

Aundh Shikshan Mandal, Aundh



**Raja Shripatrao Bhagawantrao
Mahavidyalay, Aundh**

Tal-Khatav Dist-Satara



POLICY ON E-GOVERNANCE

(GOVERNANCE, LEADERSHIP AND MANAGEMENT)



POLICY ON GOVERNANCE AND LEADERSHIP

Brief information of Aundh Shikshan Mandal Aundh

The holy place Aundh comes under tehsil Khatav and district Satara. (Maharashtra) The place Aundh has grand historical heritage. Before the independence of India, Aundh was a separate state (Sansthan). For the first time in India, democracy was established in the Aundh State (1939) by the then King Shrimat Bhawanrao alias Balasaheb Pantpratnidi. During the reign of this king Aundh State became prosperous in different arts such as drawing, painting, sculpture, carpentry, ivory, etc. Shri. Bhawani Chitra Padarth Puran Vastu Sangrahalaya, Aundh near the Yamai temple on hill is the best evidence to ensure these arts. The king Shrimant Balasaheb Pantpratnidi was quite aware of the importance of education, different arts, physical exercise – Suryanamaskar, cleanliness, plantation, eradication of untouchability and poverty. He was very generous.

In 1898, in the memory of his father Hon'ble King Shrimant Shrinivas Pantpratnidi, he established Shri. Yamai Shrinivas High School at Aundh. Through the same school following eminent personalities had taken their education:

1. Shri. Sane Guruji: A famous Litterateur and social reformer
2. Shri. Appasaheb Pantpratnidi: Barrister and Ambassador to England and Indonesia.
3. Shri. Shantanurao Kirloskar: Famous Industrialist.
4. Shri. G. D. Madgulkar: Famous Litterateur, Film Director, Film Actor and president of "Akhil Bharatiya Marathi Sahitya Sammelan".
5. Shri. Shankarrao Kharat: Dalit Litterateur and president of "Akhil Bharatiya Marathi Sahitya Sammelan".
6. Shri. V. D. Madgulkar: Famous Litterateur, Film Director and president of "Akhil Bharatiya Marathi Sahitya Sammelan".
7. Shri. N. S. Inamdar: Famous Litterateur and president of "Akhil Bharatiya Marathi Sahitya Sammelan".
8. Shri. Madhukar Pathak: Famous Film Director.
9. Shri. Ram Naik: Ex Minister of Petroleum, Govt. of India.
10. Shri. K. N. Watave: Famous Story Writer.
11. Shri. Pandit Satavalekar: Vedantacharya and famous painter.
12. Shri. Anant Buva Joshi: Great Musician
13. Shri. M. D. Kulkarni: Ex Principal and Educationist.

By knowing the popularity of this state Pandit Jawaharlal Neharu visited this place along with Vijayalkshmi and praised the work of the then King.

The financial help and acres of land was donated for the industrial development to Shri. Ogale and Shri. Kirloskar at Karad and Kundal by him. He established Aundh Shikshan Mandal, Aundh on 12th January, 1949 by keeping important objective in his mind about the education.

In the same pedigree, the King Hon'ble Shrimant Shripatrao Bhagwantrao Pantpratnidi had paid attention to educational development. He realized that even though this area is dry, drought and full of poverty, there is a tremendous intelligence amongst these people. So he founded following educational institutions.

1. Shri. Yamai Shrinivas High School, Aundh.



2. Raja Bhagwantrao Junior College, Aundh.
3. Waghjaidevi Vidyalaya, Trimali.
4. Raja Shripatrao Bhagwantrao Mahavidyalaya, Aundh.

VISION:

To provide quality education in the drought –stricken rural region to create social and scientific awareness among students for maintenance of national integrity and overall development.

MISSION:

Aundh shikshan mandal, Aundh is conscious educational institute with motto “**sheel,sharir, Adhyayan**” is set up for Imparting value education to every aspect of society.

Motivating students to participate in various activities to develop their personalities.

Creating awareness of social responsibility through various social and educational activities.

Generating leadership qualities through various programs.

In order to fulfil the vision statement of the institute, the administration sets the goals for curriculum, overall development of student, quality education and national integration to make our student globally competent with human values. Our principal has fulfilled all recommendations made by the PEER team as like extension of library and laboratories, UGC indoor sport facility oriented badminton hall, NIRF ranking in the rank band 150 to 200 and introduced various certificate courses.

Administration of the college:

Raja Shripatrao Bhagwantrao Mahavidyalay, Aundh is established by Aundh Shikshan Mandal, Aundh in the year 1994. Local administration of college is as follows:

College Development Committee (formerly Local Management Committee)

The college development committee was constituted in place of local management committee (LMC) through Maharashtra public university Act, 2016 to monitor the entire academic and administrative functioning of the college on behalf of the governing body of Aundh shikshan mandal, Aundh.

- Following are the members of CDC:
 1. Chairperson of the Management or his nominee
 2. Secretary of the management or his nominee.
 3. One head of the department, nominated by principal.
 4. Three full time teachers in the college out of whom at least one shall be women.
 5. One non-teaching employee, elected by regular non-teaching staff from amongst themselves;
 6. Four local members nominated by management in consultation with principal, from the field of education, industry, research and social service of whom at least one shall be alumnus;
 7. Co-ordinator, internal quality assurance committee of college.
 8. President and secretary of students council;



9. Principal of college or head of the institution.
- The college development committee shall meet **at least four times** in a year.
- The college development committee shall,
 1. Prepare overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra co-curricular activities;
 2. Decide about the overall teaching programme or academic calendar.
 3. Make specific recommendation to the management to encourage and strengthen research culture and extension activity in college.
 4. Make specific recommendation to the management to strengthen academic collaboration for teaching and learning.
 5. Prepares the annual financial estimates (budget) and financial statement of college and recommend the same to management for approval.
 6. Formulates the proposal of new expenditure.
 7. Discuss the reports of IQAC committee and make suitable recommendation.
 8. Frame suitable admission procedure for programmes by following rules and regulation of government and university.
 9. Plans measure annual events in college such as, annual day, birth and death anniversary, sport events, cultural events etc.
 10. Recommend the distribution of different prizes to meriteous students.
 11. Prepare the annual report on work done with decisions taken by committee and submit to the management of college.

Internal Quality Assurance Committee

1. There shall be internal quality assurance committee in each college and recognized institution that shall be constituted and function as per the guidelines of university grant commission and state government issued, from time to time.
2. The college and recognized institution shall regularly submit their annual quality assurance report to the affiliating university and state level quality assurance bodies.

IQAC co-ordinator is responsible for the

- Development and application of quality benchmark/parameters for the various academic and administrative activities of college.
- Information on the various quality parameter.
- Documentation of various programme conducted in college for quality enhancement.
- Organization of workshop, seminar and conferences on Quality parameter.
- Preparation of annual quality assurance Report (AQAR) to be submitted to NAAC based on the quality parameter.

Principal:

Principal is the head of the institution and always directs to the system for essential needs. The principal controls and direct the activities of the college and his teaching and non-teaching staff; with this, he has responsibility through the different committee for efficient and proper management and administration of college.



Principal ensures that the value and relevant strategic management plans are reflected in vision and mission of the college. Principal is entitled to be a member of every committee. He is link between management and college.

The principal of college performs important role by imparting smooth functioning of administrative, co-curricular, extra co-curricular and academic activity by forming different committees to look in to this activities. The committee co-ordinate and execute the activities assigned to them and report to the principal.

Principal co-ordinates with the external agencies like the university, UGC, joint director office and other government bodies. He observes and implements directives issued by government authorities such as director of education, higher education and other concern authorities. He also performs any other work relating to the college as may be assigned to him by management.

Head of Departments

The heads of departments act as frontrunners of their departments. They monitor activity of the department and reports directly to the principal.

- They are responsible for the overall management of the departments.
- Manage day to day functioning of the department.
- Co-ordinate the academic and administrative staff within the department.
- Coordinate the examination schedule.
- Programmes are delivered to a high standard in terms of learning outcomes, curricula content and quality of learning opportunities, maintenance and enhancement of quality.

College Librarian:

Library is considered as undivided part of any type of education system. In keeping view of this approach, Librarian of this institute ensures the monitoring of the following functions for fulfilment of the academic needs of user community as per following:

At the beginning of the academic year, Librarian play a role in allocation of budget as per the requirement of department and demand from patrons for purchasing the reading material with the help of library advisory committee. After that, he gets approval and sanction from competent authority for further process. In this regard, list of books and journals collect from respective department and faculties for purchasing of reading material and forward the order to publisher, vendor, supplier for purchasing the books, journals and other essential learning resources like N-list etc.

Once approval and sanction process is completed then final order can be released towards the publisher, vendor and supplier.

Along with above process, when arrival the books as per order, librarian functions and take care as checking, accessing, stamping, label and barcode pasting process and then make ready to issue and receive counter for fulfilment of patrons need with the help of supporting staff.

Apart from it, library conducts the various activities and programme like book and journal exhibition, presentation of how to use e-resources, awareness about N-list platform and so on. Best practices, earn and learn scheme is also conducted by library.



For poor and needy students as well as meritorious learners, book bank scheme and extra borrower card scheme is provided. In this way, Central library attempt to fulfilment of learning needs through various resources as best level.

Physical Director:

Physical director has the following responsibilities for the sport and gymkhana section (indoor and outdoor)

- Training students for various sports and forming teams.
- Monitoring students coaching, ground preparation, purchasing sport material and scheduling of the game.
- Arranging for the participation of students at university tournaments.
- Regional, state, national level sport events.
- Organizing annual sport day at the end of academic year.

College committees:

Various statutory, academic and non-academic committees are constituted to monitor and control academic policies extension activities suggest and take actions related to their respective committees. Each committee is headed by a chair person who works with assistance of teaching and non-teaching faculty with student representative in some committees.

Following is the list of committees that are operational during 2018-19 and 2019-20 for governing various activities.

1. Internal Quality Assurance Cell (IQAC)
2. Purchases Committee
3. Gymkhana Committee
4. Competitive Examination Committee
5. NSS Committee
6. Library Committee
7. Timetable Committee
8. Students' Grievance Redressal Cell
9. Examination Committee
10. Cultural Committee
11. Magazine Committee
12. Study Tour Committee
13. Women Empowerment Committee
14. UGC Committee
15. Women Redressal Cell
16. Alumni Committee
17. Placement Cell
18. Environment Awareness Committee
19. Student Council
20. Anti-Ragging Cell
21. Tree Plantation Committee
22. Discipline Committee



23. Publication Committee
24. Admission Committee
25. Lead College workshop Committee
26. Vivek Wahini Committee
27. Mentor-Mentee Committee
28. YCMOU, Center Committee
29. Red Ribbon Club
30. Academic Planning Committee
31. Class Teacher Committee
32. Sports Committee
33. Rajesaheb Vichar Manch Committee

Head Clerk:

Head Clerk is responsible for checking all documents, maintenance of records, duties related to the admission procedure and correspondence relating to administration of college.

Administrative staff

Administrative staff comprises of Head clerk, senior clerk, junior clerk and manual staff who works under the guidance of the office superintendent.

Role of college in Quality Policy and Plans:

Raja Shripatrao Bhagawantrao Mahavidyalaya, Aundh is committed to provide Quality education to the student of hilly and drought stricken area of satara district in the field of Art and science to face the future challenges in society, education sector and industry by,

1. Contributing to the overall knowledge and personality development.
2. Maintaining the excellent infrastructure and learning environment.
3. Organizing eminent personality guest lecture through our competitive examination and carrier-counselling centre.
4. Promoting research among students and faculty.
5. Organizing Co-curricular and extra-curricular activities to enhance leadership quality.
6. Inculcating the morality in teachers and student of college.

Role of management, Principal and faculty is vital in overall development of the college.

Role of Management

1. Supports for academic, administrative, and infrastructural growth of college.
2. Appointment of teaching and non-teaching staff.
3. Monitoring overall administration and development of college.
4. Assessment of New program required according to need of students.

Role of principal

1. To govern, regulate and control the admission process of college.
2. To publish academic calendar & brochure.
3. Preparation and submission of proposals of UGC and university and its persuasion.
4. To complete the sanction process of all types of leaves of employees.
5. To facilitate the decision making process about in-disciplinary acts by any employee.
6. To control the purchase and other financial matters.



7. To regulate the proposals for sanctioning of posts of all employees.
8. To coordinate with management council and implementation of their decisions.
9. Verification of attendance report and daily teaching report of the teachers.
10. Semester wise planning and implementation of planning of curriculum.
11. Feedback from students on Curriculum.
12. Conduction of University Examination and other examinations.
13. Maintenance of the records of in-disciplined students and taking the action.

Role of IQAC co-ordinator:

IQAC coordinator is responsible for development of a system, which is implemented for quality enhancement through ICT based learning, research activity, co-curricular and extra co-curricular activity. Co-ordinator is responsible for the following function.

Role of Head Clerk:

1. as per the orders of Principal write notices/memo and other office Work.
2. To organize meetings of various committee and bodies and keep the records of its Minutes.
3. Accept and circulate postal documents to the concerned addressee via Principal.
4. To submit the record of roster of teaching and non-teaching post to Joint Director Yearly.
5. To maintain the personal file of the staff.
6. To make arrangements of interviews for the new recruitment and CAS promotions by bridging the gap between College, University and Government.
7. To keep the record of judicial and official matters and execute accordingly.
8. To maintain the record of RTI applications and provide the information as per the Rules.
9. To maintain the service books of all employees.
10. Communication of the absentee report of the students of college to their parents.
11. Preparation and printing of question papers for various examinations.

Role of Examination Coordinator:

Exam coordinator shall be responsible for the conduct of all examinations of the college. It is his/her duty to arrange for preparation, scheduling, conduct of examinations and all other contingent matters related with examinations. The Exam controller in the execution of his/her office shall report to the principal periodically on the performance of his/her duties. Exam coordinator should take earnest efforts to see that all examinations are conducted and Results declared as per the scheduled academic calendar.

Exam coordinator shall be responsible for the conduct of all Examinations.

1. It is the duty of Exam coordinator to arrange the preparation, scheduling, evaluation and Reporting of all the examinations.
2. To make payment of remuneration to answer paper assessment, examiners and all other contingent matters connected with examinations.



3. Direct control over the examination section, confidential wing, examination store and records.
4. Taking decision on all matters related to examinations not falling within the powers of statutory officers of the college.
5. Making necessary arrangements for the safe custody of office files connected with conduct of examinations, documents, certificates etc. under whom such documents are kept.
6. To issue supervision order to teachers appointed by examination cell and conduct official communications.
7. Taking special care to see that secrecy and confidentiality are kept in connection with all examinations of the college.
8. To control over the space allotted for the examination section.
9. Exam coordinator should ensure that the rooms, building, laboratories etc. are well in order / prepared to conduct the examinations.
10. To make sure that the question papers are ready before the examinations are scheduled.
11. To make sure that forms relating to examinations are ready in time (Exam forms, Admit card, etc.)

Role of Head of the Department:

1. Workload allocation
2. Preparation of departmental Timetable
3. Monitoring daily attendance of departmental faculties
4. Execution departmental affairs like departmental infrastructural need.
5. To keep track on students' progress through faculty.
6. Affairs related to the leave of teaching and non-teaching of the department.
7. Maintaining stock of the department with the help of lab in charge.
8. Governs activities of students Association.

Role of Faculty

Faculty of college is actively involved in Teaching learning, evaluation, co-curricular and extra-curricular activities.

1. Implementing the teaching-learning schedule and taking part in evaluation process.
2. Assisting the administration through the participation of different academic committees.
3. Undertaking of various extension, co-curricular and extra-curricular activities.

Involvement of the leadership:

Policy statement and action plan for fulfilment of the stated mission.

The institute authority collect information about the various aspects of functioning of college. Management always encourages the participation of the teaching staff in the process of decision-making in institutional functioning. Teaching staff have their representative in the local management committee of the college (CDC). LMC in its meeting collect the information regarding the new policies to be implemented.

Preparation of action plan and it to be included in institutional strategic plan:



The principal prepares the agenda for CDC meeting and presents before LM for approving academic and administrative matters. He is responsible for executing its decisions and for correspondence with governing body, government of Maharashtra, central government UGC and Shivaji University Kolhapur.

Interaction with stakeholders

The principal provides information to all the stakeholders of college as like, students, parents and teachers at the beginning of academic year. He also provides the information about the college in his keynote address in the first lecture of first year student of both the faculty. The prospect gives information about teacher quality, rule and regulation of college. Principal arranges meeting with teaching, non-teaching staff, alumni, parents and other member of society. College constituted different committees for smooth functioning of all activities with the help of teaching and non-teaching staff, which plays important role in planning and implementation.

Proper support for policy and planning through need analysis and consultation with the stakeholders

College takes regular feedback from the stakeholders about college, teaching learning process and related issue. Since two years reforms in offline feedback, collection made and the system changes to online feedback collection from all stakeholders of college like alumni, parents, teachers and employer. After collection of feedback, they were analysed by IQAC of college and needful action should be taken which is based on policies formulated. Personal interaction of principal with students, parents, teaching and non-teaching staff plays an important role in this.

Noteworthy organizational change:

The college has taken initiative for infrastructure development like extension and modernization of library and laboratory, purchase of additional equipment; furniture etc. college has created LMS-MOODLE courses in different subjects as learning management system of college. Offline admission system changes to online admission system for this academic year. Performance appraisal forms are filled up and collected by college from all teaching and non-teaching staff. Work distribution and allocation of non-teaching staff done every year.

Performance appraisal system

The college follows the guidelines given by the UGC regarding the assessment of the performance of the teacher. The college has formed Academic Performance Indicator committee, which looks after the appraisal system. It provides the guidance regarding the performance-based appraisal system

At the end of every academic year, a meeting is conducted under the chair of Principal to review the work of the committee.

The PBAS format for the teachers referred above procures information under 4 categories, namely Teaching Learning Evaluation related activities (Category-I), Co-curricular, Extension, Profession Development related activities (Category-II), Research Publications and Academic Contributions (Category-III), summary of API Scores (Category-IV) and other relevant information whereas the format provided by



the government of Maharashtra as "Form of Confidential Report" meant for non-teaching staff, collects information related to personal details, qualifications, self-assessment report, estimate of general ability and character, remark of principal.

The college has developed the system. The committee circulates the notice asking the submission of PBAS with the required documentation within the deadline.

The faculty members fill in the concerned year's performance and get it sign by the respective head of the department. The administrative office collects hard copies of all teaching faculties and handover it to API committee. API committee does the in detail assessment of forms considering valid documentation provided.

After analysing individual reports, API committee recommends the desirable activities which to be done by faculties to increase his/her scoring in the points through the IQAC committee of the college.

After receiving the circulars of the placement by the university, the committee makes the list of the faculties due for placements; they are personally guided to meet the requirements to get them placed properly. They are helped to fill in the forms. After signed by the principal, their applications are submitted for the placement and promotion. The procedure has a successful outcome. Like the teaching staff, the college also strictly follows the systematic procedure for the appraisal of the performance of the non-teaching staff. The management has devised a mechanism for placement and promotion of non-teaching staff. Accordingly, annual Confidential Reports (CR) is filled by the office considering their performance and compliance with the orders of the administration. The principal verifies these confidential reports (CRs) with his prudence. The satisfactorily CRs are sent to the regional Head of the parent institute for future procedure. After considering the filled CRs, the management recommends his/her promotion. The parent institute retains those who have failed in compliance, their placement and promotion.

Financial audit:

External Audit:

Aundh Shikshan Mandal, Aundh has policy related to external audit

The Governing Council of our Sanstha is watchful and conscious in handling financial affairs of the college. It's role is proactive in terms of generating financial resources from UGC, DST, other central government agencies, state government and NGOs; and proper utilization of funds. The institution has transparency in strict monitoring mechanism, sending reports of utilization to the concerned fund providers, preparing quarterly and annual audited statements.

The authorised chartered Accountant appointed by the parent institute at the end of financial year carries the external audit. The last external audit is carried out on 30 June 2019.

The government assessment is carried out by the Joint Director of Higher Education, the Senior Auditor and audited by the Auditor General of the State.

Institutional strategies for mobilization of funds:



Resource Mobilization is a process, which identifies the resources essential for the development, implementation and continuation of works for achieving the Institute's mission.

Resource mobilization is all the means that the Institute should acquire to implement its action plan. It goes beyond fund-raising. Thus, the resource mobilization can be seen as a combination of Resources, Mechanism.

Resource Mobilization does not only mean use of money but its extensiveness denotes the process that achieves the mission of the Institute through the mobilization of knowledge in human, use of skills, equipment, services etc. It also means seeking new sources of resource mobilization and right and maximum use of the available resources.

Moral Aspects

Every organization can develop a code of conduct on Resource Mobilization, which should specify the resource providers that Institute would like to expand relations with, and what types of resources should be mobilized.

Aims and Objectives of the RMP

1. To diversify and expand resources
2. To break the tradition of running the specific programs of donor agencies only.
3. To spend on the activities of Institutional preferences
4. To decrease dependency on others
5. To maintain sustainability of the Institute
6. To make optimum use of available funds and skills
7. To expand deep relations with the stakeholders
8. To maintain the transparency and expand relations
9. To fulfil responsibilities towards the society
10. To run programs based on the genuine needs of the community.
11. To disseminate the good practices of the Institute
12. To enhance the dignity of the Institution

Mechanism for implementation of the policy:

Resource generation

The college identifies the short term and constant needs of the college related to its developments.

Committees are formed accordingly to generate the financial as well as human resources.

Any opening committee recognizes college eligibility for particular proposal and send the well-drafted proposal to obtain funding from different government and non-government organization.

Utilization of grants

For optimal utilization of grants from governments and endowment funds, the college has set mechanisms and procedures. The budgetary allocations are made at the beginning of the financial year.



Departmental requirements are procured from the HoDs at the beginning of academic year scrutinized by the Principal and the Purchase Committee, after due consent, the purchase procedure is started.

The financial controls are kept through computerized accounting system in which CMS-office software is used in all counters such as cash, and accounts equipped with Tally software module. Principal signs the daily summary of accounts as per the government rules. Cashbooks and daybook are verified and signed also by the Principal. Audited statements of accounts, UC are sent to funding agencies.


Recruitment Procedure

Service Rule and Recruitment:

For the service conditions and rules, college follows the rules and regulations issued by Shivaji University, Kolhapur, UGC, New Delhi and State Government of Maharashtra. The candidates are interviewed by the selection committee appointed by the University, which comprises of the Vice Chancellor's Nominee, Subject Expert, Reservation Nominee, Government Nominee, Management Office Bearer, Principal and Head of the respective Department.

Promotional Policies:

All the promotional policies follow the Career Advancement Scheme (CAS) as per the UGC norms for the up-gradation of the faculty. Promotion of Non-teaching staff follows Government of Maharashtra norms.


I/C PRINCIPAL
Raja Shripatrao Bhagwantrao
Mahavidyalaya, Aundh (Satara)