by the sports department and the IQAC members, the policy has been prepared.

The aim is to harness the available talent and potential of the sports persons, and achieve following objectives:

1. To create a conducive atmosphere for sports by providing best of the basic sports infrastructure
2. To promote sports through felicitation, scholarship and rewards for sportspersons.
3. To provide a platform to the students to experience and understand the temperament for sports
4. To produce national/ international level sportspersons

4. Policy for Promotion of Sports and allied events

For preserving the rich sporting culture of the nation and for facing the challenges at international level, empowerment of the entire field of sports has become a necessity.

Infrastructural development and incentives to the sports person are the key elements of this policy.

4. A. Development of Sports Infrastructure:

In order to inculcate sporting culture and harness the talent in the youth of the region providing best of the sporting infrastructure is the mainstay. The institution already has good sporting infrastructure and we do ensure the optimum utilization of this infrastructure by our students and other interested sportspersons in the region. As a part of the strategic plan of the institute we intend to develop following sports infrastructure:

- Archery and shooting range on our campus.
- A four-hundred meter running track to facilitate all athletics event like hammer throw, long jump, hurdle etc.
- A cricket stadium
- Grounds for football, basketball, volleyball, kabaddi and kho-kho etc
- A multipurpose hall with facilities for Gymnastics , boxing, Karate, Taekwondo, kudo, skating etc.
- Modern pentathlon Sports

The available infrastructure will be made available to students of other institutions and sportspersons in the region also.

❖ **Financial requirement for the infrastructure:**

The finance required for this infrastructure will be met from the schemes of various government agencies, NGOs, Philanthropists, alumni and the parent trust of the college (The Vidarbha Shikshan Prasarak Mandal). Department of Sports and Physical Education will form a task force as per need and submit its proposal to various funding agencies.

4. B. Training and Coaching to the sportspersons:

Necessary trainers and coach will be hired as per the needs. Institute will enter into MoU with different sports organizations for mutual benefit and promotion of sports.

Open access to Gym, Swimming pool and Indoor stadium will be help the aspiring sportspersons keep fit

4. C. Social Outreach to promote sports in the region:

Students of the different schools in the region who represented their institutions at state/ national level will be provided access to the sports facilities of the college free or at a subsidized rate.

4. D. Financial support to sportspersons:

Incentives provide recognition and financial security to distinguished sports persons, during and after their sporting careers, and also motivate the youth in the serious pursuit of sports activities. For developing competitive spirit and for talent-scouting, the institute plans to start a scholarship named “ **Babasaheb Bobdey Khelratna Scholarship**”

❖ **Babasaheb Bobdey Khelratna Scholarship**

To ensure all-round development of students and achieve excellence in sports and allied area, this scholarship will be a stepping stone. There will be committee comprising of following members for the screening of the applications:

1. The Principal (Chairman)
2. The Registrar (Member)
3. Director of Physical Education (Member Secretary)
4. Two teachers from Sports and Cultural committee

Babasaheb Bobdey Khelratna Scholarship committee will ensure the selection of the student-beneficierie(s) by considering following points.

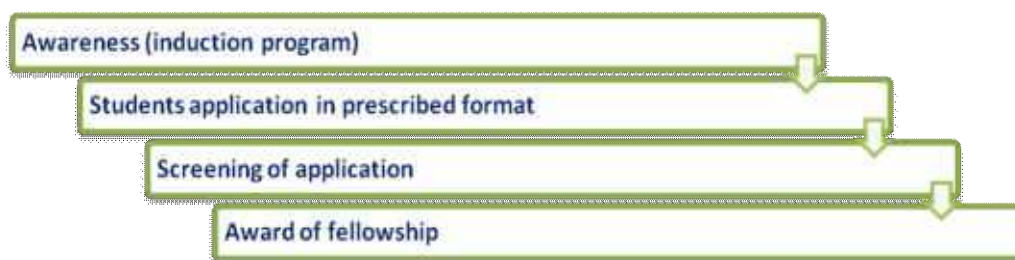
- **Admission:** Students who have demonstrated themselves as a a distinguished sportsperson at district/ state/ national/ international level will be given a due weightage while preparing the merit list for admission. Additional fee waiver (partial/complete) will be given to outstanding sportspersons on recommendation of the scholarship committee.
- **Sporting facilities:** Development of new sports facilities (**mentioned in 4A**) to be provided to the sportsperson(s) should be recommended to relevant bodies like CDC/ GB. Sports committee will also ensure the maximum utilization of sporting infrastructure.

- **Scholarship to Outstanding sportsperson:** Students who represent the college at the university level (and above) in sports, NCC, NSS, and cultural events (Youth Festival) will be provided a scholarship of Rs 10000 each.

✓ **Procedure for the sanction of scholarship:**

1. Awareness about the scholarship will be created through Induction program, college prospectus and display of circulars.
2. Students will apply for scholarship in a prescribed format (**Annexure 1**)
3. Babasaheb Bobdey Khelratna Scholarship committee will screen the application
4. Display of awardees
5. Fellowship will be awarded to the scholars on the birth anniversary of Late Babasabeji Bobdey i.e. 17 April.

✚ **Note:** The decision of the screening committee for the award of scholarship will be final. The committee can vary the amount and nature of scholarship as needed.



✓ **Timeline for Babasaheb Bobdey Khelratna Scholarship**

Awareness/ Information to Students	: First week of March
Filing of Applications by the students	: Last week of March
Scrutiny of the Applications and display of the list of selected students	: First week of April
Award of Fellowship	: 17 th April
Submission of Report to IQAC	: Fourth week of April

✓ **Generation of funds for the scholarship:**

It is expected that a fund of about Rs 15000/ per year will be required initially. Finance required for execution of this scholarship will be met through the support from the parent trust Vidarbha Shikshan Prasarak Mandal, Khamgaon, donations from alumni and philanthropists.

Dr. H S Chandak

Dr. D. S. Talwankar

Principal
G.S.Sel., Arts & Commerce
College, Khamgaon-444303

Annexure I

Application for Babasaheb Bobdey Khelratna Scholarship

To,
The Principal,
G S Science, Arts and Commerce College, Khamgaon

Date: / /

Subject : Application for Babasaheb Bobdey Khelratna Scholarship

Through : The Director of Physical Education, G S Science, Arts and Commerce College, Khamgaon

Name of the applicant: _____ Class: _____

Respected Sir,

I, the undersigned am glad to share that I have participated in University (Color Coat)/ State/ national / international level (Selection letter/ list is attached) event in _____ (name of the event) during the academic year _____ - _____.

I request you to consider my candidature for Babasaheb Bobdey Khelratna Scholarship.

Thanking you,

Yours faithfully,

For office use only:

Remark by The Director of Physical Education: _____

Remark by Screening Committee: _____

For accounts section:



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॥ तमसो मा ज्योतिर्गमय ॥

Policy for Financial Assistance to Teachers for Professional Development



INTRODUCTION

The institution believes that continuing professional development is title vital for survival and growth in teaching profession. Teachers need to update their knowledge and skills continuously to cope with the demands of changing times so that they can justify the needs of the learners. With this aim, the institution has decided to provide financial assistance to teachers to undertake various measures for their professional development.

SCOPE

The scope of this policy extends to the following areas:

- Participation in professional development activities like courses, seminars, conferences and other faculty development programmes.
- Memberships of reputed professional and scholarly organizations.
- The intended beneficiaries will be all the regular and permanent faculty member of the institution as well as temporary teachers employed on contract basis.

OBJECTIVES

The policy aims to achieve the following objectives:

- To encourage faulty members to undertake participate consistently in various professional development activities to update and enhance their knowledge and skills.
- To offer full or partial financial support in this attempt to encourage them

POLICY

All the regular and permanent faculty members of the institution as well as temporary teachers employed on contract basis will be eligible to apply for a partial or full financial assistance NOT EXCEEDING Rs. 5000/- to for any ONE of the following types of professional development activities:

1. **Participation and presentation of a paper/poster/workshop in any National or International level conference/seminar/symposium.**
2. **Participation in any National or International level Faculty Development programme/ Short Term Course / Workshop/Summer School/Winter School in face-to-face mode.**
3. **Membership of professional bodies / scholarly organisations of repute.**

PROCEDURE:

- The applicant will apply to the Principal in the format to be decided by the IQAC with necessary documents including proofs of participation/presentation and a short-report about the event which should mention how the participation will be beneficial for the faculty and the institution.
- The application should be recommended by the concerned Head of the Department.
- Prior approval for participation is compulsory for claiming reimbursement.
- Assistance under this scheme can be claimed only once in an academic year.



A handwritten signature in black ink, appearing to read "Dr. D. S. Talwankar".

Principal
G.S. Sel., Arts & Commerce
College, Khamgaon-444303

(Dr D S Talwankar)
Principal

VIDARBHA SHIKSHAN PRASARK MANDAL'S



G. S. Science, Arts and Commerce College, KHAMGAON- 444 303

PERFORMANCE EVALUATION POLICY FOR EMPLOYEES

INTRODUCTION

With the advent of the National Education Policy (NEP) 2020, the scenario in the field of higher education is bound to undergo a drastic change and become more competitive. Higher Education Institutes will now face serious competition and challenge from domestic and foreign institutions in the area of quality sustenance and diversity. Our institution is also scheduled for next reaccreditation in 2024 and our aim will be to perform better and go for A+ or higher grade. The ultimate goal is to go for complete autonomy so that we can grow faster and keep pace with the changing scenario. For ensuring quality, it is necessary to establish a system to monitor and evaluate our work culture and improve it continuously. Hence, the need for a concrete policy for monitoring and evaluation of the performance of ALL the employees of the institution was needed.

PERFORMANCE EVALUATION POLICY FOR TEACHERS AND NON-TEACHING STAFF

I. THE COMMITTEE

There will be a four-member Performance Evaluation Committee for monitoring and periodic evaluation of regular and contract-based teachers and non-teaching staff. This committee will consist of the President, Vidarbha Shikshan Prasarak Mandal, the Principal, the Registrar and the IQAC Coordinator. The President of VSP Mandal will be the ex-officio president and the Principal will be the ex-officio member secretary of the committee with the Registrar and IQAC Coordinator as members.

II. CRITERIA FOR EVALUATION

The criteria for evaluation of the performance of a teacher will be as given in Appendix A and the criteria for the evaluation of the performance of a non-teaching staff-member will be as given in Appendix C. Criteria for the evaluation of the performance of teachers on contract basis will be as given in Appendix E.

III. FREQUENCY OF EVALUATION

The committee will evaluate the performance of the employee every year at the end of the academic session.

IV. GUIDELINES FOR EVALUATION

The guidelines for the evaluation of the performance of the teaching and non-teaching staff members will be as given in Appendix B and Appendix D respectively. Guidelines for the evaluation of the performance of teachers on contract basis will be as given in Appendix F.

The norms for promotion of any employee will be as under:

1. Overall score > 70 % - Recommended for promotion
2. Overall score between 60 – 70 % - Can be recommended subject to improvements.
3. Overall score below 60 % - Not recommended for promotion.



A handwritten signature in blue ink, appearing to read "D. S. Talwankar".

Principal
G.S. Sel., Arts & Commerce
College, Khamgaon-444303

(Dr D S Talwankar)
Principal

CRITERIA FOR THE PERFORMANCE EVALUATION OF TEACHERS

(To be rated on a scale of 0-10)

Name of the Teacher: _____ Department: _____ Designation: _____

Sr No	Criteria / Rubrics	Observations	Points
1	<p>STUDENTS' INPUT</p> <ul style="list-style-type: none"> - Attendance (percentage excluding leave). - Feedback – FORMAL and INFORMAL - Passing Percentage (average of the result of all classes) - Mentoring to students regarding- <ul style="list-style-type: none"> o Academics o Promotion of reading habit o Admin help o College activities and facilities o Career Guidance o Research o Personality development o Personal issues 		
2	<p>TEACHING</p> <ul style="list-style-type: none"> - Regularity and punctuality - Use of ICT/Modern Technology - Use and development of e-content - Use of innovative methods - Prompt and fair evaluation - Ability to give clear instructions - Remedial Teaching as and when needed. 		
3	<p>ADMINISTRATION</p> <ul style="list-style-type: none"> - Performance as a member/convener/in-charge of various college committees/activities - Contribution to the organization various events in the institute. - Compliance to various notices/prompt submission of required data - Active and meaningful contribution as member/office bearer of various academic bodies of the university. 		

CRITERIA FOR THE PERFORMANCE EVALUATION OF TEACHERS*(To be rated on a scale of 0-10)*

Sr No	Criteria / Rubrics	Observations	Points
4	RESEARCH <ul style="list-style-type: none"> - Efforts for professional development. - Publications – number and quality. - Securing of research grants from various funding agencies. - Research Guidance for PhD, Summer Research etc. - Collaborative research with other institutions/peers. - Innovation- patents etc. - Interdisciplinarity 		
5	PROFESSIONAL DEVELOPMENT <ul style="list-style-type: none"> - Acquiring new qualifications/undergoing trainings/doing courses/presenting/participating in high level conferences etc. - Use of Library facilities. - Use of remote access facilities like N-LIST, DELNET, Web-OPAC. - Frequency of library visits. - Recommendation of quality books and journals to the library. 		
6	ADDITIONAL CONTRIBUTIONS <ul style="list-style-type: none"> - Teaching additional classes/courses etc. - Discharge of additional duties responsibilities. - Initiating and promoting activities like subject related study circles, field visits, tours, experiments and other innovative activities. - Promotion of knowledge through popular articles, talks, debates etc. - Enriching institutional resources through various means. 		
7	INTEGRITY <ul style="list-style-type: none"> - Reputation among the parents, society and other stakeholders. - Relationship with peers. - Accolades and awards from reputed organizations/individuals. 		

0-1-2-3-4-5-6-7-8-9-10

GUIDELINES FOR THE PERFORMANCE EVALUATION OF REGULAR TEACHERS

SR NO	CRITERION	RUBRICS
1	STUDENTS' INPUT	<p>The passing percentage is <i>well above the university result</i> and the overall feedback of the students is EXCELLENT.</p> <p>The passing percentage of students is <i>equal to the university result</i> and the feedback from the students is SATISFACTORY.</p> <p>The passing percentage of students is <i>slightly below the university result</i> and the feedback from the students is AVERAGE.</p> <p>The passing percentage of students is <i>significantly below the university result</i> and the feedback from the students is UNSATISFACTORY.</p>
2	TEACHING	<p>The teacher fulfills ALL these rubrics.</p> <p>The teacher fulfills more than 04 rubrics.</p> <p>The teacher fulfills at least 02 rubrics.</p> <p>The teacher fulfills less than 2 rubrics.</p>
3	ADMINISTRATION	<p>The teacher is proactive in admin duties with EXCELLENT contribution.</p> <p>The teacher contributes SATISFACTORILY to administration when asked to.</p> <p>The teacher does not take initiative but FOLLOWS INSTRUCTIONS.</p> <p>The teacher has NO MEANINGFUL CONTRIBUTION to admin and fails to comply to notices.</p>
4	RESEARCH	<p>The teacher is actively engaged in research and publishes regularly with high quality journals/publishers.</p> <p>The teacher undertakes research occasionally and publishes with mediocre publishers.</p> <p>The teacher publishes occasionally but the quality of publications needs to improve.</p>

GUIDELINES FOR THE PERFORMANCE EVALUATION OF REGULAR TEACHERS

SR NO	CRITERION	RUBRICS
		The teacher has FAILED to publish anything meaningful.
5	PROFESSIONAL DEVELOPMENT	<p>The teacher is actively engaged in PD activities and uses library facilities REGULARLY.</p> <p>The teacher occasionally engages in PD and RARELY uses library facilities including remote access.</p> <p>The teacher rarely engages in PD and has NEVER used library facilities including remote access.</p>
6	ADDITIONAL CONTRIBUTIONS	<p>The teacher fulfills ALL the expectations.</p> <p>The teacher fulfills at least TWO expectations.</p> <p>The teacher fulfills at least ONE expectation.</p> <p>The teacher fulfills NONE of the expectations.</p>
7	INTEGRITY	<p>The teacher enjoys EXCELLENT reputation among students, parents, peers and the society and has QUALITY achievements to his credit.</p> <p>The teacher enjoys GOOD reputation among students, parents, peers and the society.</p> <p>The teacher has POOR reputation among students, parents, peers and the society.</p>



Dr D S Talwar
Principal
G.S. Sai, Arts & Commerce
College, Khargapur-444302
(Dr D S Talwar)
Principal

CRITERIA FOR THE PERFORMANCE EVALUATION OF NON-TEACHING STAFF*(To be rated on a scale of 0-10)*

Name of the staff-member: _____ Department: _____

SR NO	CRITERION	Observations	Points
1	KNOWLEDGE OF ALLOTTED WORK -Knowledge of the procedures, rules and regulations of the university, UGC, Government and the VSP Mandal. -Documentation and record keeping. -Promptness in furnishing required information. -Drafting skills /Laboratory skill		
2	REGULARITY AND PUNCTUALITY -Attendance -Availability during duty hours -Promptness in completing tasks.		
3	ADMINISTRATION -Proactiveness in admin duties. -Compliance with the notices and circulars. -Transparency in work. -Ability to get the work done from assistants/juniors.		
4	USE OF ICT -Knowledge of: document creation and maintenance, Emailing, extracting information from the internet and using the internal software of the college.		
5	RELATIONSHIP WITH STUDENTS, PEERS AND JUNIORS -Cooperation with peers. -Getting work done from juniors cordially.		

CRITERIA FOR THE PERFORMANCE EVALUATION OF NON-TEACHING STAFF*(To be rated on a scale of 0-10)*

SR NO	CRITERION	Observations	Points
	-Ability to deal with students cordially without getting irritated and offering them proper guidance. -Ability to solve the problems of the students on priority.		
6	INTEGRITY -Reputation among the students, peers, teachers and superior authorities as well as the parents and the society.		



Dr. D. S. Talwar
Principal
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College, Khambhoo-444302
(Dr D S Talwar)
Principal

GUIDELINES FOR THE PERFORMANCE EVALUATION OF NON-TEACHING STAFF

SR NO	CRITERION	RUBRICS
1	KNOWLEDGE OF ALLOTTED WORK	<ul style="list-style-type: none"> The concerned staff-member knows his work well and follows the rules in question without fail. The concerned staff-member has to be made aware of his work by the superiors, after which he performs the work without any lapses. The concerned staff-member has to be repeatedly made aware of the procedures related to his work and the lapses are frequent.
2	REGULARITY AND PUNCTUALITY	<ul style="list-style-type: none"> The staff-member arrives on time and is available throughout the duty hours. The staff-member is frequently late but is available throughout the duty hours. The staff-member is frequently late and is not easily available throughout the duty hours.
3	ADMINISTRATION	<ul style="list-style-type: none"> The staff-member is proactive in admin duties with EXCELLENT contribution. The staff-member contributes SATISFACTORILY to administration when asked to. The staff-member does not take initiative but FOLLOWS INSTRUCTIONS. The staff-member has NO MEANINGFUL CONTRIBUTION to admin and fails to comply to notices.
4	USE OF ICT	<ul style="list-style-type: none"> The staff-member has good knowledge of ICT and puts it to use in his work actively. The staff-member uses ICT occasionally when instructed to do so. The staff-member rarely uses ICT and takes no interest in learning the use of ICT.
5	RELATIONSHIP WITH STUDENTS, PEERS AND JUNIORS	<ul style="list-style-type: none"> Cooperates with peers and behaves cordially with juniors and students. Cooperates with peers only when instructed to. Puts major workload on juniors. Behavior with students needs improvement. Does not cooperate with peers and is not cordial with juniors. Almost rude with students.
6	INTEGRITY	<ul style="list-style-type: none"> The staff-member enjoys EXCELLENT reputation among students, parents, peers and the society. The staff-member enjoys GOOD reputation among students, parents, peers and the society. The staff-member has POOR reputation among students, parents, peers and the society.

CRITERIA FOR THE PERFORMANCE EVALUATION OF TEACHERS ON CONTRACT BASIS*(To be rated on a scale of 0-10)*

Name of the Teacher: _____ Department: _____

Sr No	Criteria / Rubrics	Observations	Points
1	STUDENTS' INPUT <ul style="list-style-type: none"> - Attendance (percentage excluding leave). - Feedback – FORMAL and INFORMAL - Passing Percentage (average of the result of all classes) - Mentoring to students regarding- <ul style="list-style-type: none"> o Academics o Promotion of reading habit o Admin help o College activities and facilities o Career Guidance o Personality development 		
2	TEACHING <ul style="list-style-type: none"> - Regularity and punctuality - Use of ICT/Modern Technology - Use of innovative methods - Prompt and fair evaluation - Ability to give clear instructions - Remedial Teaching as and when needed. 		
3	ADMINISTRATION <ul style="list-style-type: none"> - Performance as a member of various college committees/activities - Contribution to the organization of various events in the institute. - Compliance to various notices/prompt submission of required data 		
4	PROFESSIONAL DEVELOPMENT <ul style="list-style-type: none"> - Acquiring new qualifications/undergoing trainings/ courses/presenting/participating in high level conferences etc. - Use of Library facilities. - Use of remote access facilities like N-LIST, DELNET, Web-OPAC. - Frequency of active library visits. - Recommendation of quality books and journals to the library. 		
5	ADDITIONAL CONTRIBUTIONS		

CRITERIA FOR THE PERFORMANCE EVALUATION OF TEACHERS ON CONTRACT BASIS*(To be rated on a scale of 0-10)*

Sr No	Criteria / Rubrics	Observations	Points
	<ul style="list-style-type: none"> - Teaching additional classes/courses etc. - Discharge of additional duties responsibilities. - Initiating and promoting activities like subject related study circles, field visits, tours, experiments and other innovative activities. - Enriching institutional resources through various means. 		
6	<p>INTEGRITY</p> <ul style="list-style-type: none"> - Reputation among the students,parents, society and other stakeholders. - Relationship with peers. - Accolades and awards/recognition from reputed organizations/individuals. 		

0-1-2-3-4-5-6-7-8-9-10



Dr D S Talwankar
 Principal
 G.S. Sel., Arts & Commerce
 College, Khampgaon-444302
(Dr D S Talwankar)
 Principal

VIDARBHA SHIKSHAN PRASARK MANDAL'S



G. S. Science, Arts and Commerce College, KHAMGAON- 444 303

ANNUAL SELF-APPRAISAL FORM FOR TEACHERS ON CONTRACT BASIS

ACADEMIC SESSION: _____

A. PERSONAL DETAILS

- a. Name of the Teacher:
- b. Department:
- c. Highest Qualification:
- d. Address:
- e. Mobile number:
- f. Email:
- g. Marital Status: MARRIED/UNMARRIED
- h. Date of first Appointment in this college: --/--/----

B. DID YOU ACQUIRE ANY NEW QUALIFICATION (Like PhD, MPhil, any degree/diploma etc) DURING THE SESSION? IF YES, GIVE DETAILS BELOW:

Sr No	Qualification	Subject/Area	Date of acquiring	Institution	Other Details (if any)

C. TEACHING WORK PERFORMED DURING THE SESSION:

LECTURES:

Sr. No.	Class	Subject Taught	Lectures Allotted	Lectures Engaged	% of Lectures Engaged	Remedial Teaching (if any)	Remarks

PRACTICALS:

Sr. No.	Class	Subject Taught	Practical/s Allotted	Practical/s Engaged	% of Practical/s Engaged	Remedial Teaching (if any)	Remarks

TUTORIALS:

Sr. No.	Class	Subject Taught	Tutorials Allotted	Tutorials Engaged	% of Tutorials Engaged	Remedial Teaching (if any)	Remarks

D. ADDITIONAL RESPONSIBILITIES

(Work done as a member of various college committees/ Assistance in organization of various college events etc):

1. _____
2. _____
3. _____

E. PROFESSIONAL DEVELOPMENT ACTIVITIES:

(Conferences attended/papers published or presented / courses or workshops done etc.)

Sr No	Title of the activity	Type of the activity	Dates (from-to)	Other Details (if any)
1				
2				
3				
4				
5				

DATE:

PLACE:

NAME AND SIGNATURE OF THE TEACHER

REMARKS OF THE HEAD OF THE DEPARTMENT:

OVERALL RATING: UNSATISFACTORY / SATISFACTORY / GOOD / VERY GOOD / OUTSTANDING

SIGNATURE OF THE HEAD OF THE DEPARTMENT

GUIDELINES FOR THE PERFORMANCE EVALUATION OF TEACHERS ON CONTRACT BASIS

SR NO	CRITERION	RUBRICS
1	STUDENTS' INPUT	<p>The passing percentage is <i>well above the university result</i> and the overall feedback of the students is EXCELLENT.</p> <p>The passing percentage of students is <i>equal to the university result</i> and the feedback from the students is SATISFACTORY.</p> <p>The passing percentage of students is <i>slightly below the university result</i> and the feedback from the students is AVERAGE.</p> <p>The passing percentage of students is <i>significantly below the university result</i> and the feedback from the students is UNSATISFACTORY.</p>
2	TEACHING	<p>The teacher fulfills ALL these rubrics.</p> <p>The teacher fulfills more than 04 rubrics.</p> <p>The teacher fulfills 02-03 rubrics.</p> <p>The teacher fulfills less than 2 rubrics.</p>
3	ADMINISTRATION	<p>The teacher is proactive in Extra Curricular and Co-Curricular Activities with EXCELLENT contribution.</p> <p>The teacher contributes SATISFACTORILY to ECA &CCA when asked to.</p> <p>The teacher does not take initiative but FOLLOWS INSTRUCTIONS.</p> <p>The teacher has NO MEANINGFUL CONTRIBUTION to admin and fails to comply to notices.</p>
4	PROFESSIONAL DEVELOPMENT	<p>The teacher is actively engaged in PD activities and uses library facilities REGULARLY.</p> <p>The teacher occasionally engages in PD and RARELY uses library facilities including remote access.</p> <p>The teacher rarely engages in PD and has NEVER used library facilities including remote access.</p>

GUIDELINES FOR THE PERFORMANCE EVALUATION OF TEACHERS ON CONTRACT BASIS

SR NO	CRITERION	RUBRICS
5	ADDITIONAL CONTRIBUTIONS	<p>The teacher fulfills ALL the expectations.</p> <p>The teacher fulfills at least TWO expectations.</p> <p>The teacher fulfills at least ONE expectation.</p> <p>The teacher fulfills NONE of the expectations.</p>
6	INTEGRITY	<p>The teacher enjoys EXCELLENT reputation among students, parents, peers and the society and has QUALITY achievements to his credit.</p> <p>The teacher enjoys GOOD reputation among students, parents, peers and the society.</p> <p>The teacher has POOR reputation among students, parents, peers and the society.</p>



Dawar
Principal
G.S. Sel. Arts & Commerce
College, Khambhat-444303
(Dr D S Talwankar)
Principal



Vidarbha Shikshan Prasarak Mandal's
G.S. SCIENCE, ARTS & COMMERCE COLLEGE
KHAMGAON, DIST. BULDANA (MS)

Reaccredited by NAAC with 'A' grade- CGPA (3.08)
Affiliated to Sant Gadge Baba Amravati University, Amravati.

॥ तमसो मा ज्योतिर्गमय ॥

E- Governance Policy



INTRODUCTION

The College has a policy regarding E-governance policy to enhance governance through transparency, interactions, transactions, and exchange of information among its stakeholders. The college will implement e-governance in all aspects of its functioning, including the library, accounts, admissions, administration, and teaching.

SCOPE

The policy's scope extends to the following areas:

- **Administration:**
Implementing a centralized information system to provide real-time updates on administrative decisions, policies, and activities.
- **Student admissions:**
Creating an online portal for admission-related information, including eligibility criteria, application procedures, and merit lists. Digitizing student records for streamlined admissions management and ensuring data accuracy.
- **Library management:**
Implementing an e-library system to provide students and faculty access to a vast digital repository of academic resources. Digitizing library catalogs and tracking user interactions to enhance resource management.
- **Accounts and finance section:**
Digitizing financial records, ensuring secure and accessible storage, and automating financial reporting processes.
- **Communication and Reporting:**
Implementing a robust communication system for seamless interaction among stakeholders, utilizing channels like emails, messaging platforms, and official websites. Generating regular reports on various aspects of college functioning, such as academic performance, financial status, and administrative decisions.

OBJECTIVES

The e-governance policy aims to achieve the following objectives:

- Implement e-governance in all aspects of the functioning of the college to provide a simpler, faster and more efficient governance system.
- Minimizer paperwork to promote a greener campus.
- Provide easy access to information for stakeholders.
- Maintain data in a secure environment.
- Promote visibility of the institution at global level.
- Promote transparency and accountability.
- Achieve complete automation of library and information services.

POLICY

Website and social media:

Administrators shall regularly update the website with accurate information, ensuring that it reflects the latest activities, notices, and course offerings. IT cell shall share relevant and engaging content on social media platforms, highlighting the achievements, special lectures, and important announcements.

Academic and Office (ERP System):

Administrators and Department Heads shall oversee the proper implementation of the ERP system modules, ensuring efficient management of student records, finance, human resources, courses, and evaluations.

Faculty shall utilize the teaching and learning modules effectively, provide timely feedback, and ensure accurate recording of student performance. Thus, streamlining processes, improve productivity, and ensure accurate and timely management of data and tasks.

Effective communication among stakeholders will be ensured through various channels, including email, messaging apps, and a dedicated communication platform as well as website.

Finance and Accounts:

Finance Department shall utilize the ERP system for budgeting, accounting, and financial reporting, ensuring accuracy and transparency in financial management.

Administrators shall oversee proper control and monitoring mechanism in all administrative aspects like allocation of funds and other resources, financial planning based on the reports

generated by the ERP system. Section heads and concerned employees will report the requirements from the ERP system and get the necessary changes/updates done from the vendor.

Library Management:

Librarian shall ensure complete automation of the functions of the library and the management of learning resources through library management system, college website and the other equipment/software. Accession, display, listing and generation of reports are to be fully automated. Issue/return of books and sharing of digital resources shall also be ensured and made fully automated.

Librarian and Library Advisory Committee shall work to achieve this and also ensure sharing and exchange of knowledge resources with other libraries in the country and the world by making the library a part of the other library networks.

Feedback:

The College shall collect regular feedback and suggestions from Students, Parents, and Alumni, through the online system available on the website, contributing to continuous improvement of academic and administrative processes. Feedback analysis committee shall analyse feedback data and ensure suitable implementation to enhance the overall quality of functioning of the college.

IT Security and Connectivity:

IT Cell of the college shall install and maintain latest antivirus software, secure firewall systems, and oversee Wi-Fi networking and LAN connectivity to ensure a secure and reliable digital environment. A dedicated technical person shall be employed for this.

With the help of this policy, the college aims to create a secure and transparent environment where each stakeholder can have easy access to facilities and resources in a fair and secure manner.



A handwritten signature in black ink, appearing to read "D. S. Talwar".

Principal
G.S. Sel., Arts & Commerce
College, Khamgaon-444303
(Dr D S Talwar)
Principal



Vidarbha Shikshan Prasarak Mandal's
G.S. SCIENCE, ARTS & COMMERCE COLLEGE
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POLICY FOR THE PROMOTION OF A FRIENDLY ENVIRONMENT FOR THE *DIVYANGJANS*



INTRODUCTION

We, at the G. S. Science, Arts and Commerce College, Khamgaon believe that the Differently Abled people (Divyangjan) are a precious human resource and that every human being must respect and recognize their rights and their dignity. Educational institutions have a special and significant role to play in this regard. The onus to lead the society with example lies on them above all.

The Rights of Persons with Disabilities (PWD) Act, 2016 states that *“the appropriate Government shall ensure that the PWD enjoy the right to equality, life with dignity, and respect for his or her own integrity equally with others.”*

THE POLICY



In accordance with this act and to ensure our constructive contribution for making life easy, enjoyable, and rewarding for the PWDs, our institute has the following policy in place:



1. Creating a barrier free environment for the Divyang people by constructing ramps, support structures, Divyang friendly classrooms, corridors, halls, and washrooms etc.
2. Providing appropriate assistance to Divyang students and visitors with the help of support staff and equipment like wheelchairs, walkers, walking-sticks, and audio-visual aids.
3. Ensuring that various welfare measures of the government, university and other agencies for the PWDs (*Divyangjans*) are implemented effectively and in time.
4. Providing a scribe and twenty extra minutes per hour to the Differently Abled during the university examinations as per the university letter dated 18 January 2018.
5. Ensuring proper and Divyang-friendly display of instructions and other necessary texts and signs at proper places.
6. The use of signage of male and female symbols, in accordance with local customs and standards, with raised outlines and bright colour contrast.
7. Human and technological support for learners with disabilities in and out of the classroom with the help of right resources and assistive technology, and with sensitive leadership, teaching staff and other members of the college.
8. To ensure the accessibility of software tools and technology for the people with disabilities.
9. Provision for enquiry and information for the Differently Abled in a friendly way and on priority.
10. On call medical assistance for the Differently Abled.
11. Regular sensitization of employees and students towards the needs of the *Divyangjan*.




Principal
G.S. Sel., Arts & Commerce
College, Khangaon-444303
(Dr D S Talwankar)
Principal



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॥ तमसो मा ज्योतिर्गमय ॥

POLICY
FOR A GREEN AND
ENVIRONMENT-FRIENDLY CAMPUS



INTRODUCTION

G. S. Science, Arts and Commerce College, Khamgaon enjoys a unique privilege of having the largest campus (99 acres) among all the affiliated colleges of our university. We believe that it is our duty to keep the campus green and promote environment friendly practices not only among the employees and students, but also among the local community. For this, we have agreed upon having the following policy in place which is monitored and implemented by the Campus Enrichment Committee:

PROMOTION OF ENVIRONMENT-FRIENDLY BEHAVIOUR:

- As a part of our commitment to the social and national welfare, we have decided to promote environment-friendly behaviour among our students and employees so that we set an example for the rest of the local community.
- Green audit and energy audit are conducted regularly with the help of reputed agencies.
- Rainwater harvesting of the entire building has been done and more than 9 crore litres of water can be harvested in the entire campus.
- All these efforts have resulted in making the air quality of the campus significantly better than that of the town. Initiatives like oxygen park have helped a lot in the achievement of this goal.
- To encourage the members of our swimming pool and indoor stadium to use public transport by giving them special concessions.
- Construction of pedestrian-friendly roads on our campus for all commuters and a pleasant environment has made our college campus a preferred place for morning and evening walks.

EFFECTIVE MAINTENANCE AND REGULAR ENRICHMENT OF THE CAMPUS AND THE BOTANICAL GARDEN OF THE COLLEGE:

- Our botanical garden is a proud legacy, and it serves not only the students and researchers of Botany and allied subjects, but it has also been developed into a hub of medicinal plants and a habitat for birds. The campus enrichment committee takes care of the maintenance and enrichment of the Botanical Garden.
- Green landscaping with trees and plants has been done in the entire campus.

REGULAR TREE-PLANTATION DRIVES:

- Tree plantation is done both on and off campus by our NCC and NSS units as well as other students and employees regularly to mark various occasions.
- Tree plantation is also promoted through a scheme of mandatory tree plantation and conservation for first year students in the memory of our former president Late Adv. S. B. Bobdey with a regular review of progress.

MEASURES FOR WASTE-MANAGEMENT AND REUSE/RECYCLE:

- Strict implementation of the ban on the use of plastic bags to make the campus Plastic Free is done.
- E-Waste management is done with the help of the companies/agencies that help recycle the e-waste.
- Regular recycling and re-use of wastepaper is done with the help of third-party service providers.
- Maximum possible reduction in the use of paper is ensured with the help of initiatives like online leave applications.
- Reduction of paper-waste is ensured through optimum utilization by promoting use of both sides of the paper.
- Maximum use of solar energy for the academic and admin blocks as well as for the swimming pool and indoor stadium.
- Compost pits for the management of degradable waste are in place.



A handwritten signature in blue ink, appearing to read "Dawar".

Principal
G.S. Sel. Arts & Commerce
College, Khangaon-444303

(Dr D S Talwankar)
Principal



Vidarbha Shikshan Prasarak Mandal's
G.S. SCIENCE, ARTS & COMMERCE COLLEGE
KHAMGAON, DIST. BULDANA (MS)

Reaccredited by NAAC with 'A' grade- CGPA (3.08)
Affiliated to Sant Gadge Baba Amravati University, Amravati.

॥ तमसो मा ज्योतिर्गमय ॥

**Policy for Maintaining and Utilizing Physical, Academic
and Support Facilities**



INTRODUCTION:

G. S. Science, Arts and Commerce College, Khamgaon has established systems and procedures for the use and maintenance of various physical, academic and support facilities available in the institution. Different committees, faculty members and non-teaching staff members as well as the heads of various departments work in close coordination with the college administration to ensure the optimum utilization of these resources. Feedback from the students and other stakeholders is taken into consideration for the improvement and upgrade of infrastructure and other facilities. Following systems and procedures will be followed for maintaining and utilizing physical, academic and support facilities in an optimum and productive way:

1. The time-table committee will ensure that all classrooms, seminar halls and laboratories are utilized in an optimum way.
2. Heads of the department will take due care to submit requirement of equipment and consumables which in due course will be fulfilled by the central administration.
3. Computer laboratories and English Language Laboratory will be used as and when needed for events like online tests during placement drives, workshops for encouraging use of ICT etc.
4. Maintenance of the botanical garden will be monitored by Campus Enrichment Committee. The garden may be used by the students and teaching/non-teaching staff for different events like farewell, freshers' parties etc.
5. The library will be looked after by the Librarian in coordination with the Library Advisory Committee. A member from the teaching staff will be the convener of the committee along with 3-4 other teaching and non-teaching staff members and students' representatives nominated by the principal. This committee will take care of upgrade, enrichment and

maintenance of the library. The library staff will deal with the issue and return books, journals, periodicals and access to electronic resources to the students, faculty and staff members.

6. Issues related to hardware and software update and antivirus subscription will be addressed on call basis.
7. Optimum use of AV Theatre, Digital classrooms and Media centre and its maintenance will be ensured by the in-charge faculty member nominated by the principal.
8. Cleanliness on campus and in the classrooms will be ensured with the help of non-teaching staff and AMC (Annual Maintenance Contract) with a third-party.
9. The Campus Enrichment Committee will take care of the plantation, water conservation and Oxygen Park.
10. Security on campus will be ensured through security personnel from a security agency appointed through AMC. Considering the number of girls, two lady security guards will also be employed.
11. A faculty member will be appointed by the principal as in-charge for ensuring utilization and maintenance of indoor stadium and swimming pool. Temporary staff will also be appointed for the same.
12. The Director of Physical Education will ensure the optimum use of the playground, gymnastic hall and other sporting facilities.
13. Our infrastructure may be provided to NGOs for various programmes of national and social welfare. The sole discretion for this will lie with the principal and the management.

14. We have Annual maintenance contract (AMC) for college administrative software and website of the college which will be maintained and upgraded as and when required through Annual Maintenance Contract with Shri Pankaj Misal.



A handwritten signature in purple ink, appearing to read "Dr. D. S. Talwankar".

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Policy for Conduction of Learners' Aptitude Test (LAT)

TO IDENTIFY ADVANCED AND SLOW LEARNERS



INTRODUCTION:

As suggested by IQAC, it was resolved that a mechanism be evolved to identify advanced and slow learners in all classes of UG and PG. Consequently, it was decided that a test called '**Learners' Aptitude Test**' (*hereafter, LAT*) should be conducted every year w.e.f. session 2017-18. It should be conducted every year immediately after the admission process preferably in the month of August.

A committee should be formed to:

1. Conduct LAT and declare the results. This will include setting and evaluation of question papers. The committee will have the liberty to decide the pattern of the question paper.
2. Prepare the lists of advanced and slow learners.
3. Send these lists to the respective departments and the central library.
4. Keep a record of the results and prepare an annual report of LAT.

CRITERIA FOR IDENTIFICATION OF ADVANCED AND SLOW LEARNERS:**UG STUDENTS:****FIRST YEAR:**

Identification of advanced and slow learners is done on the basis of performance in qualifying exam (HSC) and Learners' Aptitude Test (LAT). Learners' Aptitude Test of 30 Multiple Choice Questions for the first-year students will be conducted in second week of August in online/ offline mode.

SECOND AND FINAL YEAR:

LAT should be conducted the students of second and final year of UG classes also. However, apart from their performance in LAT, it their performance in the classroom and the university examinations will be used for their identification as advanced and slow learners.

PG STUDENTS

Advanced and slow learners among PG students will be identified on the basis of their performance in their bachelor's degree examination as well as classroom performance. There will be no LAT for PG students. Concerned teachers may also recommend students depending on the performance of the students.

FACILITIES TO BE GIVEN TO THE ADVANCED LEARNERS:

- Scholar's card (additional book issue from library)
- Access to e-books and e-journals through N-LIST
- Special guidance about INSPIRE fellowship, Kishore Vaigyanik Protsahan Yojana (KVPY) and JAM like exams.
- Participation in Summer Research Program

FACILITIES/MEASURES FOR THE IMPROVEMENT OF SLOW LEARNERS

- Additional Tutorials
- Remedial Coaching
- Confidence building lectures



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