

Standard Operating Procedures

(SOP)



The Poona Jesuit Schools' Society
St. Vincent College of Commerce
Pune-411037
NAAC – Accredited B Grade

(Affiliated Savitribai Phule Pune University and Recognized by Govt. of Maharashtra)

ID No.PU/PN/C/024/1970

Proposal

It is proposed to establish Standard operating procedures (SOPs) for various activities and initiatives for St. Vincent College of Commerce in order to have systematic and quality oriented procedures and processes in college.

These SOPs will be as per the guidelines received from NAAC Bangalore on the web portal of NAAC and will be made by following the rules and regulations set by affiliating university, UGC and government of Maharashtra.

Discussion

In order to implement all the quality initiatives and satisfy quality parameters, various guidelines regarding SOPs to be adopted by the college while implemented.

Accordingly, all these SOPs will be designed by the IQAC for effective implementation of NAAC guidelines and enhancement of quality standards of the institution.

The CDC has discussed various aspects related to SOPs and accordingly it is rightly accepted that IQAC should design SOPs as per the guidelines NAAC, Bangalore.

Resolution

It is unanimously resolved that SOPs mentioned above be accepted and an IQAC coordinator with the help of members of IQAC is asked to form SOPs as per the guidelines issued by NAAC office, Bangalore.

Outcome

The IQAC Coordinator on behalf of the cell accepted their solution and assured that the cell will make the SOPs and will update the time and again according to changing academic scenarios.

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STANDARD OPERATING PROCEDURE (SOP)
ON
ADMISSION / INSTITUTIONAL ENTRANCE TEST &
ADMISSION PROCESS

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PREAMBLE

The **VISION** of the college is, “To provide an all-round education that will help prepare students for the journey of their lives from a human, spiritual, national and global point of view.”

The **MISSION** of the college is, “Our Mission The aim is to prepare students to become fully human through their total development: they will become men and women open to the Divine and also committed to fellow human beings, so that the principles enshrined in the Constitution of India and in all religions - social justice, equality of opportunity, fraternity, genuine freedom and respect for moral values – may be promoted.

Our Motto "LEAD ME TO LIGHT" Explanation: The motto has been inspired by the Brihandaranyaka Upanishad which has the line: From darkness lead me to light (Tamaso ma jyotirgamaya)

The college realizes that it can achieve its vision and mission only if it caters to the diverse group of students- not just in and around the country but also accommodates international students from varied parts of the global economy.

The college is aware that it is affiliated to Savitribai Phule Pune University, Pune and hence will have to abide by the rules of the same. Within the set limits the college will frame its admission policies and will adhere to the rules and regulations of the affiliating university and the rules set by the Government of Maharashtra. College realizing its role in promoting equal opportunity will try and promote girls education by giving admissions to a large percentage of girls. College will create adequate facilities for handicapped students and will incorporate them in the system. The college will frame students’ friendly admission policy and procedure to help the international students. For greater transparency, the college will depend upon digital mode of admission.

SOP on establishment of college admission committee

The IQAC of the college realizes the importance of giving due recognition to all the categories of students in varied courses offered by the college. To justify the same, the college will establish an Admission committee. This committee will be reviewed after three years. On the basis of past performance, the committee and committee members will be continued or changed. The decision will rest with the Principal of the college and IQAC. The composition of the admission committee will be as follows:

1. Chairperson (Principal)
2. In-charge of Admission committee (Senior member from faculty)
3. 3 – 4 teachers (representing all the faculties)
4. Administrative staff (A senior member)

The Admission committee will work as per the guidance issued by the affiliating university and will follow the rules of admission of Government of Maharashtra.

The college will appoint an admission coordinator to review the working of the admission committee. The coordinator will be an independent post or an In-charge / member of the admission committee.

Roles and responsibilities of the admission committee

1. Conduct a pre admission meeting of the members and decide admission policy.
2. Be aware of the changes in rules and regulations of the reservation with respect to admission.

3. Frame a policy of admission for under graduates and post graduate programs to maintain transparency in the admission process. The committee will fill the seats as per the guidance and regulation of the competent authority.
4. In case of post graduate admission, the committee will ensure that the admissions are conducted as per the merit list.
5. The list of the yearly admission of the students will be handed to the IQAC Coordinator for the record.
6. After the completion of the admission process, the committee will ensure that the college completes the procedure of eligibility of the students.

Methods of Admission/ Intake/ Enrollment for Undergraduate Courses

The college will frame a transparent and written policy of admission and this policy will be informed to the teaching staff, administrative staff and to the students. The policy will be framed by the admission Committee in consensus with the IQAC. The IQAC will review the admission policy and suggest changes if any.

The admission criterion for the students will vary according to the faculty and the demand ratio of the same. The faculty wherein demand ratio is high, a merit list will be posted in due time. The dates of filling of forms, the dates of merit lists will be communicated to the stakeholders in advance.

In some faculty wherein demand ratio is moderate, the admission will be given on a first come first served basis.

If the number of aspirants to course/s is high then college will seek permission

from affiliating University to fill in the extra seats.

Irrespective of the method of intake, the admission will give representation to all the diverse groups of students like girls, students from socially backward classes, financially weak backgrounds, foreigners etc.

The college will move toward digital admission in order to have greater transparency in the admission process.

Methods of Admission/ Intake/Enrollment for Graduate Courses

The admission committee along with the IQAC will take the decision regarding admission to other faculties. Admission to professional courses like M.com. etc will be on the basis of prerequisites laid down by the affiliated University. In some courses wherein entrance examination is not feasible college will go for merit list or first come first basis.

Irrespective of the method, the college will motivate the meritorious students to the college.

The method of admission will be communicated to the stakeholders in advance and the admission will adhere to all the deadlines. In some emergency if there is any change in the dates, the changes/s will be communicated to stakeholders well in advance.

Rules and regulations of admissions

The college will adhere to all the rules and regulations of admissions set by the affiliating University and Government of Maharashtra.

- Rules and regulations of admissions for in house students
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- Rules and regulations of admissions for students of other states
- Rules and regulations of admissions for international students

Communication to AISHE

All India Survey on Higher Education (AISHE) was established by the Ministry of Human Resource Development for conducting an annual web-based survey, thereby portraying the status of higher education in the country. The college has to submit the details of the student's entry to UGC through AISHE. The college will appoint a Nodal officer, who will be responsible for sending the information. The nodal officer, who will be responsible for sending the information,. The nodal officer will submit the certificate to the IQAC Coordinator.

Institutional Responsibility

The college will provide adequate teaching staff, administrative and security staff for completing the admission process in the college.

The college will provide basic infrastructural facilities like digital library, computer laboratories, reprography facility etc needed for completion of admission process.

The college will review the facilities provided every year and will update the same if that is required.

STANDARD OPERATING PROCESS (SOP)

ON

CO-CURRICULAR AND VALUE ADDED COURSES/STTPS/STFPS

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CO-CURRICULAR AND VALUE ADDED COURSES/STTPS/STFPS

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STANDARD OPERATING PROCEDURE (SOP)

ON

CO-CURRICULAR & VALUE-ADDED COURSES/STTPS/STFPS

PREAMBLE

In the year of its establishment that is 1970, the college started with the pure academic degree courses in the fields of Science. In 1974, the college shifted from science to a commerce degree. Since then it has focused on introduction of varied academic and professional courses both at Graduate and Postgraduate levels. The college has kept progressing curve positive in terms of both the number of courses and also in the number of students taking education in the college. While climbing the path of progress, the college aimed at holistic development of students. Another aim of the college has been to enhance the employability of the students. To achieve these objectives the college will have to carve out a systematic plan. The IQAC of the college along with the head of the departments and the committees will prepare an annual plan. The activities that will bring all round personality development of the students that are curricular along with co-curricular and extracurricular activities will be planned. The college is affiliated to Savitribai Phule Pune University and hence will have to follow the curriculum set by the same. Along with the curriculum, the college will impart value-added courses to the students in their

graduation and post graduation. The course content for the value added course will be prepared by the head of the respective department along with the staff members. The college will collaborate with these institutions through a well framed MoU and the responsibilities will be shared between the two.

I. Importance of co-curricular activities in college

Co-curricular activities are a must for 'Holistic Personality Development' through the enhancement of emotional intelligence. It aims at character building, socialization, development of positive attitude, molding of behavior, self-regulation and inculcation of values. Hence, there is a need for conducting student support activities, aiming at holistic personality development. These activities must run along with curricular and extra curricular activities throughout the academic year, specifying the slots for specified activities/events on a weekly/monthly/yearly basis. Co-Curricular Calendar along with Academic and Extracurricular Calendar of activities is a must. Organization of such activities by the Student Council also encouraged event management, teamwork, skills, appreciation of talents of different nature and enhances faculty and student bonding beyond the class room. The college will organize these activities as complementary to the present curricular activities. The college will establish an Academic Calendar committee. The committee will comprise of the principal as chairperson, a senior member will be the in-charge and

members will be a senior teacher from each faculty. On the basis of the academic calendar, the head of the department will prepare the departmental academic calendar. The calendar will comprise all the activities academic, co-curricular and extra curricular to be conducted in the college in the entire year. The calendar will be prepared and circulated among the teachers and students for greater clarity in the activities to be conducted. The calendar will be prepared by the committee in the beginning of the academic year.

The IQAC will monitor the preparation of the academic calendar and also suggest improvements if any. It will also supervise the regular conduct of these activities and take timely review from all the departments.

II. Importance of Value-added courses in the college

The Curriculum offered in college for various graduate and postgraduate courses is determined by the affiliating university. The college cannot determine the syllabus. The implementation of the curriculum is of utmost importance. Realizing the constraint, the college will frame its own policy to substantiate the curriculum. This will be done through framing of value added courses. The courses will help the students to enhance their employability and will act as an agent to reduce the gap between industry academia. This will also give an opportunity to college to increase its networking with academic peers like colleges offering

similar programs, institutions offering varied courses. These courses will help the students stand apart from the rest in the job market by adding value to their resume. Due to the said advantages, the college will make it compulsory for all the students of undergraduates to go through these courses once a year. The postgraduate courses have value added courses prescribed by the affiliating university hence the college will follow these courses. The college will take care that the value added courses will not hamper the regular academics on one hand and will not put additional academic pressure on the college. In addition these courses will help the students to imbibe both the hard skills and soft skills required in their respective fields.

III. Objectives of These Activities and Courses

1. Holistic development of students
2. Imparting conventional and modern education simultaneously
3. Increase the participation of the students in college activities
4. Give varied and productive experience to students
5. To utilize the optimum capacity of teachers and students
6. To enhance the employability of the students
7. To create an institutional web around the vicinity of the college

IV. Methods of Conducting These Activities And Courses

The college is a single faculty college with diverse students getting education at a time. Hence the college will have a systematic plan and approach towards each and every activity. It will determine the method of conducting these activities.

A. Method of conducting Co-curricular activities in the college

The IQAC will prepare the college committees for various activities. These committees can either be increased or decreased according to the need. Each committee will be chaired by the principal and the coordinator will be a senior teaching faculty. In every committee, there will be teachers from respective departments to give representation to all the students. The committee will have a plan that contains the nature of the activity to be conducted, resources required and the collaboration if any. The committee in-charge along with the members will prepare this plan. In each term at-least two activities should be conducted by the committees related to co-curricular activities of the students. While conducting the activities, students will be given due representation and will be motivated to lead the programs. In some of the activities, alumni and parents will be motivated to participate. After The Activities, wherever possible, the coordinator

or the in-charge will take feedback from the participants and will act upon the same. After the conduction of the activity, a report will be prepared by the faculty and their portal on with the photographs will be posted on the website of the college. This will help the college to reach effectively to all the stakeholders.

The co-curricular activities will include varied activities like guest lectures, workshops / seminars, group discussions, presentation competition, visits, projects and any other activity as decided by the committee coordinator of the departments.

Conduction of all these activities and their outcome will be monitored and reviewed by the IQAC every year.

B. Method of conducting Value-added courses

The college authorities and head of the departments will have a formal/informal talk with the employers, placement agents, institutions and academic peers etc to find out the information regarding the courses that can enhance the employability of the students and are required for their holistic development. Once there is clarity regarding the courses, the college will approach a renowned institution specializing in imparting these courses. The college will select a few institutions and enter into collaboration for the same through a written memorandum of understanding. The written MoU will state the

role of both the host institution and the guest institution. The MoU will be rewritten every year on the basis of the performance of the institution. The guest or the collaborating institution will conduct the course and handle the entire responsibility of the course/s. It will maintain the attendance of the students, conduct minimum 30 lectures, solve the problem of the students if any regarding the course, and communicate with the head of the department regarding the progress. After completion of the course, the institution will distribute the certificate to the students. If the course demands, the institution will impart practical and hands on training to the students.

The head of the respective departments and the course coordinators will monitor the progress of the course and will send the report to the IQAC of the college.

V. Institutional Responsibility

The IQAC of the college will monitor the conduction of co-curricular courses and also the value added courses conducted in the college every year.

The academic calendar committee will plan all the curricular activities to be conducted each year.

The coordinator of the department will include these activities in their departmental calendar and will plan activities accordingly.

While planning these activities and courses the college will motivate maximum students to participate in the activities and will give representation to the categories students.

The need of the course, title and implementation of the course will be monitored by the college annually and changes will be made accordingly.

The college will provide infrastructural facilities like classrooms, laboratories set to the guest institution for conducting the course in college premises.

While conducting the courses or activities, each department will nominate a staff member as the coordinator for smooth function of the activities/courses

The college will take care not to hamper the academics of the students.

STANDARD OPERATING PROCEDURE(SOP)
ON
INTRODUCTION OF PROGRAMS AND COURSES IN THE
COLLEGE

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STANDARD OPERATING PROCEDURE (SOP)

ON

CONDUCTION OF COURSES IN COLLEGE

PREAMBLE

The Mission of the College “Our Mission The aim is to prepare students to become fully human through their total development: they will become men and women open to the Divine and also committed to fellow human beings, so that the principles enshrined in the Constitution of India and in all religions - social justice, equality of opportunity, fraternity, genuine freedom and respect for moral values – may be promoted.

The Goals and Objectives Of the college have been specified as

Goals and Objectives

- To provide opportunities of education and skills through varied branches of knowledge of Arts and Commerce.
- To enhance employability of the students through an innovative educational environment.
- To enable students to develop a sense of culture and morality. Develop SpiritOf social commitment.
- To give edge to the global competence of the students through well-equipped infrastructure and technical based education.
- To encourage students to exhibit their artistic talent & skills through extracurricular activities.

I. Conduction of Programs and Courses in College

To achieve the mission and the goals and objectives, the college will introduce a well designed approach to offer various courses by the institution to learners of various categories. The college realizes that it will have a sound and growing path of progress only when it will provide a varied and unique combination of programs and courses. To achieve this, the policies will be continuously updated and informed by all the stakeholders of the institution.

The head of the institutions along with the IQAC will be responsible to update the policies. The IQAC will plan and monitor the horizontal and vertical expansion of the college through introduction of new courses and programs. While introducing the programs and courses, the concerned authorities will focus on both traditional and professional courses. The college will always aim to diversify itself by introducing varied courses like diploma courses, certificate courses along with graduate and postgraduate programs.

While introducing the courses and programs the college will fulfill all the rules and regulations of the university to which it is affiliated and will be in the framework of University Grants commission.

The IQAC will be responsible for introduction and supervision of the courses and programs.

II. Details of The Programs and Courses

The IQAC of the college will establish a SOP regarding the number of courses offered by the institutions across all the programs.

Introduction: St. Vincent College of Commerce will aim to provide holistic development of the students. It will work as a center point for the students staying in the Swargate vicinity and also from the nearby vicinity. Accordingly it will develop a well designed approach to offer various courses by the institution to learners of various categories. In order to have smooth functioning of the program it will use the terms such as ‘course’ and ‘program’ and the definitions of the terms will be defined as per the guidelines given on NAAC portal NAAC documents.

A. Definition of Program'

A range of learning experiences offered to students in a formal manner over a period of one-to-four years leading certificates/diplomas/degrees. Examples: BA (English), B Com (Costing). All possible formal degree Programs as identified by UGC.

B. Definition of Course

A course is a unit of 2 to 6 credits informal program. A 3-credit course will have three classroom sessions of one-hour duration during each week for the entire semester. Example: Program: BA Economics; Course: Economy; Credits: 3:0:1

Accordingly, for all the faculties of learning namely humanities, commerce and management, science, computer science etc., the terms courses and programs will be applicable.

C. Purpose: The College offers various courses in different faculties to provide varied learning opportunities to students in diverse fields. In addition, college also aims to provide courses that will lead quality enhancement,

will upgrade students skills and will also maintain desired academic discipline in the institution.

The Objectives for introducing the courses will be

1. Holistic development of the students admitted in the varied discipline in college
2. Provide an opportunity for vertical and horizontal academic growth to students within the scope permitted to college by the affiliating university and UGC.
3. To cater to the educational needs of varied sections of students in various categories and classes.

D. Method: The College will introduce the course as provided by SPPU, Pune -the apex governing institution and will follow the guidelines of the affiliating university. It will fulfill all the regulations mentioned by the university. The college will try to permanent affiliation for the maximum courses. All the compliances will be met by the college within the time limit given by the university. Wherever permanent affiliation is not possible, the college will get annual affiliation. The Principal along with the IQAC cell will be responsible for the same. The college will follow instructions of the affiliating university and will only include credit courses under choice based credit system and will include approved courses in elective system. The College will also follow the guideline of the affiliating university regarding the timeline in completion of all the courses. The college will also utilize various modes of public relations to reach the students section and parents of the surrounding vicinity. A consolidated sheet of the courses along with the programs will be centrally maintained by IQAC in standardized format.

III. Institutional Responsibility:

The IQAC of the college will analyze the courses offered by the institute and will plan the introduction of new courses and programs accordingly. While planning the expansion, the compliances of the affiliating university will be met. The college will be responsible to provide the adequate facilities like infrastructure and human resources like teaching and administrative staff etc. IQAC of the college will give due responsibility of the introduced courses and programs to course coordinators and head of the departments. Wherever needed, new departments and leaders at respective levels will be created by the Principal of the college with due discussion with IQAC.

STANDARD OPERATING PROCEDURE (SOP)

ON

FEEDBACK ANALYSIS ATR

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PREAMBLE

I. Establishment of Feedback System

We are at St. Vincent College of Commerce, Pune are committed to deliver high quality education to the large pool of learners to enhance their competencies and build sound human capital of global standards. We deliberately emphasize on advancement of innovative teaching learning process, inculcation of research culture and enhancement of knowledge infrastructure. We strive to exceed the satisfaction of all the stakeholders. Our quality statement is “Excellence is achieved through changed Attitude, Approach and Action”. We do this by reviewing our quality initiatives and policies from time to time. The review is based on the feedback collected from various stakeholders like students, teachers, parents and alumni. The feedback is collected on varied aspects like curriculum, infrastructural facilities of the college, teachers and non teaching staff of the college etc. It is then analyzed and used for further improvement. Feedback is Collected Both digitally as well as manually.

The feedback system and the changes in the system will be reviewed constantly by the IQAC. To make the system more effective, the IQAC will review and change the system as per the regulations of NAAC, Bangalore.

II. Role of IQAC in Feedback System

According to regulation by NAAC, every college after the first cycle will establish IQAC as a body that will be responsible for the quality enhancement and quality initiatives in the college. Accordingly, the college has established IQAC and it is functional in the sense that it brings quality enhancement by systems like feedback, internal and external administrative audits, green audits etc.

Regularization of an effective feedback system will be one of the key roles of the IQAC in college.

IQAC will follow the following steps,

1. It will collect the feedback from stakeholders and while doing that it will follow the rules and regulation of NAAC office.
2. It will decide the mode of the collection of the feedback that is digital or manual or both.
3. It will decide the time period of feedback that is annually or each semester.
4. It will frame the formats of all the feedbacks.
5. The feedback will be passed on to the head of the departments and then to the respective group of stakeholders.
6. The feedback is then collected and it will be analyzed with the help of the department of statistics.
7. The analysis is shared with the respective head of the departments who with consensus of IQAC takes steps to improve the feedback from the stakeholders.
8. The Entire report then will be posted on the website for the stakeholders.

III. Feedback System

Stakeholders play an important role in the knowledge process. The views of stakeholders about the curriculum will be taken into consideration through feedback mechanisms. Feedback will be obtained formally and informally. Informal feedback through observations, suggestions and comments of peers, experts etc.

☐ Students Feedback:

- A specific feedback format will be prepared by the college which will be filled up by the students. These feedbacks were manual or online feedback mechanism is used.
- Feedback on seminars and workshops will be collected by the Students Council from Participants at the end of the session.
- Students' grievance committee regularly will monitor the problems faced by the students related to the curricular and extracurricular activities.

☐ Feedback from Alumni:

Alumni will give their expectations, observations and suggestions in the feedback form regarding the curriculum that will be taken into consideration.

☐ Feedback from parents:

In the parent-teacher meets, feedback from the parents will be collected and their suggestions will be taken into consideration.

☐ Feedback from Employers/Industries:

Employers from various IT and Non IT companies visit the college campus for placements of students. To fill the gap and prepare students for professional life, the college will collect their feedback through discussions.

☐ Feedback from Academic Peers:

Academicians are invited from different colleges and universities for seminars, workshops, guest lecturers for the benefit of the students and the

staff. The college will develop a system to take feedback from mto improvise on.

☐ Departmental Staff Meetings:

Departmental meetings of the staff will be conducted on a regular basis to discuss and plan the departmental work for each year and term like curricular activities, guest lectures, visits, projects and also about extracurricular activities. Head of the department will collect feedback the curriculum from the teachers

☐ Feedback from Community:

The views of various speakers, experts and councilors from various fields who visit the college on various occasions will be recorded in the visitor's book.

IV. Format of Feedback System

The IQAC Coordinator along with the members will finalize the format of the feedback to be collected from the various stakeholders.

The Feedback will be collected formally and informally as per the availability of the stakeholders.

The college had introduced a digital feedback system for the students and manually feedback is collected from other stakeholders.

The IQAC will maintain the same format for coming years too. Though the focus will be on digital feedback for quick and correct analysis but manual feedback can also be depended upon.

The IQAC will change the questionnaire as per the requirement of SSR and also according to the change in the syllabus and evaluation pattern of the affiliating university.

Once a definite format is set, it will be circulated to all the course coordinators and head the departments for collection of feedback.

The IQAC will prepare questionnaires for students, teachers, parents and Alumni.

The efforts will be made by the head of the departments and committees and cells to get feedback from academic peers and visitors.

V. Digital Feedback

The college has already started the system of digital feedback for collection of feedback from the students. It will continue to do the same in coming years. College has a web support and working ERP system. The web support will create centers for departments of Arts and Commerce. The computer science and other departments that have computers will decide the schedule for each department and class. According to the availability of time, the head of the departments will have the right to take feedback annually each semester.

VI. Analysis of the Feedback

The students' feedback will be analyzed by the IT department as it will be digital.

Other manual feedback will be collected and analyzed by respective heads of the departments. The college has a department of statistics, the department will be consulted for the same. The analysis of the feedback will be recorded by the respective head of the department. The analysis will then be shared with the IQAC and discussed with the IQAC Coordinator.

VII. Action Taken Report

The head of the department will discuss the analysis with the IQ and accordingly has to prepare an Action Taken Report. The head of the department will organize some guidance sessions or faculty development programs to improve the performance of the teachers. If the teacher/s performance is below average, the head of the department will take action along with the Principal and submit the report of the same to the IQAC.

VIII. Publication of The Report

Maintaining communication and transparency with the stakeholders will be regular practice of the college to achieve the set goals and targets. To maintain the same, the college will post all the action taken reports on its college website. A person will be given responsibility for the same or a committee can be formed. The Principal along with the IQAC coordinator will take the decision.

IX. Responsibility of the Institution

The Institution will for man IQAC and will keep the cell functional.

The IQAC Coordinators post will be a revolving one and members will be assigned on the basis of the NAAC guidelines.

The IQAC will be responsible for maintaining the feedback system.

The institution will provide technical support to the teachers and students collecting and analyzing the feedback

The institution will provide adequate infrastructure facilities like computer labs, systems to collect the feedback.

Adequate Human resources will be employed including both the teaching and non teaching staff complete the feedback system.

STANDARD OPERATING PROCEDURE (SOP)

ON

FINANCIAL SUPPORT

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PREAMBLE

St. Vincent College of Commerce, Pune realizes that Human resource in general and staff both teaching and administrative is the main pillars of the institution. Accordingly, giving impetus to the staff for their professional and personal growth is imperative. Framing welfare policies, developing good infrastructure like smart classrooms, well equipped laboratories, duty leave or any other form of leave will motivate the staff members to progress. Similarly, providing financial support to the staff is also equally important. With due realization, college and especially IQAC will prepare a policy for making provision for the financial support. The support can be in the form of monetary support to participate in

- Conferences, Seminars or Workshops
- Publication in SCOPUS, WOS or any peer reviewed journals at national or international level.
- Membership of professional bodies.
- Any other research contribution.

A minimum amount will be decided by the IQAC and every year the staff will be provided with financial support. The IQAC will frame the policy and monitor the working of the same.

The financial support may apply to

- All faculty members who wish to participate in publication in conferences, workshops/seminars/journals.
- All students who are engaged in publication in conferences, workshops/seminars/journals.
- Faculty who are engaged with any type of research or research projects.

I. Ethical Guidelines

The college aims to develop a healthy and honest research culture among its staff and students. Accordingly, all faculty and students involved in research activities are expected to

- Demonstrate integrity and intellectual honesty.
- Publish their research work in credible national and international journals that are peer reviewed and have a good impact factor.
- Record and publish their methods and results.
- Consider the safety and well-being of those associated with the research.
- Adopt research techniques that do not violate established professional ethics pertaining to the health, safety, privacy and other personal rights of human beings or to the infliction of injury or pain on animals.
- Teachers will attempt to commercialize their research work through patents and or copyrights.

The institution strictly adheres to the following:

- Zero tolerance for malpractices like plagiarism.
- Every faculty member/s and student/s is required to adhere to the copyright norms when presenting papers at Conferences or Articles to Journals or when drafting the final research report. Any violation of the same would invite strict disciplinary action from the College authorities.

II. Additional guidelines:

- The staff will associate the name of institution in all the publications
- All faculty members should be motivated to register and complete their M. Phil. Or Ph.D. or any other research activity.
- Faculty must try to attend and present his/her research work at State /National/International levels conferences, seminars and workshops.
- Faculty members who have the qualification, experience and competence are expected to undertake research projects—Minor or Major—encouraged and funded by affiliating university and/or external agencies.
- The faculty member will collaborate with sister institutes, industries, colleges or any other research oriented institute at national or international level.
- Faculty will motivate the students to undertake research activities and publish the same in different platforms.
- Lectures, workshops and activities on varied platforms will be conducted on research methodology.

III. Information about the policy

- **To staff**
- The principal of the college will inform about the policy to the head of the departments and to the staff in the annual meetings.
- Coordinators of the departments will share the information with the staff members in staff meetings conducted at departmental level.
- College will conduct a faculty development program to provide information about research.

☒ To students

- ☐ For new entrants- the information will be provided in the induction program.
- ☐ For existing students- the head of the departments, class teachers will provide the information in the introductory lectures. Students will be reminded about the same in the semester through lectures. Students will also be reminded about the research culture and contribution in the mentor-mentee meets by the respective mentors.
- ☐ Workshops and guest lectures will be conducted on research methodology /IPR and other related topics for students in collaboration with external agencies.

IV. Procedure for Financial Support

- ☐ The college will provide a minimum amount as financial support to all the staff members.
- ☐ Staff members will submit the supporting document/s in the accounts section for receiving the amount.
- ☐ The minimum amount will be decided by the principal and IQAC Coordinator and will be discussed with the management authorities.
- ☐ The end decision will be taken by the governing council.
- ☐ The staff members can apply for an amount higher than the minimum amount based on their contribution to the research.
- ☐ All the staff members will submit the supporting documents and evidence of research in the irrespective.

V. Role of IQAC

IQAC will review the working of the policy.

- The information related to seminars/ conferences/ workshops on topics related to quality initiatives will be passed on to the head of the departments through the IQAC coordinator.
- IQAC will organize seminars/conferences/workshops on research methodology and related topics at national and international level. The IQAC Coordinator will form an incubation committee and an incubation center that will be responsible for conduction of research and research related activities for students and staff.

VI. Role of the Institution/College

- The college will provide infrastructural and financial support to conduct activities related to research.
 - College will help in establishing a functional incubation center.
 - College will supply the books, laboratory material and any other kind of support required by the staff to conduct and continue with the research.
 - Teachers will get duty leave to attend the conference/ workshop/seminars. They will be paid TA for the same.
 - To continue with the research work, the teachers can apply for concessions in work time.
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STANDARD OPERATING PROCEDURE (SOP)

ON

ADMISSION/INSTITUTIONAL ENTRANCE TESTS ADMISSION PROCESSES

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VI	Communication to AISHE
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PREAMBLE

The **vision** of the college is, “To provide an all-round education that will help prepare students for the journey of their lives from a human, spiritual, national and global point of view.”

The **mission** of the college is, “Our Mission The aim is to prepare students to become fully human through their total development: they will become men and women open to the Divine and also committed to fellow human beings, so that the principles enshrined in the Constitution of India and in all religions - social justice, equality of opportunity, fraternity, genuine freedom and respect for moral values – may be promoted.

Our Motto "LEAD ME TO LIGHT" Explanation: The motto has been inspired by the Brihandaranyaka Upanishad which has the line: From darkness lead me to light (Tamaso ma jyotirgamaya)

The college realizes that it can achieve its vision and mission only if it caters to the diverse group of students-not just in and around the country but also accommodates international students from varied parts of the global economy.

The college is aware that it is affiliated to Savitribai Phule Pune University, Pune and hence will have to abide by the rules of the same. Within the set limits the college will frame its admission policies and will adhere to the rules and regulations of the affiliating university and the rules set by the Government of Maharashtra. College realizing its role in promoting equal opportunity will try to promote girls education by giving admissions to a large percentage of girls. College will create adequate facilities for handicapped students and will incorporate them in the system. The college will frame students’ friendly admission policy and procedure to help the international students. For greater transparency, the college will depend upon digital mode of admission.

I. SOP on establishment of College Admission Committee

The IQAC of the college realizes the importance of giving derecognition to the category of students in varied courses offered by the college. To justify the same, the college will establish An Admission committee. This committee will be reviewed after three years. On the basis of past performance, the committee and committee members will be continued or changed. The decision will rest with the Principal of the college and IQAC. The composition of the admission committee will be as follows:

1. Chairperson (Principal)
2. Incharge of Admission Committee (Senior member from faculty)
3. 3-4 teachers (representing all the faculties)
4. Administrative staff (Senior member)

The admission committee will work as per the guidance issued by the affiliating university and will follow the rules of admission Government of Maharashtra.

The college will appoint an admission coordinator to review the working of the admission committee. The coordinator will be an independent post or a in charge/member of the admission committee.

II. Roles and responsibilities of the admission committee

1. Conduct a Preadmission Meeting of The Members and Decide admission policy.
2. Beware of the changes in rules and regulations of the reservation with respect to admission.
3. Frame a policy of admission for undergraduates and postgraduate programs to maintain transparency in the admission process.

4. Determine the cut off marks for the entrance examination wherever applicable.
5. Verification Of merit list of the entrance examination for admission to courses where in list merit list will be posted.
6. Send a review report to the IQAC regarding the admission process.
7. Take review of admissions of classes and faculties.
8. If there are any malpractices found, the committee will report the concerned authorities without time lag.
9. To display the rules of admission on the notice board of the college and at places easily visible to students.
10. To display the rules and regulations of admission on the website portal of the college.
11. Establish an admission counseling cell where in the cell members will counsel the entrants namely parents and students.
12. The committee will review the facilities created to smoothen the admission process like digital library, reprographic facility etc.
13. To frame the policy forth cancellation of admission, refund offset and communicate to the stakeholders.

III. Functions of Admission Committee Will Be

1. Forming a counseling committee that will counsel the new entrants and their parents
2. Creation of adequate facilities that will ease the admission procedure to the students.
3. The committee will ensure complete transparency in the entire process.
4. The Committee Will Take Care of The Publicity and Its methods.

5. The committee will fill the seats as per the guidance and regulations of the competent authority.
6. In case of Postgraduate Admissions, the committee will ensure that the admissions are conducted as per the merit list.
7. The list of the yearly admission of the students will be handed to the IQAC Coordinator for the record.
8. After the completion of the admission process, the committee will ensure that the college completes the procedure of eligibility of the students.

A. Methods of Admission/Intake/Enrollment for Under Graduate Courses

The college will frame a transparent and written policy of admission and this policy will be informed to the teaching staff, administrative staff and the students. The policy will be framed by the admission committee in consensus with the IQAC. The IQAC will review the admission policy and suggest changes if any.

The admission criterion for the students will vary according to the faculty and the demand ratio of the same. The faculty wherein demand ratio is high, a merit list will be posted in due time. The dates of filling of forms, the dates of merit lists will be communicated to the stakeholders in advance.

In some faculties where the demand ratio is moderate, the admission will be given on first come first basis.

If the number of aspirants to course/s is high then college will seek permission from affiliating universities to fill in the extra seats.

Irrespective of the method of intake, the admission will give representation to all the diverse groups of students like girls, students from socially backward classes, financially weak backgrounds, foreigners etc. The college will move toward digital admission in order to have greater transparency in the admission process.

B. Methods of Admission/Intake/Enrollment for Post Graduate Courses

The admission committee along with the IQAC will take the decision regarding admission to other faculties. Admissions to professional courses like M.Sc. Microbiology etc. will be on the basis of the guidelines laid down by the affiliated University. In some courses where entrance examination is not feasible college will go former it list or first come first basis. Irrespective of the method, the college will motivate the meritorious students to the college. The methods of admission will be communicated to the stakeholders in advance and the admission will adhere to all the deadlines. In some emergency if there is any change in the dates, the change/s will be communicated to stakeholders well in advance.

V. Rules And Regulations Of Admissions

The college will adhere to all the rules and regulations of admissions set by the affiliating university and Government of Maharashtra.

- Rules and regulations of admissions for in house students
- Rules and regulations of admissions for students of other states
- Rules and regulations of admissions for international students

VI. Communication to ASIHE

All India Survey on Higher Education (AISHE) was established by the Ministry of Human Resource Development for conducting an annual web-based survey, thereby portraying the status of higher education in the country. The college has to submit the details of the student's entry to UGC through AISHE. The college will appoint a Nodal officer, who will be responsible for sending the information. The nodal officer will submit the certificate to the IQAC Coordinator.

VII. Institutional Responsibility

The college will provide adequate teaching staff, administrative and security staff for completing the admission process in the college. The college will provide basic infrastructural facilities like digital library, computer laboratories, reprography facility etc needed for completion of admission process. The college will review the facilities provided every year and will update the same, if that is required.

STANDARD OPERATING PROCEDURE (SOP)
ON
INSTITUTIONAL CURRICULUM DEVELOPMENT

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PREAMBLE INSTITUTIONAL CURRICULUM DEVELOPMENT	
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B	Participation through subcommittee
C	Participation in evaluation work of University
D	Conduction of workshops for orientation of staff
E	Communication to the stakeholders
IV	Institutional responsibility

STANDARD OPERATING PROCEDURE (SOP)
ON
INSTITUTIONAL CURRICULUM DEVELOPMENT

PREAMBLE

I. Participation of the institution in Curriculum Development

St. Vincent College of Commerce is permanently affiliated to Savitribai Phule Pune University, Pune. The affiliating university takes all the decisions regarding the curriculum and its development. The program the main responsibility of curriculum development is handled by the University, still the college cannot shy away from its responsibility. Teaching faculty is involved in teaching daily and is in connection with the large number of students. They are the best source to understand the needs of the students. Structure, Syllabi for each course, changes in the program and its structure, the evaluation pattern, the system to be followed are the decisions generally taken by the university and the affiliating colleges have to follow these decisions. Moreover for the co-curricular activities the faculties are in touch with the organizations, industries and varied institutions. In short, teachers can contribute in developing a curriculum that will be the most updated and hence useful to the students.

II. Need for participation:

For holistic development of students, the program and course should be updated time and again. As the college is affiliated to the university, it has to follow the syllabus set by the university. Colleges can contribute by participating at various levels in the university and updating the existing curriculum. Moreover, the college acts as a mediator between the university and its stakeholders. Hence it is the prime responsibility of the college to communicate to the university the changes inspired by the stakeholders.

Teaching faculty is in direct contact with the large crowd of students, industries, organizations and institutions existing in and around the vicinity. Besides, the faculty is in communication with their academic peers too. Every year college takes feedback from students, teachers and employers regarding the curriculum and its effectiveness. Hence has an updated knowledge about the needs of these stakeholders and the market. Similarly, colleges under pretext of parents meeting and various activities invite parents to the college and thus are in contact with them. The teaching faculty is aware of their needs. Parents' feedback gives the right perspective regarding parents aspirations about the syllabus and the changes required in it. All this has to be effectively communicated to the university. College gets representation in university, this can be done effectively.

III. Methods of participation:

The college can try and participate at various levels of university administration.

A. Participation as Senate members/participation in management council / BOS etc

The college administrators like the principal and other cadres of management will try to get representation in the highest level of university administration like the management council. This will pave the way to college to be part and parcel of all the amendments in the curriculum and also in policy decision making. At the department level, every department/ faculty in the university has its Board of Studies that is responsible for the curriculum, its update and also takes decisions regarding the evaluation pattern. The head of the departments and other senior staff members will try to get representation as chairman/ members of board of studies either by contesting elections or any other way that seems fit by the university, Board of studies and the college. The members selected will act as representatives of the college and will communicate the required changes to the said board of studies members. The teachers who have been elected as members of the board of studies will take the responsibility sincerely and will follow all the rules and regulations accordingly. They will attend most of the meetings organized and will miss them only in the emergency either personal or professional. The IQAC will monitor the number of BOS in the college, will motivate more and more staff for their presentation and will be responsible for the documentation of all the progress regarding the same.

B. Participation through Subcommittee

All the teachers will not be able to be members of the Board of studies and participate in university administration. But they can contribute their expertise by communication with the Board of study members of their respective faculty. A change in the syllabus and the structure of the program is a regular practice for the university. These changes are brought every year for a definite class. While bringing these changes, the university forms a subcommittee termed as subject experts. The teachers who are not members of the board of studies should try to get representation in these committees so that they can communicate the changes and contribute to the curriculum development. The principal of the college, IQAC should motivate the teachers to represent the college.

C. Participation in evaluation work of University

Evaluation pattern, its structure and timely evaluation is an important part of any university and college. College will be utmost sincere in following all the rules and regulations regarding evaluation and will handle its part of responsibility. Accordingly, university examination and evaluation will be given prime importance in the college.

The principal, IQAC and head of the respective departments should motivate maximum staff members to participate in the evaluation work of the university either as the chairman, moderator, Paper setter or evaluator or examiner. The way theory examinations are conducted, in the same manner practical examinations are equally important. Teaching and administrative faculty will try and participate in varied activities of examination and will complete the

activity in due time.

D. Conduction of workshops for orientation of staff

The elected members of the board of studies and the subcommittee or experts will contribute in the restructure of the syllabus and in the curriculum development. These efforts and the newly formed syllabus have to be effectively communicated to the entire teaching fraternity. For this college will take the lead and organize syllabus restructuring workshops for varied courses. The college will collaborate with the university and will invite the experts to share the expertise with teachers of the college and in and around the vicinity.

The IQAC will motivate the departments to hold such workshops and will also help and monitor these workshops.

E. Communication to the stakeholders

The curriculum and its delivery should be communicated to the stakeholders like parents, students and alumni through orientation programs, induction programs and parents teachers meet. The college website should be updated with all the information for better communication. The teachers in their varied roles like head of the departments, class teachers, mentors etc. should update the stakeholders the curriculum and its effective delivery.

IV. Institutional Responsibility:

The IQAC will plan the annual contribution of the staff in the university administration including curriculum development and evaluation.

The Principal will communicate with the head of the departments and teachers in the meetings.

The respective departments will cooperate with the board of study members and relieve them from attending the meetings. The college will relieve the paper setters and examiners for paper setting and evaluation of the examinations. College will provide infrastructural facilities and other facilities required to conduct the workshops related to curriculum development. The IQAC will take the cognizance of all the work done by the respective departments in the college.

STANDARD OPERATING PROCEDURE (SOP)
ON
RESEARCH, INNOVATION AND EXTENSION

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PREAMBLE

RESEARCH, INNOVATIONS AND EXTENSION

I. Introduction

The college will strive hard to develop a research culture and develop an incubation center in the college. The college realizes the importance of reaching to the society and helps the varied section. To achieve the motto and develop a sense of social responsibility, the college will systematize the activities and will motivate the staff and students to actively participate in the social extension activities. The college will take due efforts to develop collaborations with institutions and organizations around.

II. Purpose

To motivate the staff members to apply for government and non-government grants including private agencies to help them enrich their personal research profile and in turn the college profile.

To create an ecosystem for innovation including the incubation center and other initiatives for the creation and transfer of knowledge by conduction of activities like workshops/conference, discussion with expertise etc. on the related topics.

Motivate the staff to publish their research in-journals (international and National), in conferences- organized by the college and other colleges and institutions (international and National), and to publish books- reference and text books at national and international level. Motivate staff members to file their research work for patents and acquire the same.

Expand their search work by collaborating with other institutions either through linkages or MoUs.

To help the stakeholders develop a feeling of social wellbeing by motivating them to participate in the extension activities organized by the college.

III. Establishment of Research Advisory Committee

The IQAC will establish the research advisory committee to inculcate and enhance the research culture in the college. The research advisory will comprise of the external experts and in-house experts in the college. The college will also appoint an Academic Research Coordinator to act as an in-charge and coordinated research activities.

IV. Policy Regarding Research Activities

The college will motivate the staff to undertake research activities at varied levels and will also provide resource mobilization sources to the staff.

□ Research Grants

The Research Advisory committee will motivate the staff to apply for grants announced by the government under DBT, DST etc. The committee will provide information regarding announcements of grants by UGC for research purposes like major research projects; minor research projects etc. and motivate the staff to apply for the same. The affiliating university provides grants to conduct minor research projects. College will motivate the staff to apply for the same.

For research grants, College Will Provide the Following Facilities:

1. Duty leave or facility of half day leave for the teacher conducting research.
2. Quick reimbursement to research funds to the concerned teachers.
3. Facility of auditing the funds to the staff before submission.
4. Infrastructural facilities like access to books and reference books, digital library, laboratory instruments and lab materials, computer and computer related software and any other help required by the staff.

5. The college will help the staff if they need the access to central university facilities like laboratory, library etc.
6. Any other facility required by staff to initiate or complete the research activity.

□ **Research Guides**

College will motivate the staff and create a research oriented atmosphere so that maximum staff members register for their doctorate degree.

The Staff Will Be Motivated To Apply For Research Guideship.

□ **Research Center**

One of the aims of the college is to plan for the establishment of research centers. The college will motivate the staff to complete all the compliances to establish research center/sin the college.

V. Creation of Innovative Ecosystem

The IQAC will establish an Innovation and Incubation center for the creation and transfer of knowledge. The Composition Of The Committee Will Be _

Sr. No.	Designation
1.	Principal
2.	Teacher representatives In-charge
3.	IQAC Coordinator
4.	Teaching Faculty Member
5.	Teaching Faculty Member
6.	Teaching Faculty Member
7.	Teaching Faculty Member
8.	Teaching Faculty Member
9.	Teaching Faculty Member

The Functions of The Committee:

- Conducts Workshops / conference / seminars on Intellectual Property Rights and Industry-Academia Innovations And Practices.
- To help the students to solve some of the problems associated with running a start-up.
- To apply for various funding agencies to establish research facilities in the college.
- To conduct activities in the college related to entrepreneurship skills start-up.
- To participate in the activities initiated by the affiliating university and activities initiated by the government.

The incubation center will submit an Action Taken Report to IQAC every year.

VI. Conduction of Workshops/Conference/Seminars on research related topics

The college will conduct Workshops/conference/seminars on research related topics like

- Research Methodology
- Industry academia relations
- Innovations and innovative practices
- Entrepreneurship
- Start-up industries and facilities for start-up

The workshop will be conducted at International/National/college level.

The IQAC will plan the seminars and conferences related to the topics and will organize them either independently or in collaboration with the departments.

The cell will also take their view from the academic research coordinator regarding the research progress in college.

VII. Impetus to Research Publications and Awards

The college will focus on creating a research culture among the staff and students. For this the research advisory committee will meet at-least twice a year and plan for the same.

Increasing the contribution of the teachers in research publications will be one of the important aims of the IQAC and research committee.

The teachers will be provided with all the facilities like laboratory, library, duty leave etc for the same.

The teachers who will be publishing their research in renowned journal like SCOPUS indexed journals/web of science and other international indexed

journals will be recognized by the college. Teachers will be motivated to follow the ethics in publishing research papers and books.

The teachers will also be motivated to publish their research work in journals recognized by the UGC. The teachers will be provided with the due information regarding the same.

The teachers will be motivated to participate in international conferences organized by the institutions and organizations outside the country and within the country.

Financial help, duty leave etc will be provided to the teachers participating and presenting their papers in any of the sources.

The college will recognize the teachers getting awards and recognition during the presentation of their research work.

The teachers and students will be motivated to file their research work for patenting and or copy rights. The college will provide all the infrastructural and other support to the teachers.

VIII. Collaborative Activities in College

The research committee and IQAC will monitor the collaborations of the college and departments with external agencies and institutions. The Collaboration will be for the following purposes

- For conducting value added courses, the college will collaborate with specialized institutions in and around the college vicinity.
- For conducting activities like faculty exchange programs, student exchange, internship, on the job training, research etc., college will collaborate with nearby universities, colleges, institutions, service industries etc.

- For conducting extension Activities College will collaborate with private societies, non-government organizations, clubs etc.
- For the benefit of the students in co-curricular activities or academic or research activities, college will plan for the linkages.

The college will plan these collaborative activities in such a way that regular academic or support schedules of the college are not hampered. These MoUs can be made on the stamp paper on the letterheads.

STANDARD OPERATING PROCEDURE (SOP)

ON

WELFARE-POLICY

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PREAMBLE

WELFARE OF STUDENTS, ADMINISTRATIVE AND TEACHING STAFF

St. Vincent College of Commerce, Pune was established in 1970. Since its inception it believes that the Human resource is the pillar of a strong educational institution. The educational institute will work hard to make the pillar stronger and stronger. The college will be committed to keep its human resource safe and remove the barriers to learning, teaching and will strive to develop a congenial atmosphere. The college acknowledges that welfare and qualitative outcomes are inextricably linked. Hence the college will support those welfare measures that will promote high standard of discipline and behaviors of its human resources by ensuring that they follow a code of conduct that fosters and maintains a positive image of the college. To help the stakeholders to prosper academically in a personal atmosphere the college will make the IQAC functional. The committee will be framing the welfare policy and suggest measures to inculcate a quality atmosphere in college.

I. Establishment of IQAC

The college will establish IQAC according to the composition given by NAAC office, Bangalore. The Cell will be headed by an IQAC Coordinator. IQAC will be responsible for the planning of all quality initiatives and its implementation. The Composition will change according to the changes in the college committee and

their-charges. IQAC will form the code of conduct committee and help the committee frame the code of conduct for all the stakeholders. The IQAC will review the work of the code of conduct committee and suggest changes if any.

II. Establishment of Code of Conduct Committee

IQAC will establish a code of conduct monitoring committee.

A. The Composition Of The Committee Will Be Asunder

1. Principal-Chairman
2. IQAC Coordinator-Member
3. Senior teacher–In-charge of the committee
4. 3-4 Senior teachers-Members

B. The functions of the committee will be

1. Enlisting of stakeholders associated with the institution
2. Framing Of Code Of Conduct For All The Stakeholders.
3. Reviewing the code of conduct with the IQAC Coordinator.
4. Posting The Code Of Conduct On The College Website
5. Yearly review of the follow-up of code of conduct by the stakeholders.
6. Submission of compliance report to the IQAC Coordinator.

III. Constitution of Welfare Policy

The stakeholders as employee will get the following benefit from college

A. Financial Facilities to the Stakeholders

- General Provident Fund (GPF) for grantable staff
- General Provident Fund scheme

- Gratuity funds for Non-grant employees.
- Medical claim for reimbursement of medical expenses
- Retirement pension as per government rules and regulations
- Contributory Pension for teaching and non-teaching staff.
- Linked group insurance for all the grantable and non grantable-teaching and non teaching staff of the college.
- Group Accident Insurance facility for the grantable staff
- College working as the agent on behalf of the teachers and administrative staff.
- Fee concession to the wards of employees
- Any other benefit to the existing employees or dependents of deceased employee as per the rule.

B. Administrative Facilities to the Stakeholders

1. Leaves and special leaves

- The Facility Of Special Medical Leave
- Special Child Care Leave Facility
- Special Corona Leave
- Maternity Leave for 180 Days.
- Paternity Leave For 15 Days.
- Medical Leave For 20 Days (halfpaid)
- Study Leave For Pursuing Higher Studies
- Duty Leave And Also Financial Reimbursement
- Earned Leave

2. Training and felicitation

- Faculty development programs for the teaching and nonteaching staff

- Special training to teaching faculty
- Training Programs for non-teaching
- Felicitation of the teaching and non-teaching staff for special achievements

3. College activities

- Yoga and Meditation for physical and mental fitness
- Use of college infrastructure for fitness and entertainment
- Celebration of Festivals

4. Compensation facility employment to the deceased employee's dependents.

Any other facility, essential for the mental and physical well-being of the teaching and non-teaching staff of the college.

IV. Compliance Report of the Welfare Facilities

An annual review will be taken by the IQAC regarding the compliance of welfare measures. Their view will be taken from the establishment section, accounts section as well as from the respective head of the department.

V. Appointment of Human Resource Manager

The college will appoint a HR to manage the welfare policies. The duties and responsibilities of the HR will be

1. Keeping documentary evidence of the workforce of the college.
2. Organizing welfare activities for the teaching and non-teaching staff.
3. Acting as a coordinator between the staff and the Principal.
4. Keeping a leave record of the workforce.

5. Solving any grievances of the teaching non-teaching staff of the college.
6. Maintaining the record of outsourced house cleaning staff.
7. Maintenance of the Decorum of the College.
8. Communicating swiftly the problem site to the principal and management.

VI. Role of the college

Principal of the college will be appointing the IQAC coordinator and will take compliance of the activities. The College will appoint HR and will take compliance of the work of HR. College will provide the required infrastructure to the committees and cell to conduct the activities.

STANDARD OPERATING PROCEDURE (SOP)
ON
PERFORMANCE APPRAISAL POLICY

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X.	Appraisal Process

PREAMBLE

PERFORMANCE APPRAISAL POLICY

This policy is designed to help employees to achieve the set objectives and act as a reward for their contribution to the progress of the College/Institute. This policy is a major part of the performance management system and promotes employees towards achieving their professional goals, development in academic growth, enhancing their research skill, and improving work quality and efficiency in College/Institute.

I. Introduction

- This policy provides a guide to employees on the purpose of the performance appraisal and to ensure that the work performance and training needs of every employee is managed effectively and fairly. It is a step taken by the College/Institute to know about the ability, potential, and aspirations of the employees.
- While this policy applies to all employees of College/Institute, there may be some cases where the process is amended so that it is appropriate to the role.

II. Purpose

- The Purpose of this policy is to discuss, planning and reviewing the performance of each employee of College/Institute.

- To give an appropriate direction to annual salary increment, promotions and transfers, and provide a streamline procedure in conducting performance reviews and evaluation.
- To make employees aware of the performance appraisal system, framework and participation process.

III. Scope

- This policy is applicable to all Teaching & Non-Teaching Staff (Permanent/Temporary/Contractual Staff) of the College/Institute.

IV. Objective

The performance appraisal system of the College/Institute is developed based on the long-term goal. The objective of performance appraisal policy is_

- To make employees aware of the future prospect in the College/Institute
- To create a supportive environment in the College/Institute to discuss the career aspirations and developmental
- To develop innovative skills in
 - i. Teaching
 - ii. Research
 - iii. College/Institute Activity
 - iv. External Activity
 - v. Administrative/Examination

V. Eligibility Criteria

- Employees who have completed one year uninterrupted service are eligible for performance appraisal effective then ex financial year.

VI. Performance Appraisal Date

- The performance appraisal period & financial year is the same i.e.1stApril. Period of performance appraisal of new employees will be irrespective of their date of joining in the college/institute.

VII. Policy

- A performance appraisal system gives individual employees and their department coordinator an opportunity to review performance, to look back on what has been achieved during the past year then agrees future objectives. It is also the time an employee can agree personal objectives, and any learning and development requirements which may help.
- The Appraisal System Is Designed:
 - ✓ To Be A Positive Process.
 - ✓ To Raise The Quality Of Services Provided By Motivating
 - ✓ To Increase work satisfaction
 - ✓ To identify appropriate training and development requirements.

VIII. Policy Aims

- College/Institute recognizes that employees perform most effectively when they have clear expectations of their work profile, role and purpose, their goals, objectives, and of the wider aims of College/Institute.
- The policy aims to ensure that employees:
 - ✓ Know what is expected of them i.e. the required standard of performance and how they should do their job.
 - ✓ Receive feedback which aims to improve and develop performance and recognize their achievements.
 - ✓ Identify areas where improvement is required and training and development needs.
 - ✓ Have a mutually agreed plan to achieve both development goals and employee career development.

IX. Roles and Responsibilities

College/Institute Is Responsible For:

- Setting Sustainable Standards.
- Providing advice and guidance to HOD's on implementing the policy.
- Ensuring that appropriate training and development is available for HOD's and employees.

- Holding an appraisal meeting and an appraisal review each year.
- Appraising employees in a fair and objective manner against agreed objectives and action plans.
- Following Up Actions Arising From Appraisals.
- Ensuring that a written record of the appraisal meeting is completed.
- Informing employees how the appraisal scheme works and how it will affect them.

HOD's are responsible for:

- Ensuring each staff in their department is clear about what is expected from them.
- Ensuring that new employees have work goals and objectives set as part of induction.
- Meeting employees on a regular basis to review progress.

Employees are responsible for:

- Taking an active role in reviewing their performance appraisal goals objective setting.

X. Appraisal Process

- **Self-assessment**

Employees will be informed of the appraisal at least 2 weeks before the appraisal one-to-one meeting. A copy of the appraisal Self-assessment form will be given to the employee so the employee has an opportunity to contribute. A copy of the completed self-assessment form should be returned to the Coordinator 1 week before the appraisal one-to-one

meeting.

- **Appraisal Performance**

The Coordinator will use the appraisal performance checklist to prepare for an appraisal meeting by considering what criteria to use to measure employee performance this will set the measure of performance.

- **The One to One Meeting**

The appraisal one-to-one meeting will be carried out in private so as to provide for confidentiality. Sufficient time will be allocated so that the meeting is unhurried and any discussion is properly considered. However, it must be understood to the employee that information filled in the form by them has to be explained in appraisal one-to-one meetings. The one-to-one form should be used to record an employee/HOD/college authorities meeting. The Coordinator should complete this format, or immediately following the meeting, ensuring that it is signed by both themselves and the employee. A copy will be given to the employee.

- **The Appraisal Record**

When an appraisal is completed, it should be recorded using the appraisal form. This form should be completed by the appraiser and counter signed by the employee and the appraiser's Coordinator so the employee is aware of the competencies that are critical for effective performance of that role. A copy of the form should be given to the employee as soon as possible.

Employees may use as a last resort College/Institute Grievance Procedure to resolve problems as to the accuracy or the fairness of the appraisal.

- **Non Compliance**

All employees have a role to play in enforcing the policy.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs so expected standards of performance, resulting in reduced effectiveness or efficiency and underperformance. Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with College/Institute Disciplinary Policy up to and including dismissal.

- **Implementation of the Policy**

Overall responsibility for policy implementation and review rests with College/Institute authorities. However, all employees are required to adhere to and support the implementation of the policy. College/Institute will inform all existing employees about this policy and their role in the implementation of the policy. Coordinator will give all new employees notice of the policy on induction. This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings.

- **Monitoring Policy**

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective College/Institute has been.

- **Reviewing Policy**

This policy will be reviewed, if necessary, Improvements will be made to the management by learning from experience and the use of established reviews.

- **Policy Amendments**

Should any amendments, revisions, or updates be made to this policy it will be the part of higher authorities. College/Institute will be responsible to see that all relevant employees receive notice/information.

- **Additional Information**

If an employee requires any additional information regarding this policy, they can contact their Coordinator. In the unlikely decision made, employees could use College/Institute formal Grievance Procedure. The above recommended policy is a guideline as such the same is subject to review/change/amended from time to time.

STANDARD OPERATING PROCEDURE (SOP)

ON

DECENTRALIZATION, PARTICIPATORY MANAGEMENT AND ACCOUNTABILITY

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DECENTRALIZATION, PARTICIPATORY MANAGEMENT AND ACCOUNTABILITY	
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B	Internal Quality Assurance Cell
C	College Committees
D	Mandatory Committees By Government and Affiliating University
II	Preparation of Organogram
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IV	Policies Regarding Appointment
V	Policies Regarding Promotion
VI	Policies Regarding Grievance Redressal Mechanism
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PREAMBLE

St. Vincent College of Commerce, Pune is a single faculty college imparting education to boys and girls in varied disciplines. In order to achieve its vision and mission along with goals and objectives, the college believes in decentralization and participatory management. In addition college has always believed in self-motivation and accordingly developing the practice of self-accountability and self-discipline becomes an essential practice.

In a very short period, college has established itself as a brand in itself due to some inherent administration practices like Decentralization and Participative Management. The growth and development of an institution is the result of the combined efforts of all the stakeholders who work towards attaining the vision of the institution. Right from the President of the Society to the staff and students, all the stakeholders have a role to play in building the college. Their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees have immense contribution in the day to day functioning of the college. College provides controlled autonomy to its components and thus gives equal opportunity participation all its components.

The Poona Jesuit Schools' Society as parent body takes care of the infrastructural facilities to the college. The huge infrastructure along with its management, decorum and maintenance is an unique example in itself. The management also takes care of the amenities needed for the teaching staff, non-teaching staff and students. The constant upgrade of the infrastructure provides a free hand to the head of the institution to carry out the activities in order to reach the expected maximum standard and also to motivate the stakeholders to give their optimum.

The principal, course coordinators, head of the departments, committee in-charges, student's council, alumni and parents concentrate on fostering the progress of the institution by sharing the responsibility and participation in the growth of the institution and help to achieve the set aims and objectives.

I. Establishment of Committees

Principal is the member secretary of the governing body and member of the college development committee. He is also the chairperson of the IQAC. He plays an important role in the establishment of CDC and IQAC. Principal in consultation with the Teachers plan and implement different academic, student administration and related policies.

A. **College Development Committee:** the highest body of decision making at college level and comprises management representative, Head of the institution, society representatives etc. Composition of the college development committee will be according to the directives given by the affiliating university.

Sr.No.	Designation
1.	Chairman
2.	Member (Management's Representative)
3.	Member (Management's Representative)
4.	Local Member
5.	Local Member
6.	Teacher
7.	Teacher
8.	Teacher
9.	Teacher
10.	IQAC Coordinator

11	Student Member
12	Non-Teaching Employee
13	Principal

The committee will meet at-least twice a year and will take important decisions related to development of the college and will take compliance of the activities conducted throughout the year. The CDC will be the nominal committee at college level.

B. Internal Quality Assurance Cell (IQAC) will be the cell headed by the Principal and the IQAC Coordinator. The cell will be established and reframed according to the guidance given by the NAAC office, Bangalore. The cell will be managed by the IQAC Coordinator.

Composition of IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The Composition of the IQAC maybe as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to Eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers/Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication. IQAC will ensure decentralization and participatory management with the help of formation of committees.

C. College Committee's

Some of the committees to be framed for smooth functioning of the college.

- Library Advisory Committee
- NSS and Social Extension Committee
- Students development and grievance redressal Committee
- Research Advisory Committee
- Student council
- Staff council
- Time Table Committee
- Examination Committee
- Magazine Committee
- Sports Committee
- Placement & Career Guidance Cell
- Competitive examination Cell
- Environmental Cell

- Association of various faculties
- Alumni Association
- Foreign cell
- Student counseling cell
- Cultural Committee
- Career Advancement Committee
- Website up-gradation committee
- Prospectus committee

The IQAC will take decisions of reframing the committees and adding to the existing list.

D. Mandatory Committees by Government and Affiliating University

Beside all above committees, some committees will be framed in accordance with the government, UGC and affiliating university's guidelines like,

- Sexual Harassment Prevention & Women's Grievance Redressal Committee
- Anti-Ragging Committee
- Admission Committee
- Discipline Committee
- Caste based discrimination committee.
- Innovation and Incubation center

II. Preparation of an Organogram

The IQAC coordinator will prepare an Organogram of the college. He/She will finalize the hierarchy of the college along with the Principal of the college. He/she will determine the functional responsibility of each hierarchy and accordingly communicate with the stakeholders. At each level, the participants

will be given functional responsibility and administrative decision making responsibility. The responsibilities will be communicated in the general/Coordinator meetings held by the principal in the beginning of each academic year. The IQAC will monitor the roles and responsibilities of the entire structure. A code of conduct policy will be prepared under the supervision of IQAC coordinator. It will be approved by IQAC and then communicated to the stakeholders.

III. Establishment of Code of Conduct

The IQAC will establish a code of conduct committee. The committee will establish a code of conduct for all the stakeholders. The code of conduct will be reviewed by the IQAC Coordinator and will be published and communicated with all the stakeholders.

Composition of Code Of Conduct Committee

Monitoring Committee: Code of Conduct

Sr No.	Designation
1.	Principal
2.	IQAC Coordinator
3.	In-charge of the committee
4.	Member
5.	Member
6.	Member
7.	Member
8.	Member

IV. Policies Regarding Appointments

According to the guidelines given by the affiliating university, the college will frame its policies of appointment and promotion.

While appointment of the new staff, the college will

1. Appoint qualified staff
2. Candidates with Ph.D. as the highest qualification for teaching staff should be preferred.
3. For non-teaching staff, norms of government of Maharashtra and affiliating universities will be followed.
4. The college will follow all the norms of advertisement and time bound appointment procedure will be followed.
5. College will have complete transparency in the appointment of the staff.
6. For interviews, a committee of subject experts (internal and external) will be appointed.
7. Announcement of selected candidates.
8. The college will complete the formalities of joining within the stipulated time.
9. For new entrants an orientation program will be planned either at college level or departmental level.

V. Policies Regarding Promotion

Colleges will follow norms of government and affiliating universities in matters of promotion.

1. CAS Norms will be applicable to both teaching, non-teaching staff of the college.

2. The circulars of the CAS norms will be communicated timely to the staff.
3. The CAS committee will be formed and the committee will help the deserving teaching and non-teaching faculty to complete the formalities.

Sr.No.	Designation
1.	Chairperson
2.	In-charge of the committee
3.	Member
4.	Member
5.	Member

4. Duty leave will be provided to the staff appearing for CAS.
5. After CAS, college will complete the formalities associated with the same.

VI. Policies regarding grievance redressal mechanism

The college will adopt a no tolerance policy for any harassment of students and staff in general and of women in particular. Accordingly, committees will be formed and they will be functional committees.

1. Sexual anti-Harassment committee

Sr.No.	Designation
1.	Chairperson
2.	In-charge of the committee
3.	IQAC Coordinator
4.	Member
5.	Member
6.	Member

2. Discipline committee

Sr.No.	Designation
1.	Chairperson
2.	In-charge of the committee
3.	Member
4.	Member
5.	Member
6.	Member
7.	Member
8.	Member

3. Anti-ragging committee along with anti-ragging inspector and monitoring committee.

Sr.No.	Designation
1.	Chairperson
2.	Member from Police Department
3.	Member from Media
4.	Member from NGO
5.	Member & Nodal Officer
6.	Member & parent
7.	Member
8.	Member & Ex-Student
9.	Member from non-teaching Staff

VII. Role of the institution

The college will provide all the necessary infrastructural support. An IQAC room will be provided to the IQAC Coordinator along with an assistant and required technical support. The Principal will communicate with the coordinator with respect to formation of committees. The IQAC Coordinator will be given required autonomy total quality decisions and initiatives.

Regular organization of meeting, taking compliances of the work done at each level of organogram will be responsibility of IQAC coordinator along with the Principal of the college.

STANDARD OPERATING PROCEDURE (SOP)

ON

INSTITUTIONAL STRATEGY FOR MOBILIZATION OF FUNDS AND OPTIMUM UTILIZATION OF RESOURCES

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V	Identification of Sources Of Income
VI	Maintenance of Documents And Financial Record
VII	Role of The Institution

PREAMBLE

INSTITUTIONAL STRATEGY FOR MOBILIZATION OF FUNDS OPTIMUM UTILIZATION OF RESOURCES

I. Designing of Resource Mobilization Strategy

St. Vincent College of Commerce, Pune was established in 1970 under the valuable guidance of the President, The Poona Jesuit Schools' Society. The college started its corporate life with a handful of students and limited faculty, but soon progressed to a college imparting education to more than 500 students in diverse discipline

The college could achieve success in a short time due to discipline in all its fields including financial discipline. The twin main aim since establishment in the financial aspect is one maximum mobilization of funds from varied sources and second optimum utilization of resources for the benefit of the stakeholders.

College has 2f and 12A recognition and hence has to avail maximum benefit and facilities from UGC. Moreover it is also permanently affiliated to Savitribai Phule Pune University hence can get financial resources from it too. College will design a definite policy to avail benefits from varied sources.

II. Identification of priority areas

The college will identify varied areas of priority and accordingly plan mobilization of funds. For identification of areas, the college will take help from IQAC as a think tank Will establish committees like NSS, Student development committee etc.

Will appoint prominent posts like IQAC Coordinator, Academic Research Coordinator, Student Development Officer, NSS program Officer etc.

Will monitor the working of administration sections like students section, establishment section, accounts section etc.

Will appoint an In-charge for each administration section who will be responsible for coordinating the activities.

The priority areas will be decided by principal in consultation with CDC, IQAC, Course coordinators, Head of the departments and in-charge of various sections.

III. Sources of Resource Mobilization

The college will mobilize funds from following sources:

A. Funds from Government:

Salary and Non Salary grants

Scholarships and freeships for students of diverse fields

Grants for Participation Programs Announced By Government

B. Funds from University:

The affiliating university provides grants for

Student development activities: Student development officer and student development activities

NSS activities: winter camp, and NSS activities. Research

activities: Minor research projects for teachers,

Research project competition-for workshop

Examination grant for conducting examination

College examination- UG and PG-theory and Practical - both internal and external examination.

Grant for SET / NET examination

Grants for conducting CA examinations

Grants for conducting guest lectures, workshops/conference/seminars

Special Equipment Fund

Grants for sports Equipment

Karmveer Bhaurao Patil-Students earn and learn scheme.

Scholarships for students

Grant for certificate courses

C. Funds from UGC (if applicable):

Travel Grant

Research grants: Major and Minor research projects of UGC

Development grant

Grants under special schemes organized by UGC

D. Funds from Self-financed courses

For Infrastructural Development And Maintenance

Salary of Teaching And non-teaching staff

Gymnasium Expenses

Any other as required by college in its regular administration

E. Contribution by private bodies and NGOs: inform scholarship/sponsorship etc.

F. Any other sources for or from students-pastor present students.

IV. Monitoring and evaluation of resource mobilization

The college will establish a proper channel for monitoring and evaluating resource mobilization in the college. Various posts will be created and additional responsibilities will be handed to the staff and head of the departments.

- Government grants will be monitored by the account section and review of the same will be taken by the IQAC.
- University grants will be monitored by Academic research coordinator. He/she will give the report of the same in the head of the department meeting. A review of the same will be taken by the IQAC.
- Grants from UGC will be monitored by:
 - UGC committee
 - Head of account section and Office superintendent of the college
- Funds received in the form of fees will be monitored by the accounts section under the supervision of the principal of the college.
- The private and government scholarships will be monitored by the scholarship section and a report will be submitted to the IQAC.
- Contribution by Alumni will be monitored by the alumni association coordinator and the accounts section.
- In case of any other contribution, the principal will hand over the responsibility to the teaching or non-teaching staff of the college.

V. Identification of Sources Of Income

The concerned in-charges, head of the departments and coordinators will be responsible for identifying the sources of income. They will present the sources in the head of the department meeting and a joint decision will be taken to create new

sources. Each in-charge will be responsible for taking the compliance and completing the audit and other formalities.

VI. Maintenance of Documents and financial Record

All the records of the courses, sources of funds will be kept at two levels: one in the respective department and another in the accounts section.

VII. Role of the Institution

The Principal will appoint in-charges/head/coordinator for all the respective responsibilities.

College will provide the required infrastructural facility and also human resources according to the requirement.

The audit of the grants will be done on a regular basis. Compliance of the audit will be a joint responsibility of the coordinator and the accounts section.

STANDARD OPERATING PROCEDURE (SOP)

ON

INSTITUTIONAL VALUES AND BEST PRACTICES

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INSTITUTIONAL VALUES AND BEST PRACTICES	
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II	Promotion Of Environmental Consciousness And Sustainability
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IV	Water Conservation Facilities In The Institution
V	Green Campus Initiative
VI	Quality Audits In The Campus
VII	Disabled Friendly Environment
VIII	Creation Of An Inclusive Environment
IX	Promotion Of Human Values And Professional Ethics
X	Development Of Best Practices

PREAMBLE

St. Vincent College of Commerce, Pune is a renowned college in and around Pune. The contribution by all the pillars-benevolent management, active teaching and non-teaching staff, qualitative students (present and past), parents is commendable. The College Will Continue to Increase the goodwill and reputation established due to its persistent work. For it, the college will develop a systematic plan to develop institutional value among its stakeholders. The College will develop such practices that can be termed as best practices and will help the college to carve a unique identity in and around the vicinity. The practices that are being developed as best practices should have all the evidence required by the monitoring authorities like NAAC. The IQAC coordinator will help the college in developing a systematic approach regarding the same. These practices should be continuously organized and the college will strive for the best outcome.

Holistic development of students is the main motto of the college and accordingly the college will plan for the activities. While planning and conducting these activities, college will follow secularism and will inculcate a harmonious environment giving impetus to all the religions. The college will make the place safe for girls by providing all the possible facilities. The departments will be motivated to celebrate all the important days at international and national level.

I. Promotion of Gender Equity

IQAC will prepare a gender sensitization plan for the college. It will promote the activities That Will Make the college safe place especially for girls.

The college will focus on providing infrastructural facilities to students, especially girls. These facilities will be related to safety and security of the students- the college will install CCTV cameras in its campus, the parking place will be separate for girls and boys, and common rooms for girls and boys will be provided. The college will have a functional counseling cell that will help the students in any kind of distress. The IQAC along with the departmental heads will plan and execute activities that will promote gender sensitization in the college. Students and staff will be made aware of legal, constitutional, financial and other rights bestowed to females in the country. The IQAC will frame mandatory committees ensuring safety of the students, especially girls. Any mishap or incident will be taken timely cognizance by the college authorities. The college will conduct awareness programs for boys regarding behavior towards girls.

II. Promotion of Environmental Consciousness and Sustainability

The college is conscious regarding its role in energy conservation, especially electricity. Hence, it will develop facilities for alternate sources of energy and energy and energy conservation measures. These measures can be taken step by step and in the end achieve the aim of energy conservation. Alternate sources of energy like solar energy and biogas plants will be installed in the college. The college will take the help of the parent institute and sister concerns in creation of these facilities. The college will promote use of sensor based energy conservation methods to minimize the use of electricity. The entire building will be having LED

bulbs and power efficient equipment to ensure optimum use of electric resources. The college will go through energy audits in order to know the effectiveness of its practices related to conservation of the electricity.

III. Management of Degradable and Non-Degradable Wastes

The college will develop was management measures for

1. Disposal of canteen/eatery food waste.
2. Disposal of the laboratory was especially hazardous waste.
3. Disposal of e-waste.
4. Disposal of paper waste like newspapers, answer sheets, waste paper in officesetc.
5. Disposal of the garden waste and other green waste in college premises.
6. Disposal of old furniture and fixtures.
7. Disposal of non-biodegradable waste like plastics.

For the proper disposal college will develop

- Solid waste management system
- Liquid waste management system.
- e-waste management system
- waste cycling system

The IQAC will collaborate with institutions and agencies for managing all the waste effectively. College will move toward GREEN CAMPUS. Various programs will be conducted to implement the policy on green campus. Awareness will be created among all the stakeholders.

IV. Water Conservation Facilities In The Institution

The college realizes that planning of water conservation is as important as electricity conservation. The college is blessed with huge infrastructure surrounded by open space. Some of the space will be used to develop rain harvest. Parent institute has a bore well and it takes connectivity and supply of water. The building has tanks connected to the well. The college has also installed a RO machine for purification of water. The maintenance team of the college will maintain the cleanliness of the tank and RO machine and report the same to the Principal or to other competent authorities of the college. The College has installed a water recycling machine (STP) where the water is recycled. This recycled water is used for gardening, washing and other uses except drinking. The maintenance of the plant will be the responsibility of the college. The college will either maintain the plant on its own or will outsource the service. In case the service is outsourced, the college will appoint a competent authority to supervise the maintenance of the plant. The college will ensure distribution of water equally to all the floors. Each floor has drinking water taps installed. Maintenance of the same will be the responsibility of the college competent authorities. The college will take adequate measures for conservation of water usage.

V. Green Campus Initiative

The college is spread on a large campus of around 7.5 acres. There is enough space for a garden and it will be maintained by the botany department under the supervision of the Principal. The college will take adequate steps to maintain greenery on the college campus. Trees, plants and shrubs will be planted to maintain the beauty of the campus and to ensure oxygen supply. To keep the campus, pollution free colleges will follow steps like restricted entry to

automobiles in the campus, promotion of use of bicycles, usage of any vehicles that will reduce pollution etc. The college will ensure that the pedestrian pathway created is used by pedestrians and not used for other purposes like parking vehicles. The college will discourage use of plastic and plastic and plastic material in the college campus. IQAC will plan activities for the same.

VI. Quality Audits in the Campus

The college has created all the necessary initiatives to maintain campus green and for energy conservation. For maintenance and further improvement the college will conduct quality audits on environment and energy resources.

Accordingly, specialized institutions will be indulged to conduct green audit, energy audit, environment audit etc. IQAC will ensure proper compliance of the audit. College will obtain these audits on time and will communicate about the audit certificate to all the stakeholders. The IQAC will be responsible to create committee/s that will participate in competitions and help college to get certificates if any. The college will organize activities that will promote environment cleanliness and preservation. For all these activities College will take help from the students. The IQAC will keep cognizance and record of all the facilities.

VII. Disabled Friendly Environment

The main motto of the institution is to ensure equity of access to higher education for all the students. The college will provide facilities to diverse students. It will take care of physically challenged students. The college has created basic facilities like ramps, lifts and washrooms for these students. In addition, the college will provide human assistance for the visually and hearing impaired students. These facilities will be made available to other stakeholders like parents, alumni if they need these

facilities when they are in college premises. IQAC will add to the facilities like wheelchairs to the students, special sitting facilities in the class and library etc. An annual feedback of these students will be taken and IQAC will review the feedback and will generate the Action Taken Report. It will be the responsibility of the Principal, teachers and non-teaching staff to ensure a safe and secure atmosphere for these children. IQAC will take a review of the facilities and problems of any of these students.

VIII. Creation of an Inclusive Environment

Since its inception, St. Vincent College of Commerce is a conglomerate of urban and rural areas with all types of diverse crowd. Because of its reputation, college has an equal percentage of female students. The percentage of outside Maharashtra students and foreign students is also increasing. The college will develop a system to provide this diverse group a healthy and safe environment. Various committees will be created; systems like mentor-mentee will be generated to ensure that people of various cultural orientations can openly express their thoughts and views fearlessly. The college will ensure that all the students equally participate in teaching, learning, placement and social activities. They will feel protected from abuse, harassment and unjust criticism in an inclusive environment. The college conducts a program on secularism, celebrates all the religious festivals with equal vigor and provides equal opportunity to all the students without any prejudices and bias. The college through its activity will inculcate among its students a sense of tolerance and harmony towards, cultural, regional, linguistic, communal and socio-economic diversities. A view of these activities along with its outcomes will be taken by the IQAC coordinator every year.

IX. Promotion of Human Values and Professional Ethics

The college will always organize activities for inculcating values for being responsible citizens. The IQAC Coordinator will develop a system to focus on developing a feeling of respect towards the constitution and its components. The activities will develop respect towards ideals and institutions, the National Flag and National Anthem. The college will create an atmosphere of patriotism where in the students will be able to cherish and follow the noble ideals that inspired the freedom struggle. The college will organize activities that will create a sense where in students will protect and improve the natural environment. The college will organize inter-collegiate, inter-departmental workshops, webinars, conferences etc to inculcate sense of collective responsibility and cooperation among students. The college will organize activities that inculcate a sense of responsibility towards constitution, fundamental rights, sensible voting, directive principles etc. IQAC will plan the activities and get it implemented through departments with the motto to reach the maximum students in the college. The college will develop linkages, contact specialized institutions for conducting these activities.

X. Development of Best Practices In The College

The college realizes that every institution has its short term and long term goals. Achievement of these goals is possible only if college develops certain best practices. The IQAC—under the leadership of the IQAC coordinator will help the college to determine its best practices. The departments conduct some activity throughout the year or some part of the year. If these activities are conducted over a period of time, they are generated as best practices. The IQAC will identify these practices in all the NAAC parameters. This will help the college to derive its

distinctiveness and will also help in carving out a special class in university and society. Proper documentation of these practices will be the responsibility of the IQAC. A review of the activities will be taken by the IQAC Coordinator from committee in-charges, head of the departments and course coordinators.

STANDARD OPERATING PROCEDURE (SOP)

ON

INFRASTRUCTURE, IT'S DEVELOPMENT AND MAINTENANCE

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V	SOP On Library
VI	SOP On Optimal Utilities Of Resources
VII	Common Facilities Will Include

I. SOP on Directorate of Physical Infrastructure, LR & IT:

The college has adequate infrastructure facilities and resources for teaching learning activities as per the Government of Maharashtra resolution (no. NGC 2012 / (247/12) / MS4 dated 2nd September 2013). Renovation of infrastructural facilities will be done as and when required. The college will have all the basic and advanced amenities like classrooms, smart classrooms,

laboratories, language lab, commerce lab, well equipped office, a conference hall, seminar halls, washrooms and ramps for physically disabled students, lifts, indoor gym, table tennis courts, indoor games, basketball court, playground, lawn ton court, boys and girls hostel. The laboratories will be well equipped for practical's and research. The infrastructure will be updated regularly on the basis of demand. There will be a language lab in the English department, draping and construction lab for fashion technology, commerce lab for commerce students. The college will develop a digital library with remote access to its students and teachers

II. SOP on Augmentation of Physical Infrastructure

- The college campus will be supported with Wi-Fi. College will develop an ERP system where the teachers can upload their teaching material to be used by the students whenever they require.
- The college will have a maintenance policy and procedures
- The class which has enrolled “Divyang” students will be given priority in assigning the classroom which is easily accessible.
- Permission will be given to use the classroom so that it should not conflict with academic classes schedule.

- The schedule of the laboratory will be decided by a time-table committee with the help of the head of the departments in such a way that the laboratory is used optimally.
- In addition to practical sessions, the laboratory space will be used for research purposes by faculty and students. Authority to allot the space for research purposes will be given to the head of the department.
- Guest lectures, seminars, exhibitions and other programs will be arranged by different departments for students. The space will be allotted to these activities on the basis of importance of the activity and number of students participating in it.
- The college space may be allocated to external users by taking the care that academic classes and academic activities in the college are not disturbed.
- The college will have a well equipped gym and the schedule of gymnasium will be decided by the Physical Director in consultation with the Gymkhana Committee and the Principal.
- In case of disposal of any equipment from the department's dead-stock register, the concerned head of the department will make a list of such equipment after taking permission from college authorities.

III. Maintenance Policy

- Renovation, alteration, and improvement of the existing academic, research, and support buildings will be decided by the Principal in consultation with the concerned head of the program.
- The requirement for this will be made to Management of the college and after their permission the work will be carried out.
- For maintenance of IT infrastructure and Electrical fittings and appliances separate computer technician and electrician will be appointed for day-to-day technical needs as well as replacement and repair requests.
- Computer technicians will be appointed to look after maintenance of IT resources like computers, printers, replacement of tonners, software problems, networking problems. Electrician Is responsible for replacement or fitting of light tubes, bulbs, switches, MCB boxes.
- Maintenance policy ensures that equipment is always in ready and reliable condition as well calibrated to provide good quality outputs. Heads and faculty in the departments accountable for proper use of equipment.

IV. SOP on IT (Hardware / Software / Internet / Intranet / Wi-Fi / Policy, Facilities, Services & Maintenance / Outcome / Unique Features / Distinctiveness)

- The college will have all the IT facilities necessary for teaching - learning, research and administration.
- Over the years the college will upgrade hard wares, softwares and allied facilities according to requirements.
- The college will introduce the latest technology computing and IT fields regularly.

V. SOP on Library (Policy, Facilities and Services / Procurement / OPAC / e-Library Resource & Database / Library Management System / Library Holdings & Best Practices / Budget / Expenditure):

- There will be a digital library to help the students to search databases, refer to e-resources etc.
- As a policy and if required, the institute may provide separate internet account access to every student and staff along with user-id and password so that they can access their data.
- The library will achieve full automation.
- The library will provide facilities like remote access, printing facility and reprography to students and teachers.

VI. SOP on Optimal Utilities of Resources – Physical/Clinical/Library, IT, ICT, Sports, Cultural, Hostel, Basic Facilities, Basic Amenities, Gardening/Planting

VII. Common Facilities Will Include: Room for IQAC office and coordinator, NAAC record room, counseling and career guidance cell, placement cell, seminar halls, girl's common room, boys common room, safe drinking water facility, NSS office, women's cell, grievance redressal cell, placement cell, canteen, auditorium, hospital, indoor sports, recreational facilities, 24x7 safe drinking water facilities.

- College will have a Sewage treatment plant, Water purifiers and rain water harvesting facility.
- To maintain discipline, CCTVs will be installed.
- To deal with emergency fire extinguishers will be installed.
- Separate sanitation facilities on each floor for girls, boys and staff will be provided.
- Parking space for girls, boys and staff will be provided to accommodate maximum vehicles.
- Open space will be provided to conduct Yoga sessions.

Facility for handicapped students: There will be Ramp, elevator, wheelchair and western toilets for the physically challenged, special seating arrangement in classrooms and in the library. Library and reading room facilities will be available on the ground floor.

Sports facilities: The department of physical education and sports was established in 1970. The college will provide adequate infrastructure to the department

- Gymnasium facility for physical fitness of the students with facilities like treadmill, manual walker, dumb etc along with washroom and changing room.
- Indoor Sports facilities like chess and carrom will be provided in the sports room. There will be table tennis courts available throughout the day to teachers and students for practice.
- For outdoor games- the physical education and Sports department will have a multipurpose that can be used as a badminton court and also for outdoor training management activities.

- There is a green ground having an area of length 82 meter and width 60 meter -that will be used for games like basketball, volleyball, football, Netball etc.
- For outdoor games like lawn tennis - college will have a lawn tennis court.

Cultural Activities: The College will have a cultural committee that will provide a platform to the students to exhibit their talents at varied levels.

STANDARD OPERATING PROCEDURE (SOP)

ON

STUDENTS PROGRESSION

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PREAMBLE

I. SOP on Directorate of Student Affairs

Create a positive learning environment which will help successful learning and personal development, on the campus. Encourage students to start constructive activities that will achieve and improve the objective of building a balanced personality. Promote co-curricular activities and provide opportunities, resources, and support to help students by organizing inter-university debate competitions, functions, seminars, workshops, entrepreneur week, exhibitions, job fair, welcome parties, and internships to help multi-dimensional growth. Maintain discipline in the campus and to provide good environment to the students, counsel them to avoid the violation the University rules and regulations and build their character

II. SOP on Policy on Scholarship and Free-ship and Fee Waiver/Concession Schemes

- 1) Economically backward students should apply online for **E. B. C. Scholarship**.
- 2) Students must attach the income certificate of their parents in two copies with the application. Annual income for the session 2018-19 must be indicated in the income certificate.
- 3) Students whose parent's annual income are less than Rs. 1 lac and are permanent residents of Maharashtra will be entitled for this government scholarship.
- 4) Students must apply within 15 days for EBC Scholarship from the date of their admission to the college.

- 5) Students must have 75% attendance to be entitled for concession students who fail to attend minimum 75% classes, will not be entitled for this concession such students will have to pay fall fees by themselves.
- 6) Students must obtain a copy after submitting EBC form to the office. In absence of received copy any claim of EBC application will not be taken into account.
- 7) In case of gap in education, every student will have to produce a gap certificate issued by taluka magistrate, otherwise students will not be entitled for EBC concession.

Eligibility

The number of beneficiaries in this scholarship beneficiary scheme is limited. Therefore preference will be given to such students from below poverty line whose families income is very low.

Duration

This scholarship scheme is for the whole course of study.

III. SOP on Capacity Building and Skill Enhancement Initiatives/Schemes for Students

OBJECTIVES:

- ✓ Organize a hands -on workshop on various physiotherapeutic treatment strategies for both UG and PG students.
- ✓ Arrange practical demonstration of physiotherapeutic evaluation and treatment techniques on various models. STANDARD OPERATING PROCEDURE (SOP):
- ✓ Yearly two programs will be organized on college campuses by external expert faculty in various soft skills.
- ✓ College committee will execute the gained knowledge for student development in evaluation, management and research purpose.

IV. SOP on Guidance/Training cum Coaching for Competitive Exam/ Entrance Test/ International & national Qualifying Examinations (E.g. UPSC/NET/NEET/TOEFL) and Research

To offer guidance and training for **UPSC, MPSC and other competitive examinations**. Create a team of passionate and experienced teachers to guide in these competitive exams. To create a batch will have a limited number of students so that every aspirant receives **individual attention**. To develop various programs and schemes for projects of students

V. SOP on Institution-Industry (Academia-Industry) Interface

The academia-industry interface will help for interactive and collaborative association with academic institutions, research bodies and the industrial sector to

achieve beneficial goals, objectives and missions. There will be a productive interface for knowledge transfer and encouraging professional training among students. Experts and professionals from various fields of specialization will be invited to deliver lectures and conduct workshops for students and faculty. Conduct Internships, collaborative research projects and on the job training programs to help students gain valuable work experience, explore the nuances of pursuing a particular career path and discover opportunities for employment. Build academic collaborations with hospitals, NGOs, research centers, quality control laboratories, education institutes, industry experts, etc.

Develop entrepreneurship and startups.

VI. SOP on Career Guidance, Career Counseling, Training, Placement and Entrepreneurship

A. Career Guidance Cell:

Main Objectives:

The Career Guidance Cell has been catering to the needs of students with the following objectives:

- The Cell will organize the programme to create awareness about the importance of higher studies in India and Abroad.
- To make awareness of different competitive examinations among the students, and to counsel them for higher studies.

The following activities will be carried out by Career guidance cell:

- Find The Gaps In Getting The Job.
- Conduct the Guest lectures, seminars, workshops etc.by resourcepersons of various industries.

B. Placement Cell

The Placement Cell will organize a career guidance programme for the students. The placement cell will arrange training programmes like Mock Interviews, Group Discussions, Communication Skills Workshop etc and it will also organize Public Sector Exam Training for students who are interested to join Government Sectors.

Conduct Training Programmes For Final year students.

- Developing the students to meet the Industries recruitment process
- To motivate students to develop Technical knowledge and soft skills in terms of career planning, goal setting.
- To motivate students to aspire for higher studies and guide them to take competitive exams such as CAT, GATE, TOEFL, GRE, IES, UPSC, TNPSC, etc.
- Aim to place the students through campus interviews conducted by the companies

VII. SOP on Student Grievance Redressal, Anti-Ragging, Anti-Discrimination, Gender Equality, Internal Complaints

The main objective of the GRC-STC will help to ensure approachable and responsible attitude among the staff towards the students.

Students' Grievance Procedure

The grievance procedure is a mechanism to redress the grievance of a student who considers that he/she has been subject to unjust or discriminatory behavior with respect to his/her academic/administrative affairs or is convinced to be discriminated against in accordance with the rules and regulations of the college.

The complaint management mechanism will be carried out in three levels in the institution:

LEVEL I-Class Teacher or Mentor

The departmental level grievances should first be addressed to the concerned class teacher or mentor of the class. Brief nature of grievance and resolution if any should be maintained in the class teachers file or mentor mentee book. In case the Student is not satisfied with the decision he/she can approach the D-GRC.

LEVEL II-DEPARTMENT GRC (D-GRC)

The department GRC constitutes the head of the department and a senior teacher and the concerned class teacher. In case the complaint is made by a female student a female teacher should also be part of the DGRC. The department should maintain a record of the complaints received, complaints resolved and complaints forwarded to GRC-STC.

LEVEL III-GRC-STC

Unresolved grievances at the departmental level are forwarded to the Grievance Redressal Cell of the institution. All complaints to the GRC-STC should be in writing should clearly bear the name, phone number and address of the complainant. Anonymous complaints and/or with false addresses will not be entertained. The written complaint should be handed over to any member of the GRC-STC. The member in receipt of the complaint should immediately inform the convener who in turn will convene the GRC-STC for examining the complaint and talking with the aggrieved. The quorum for the cell in normal cases will be four including the convener, a Dean of either Arts and Humanities or Sciences depending on the subject of study of the complainant, a teacher member from either science/arts or

self financing block depending on the subject of study of the complainant a member with legal expertise. The quorum for the cell for a complaint against a non teaching staff will include a Dean, the Convener, a member with legal expertise and a non teaching staff member. The report of the GRC-STC should be forwarded to the Principal within 15 days for taking action.

VIII. SOP on Progression to Higher Education

- Offer incentives to students for pursuing higher education. Students Will be provided with incentives to earn while studying for higher education.
- Offer courses in a dual mode in universities Conduct courses in dual modes and the examinations for both Distance and Regular modes.
- Formulate National Higher Education Qualifications Framework (NHE QF)

IX. SOP on Sports Culture & Literature Policy

- To recognize and develop outstanding talent at Higher education level.
 - Provide leadership to ensure that our athletes remain at the forefront of provincial and international sport.
 - Assist with researching and developing solutions to issues that emerge in individual sport codes and the sports industry as a whole.
 - To promote and advocate the best practice methods in high performance.
 - To provide a balanced and effective education in a safe and healthy environment by a professional team of experts.
 - To encourage athletes to become National and International champions.
-

X. SOP on Student Council

A. Standard Operating Procedure

- To get the details of students admitted to B.com and M Com. Courses every year and coordinate with the related departments. Sensitize the newly enrolled international students on the existence, functioning and role of the cell and also share with them the mode of contact in case of grievance.
- Conduct two/three meetings in a year in the presence of the Student Representatives to cater to their grievances.
- Integrate International Students into the college premises and activities without any obstacles.
- Address the grievance of International students with respect to Academics, Accommodation, Admission, Evaluation or any other issues during their stay.
- Provide the Students with information about the local customs, language and civic facilities.

B. Mode of Contact

- Drop boxes have been installed at various places in the campus and hospital to facilitate the students report complaints, grievances as well as their suggestions.
- International students will be provided with contact numbers of the committee members to facilitate assistance in case of emergency and grievance.

XI. SOP on Alumni (Policy, Involvement/Contribution and Its Utility), (Alumni Association/Forums/Chapters)

- Any Student who successfully obtains any degree/diploma from the

college becomes a life member of the Alumni association.

- The membership shall be Life Membership.
- Meetings of executive committee members shall be convened once in three months.
- A quorum for the meeting of the executive committee shall be one-third of the members of the executive.
- All decisions shall be on the basis of the majority of votes. In case of an equality of votes, the President of the meeting shall have to cast a vote.
- The General Secretary shall be responsible for filing of annual Reports Of Association with the Registrar of Societies after every Annual and other Special General Meetings, Financial Statements with the Income Tax Officer, and such other requirements.
- The money received on behalf of the Association shall be placed in the name of the Alumni Association in an account to be maintained in a bank to be approved by the Executive Committee.
- The Association's financial year shall end on March 31st. The Executive Committee shall direct the accounts at least once a year by the auditor appointed by the General Body at the Annual General Meeting.
-

XII. SOP on Mandatory Requirement by Statutory Bodies/Councils

There will be following statutory bodies:

1. Governing Body
2. Academic Council
3. Board of Studies
4. Finance Committee

Functions of Governing Body:

- 1) Institute scholarships, fellowships, student ships, medals, prizes and certificates on the recommendations of the Academic Council
- 2) Approve new programmes of study leading to degrees and/or diplomas. All recruitments of Teaching Faculty/Principal will be made by the Governing Body/state government in accordance with the policies laid down by the UGC and State Government.
- 3) Approve the annual budget of the college before submitting the same at the UGC.
- 4) Perform other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.

Functions of the Academic Council:

- 1) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it.
- 2) Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- 3) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- 4) Recommend to the Governing Body proposals for institution of new programmes of study.

- 5) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and frame regulations for the award of the same.
- 6) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.

Functions of Board of Studies:

- 1) Prepare syllabus for various courses
- 2) Develop methodologies for innovative teaching and evaluation techniques
- 3) Suggest panel of names to the Academic Council for appointment of examiners
- 4) Coordinate research, teaching, extension and other academic activities in the department/college.

Functions of the Finance Committee:

The Finance Committee will prepare:

- 1) Budget estimates
- 2) Audited accounts

XIII. SOP one- Governance

The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered etc. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website.

XIV. SOP on Decentralization, Participatory Management and Accountability

Decentralization includes curriculum changes, assessment reforms. The participatory management will ensure effective decision making and a unified system consistent with University's Acts, Statutes and Ordinances.

XV. SOP of Generation of Resources (Financial/Kind/Services & Financial Audit)

A financial committee will be made who will look into the management and generation of resources and other services. The financial internal and external audit will be prepared by this committee. The timely management and availability of resources or funds will also be seen by this committee.

XVI. SOP on Staff Appraisal, Performance Appraisal, Confidential Reports/Service Register

Regular and systematic appraisal of performance of teachers shall be considered as an essential element in the management of Education for the career development of teachers. Under Government Resolution, Education, Employment and Youth Services Department No. MES 1080/USG/1177/129387/XXXII(Cell), dated 29.05.1980, Government had prescribed the self-assessment form for teachers, to be used as a regular feature every year for their self-assessment. While considering the placement of lecturers in Senior Scale and Selection Grade, the Assessment Committee/Selection Committee concerned would take into consideration the performance of the teacher in self-assessment form and recommendations shall be forwarded by the University to the Director of

Education (Higher Education), Maharashtra State, Pune.

The Performance based Appraisal system will be implemented and the teacher who scores the maximum marks will be awarded Best Teacher of the Institute.

XVII.SOP on IQAC (AQAR NAAC)/NIRF/NABH/NAB

The tenure of IQAC will be for a continuous period of 2 years from the date of appointment. The Meeting of the IQAC will be conducted quarterly. The quorum for the meeting shall be two-third of the total number of members. Additional meetings may be held as and when required.

Secretary in consultation with the chairperson will decide the agenda and send communication to all members. The date, time, venue and agenda of the meeting will be communicated to the members at least one week in advance. Minutes of the meeting will be sent to the members by e-mail and uploaded to the institutional website also. The agenda, minutes and action taken reports will be documented in hard and soft copy formats. Academic and Administrative audits will be done after completion of the academic year. The Schedule of the audit will be finalized by the Chairperson after discussion with the members during the IQAC meeting. Audit reports submitted by the auditors will be sent to the departments for corrective action. AQAR will be prepared and discussed during the IQAC meeting. Finalized AQAR will be placed before College Council for the approval and the approved AQAR will be submitted to the NAAC after Cycle 1 of accreditation.

The composition of IQAC shall be as follows:-

Chairperson: Head of the Institution Teachers

to represent all level (Three to eight)One

member from the Management

Few senior administrative officers

One nominee each from local society, Students, and Alumni

One nominee each from Employers/Industrialists/Stakeholders

One of the senior teachers as the coordinator/Director of the IQAC
