6.2 Strategy Development and Deployment

6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies are effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.

6.2 Compendium of policies

INDEX

Dr. R. R. Kumbhar

PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)

"Dissemination of Education for Knowledge, Science & Culture"

-Shikshanmaharshi Dr. Bapuji Salunkhe

VIVEKANAND COLLEGE,

KOLHAPUR

(EMPOWERED AUTONOMOUS)

Internal Quality Assurance Cell

QUALITY POLICY

QUALITY POLICY

Vision and Mission:

The IQAC of Vivekanand college functions according to the vision provided by our founder Dr. Bapuji Salunkhe i.e. Dissemination of Education, for Knowledge, Science and Culture. The mission of IQAC is to cultivate a quality atmosphere through various initiatives in academic and administrative processes. Our mission is to meet and satisfy the requirements of students and other stakeholders through all-inclusive and progressive means.

Objectives:

1. To plan quality initiatives in order to improve the academic & administrative performance of the institution.
2. To improve the standard of Teaching –Learning & Evaluation Processes.
3. To cater to needs of students pertaining to their holistic development.
4. To structure an efficient mechanism for inculcating healthy research practices.
5. To establish a transparent and sound decision making system including all stakeholders.
6. To connect the institution and the surrounding community through collaboration of knowledge and skills.
7. To imbibe universal human values among the students and prepare them as the future Global citizens.

Composition of IQAC :

As per NAAC guidelines, the college has developed IQAC on 1.06.2004, in which the head of the institution is the chairperson. There are 8 teacher representative, 1 member from management, 1 nominee from industry, alumni and student each and one of the teacher as the coordinator.

The term for each appointed member of IQAC is for 3 years. Every academic year, min. 4 meetings of the members are held. The minutes and action taken reports of these meetings are documented and are timely displayed on the college website.
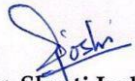
Scope:

This Policy and its procedures are applicable to all the academic and administrative departments including support services of Vivekanand College, Kolhapur (Empowered Autonomous) affiliated to Shivaji University, Kolhapur.

Mechanism of IQAC

IQAC plans the quality initiatives and distributes the organizational duties to various committees and cells. The outcomes of these activities are evaluated through stakeholders' feedbacks. Improvisation are made in the consequent academic year. Strategic plans are updated accordingly.

Functions of IQAC:

1. To organize various activities i.e. seminars, conferences, workshops, FDPs and training programmes for performance improvement of teachers and students.
2. To review and reform in designing value added courses and curricula.
3. To frame quality enhancements in Teaching, learning and evaluation processes.
4. To provide institutional data to different government agencies when and as per demanded.
5. To conduct external and internal academic, administrative and financial audits and taking actions according to the recommendations.
6. To provide impetus to increase research output by teachers and students.
7. To analyse Stakeholders' Feedbacks and taking action for quality assurance.
8. To frame policies and its mechanism.
9. To plan activities through NCC, NSS to shape future responsible citizens
10. To make and update e-governance in academic and administrative departments.
11. To review POs, COS in order to achieve the learning outcomes.
12. To design instructional development plan and strategic plans.

Dr. Shruti Joshi
Coordinator - IQAC
Vivekanand College,
Kolhapur

ESTD
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Internal Quality Assurance Cell

CURRICULAM DESIGN & IMPLEMENT POLICY

Curriculum Design and Implementation Policy

Introduction:

Vivekanand College, Kolhapur has been given autonomous status by the UGC since the academic year 2018-19. An independent college is responsible for developing and updating all the academic program curricula offered by the institution. The current policy will direct the complete process of planning, revising, and implementing the syllabus at Vivekanand College, Kolhapur (Empowered Autonomous). It outlines the specific tasks and responsibilities of each component within the autonomous college framework for the development and execution of the college's programs. The college's academic framework and procedures will adhere to the University Grants Commission Regulation for Autonomous Colleges. The composition of statutory bodies and regulatory mechanisms in the college's academic structure will adhere to the UGC guidelines, parent institution regulations, and government regulations as updated periodically.

Objectives of Policy:

1) To document the process of curriculum design and development in the autonomous college.
2) To delineate the duties of various stakeholders in the curriculum design and development.
3) To establish the guidelines for syllabus modification.
4) Establishing the protocol for implementing new academic programs.

Curriculum alignment with Sanstha's vision and mission:

Shri Swami Vivekanand Shikshan Sanstha was founded by Shikshanmaharshi Dr. Babuji Salunkhe with the aim 'Dissemination of Education for Knowledge, Science and Culture.' The college's parent organization aspires to cultivate competent students with a scientific mindset and strong ethical values through its Sanskar Kendras. The curriculum of the autonomous college will be structured to align with the vision, goal, and objectives of the parent organization, as well as with academic and industry trends at local, regional, national, and worldwide levels. The academic culture and operations of Vivekanand College, Kolhapur (Empowered Autonomous) would be guided by the slogan of the Sanstha.

Outcome based Curricula:

The college will provide Outcome-based Education. Learning Outcomes are specific and measurable goals established for accomplishment at the end of each course and degree program. The Learning Outcomes will be defined. The Learning Outcomes are structured in three layers, with each layer corresponding to the one below it.

- Programme Outcomes (POs) are the achievements expected upon finishing a degree in an academic program.

- Programme Specific Outcomes (PSOs) are the achievements expected upon finishing a degree in a particular field.
- Course Outcomes (COs) are the achievements expected upon finishing the instruction and learning of each course during a semester.
1. The faculty deans or directors of professional programs will create and update the Program Outcomes at the start of each syllabus cycle. The Program Outcomes (POs) must align with the ethical standards, objectives, and student characteristics outlined in the vision and purpose of the Sanstha. The purchase orders must focus on fostering crucial abilities and skills necessary for graduates.
2. The BoS will design and update the Programme Specific Outcomes (PSOs) for each degree topic at the start of each syllabus cycle to align with the Programme Outcomes (POs).
3. Course Outcomes (COs) are specified at the start of each course curriculum in the academic degree program. The Course Outcomes will be created and updated throughout each new course introduction and review, based on the course content, and will align with the Specific Outcomes (PSOs) of the Programme.

Role of Statutory Bodies :

1. Board of Studies (BoS):

i. The composition of each subject's Board of Studies will adhere to the UGC criteria.

ii. The BoS will be updated every three years as necessary.

iii. The Head of the Department is responsible for choosing and recommending distinguished and seasoned subject matter experts, industry representatives, and alumni to serve on the Board of Studies. They are also in charge of upholding high standards in appointments and replacements.

iv. The Board of Studies will create the curriculum to be implemented in the upcoming academic year. Once the Board of Studies approves the draft syllabi, they will be presented to the Academic Council for final approval and implementation.

v. The Board of Supervisors will convene semi-annually.

vi. The syllabi will include a mix of theoretical underpinnings, practical applications, and chances for research and experiential learning.

2. Approval by the Academic Council:

i. The Academic Council will be established in accordance with the UGC regulations.

ii. The Academic Council will be reviewed every three years based on necessity and performance evaluation.

iii. The Academic Council will convene biannually.

iv. The Academic Council will assess proposed syllabi rigorously to guarantee academic excellence and significance, providing detailed

recommendations to the Chairpersons of the Board of Studies during the meeting.

v. The Academic Council's recommendations and amendments will be included in the syllabi for final approval. The revised syllabi, which have been adjusted based on feedback and suggestions from the Academic Council, will be submitted for ultimate approval.

Feedback from stakeholders and industry on curriculum:

Annually, the college will gather organized feedback from stakeholders, as well as industry and academic experts, regarding the curriculum introduced and implemented during that academic year. The college will create a distinct feedback policy to outline the process of collecting, analysing, and implementing feedback. The curricula for each subject at the autonomous college will be based on comments and proposals from students, alumni, parents, professors, and industry professionals. Feedback is crucial for ensuring that the curriculum is in line with students' learning levels, demands, and current industry requirements, thereby promoting employability and industry preparedness.

Curriculum Update:

The syllabus revision process will entail a thorough examination of industry trends, technological progress, and academic advancements to ensure the curriculum remains up-to-date. Collaborating with industry professionals and academia will be crucial to ensure that the updated syllabi stay current with the latest knowledge and innovation.

Execution of educational programs based on the Academic Calendar:

i. The Internal Quality Assurance Cell requests the departmental calendars from each department at the start of the year.

ii. The departmental calendars will be consolidated into the college's Academic Calendar.

iii. The Academic Calendar contains term start and finish dates, important commemoration days, departmental activities, and assessment schedules.

iv. The calendar will be designed with flexibility to handle unexpected situations, guaranteeing a smooth continuation of the learning process.

Evaluation Mechanism:
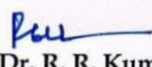
i. Evaluation comprises term-end, practical, and continuing internal assessment.

ii. The Examination calendar will be created and published by the Examination Cell at the start of the academic year.

iii. Term-end and continuing internal evaluation exams will be designed to thoroughly evaluate the achievement of Course Outcomes.

iv. Departments will create ongoing internal assessments based on the course material and specific skills to be emphasized.

v. Each Board of Studies will create and implement the evaluation pattern for each year after approval from the Academic Council.

Introducing New Academic Programs:

i. The college will aim to develop new and professional academic programs independently based on the necessity and potential of such additions.

ii. The Sanstha management, college administration, and the Internal Quality Assurance Cell (IQAC) will collaborate to discover new fields and industries in demand, as well as the corresponding academic programs to be introduced in the autonomous college. The relevant departments will be notified to conduct a detailed review with input from stakeholders such as students, alumni, teachers, employers, and academic colleagues.

iii. The relevant departments will draft a proposal for the implementation of new programs.

iv. New program proposals must be submitted to the Academic Council and the Governing Body for review.

v. Approved suggestions from the Academic Council and Governing Body will be sent to the government and the parent university.

vi. The administration will establish necessary infrastructure for the new academic programs based on the resources available.

vii. The Board of Studies will create the syllabus for academic programs if approved by the appropriate government and university authorities.

Dr. Shruti Joshi
Coordinator - IQAC
Vivekanand College,
Kolhapur

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Internal Quality Assurance Cell

CURRICULAM FEEDBACK POLICY

POLICY FOR CURRICULAM FEEDBACK

Policy for Collection, Compilation, Analysis and Circulation of Stakeholder Feedback on Curriculum

About College:

Established in 1964, Vivekanand College, Kolhapur (Empowered Autonomous), is one of the finest academic institutions in Maharashtra. It is renowned for academic excellence, as well as a vibrant array of cultural and sports achievements by students. The college has consistently contributed to nurturing a skilled and cultured human resource for the country. Academics is the soul of the college operation. Vivekanand College offers a diverse range of programs, including conventional courses like B.A., B.Com., B.Sc., M.A., M.Com. and M.Sc. as well as professional programs such as B.B.A., B.C.A., B.C.S., B.Sc. (Biotechnology), B.Voc., Community College, and M.B.A. The college was granted autonomous status by the U.G.C. in the year 2018-19. Since then, the college has been expanding its academic contours with launch of more number of and diverse programmes. The academic autonomy has availed the college the opportunity to reinvigorate its academic calibre by enriching the syllabi to include local, regional, national and global developmental needs, and cross-cutting issues emerging from the functioning of society, skill component of respective disciplines, employment and entrepreneurial orientation of the curricula.

Need of the stakeholder Feedback Policy:

Autonomy grants the college the unique privilege of designing and structuring its academic programs. The need for collecting feedback on the curriculum becomes paramount in an autonomous college where academic richness is the measurement of success. Gathering feedback on the curriculum directly from students, faculty, industry, alumni and academic peers is instrumental in ensuring that the educational content align with evolving industry trends, technological advancements, and the diverse needs of the students. By actively seeking feedback, the college also fosters collaborations to make academic experience is a product of shared insights. This feedback loop ensures that the curriculum remains relevant, adaptive, and aligned with the goals of holistic student development.

Objectives of the Feedback Policy:

1. Identify and assess the needs of various stakeholders of the academic process.
2. Ensure the curriculum maps to evolving industry trends, technological advancements, and changing workforce requirements.
3. Accommodate and address the diverse needs, learning styles and varied learning capacities of students.

4. Enrich the syllabus by including insights of academic peers on advanced trends in the discipline.
5. Benefit from the learning experience of alumni to remove the possible gaps in curriculum design, development and implementation and remove the hurdles for the current and future students.
6. Innovate and adapt to new ways of curriculum design.
7. Create a forward-looking educational environment that prepares students for an ever-changing world.
8. Widen the scope of curricula by incorporating helpful and allied areas as identified aby stakeholders through their experience.
9. Create and sustain quality and inclusive curricula for each programme offered by the college.
10. Establish a feedback-driven and data-driven decision-making processes, allowing the college to make informed improvements to the curriculum for the overall benefit of students and society.

Policy:

1. The feedback on the syllabi introduced in an academic year by the college shall be collected in that year from stakeholders with the purpose of gaining:

    i) Their insights on the appropriateness of the concerned syllabi

    ii) Their suggestions for future quality enhancement of the curriculum.

2. The feedback on curriculum shall be conducted annually.

3. The feedback shall be collected online and offline depending on feasibility.

4. The feedback process shall adhere to the steps below:

    i) Designing and circulation of Feedback Forms

    The feedback forms are designed by taking into account the special role of each stakeholder and the point of view that they are in the position to offer. The feedback forms shall be revised to incorporate the changing needs of the academics and industry when necessary.

    ii) Feedback collection

    The feedback forms are circulated with the notification by the Principal each academic year. The feedback forms shall be put on the college website and circulated through the college ERP. The online and offline forms shall be shared with the Heads of Departments circulation among stakeholders.

    iii) Feedback analysis

The feedback inputs shall be analyzed and the analysis shall be presented in the form of an annual report. The suggestions given by each stakeholder shall be documented separately.

iv) Presenting in Academic Council and Governing Body

The analysis of feedback report shall be presented before the Academic Council/Governing Body for their perusal and seeking further suggestions.

v) Conveying inputs and recommendations to Heads of the Deprtments

The feedback analysis and specific suggestions shall be shared by the Feedback Team with the Heads of Departments for the purpose of taking action on the inputs.

vi) Acting on Feedback inputs

The Heads of Departments shall take appropriate actions on feedback inputs through curriculum revision in BoS and planning of departmental activities.

vii) Action Taken Report

The Feedback Team shall prepare the Action Taen Report on Feedback by gathering information on action taken from the departments. The report shall be presented in the Academic Council/Governing Body after finalization by the IQAC.
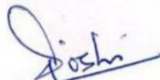
5. The college shall appoint a Team in charge of carrying out the entire Feedback process with an In-charge faculty to coordinate the whole process. The mandate of the Feedback team shall be as follows:

i) Design and revise online and offline feedback forms every year as per new learnings, needs and objectives

ii) Disseminate the forms to relevant stakeholders through the website, college ERP, Heads of the Departments and teachers.

iii) Analyze the data and summarize the suggestions from stakeholders.

iv) Prepare annual reports for presentation in College Academic bodies.

v) Give remarks/recommendations/ suggestions to the departments and the Principal for required actions based on feedback inputs.
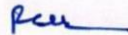
vi) Review the relevant actions by the departments and college and prepare 'Action Taken Reports'.

vii) Present the Actions Taken in relevant college bodies.

6. The entire feedback process shall be run through and monitored by the Internal Quality Assurance Cell (IQAC).

7. The Feedback Mechanism shall be conducted by the following actors:

Sr. No.	Designation	Role
1	Principal	Giving directions to concerned HoDs to take necessary actions on feedback; approving the decisions proposed by HoDs to implement inputs from feedback
2	IQAC Coordinator	Supervising and advising the Feedback Team for improvement of the feedback system
3	Feedback Team (Feedback In-charge and four members of feedback team)	Designing, collecting and analyzing the feedback
4	Heads of Departments	Circulating the feedback forms among stakeholders of their departments, taking actions on feedback inputs
5	Teachers	Assisting in the feedback process and the following actions

8. The Feedback collection, analysis and dissemination process shall be transparent and adhere to the institutional ethics.

Dr. Shruti Joshi

Coordinator - IQAC
Vivekanand College,
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Internal Quality Assurance Cell

SCHOLARSHIP POLICY

Scholarship Policy

Introduction:

Vivekanand College, Kolhapur (Empowered Autonomous) aspires to impart quality education, equity and access to all the aspiring students irrespective of the class and background. The college works in adherence to the motto of the society 'Dissemination of Education for Knowledge, Science and Culture' – Shikshanmaharashi Dr. Bapuji Salunkhe founder of Shri Swami Vivekanand Shikshan Sanstha, Kolhapur. The college maintains a policy that no student who is admitted discontinues his/her study due to financial difficulties. At the beginning of every academic year, the newly admitted students are given orientation Programmes to create awareness about various schemes of scholarships available in the college. The notices of the scholarships are displayed on central Notice board of the college. The committee communicates and assists the students to apply for the various types of scholarships available from Central , State Government and non-government etc.

Objectives:

1. To make the students aware about various scholarships.
2. To guide them in applying for various scholarships.
3. To aid financially weaker students through institutional scholarships and funds.

Procedure:

Notices about various scholarships are circulated in the respective academic year for students' eligibility for the scholarship. The students fill the forms at MAHA-DBT website by uploading the required documents (Income certificate, Aadhar Card, admission receipt, etc.) and submit one hard copy of the scholarship form to the college. The sanction amount of the scholarship is deposited to the student's bank account which is linked to the phone number of the students, and college fee is deposited in the college account of the student.

Types of the scholarships offered by the college:

A. National Level Scholarships:

1. Scheduled caste (S.C) Scholarship, income limit 2 lakhs /free ship No income limit.
2. O.B.C Scholarship
3. VJNT Scholarship
4. S.B.C Scholarship
5. S.T. Scholarship
6. Minority Scholarship (Scholarship for Students belonging to the Minority Communities, Muslims, Christian, Sikh, Boudha, Parsi & Jain)
7. Central Sector Scholarship
8. S.C./N.T/S.B.C/O.B.C/S.T/Free-ship
9. Inspire Scholarship
10. N.C.C Scholarship

B. State Government Level Scholarships :

1. Rajarshi Chh. Shahu Maharaj Shikshan Shulk Shishyavrutti Scheme (For Open Category students to which the income limit is 8 Lakhs.)
2. State Open Merit Scholarship
3. Handicap Scholarship
4. Ex. Serviceman Scholarship
5. P. T. C. Scholarship
6 M.T.C. Scholarship
7. Dr. Panjabrao Deshmukh Nirvah Bhatta
8. Dr. Babasaheb Ambedkar Swadhar Yojna

C. Institutional Level Scholarships /Aid :

1. Student Aid Fund (financial assistance to the poor students to meet partially their examination fees S.T Pass or for purchase of books or similar other expenses)

2. The College encourages aspiring and distinguished students by offering following prizes through donors.

- Shikshan Maharshi Dr. Bapuji Salunkhe Cash Prizes by Prin. D. A. Patil
- Shikshan Maharshi Dr. Bapuji Salunkhe Cash Prize by Sagar Chavan
- Smt. Manjulabai Chavan Cash Prize by Sagar Chavan
- Late Shri Vijay Charankar Cash Prize by Dr. M. V. Charankar

- Shikshan Maharshi Dr. Bapuji Cash Prize by Prof. A. S. Kadam
- Dr. S. R. Patil Cash Prize
- Late. Prof. B. N. Patil Cash Prize
- Late. Shri Rahul Hatti Memorial Prize
- Smt. Ratnabai Chougule Cash Prize
- Earn and Learn Scheme:

     (prevent the student's dropout due to economic problems by offering work to them on college campus and fulfilling their financial needs)
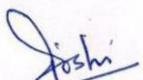
D. Non-Government Scholarships:

     NGO KEKHUSRU and PUTLAN Mehta Benevolent Trust
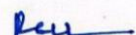
F. Scholarship Committee:

The Scholarship Committee of the college provides information students about various scholarship schemes given by National, State Govt, NGOs and college.

The committee reviews scholarship applications of ST/SC/OBC/Minority students and make recommendations to the Principal of the college for final decision. The scholarship committee of the college has been constituted with the following members under the chairmanship of Principal.

Dr. Shruti Joshi
Coordinator - IQAC
Vivekanand College,
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Internal Quality Assurance Cell

MENTORING POLICY

STUDENTS MENTORING POLICY

The student centric Mentor- Mentee policy of our college is based on our sanstha's motto 'Education for Knowledge, Science and Culture'. Student mentoring system helps for grooming of students and assesses their academic strengths and orients them to choose appropriate academic careers. This system also helps students to adapt to new environment especially for students coming from rural and hilly areas. The College has been on the forefront in mentoring students and imparting to them required knowledge and guidance.
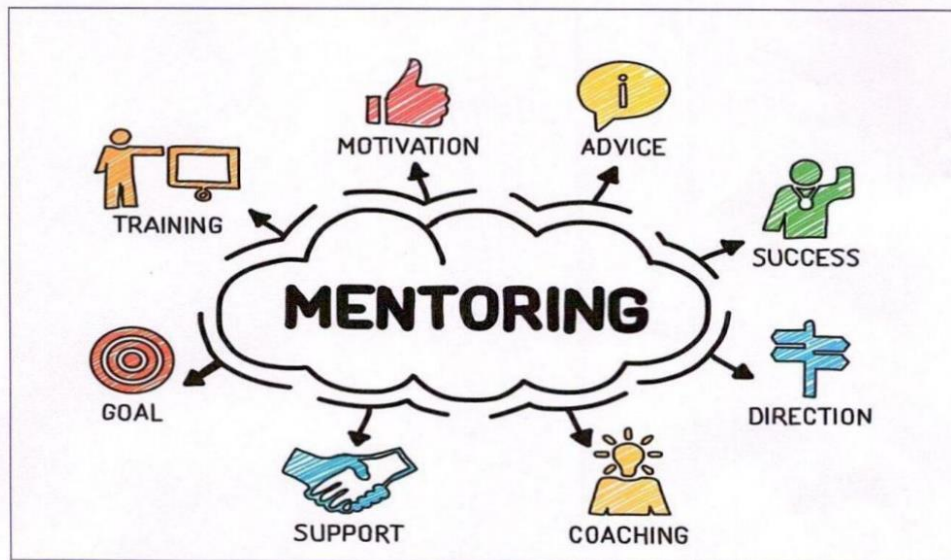
The IQAC of the college has formalized the mechanism to mentor and guide all students seeking admission for all programmes. It is expected that each teacher conducts at least two sessions of mentoring per semester and maintains the record of such sessions in their respective department.

❖ OBJECTIVES OF STUDENT MENTORING POLICY

The objective of this Student Mentoring Scheme is to identify fundamental mechanisms that will

1) Provide students with career counseling.
2) Provide students with information on various skill courses, bridge courses and value added coerces etc. for their academic prosperity.
3) Focus and motivate students to achieve learning goals and thereby improve their academic performance.
4) Generate curiosity and interest in academics and other institutional activities amongst the students.
5) Guide, encourage, and advice the students about their student life, mental and emotional well-being and listen to their issues with patience and help them solve their concerns with appropriate resources, support and referral available.

❖ SCHEDULE OF MEETINGS

Mentors and student mentees will meet according to a pre-arranged calendar, as well as per need of the student or the moment. They will be introduced to each other in the first few weeks after admission. Mentors and mentees should meet at least twice in each semester.

- ❖ **HUMAN RESOURCES:**
  1. Mentor- Teacher
  2. Mentee-Students
- ❖ **MENTOR- MENTEE ALLOCATION**

  Mentor- Mentee allocation for First and second year of each programme will be done by IQAC and for last year by that concerned department. Mentor serve as a thought partner for students on their academic journey and help empower students to become agents of their own change. They express understanding of student's aspirations and fears, and support their success by acting as an advocate for students' best interests.
- ❖ **ROLE AND RESPONSIBILITES OF THE MENTOR**

  A mentor should wear multiple hats. For effective mentoring, the mentor should embrace the ability and willingness to
  1. Provide guidance and help to the mentee in navigating through her/his difficulties in student
  2. life and enable them for meaning academic experience.
  3. Coach to advise the mentees on how to accomplish their goals
  4. Share mistakes, failures and lessons learned.
  5. Communicate through active listening. Focus fully on the mentee and show active verbal and non-verbal signs of listening.
  6. If any student needs special academic tutoring, the mentor may direct the mentees to an appropriate faculty and may even ask the faculty to help their mentees in a particular area
  7. Maintain strict confidentiality of the information shared by the mentee.

- ❖ **MENTEE'S ROLES AND RESPONSIBILITIES**
  1. Mentee is responsible for initiating contact with the mentor and should be prepared and punctual for the mentoring sessions.
  2. Mentee is responsible for establishing the agenda for the conversation. The student might even email topics to the mentor ahead of time. At the beginning of each session, the mentee should provide a brief update on progress since the last conversation.

3. Mentee should share his/her ideas, concerns, and professional goals so that the mentor is able to place the situation in perspective.

4. Mentee should focus on the relationship, rather than outcomes. Mentor's role is not to provide a job; it is to share valuable experience with the mentee.

5. Mentee should ask direct questions about what he/she most wants to know and shouldn't be shy about asking. Mentee is responsible for ensuring that the conversation meets, his/her needs

❖ STEPS IN THE MENTORING PROCESS

1. Mentor-Mentee allocation to be done at the beginning of the academic year.

2. The mentor-teacher should call for a meeting with the allocated students. Mentoring relationship should be characterized by mutual respect, trust and warmth.

3. The students are to be asked to fill the SWOT form given by the mentor. The SWOT forms would be submitted to IQAC at the end of the year. In the meeting the mentor- teacher will clarify student's query. In case of emotional issue the mentor-teacher would have to connect the student with the counselor, student counseling cell of the college.

4. The frequency of meeting is at least twice in a semester.

❖ MENTORING FOCUS

The mentor teacher can have discussion around the topics mentioned in the table.

For all UG Programmes	
Class	Mentoring Focus
First Year	Helping mentees deal with adjustment issues and developing self awareness by using SWOT
Second Year	Providing mentees with subject related guidance for better career choices. Creating awareness about skills required for professional growth.
Third Year	Creating awareness amongst the mentees about internship opportunities, career and/or academic choices that can be pursued after graduation and the preparation for the same.

For all PG Programmes	
Class	Mentoring Focus
First Year	Helping mentees deal with adjustment issues and developing oneself to face challenges. SWOT may be done.
Second Year	Helping mentees with finding internships and placements. Also creating awareness about research opportunities available.

❖ THE MENTORING SYSTEM
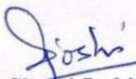
Sr. no.	Activity	Responsibility
1	Mentor- Mentee allocation	IQAC (for First year and second year)/ Head of the department (For Final year)
2	Send the name of the teachers with the allotted students to the IQAC at the beginning of the semester	IQAC (for First year and second year)/ Head of the department (For Final year)
3	Conduct meeting with the allocated students	Mentor-Teacher
4	Filling of SWOT form given by the Mento	Mentee-Students
5	Follow the goals of mentoring with respect to assigned students	Mentor-Teacher
6	Collect all the SWOT forms at the end of year	Dean of the concerned programme
7	Submit all SWOT form to IQAC at the end of year	Dean of the concerned programme

❖ MENTORING STRUCTURE
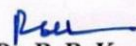
  - ➢ IQAC Coordinator
  - ➢ NAAC Coordinator
  - ➢ Deans of all programme
  - ➢ Physical director
  - ➢ Counselor (College Counseling Cell)
  - ➢ Mentor teacher

❖ GRIEVANCE REDRESSAL

In-case there is any complaint/concern from a student or the mentor teacher the issue should be discussed with respective dean. If still the complaint/concern continues then it can be brought to the notice of the Principal.

Dr. Shruti Joshi
Coordinator - IQAC
Vivekanand College,
Kolhapur

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VIVEKANAND COLLEGE KOLHAPUR
(Empowered Autonomous)

Dr. R. R. Kumbhar
PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)

Annexure A

Mentor –Mentee Allocation

Name Of the Programme :						
Academic Year :						
Sr. no	Roll No.	Name of the Student / Mentee	Class	Mob. No.	Email. Id	Name of the Mentor

Signature, Head of the department

Annexure B

MENTOR - MENTEE SESSIONS ATTENDANCE RECORD

Class	Roll No	Name of the student	Session Date	1	2	3	4	5	6
		Mentor's Signature							
		Signature of HOD							
		Signature of Dean							

Annexure C

MENTOR - MENTEE DISCUSSION REPORT

Mentors Name :						
Sr. no	Date	Name of the Mentee	Class	Roll no.	Points discussed	Mentee's Signature

Annexure D

PHONE CALL RECORD

Mentors Name :								
Sr. no	Date	Name of the Mentee	Class	Roll no.	Ph. No	Time	Points discussed	remark
Mentors signature								

Annexure E

IMPROVEMENT STATUS OF MENTEES

Sr.	Class	Roll No.	Name of the Student	Active Participation in Mentor Program (Yes/No)	Areas of Improvements Seen in Student	Remark
Mentors signature						

****

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Internal Quality Assurance Cell

POLICY FOR SLOW & ADVANCED

LEARNERS
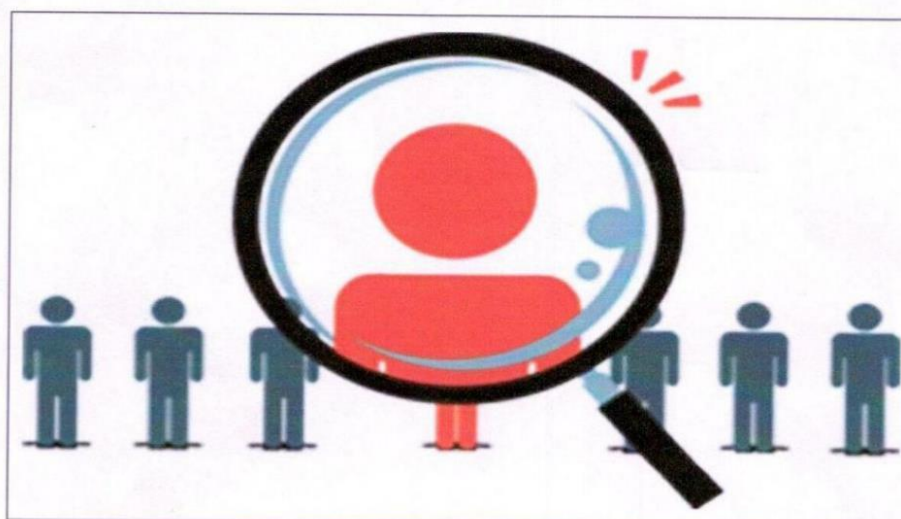
Policy for Slow and Advanced Learners

Introduction:

The motto of our college is 'Dissemination of Education for Knowledge, Science, and Culture'. The institution provides graduation, post-graduation, diploma courses, and research programs to students. This policy aims to support both types of learners in order to achieve a balance in the teaching and learning process.

Advanced Learners:

In this policy, an advanced learner is defined as a student that comprehends theory easily, engages in learning activities quickly compared to their peers, achieves high scores, and makes noteworthy accomplishments. They exhibit higher potential in memory, understanding, retention, creative thinking, and critical thinking.

Slow Learners:

Slow learners consistently underperform academically and fall behind in their academic progress. They might fail examinations or achieve low marks or grades. They struggle to comprehend the educational information.

Methods of Assessment:

Students can be evaluated using many methods to determine their learning levels. Students' progress can be evaluated by ongoing internal assessments, semester test grades, and their involvement in extracurricular and cocurricular activities.

Guidelines for Advanced Learners Policy :

Advanced learners may be motivated by engaging in group discussions, poster presentations, forum activities, seminars, and technical quizzes to enhance their analytical and problem-solving skills, ultimately improving their presentation talents.

• Motivating them to engage in national and international conferences, produce research papers and presentations, and take part in creative writing competitions such as Vivek.

• Enhanced career planning and advancement opportunities by providing specialized coaching for advanced competitive exams.

• Arranging activities/events to enhance the personality development of advanced learners.

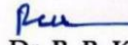• Administered Certificate of Competence courses, skill-based training, and value-added courses

Policy Guidelines for Slow Learners

Slow learners should be included into the class like any other student, with the option of additional classes for enhancement and success. The departments, topic teachers, course coordinators, and mentors provide guidance through various activities.

i. Organize bridge classes and remedial programs for slow learners who have been identified.

ii. Conduct additional classes

iii. Special focus is placed on students in regular classes. Programs are conducted such as training in communication skills, motivational workshops, and personality development.

iv. Create bridge courses to bridge the gap between students who learn at a slower pace and those who are more advanced.

v. Academic and personal counselling are provided to slow learners by mentors and the counselling cell.

vi. To provide study tools for challenging topics and using advanced learners

vii. To assist slower learners in enhancing their engagement and interest in the learning process.

viii. To Offer a platform for group learning activities and hands-on practical experiences would benefit students who learn at a slower pace.

ix. To help Alumni efficiently to motivate and guide slow learners.

Dr. Shruti Joshi
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Vivekanand College,
Kolhapur

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VIVEKANAND COLLEGE, KOLHAPUR
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VIVEKANAND COLLEGE,

KOLHAPUR

(EMPOWERED AUTONOMOUS)

Internal Quality Assurance Cell

IT POLICY

IT POLICY

Introduction:

The Vivekanand College, Kolhapur (Autonomous) offers IT tools to help with its academic, research, and administrative endeavours as well as to boost staff productivity and efficiency. These technologies are designed to help them obtain and process information relevant to their fields of expertise. These resources support them in staying informed and doing their duties effectively and efficiently. When these resources are misused, the college may incur unwarranted risk and obligations. Therefore, it is expected that these resources will be used lawfully and ethically, and largely for college-related objectives.

The policy is applicable to:

Stakeholders both on and off campus

UG, PG, M. Phil, Ph.D. students and research scholars
- Instructors
- Technical and non-technical administrative staff
- Higher Ranking Officials and Officers
- Visitors
- Associates for Projects

Authorities:
- The principal
- Committee on IT Infrastructure Technical (ITIT)
- The Grievance Cell

Computer Resources:

It covers the usage of the college network through a wired or wireless connection, as well as all hardware and software owned, licensed, or managed by the institution, regardless of the ownership of the computer or other device linked to the network.
- Projectors, sound systems, A/V accessories, servers, laptops, printers, scanners, UPS backup systems, and mobile devices
- Wired and wireless network devices (WI-FI)
- Surveillance systems and CCTV equipment
- Access to the Internet and Intranet
- Official websites, online portals, and web apps
- Reputable email providers
- Information Archiving
- Resources & Tools for Teaching, Including Smart Classrooms

An Information Technology Infrastructure Technical (ITIT) Committee should be established by the college to oversee the application of this policy.

IT policy can be categorized as follows:

1. Installation of Computer and IT Hardware:

The ITIT committee is responsible for overseeing and managing the installation and upkeep of all IT-related devices. Any IT goods purchased by the college will be reported to the ITIT committee by the relevant authority together with any supporting documentation.

Any section, department, or project that purchases computers or other IT hardware should ideally come with a one-year full on-site guarantee. Computers should be covered by an Annual Maintenance Contract (AMC) once the warranty expires, unless the product is deemed obsolete. The ITIT committee should have central authority over the control and management of desktop, laptop, server, UPS, printer, and other equipment maintenance.

The electrical outlet must be strictly connected to all PCs and accessories via a UPS. Since the ONLINE UPS needs a constant power supply to recharge its batteries, the power supply should never be turned off.

2. Installation of Computer Software:

As a policy, the autonomous Vivekanand College in Kolhapur encourages its users to utilize open source software on their computers whenever possible, including Linux (Ubuntu, Redhat, etc.) and Open Office. Purchasing a legally licensed Microsoft operating system is required when buying computer systems.

For their academic work, staff members and students are urged to use OPEN-SOURCE programs like Python, Mongo DB, MySQL, MOODLE, Google Classrooms, Hangouts, Google Meet, etc. It is totally forbidden to use cracked or patched software versions on campus.

Antivirus software should be installed and kept up to date on all computers used by the college.

Every computer system connected to a network should have a user ID and password in order to protect data. A few things need to be kept in mind while creating a login and password to make it hard to guess.
i. Minimum length should be 6-8 characters.

ii. It should start & end with letter.

iii. It must include! $%&*?.

iv. It should not contain birthdate, mobile, pin code, name of pets, initials etc.

Individual users should routinely back up their critical data on their personal storage devices and on cloud platforms.

3. Ethernet/Wi-Fi Network Connection:

Approximately 350 network connections span 30 departments on the campus of Vivekanand College. This network is used by more than 300 faculty members for

administration, research, teaching, and learning. Reliance Jio and BSNL both provide Internet bandwidth to the college. There is 50 Mbps of available bandwidth from Jio and 100 Mbps from the BSNL source.

The ITIT committee is the regulating body for wired and wireless connections, controlling access controls, IP addresses, and other network services. Additionally, the ITIT committee will oversee and verify that the internet service providers have appropriate plans. It will be able to prohibit or grant access to the internet with full access rights. For security protection, a firewall system needs to be established on the network.

The campus needs to have wireless access points installed. These wireless routers require periodic password changes and protection against unauthorized access. Before joining to a wireless network, a user must register their device's MAC address and receive a one-time permission from the appropriate authority.

4. IP Video Conferencing:

Installing CCTV surveillance systems on campus is necessary to lower the overall threat of crime, safeguard college property, and contribute to the safety of all employees, students, and visitors while respecting their right to privacy.

The ITIT committee is in charge of overseeing the current configuration, which includes live viewing, upkeep, backup, and security of video data.

5. College Website Hosting Guidelines:

The webpage for the college is https://vivekanandcollege.ac.in. On the college website, a different faculty member ought to be assigned to oversee and maintain webpages. The college should periodically submit notices on its many initiatives, as well as event images and videos. Notifications on exams, scholarships, and other events should also be uploaded.

6. Email Account Guidelines:

The principal of the college manages the college's info@vivekanandcollege.org email address. There are 1000 distinct Google Suite email accounts for the college. By completing an application, users can get in contact with the computer department to request an email account and default password for the college. The primary uses of the space should be academic and formal.

7. Security of Data:

All staff members should receive training on computer viruses, malware, phishing, and hacking techniques. Users are advised against using computers and the internet for personal purposes. Nobody will use a college computer, a personal laptop, or a mobile phone to send inappropriate communications over the internet.

Individual users should routinely back up their critical data on their personal storage devices and on cloud platforms. The most recent firewall and anti-virus software should also be installed and updated on a regular basis.

8. Domain names, trademarks, and copyrights:

Reproducing elements like photos, tables, pictures, music, etc. need permission. You can use the college logo image as long as the principal gives your permission. All users must abide by trademark, copyright, and information technology laws.

9. Technology Modernization:

Projectors, PCs, printers, scanners, video conferencing equipment, smart classroom supplies, etc. will all be upgraded as needed, with a final discussion with the principal, ITIT committee, and IQAC coordinator once all department heads have been notified.
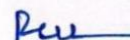
10. E-Waste Elimination:

The College may establish a committee to gather e-waste from all departments and deliver it to a certified authority for e-waste disposal.

Dr. Shruti Joshi

Coordinator - IQAC
Vivekanand College,
Kolhapur

ESTD
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Dr. R. R. Kumbhar
PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)

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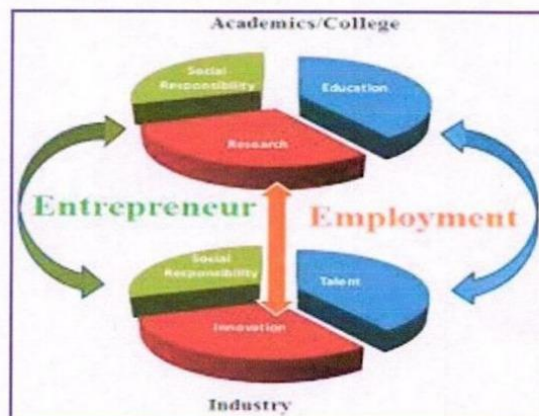-Shikshanmaharshi Dr. Bapuji Salunkhe

VIVEKANAND COLLEGE, KOLHAPUR

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Internal Quality Assurance Cell

COLLABORATION POLICY

COLLABORATIN POLICY

1. Preamble:

Vivekanand College, Kolhapur (Autonomous) committed to excellence in education and research, recognizes the importance of promoting collaborations, linkages, and Memorandum of Understanding (MoUs) with reputed institutions, industries, and organizations. This policy aims to provide a framework for establishing and maintaining effective partnerships to enhance students' employability, facilitate meaningful research initiatives, and foster the academic growth of our faculty.

2. Objectives

- To promote academic excellence through partnerships with industries and organizations to provide students with practical exposure, internships, on the job training and placement opportunities.
- To develop programs and initiatives to enhance students' skills, employability, and entrepreneurship.
- To facilitate collaborative research papers, projects with national and international institutions.
- To promote interdisciplinary research and innovation.
- To encourage faculty to engage in joint research activities and seek external funding for research projects.
- To support faculty in attending conferences, workshops, and training programs to enhance their knowledge and teaching methodologies.
- To encourage collaborative teaching efforts, joint courses, and exchange programs to promote professional development.

3. Procedures

3.1 Establishment of Collaborations:

- The departments shall send proposals for collaborations, linkages, and MoUs should be submitted to the Internal Quality Assurance Cell (IQAC) for review and approval.
- IQAC shall assess the potential impact, feasibility, and alignment with the College' strategic goals.

3.2 Terms and Conditions:

- The document should be with clearly defined scope, objectives, and duration of collaborations / linkages / MoUs.
- The collaboration should specify the responsibilities and contributions of each party involved, including financial commitments if applicable.

3.3 Monitoring and Evaluation:

- IQAC shall establish a system for regular monitoring and evaluation of collaborations to ensure their effectiveness and relevance.

- IQAC conduct periodic reviews to assess the activities conducted under collaborations with the impact on students' employability, research outcomes, and faculty development.

4. Implementation

4.1 Promotion of Collaborative Culture:

- Each department with concerned MoU shall conduct activities like student exchange, faculty exchange, guest lectures, seminars, consultancy, corporate trainings, awareness programs to promote a culture of collaboration among students, faculty, and staff.
- The MoUs with social outreach shall be Recognized and celebrate successful collaborations through awards and acknowledgments.

4.2 Resource Allocation:

- College shall allocate sufficient resources, including budgetary provisions, to support collaborative initiatives.
- College shall provide necessary infrastructure, technology, and administrative support to facilitate smooth implementation.
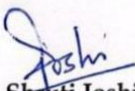
5. Review and Revision
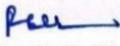
5.1 Regular Review:

- Conduct periodic reviews of the policy to ensure its alignment with the evolving needs of the college and the academic community.
- Solicit feedback from stakeholders and make necessary revisions to enhance the policy's effectiveness.

6. Conclusion

This policy seeks to create an atmosphere that encourages partnerships, creates linkages, and facilitates the construction of MoUs, all of which are critical for students' overall growth, the promotion of research endeavours, and the academic enrichment of faculty members. Furthermore, it aims to actively encourage society growth and advancement.

Dr. Shruti Joshi
Coordinator - IQAC
Vivekanand College,
Kolhapur

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Dr. R. R. Kumbhar
PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
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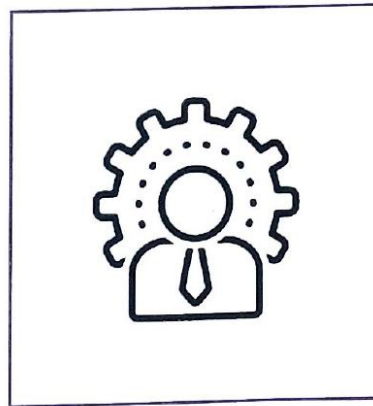
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VIVEKANAND COLLEGE, KOLHAPUR

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Internal Quality Assurance Cell

Governance and Leadership Policy

Governance and Leadership Policy

Introduction:

Vivekanand College, Kolhapur (Empowered Autonomous) identifies the importance of effective governance and leadership in fostering academic excellence, innovation, and holistic development. This policy aims to establish a transparent and accountable framework to guide the college's autonomous operations. This policy outlines the governance and leadership framework for Vivekanand College, Kolhapur, operating as an autonomous institution.

2. Governing Body:

The college shall have a Governing Body consisting of representatives from academia, industry, and society. The Governing Body will oversee major policy decisions, financial matters, and strategic planning. Committees, both academic and administrative, shall be constituted for specialized functions with defined roles and responsibilities. There should be surety in transparent selection processes for Governing Body members. The roles, responsibilities, and terms of service for Governing Body members will be defined appropriately for smooth work.

3. Academic Leadership:

The Principal of the college will serve as the academic leader and shall provide vision also gives the direction for research activities and academic programs. The Heads of the different department shall be accountable for the effective functioning of their respective departments. Participation of staff in decision-making processes, syllabus development, and academic innovations shall be encouraged.

4. Financial Management:

The Finance Committee shall supervise budgeting, resource allocation, and financial planning with regular audits and transparency in financial transactions. Periodic financial audits shall be conducted to ensure fiscal responsibility and compliance with regulatory standards.

5. Decision-Making Processes:

Inclusive decision-making processes shall be followed, with faculty, students, and staff contributing to important decisions through participatory mechanisms. A streamlined process for policy formulation, review, and approval shall be

established, ensuring transparency and representation. Various Committees will establish for specific decision domains, promoting inclusivity.

6. Stakeholder Engagement:

A strong relationship will **retain** with students, faculty, staff, alumni, and the local community to ensure the quality enhancement of the college in all sector. The mechanisms implemented for regular feedback and communication channels to address concerns promptly.

7. Quality Assurance:

An Internal Quality Assurance Cell (IQAC) is accountable for monitoring and improving the overall quality of education and services. The Internal Quality Assurance Cell (IQAC) shall monitor and enrich the quality of administrative processes, education and research. Continuous assessment and enrichment of academic programs shall be ensured through consistent evaluations, accreditation processes and feedback mechanisms.

8. Student Involvement:

Students shall have representation in decision-making bodies, in different college committees contributing to the development and improvement of the college. Platforms for open communication between students and faculty/administration shall be established to address a positive learning environment.

9. Accountability and Transparency:

Mechanisms for accountability, performance assessment, and reporting shall be in place for all levels of leadership and administration. Regular communication with stakeholders through publications, reports, and meetings shall ensure transparency in the college's functioning.

10. Ethical and Inclusive Leadership:

The college shall uphold ethical standards in all activities, promoting integrity, fairness, and responsible conduct among its members. Policies on academic integrity, plagiarism, and research ethics shall be enforced to maintain a culture of honesty and credibility. The college will ensure in inclusivity, diversity and equal opportunities for all members of the institution.

11. Continuous Improvement:

This Governance and Leadership Policy shall be reviewed periodically to adapt to evolving educational landscapes and comply with regulatory requirements. Amendments may be made through a consultative and democratic process, involving all stakeholders.

Dr. R. R. Kumbhar
PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)

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Internal Quality Assurance Cell

E-GOVERNANCE POLICY

E-Governance Policy

Introduction:

Vivekanand College, Kolhapur (Autonomous) is always committed to promote modern technologies to enhance our academic as well as administrative processes. This E-Governance Policy outlines our dedication to make the paperless systems, improving transparency and promoting environmental responsibility through the implementation of digital solutions for the college.

Objectives:

- Implementation of E-Governance to enhance college functionality by integrating digital technologies, leveraging them to streamline academic and administrative processes and improve overall efficiency in college administration.

- Reduce paper usage in college administration processes by promoting the adoption of electronic communication (E-mail and other sources) and documentation.

- Improving accountability by enhancing transparency in college operations and decision-making processes. Establish clear responsibilities and processes to promote accountability among students, teachers and stakeholders.

- Enabling smooth communication among different executive bodies and various committees within the college through the use of online platforms like Zoom and Google meet etc. by implementing digital communication for efficient and real-time interactions.

- Secure storage and management of data with easy and controlled access with the help of Cloud storage and data servers.

- Implement automation in the library facility to streamline cataloging, lending and resource management. Provide online access to digital resources for students and faculty.

- Utilize digital media to showcase the institution globally. Enhance the online presence to attract students, faculty and collaborators from around the world.

- Provide e-facilities to students, teachers, alumni and parents for various activities related to the institution. Enable online access to academic information, events and other relevant updates.

Policy Content:

1. College Website:

The college website (www.vivekanandcollege.ac.in) is regularly updated by all departments and examination section with relevant information and announcements. Relevant data should be made easily available to any new user. Admission registrations, Examination form filling, Online payments, Students logins through ERP is provided by college website.

The College website gives regular updates about the activities organized by various departments and college committees. Timely training is given to all faculty members for regularly update college website.

2. Student Admissions:

An online registration/application form will be generated by ERP and all admission process will be done through college official website to enhance accessibility. The online registration, application, examination and all fees will be paid through online mode like internet banking, using credit card, debit card, UPI etc. only. SMS facility is also given to get username and passwords at any time. The student seeking admission will have to come to the college for physical verification of documents only. Telegram group will be enabled for admission-related queries and updates.

3. Administration:

- Digitize administrative processes including website blogs updation and document management within the college is encouraged. Encourage the use of electronic communication within the administrative departments.

4. Biometric attendance:

- Implement Biometric attendance (thumb and face biometric) for tracking the record of all employees and reporting will be given on first day of every month.

5. Finance and Account:

- Utilize an online financial management system for budgeting, accounting and financial reporting at the end of every financial year.
- Enable secure online payment options for fees and transactions.

6. Library:

- Digitize library processes and provide an online platform for resource access.
- Integrate library automation systems for efficient management.

7. Examination:

- Online examination form filling, online fees payment, Hall ticket.
- Conduct online examination, including scheduling, question paper setting, question paper generation and result processing and publication.

8. E-Waste Management:

- Implement an e-waste management system for responsible disposal of electronic equipment.
- Formation of MOU's with e-waste management organizations.

9. ICT Infrastructure:

- Regularly upgrade and maintain the college's ICT infrastructure for seamless operations.
- Provide Reliable and high-speed robust internet connectivity.
- Establish data center to securely store and manage the vast amounts of data generated by examination section. The data server employ advanced technologies for data storage, processing and backup to ensure data integrity, confidentiality and availability.
- Procurement and maintenance of hardware devices (e.g., Computers, servers, Laptops, Printers/Scanners etc.) and software applications (e.g., operating systems, databases, security software etc.)
- Establishing reliable digital identity frameworks and authentication mechanisms like Biometric authentication, digital signatures and multi-factor authentications are commonly employed to verify the identity of users accessing College services.
- Provide necessary training to faculty, teaching and non-teaching staff for enhanced digital literacy.

Areas of operation

i. Digital Infrastructure:

Essential digital infrastructure needed for e-governance, encompassing hardware, software, and network systems.

ii. Data Management:

Data collecting, storage, security, and privacy to adhere to applicable legislation such as GDPR or local data protection laws.

iii. Online Services:

Specify administrative services that will be accessible online, including admissions, fee payments, course registration, and test scheduling.

iv. Training program to introduce staff to the new digital tools and platforms. This guarantees seamless execution and efficient use of e-governance technologies.

v. **Security and Privacy:**

Strong cybersecurity protocols to protect critical information and deter unlawful entry or security breaches.

The E-Governance Policy will be periodically reviewed and updated to align with technological advancements and the evolving needs of Vivekanand College, Kolhapur (Autonomous).

Dr. Shruti Joshi
Coordinator - IQAC
Vivekanand College,
Kolhapur

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Dr. R. R. Kumbhar
PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
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Internal Quality Assurance Cell

Policy of
Internal Complaints Committee
& Prevention of Sexual Harassment of
Women Committee

Internal Complaints Committee policy and Prevention of Sexual Harassment of Women Committee

Introduction:

Vivekanand College, Kolhapur (Autonomous) and its residence facilities have zero tolerance for sexual harassment. Vivekanand College, Kolhapur (Autonomous) is Sexual harassment free. Students are informed about the ICC and their key elements and procedures and they are assured a sexual harassment free campus. As per guidelines framed by Hon'ble Supreme Court of India in Vishakha Versus the State of Rajasthan and the Statute ratified vide Convention the Government of India, the Ministry of Law and Justice has constituted "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013" ("the Act"), and made it effective from December 09, 2013. The committee ensures prevention, prohibition and redressal (if there is any case) of cases of sexual harassment.

Objectives of ICC:

This Policy aims to enhance a social, physical, and psychological environment through specific objectives.

1. To establish and maintain a secure work environment that is devoid of sexual harassment, especially towards female employees and students.

2. To uphold an environment of equity and gender equality

3. Share the sexual harassment policy of Vivekanand College, Kolhapur (Autonomous) along with the names and phone numbers of the college's ICC members.
4. To address accusations of sexual harassment towards female employees, conduct investigations, and offer support.
5. Recommend fines and actions against implicated individuals to address accusations of sexual harassment towards female employees.
6. To suggest to the relevant authorities, implement further actions, and oversee their progress.
7. To compile annual reports

Definitions Related to Sexual Harassment:

1. Woman Stakeholders:
   Any female individual engaged by Vivekanand College, Kolhapur (Autonomous) regardless of their employment status or title.
2. Aggrieved Person:
   A woman shareholder who claims to have experienced sexual harassment. A woman stakeholder who is upset and files a complaint of sexual harassment under the Act or this Policy.
3. Respondent:
   Any (employed, affiliated, or visiting Vivekanand College, Kolhapur (Autonomous) mentioned in the complaint made by the aggrieved woman.
4. The workplace:
   Encompasses all offices and centres of Vivekanand College, Kolhapur (Autonomous), as well as any locations visited by its employees, students, or interns during employment, training, or internship, including travel in transportation provided by Vivekanand College, Kolhapur (Autonomous).

5. **Presiding Officer:**
   Chairwoman of the Internal Complaints Committee (ICC)

Sexual Harassment

The Act defines Sexual Harassment as any unwelcome sexual acts or behaviour, whether direct or indirect.

1. Physical contact and advances: assault, gazing, or giving excessive attention to a woman in everyday interactions.

2. Sexual harassment occurs when a woman's job, career advancement, or promotion is made contingent upon her compliance with demands or requests for sexual favors, producing a hostile work environment.

3. Making sexually suggestive comments: disrespectful remarks, offensive language, or inappropriate jokes directed towards a lady.

4. Displaying pornography involves presenting sexual images, sounds, or explicit content to a female individual.

5. Any other unwanted physical, verbal, or non-verbal behavior of a sexual character.

6. Sending any communication through mail, telephone, email, social media, etc. that is obscene, lewd, provocative, or explicitly sexual.

Process for handling complaints:

1. An aggrieved female stakeholder can file a written complaint of workplace sexual harassment to the ICC within 3 months of the incident or the latest incident in a series.

2. The ICC can extend the time restriction for filing a complaint by an additional 3 months if it deems that circumstances prohibited the aggrieved woman shareholder from submitting her complaint.

3. If an aggrieved female stakeholder cannot submit a written complaint, the Presiding Officer or any Member of the ICC will provide necessary support to help her document her complaint.

4. If the woman who has been wronged is unable to file a complaint due to physical limitations, a complaint can be submitted by a family member, friend, coworker, National Commission for Women or State Women's Commission officer, or anyone aware of the incident, with the written consent of the woman affected.

5. If the woman who has been wronged is unable to file a complaint due to her mental incapacity, a complaint can be lodged by a relative, friend, special educator, qualified psychiatrist, psychologist, guardian, or the responsible authority overseeing her treatment. Additionally, any individual with knowledge of the incident can file a complaint jointly with any of the mentioned parties.

6. If the woman who has been wronged is unable to file a complaint for any reason, another person with knowledge of the incident may file a complaint on her behalf with her written approval.

7. If the woman who was wronged is deceased, any individual with information about the occurrence can file a complaint with the written approval of her legal heir.
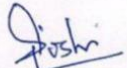
ICC Policy:

1. The ICC will notify the Complainant and the Respondent of the date, time, and location of the complaint hearing upon receiving a complaint from a woman stakeholder.

2. When submitting the complaint, the Complainant must provide the ICC with six copies of the complaint, supporting documentation, and the names and addresses of any witnesses.

3. Upon receiving a complaint, the ICC will give a copy of the complaint to the Respondent within 7 working days of receiving the complaint, with the Complainant's approval.

4. If the Complainant is concerned about potential retaliation and wishes to remain anonymous, the ICC Presiding Officer can, upon the Complainant's request, formalize charges in writing using the complaint letter provided by the Complainant and send it to the Respondent.

5. The Respondent must submit a response, including a list of documents, names, and addresses of witnesses, within 10 business days of receiving the complaint.

6. The ICC will thoroughly investigate a complaint, following processes that adhere to the principles of natural justice.

7. The ICC will offer a fair chance for the Complainant and the Respondent to present and defend their respective cases.

8. The ICC is authorized to summon the Complainant, Respondent, or witnesses many times for additional testimony or clarification.

9. The ICC may end the investigation or make a decision without the participation of the Respondent or Complainant if they miss three consecutive hearings without a valid reason. An order for termination or ex-parte action cannot be issued without providing a written notice to the involved party at least 15 days in advance.

10. For an IC proceeding to occur, a minimum of 3 members must be present to establish a quorum.

11. The ICC will convene quarterly to oversee the Policy's implementation and ensure prompt resolution of any complaints.

12. Both the Complainant and the Respondent are prohibited from having legal representation at any point throughout the proceedings before the IC.

13. The inquiry conducted by the IC must be completed within 90 days.

Initiatives taken by VCK:

Supplementary activities are arranged to empower women and foster a positive environment on campus, including guest talks by prominent figures such as lawyers, police officers, and social workers on the topic of sexual harassment.

Our college's ICC organized a workshop to educate students about the Modus Operandi of the 'Nirbhaya Squad'.

Dr. Shruti Joshi
Coordinator - IQAC
Vivekanand College,
Kolhapur

Dr. Urmila Khot
Presiding Officer
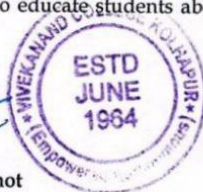
Dr. R. R. Kumbhar
PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)

ESTD
JUNE
1964

"Dissemination of Education for Knowledge, Science & Culture"

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VIVEKANAND COLLEGE,

KOLHAPUR

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Internal Quality Assurance Cell

Eco- Friendly Campus and Environmental Policy

ECO-FRIENDLY CAMPUS AND ENVIRONMENTAL POLICY

Introduction:

Vivekanand College acknowledges its duty to promote environmental sustainability and aims to establish a green campus that exemplifies eco-friendly practices. This policy details our dedication to reducing our environmental impact, preserving natural resources, and fostering a culture of environmental responsibility among students, teachers, and staff. We ensure that students be ecologically literate and act in accordance with global welfare and sustainable development, as part of our commitment to their holistic development. The college guarantees compliance with the Green Campus and Environment Policy.

Objectives:

- To reduce water consumption and encourage water conservation techniques across the university.
- To conserve and improve green areas on campus to support biodiversity and ecological equilibrium.
- To incorporate sustainability principles into academic programs and extracurricular activities to educate and empower the campus community.
- To develop collaborations with nearby communities and organizations to promote environmental sustainability outside of university boundaries.
- To promote awareness and literacy on E-Waste management.
- To advocate for the preservation of the ecology and biodiversity on the college campus.
- To raise awareness among all stakeholders about sustainable and eco-friendly living.
- To conduct annual audits on environmental, energy, and green practices.

Policy for a Plastic-Free College Campus:

United Nations Environment Programme reports that one million plastic bottles are purchased every minute and one trillion plastic bags are utilized globally each year. Plastic, being non-biodegradable, persists in landfills indefinitely. Reducing, reusing, and recycling plastic is the solution in this scenario. Vivekanand College Campus has established the following policy.

Plastic-Free College Campus Policy:

1. Disposable plastic is prohibited on the college grounds.
2. Faculty and students are encouraged to practice plastic waste reduction, reuse, and recycling.
3. The faculty is dedicated to informing students about the "Plastic Free College Campus" Policy.
4. Faculty and students are urged to refrain from using plastic and opt for eco-friendly alternatives such as paper bags and cloth bags.
5. Programs are organized to raise awareness about the detrimental effects of plastic usage.
6. The college has entered up a Memorandum of Understanding (MoU) with agencies that collect plastic garbage from the campus and process it for recycling.
7. Plastic cups, glasses, and utensils are not allowed in the college campus and Hostel Mess. Instead, paper cups and straws are utilized.
8. Every college department must gather the plastic garbage used in laboratories and staff rooms and deposit it into the designated large plastic waste bins located at the plastic waste pick-up point on campus.
9. A group of environmental activists has been established to promote and advocate for the "Plastic Free College Campus" goals and objectives among students, encouraging them to adhere to the policy.

Guidelines for Faculty and students:

Guidelines for students and teachers (both teaching and non-teaching) about a "Plastic Free College Campus."

1. Avoid using disposable plastic on the college campus.
2. Anyone caught using or transporting single-use plastic bags or cups will face a fine of Rs. 50.
3. Avoid using disposable plastic pens. Opt for refillable pens.
4. Opt for paper bags over plastic ones.
5. Refrain from using plastic cups and glasses. Utilize disposable paper cups and glasses.

6. Avoid purchasing plastic mineral water bottles and instead to bring your own reusable water bottle instead.
7. Plastic debris must not be discarded on the college campus.
8. Dispose of plastic waste in the designated rubbish bins located across the college campus.

Energy conservation and sustainable energy sources:

- Install energy-saving features including LED lighting, motion sensors, and energy-efficient appliances in campus buildings.
- Investigate options for renewable energy production, such as solar panels or wind turbines, to decrease dependence on fossil fuels.
- Teach students and staff about energy saving practices and promote changes in behaviour to lower energy usage.

Conserving water:

- Install water-saving fixtures and establish leak detection and repair initiatives to reduce water wastage.
- Raise awareness about water conservation through educational initiatives and signage across the campus.
- Integrate water-conservation techniques into landscaping and irrigation systems by using indigenous and drought-tolerant vegetation.

Minimization of waste and recycling:

- Establish an extensive waste management program incorporating source reduction, recycling, and composting.
- Install recycling bins and composting facilities strategically throughout the campus and encourage correct trash segregation and disposal.
- Promote the decrease of single-use plastics and disposable things by implementing programs like reusable water bottle campaigns and sustainable eating choices.

Ecological areas and variety of living organisms:

- Conserve current green spaces and encourage the development of new green places for leisure, rejuvenation, and environmental conservation.
- Integrate indigenous plant species into landscaping plans to promote local biodiversity and provide habitat for wildlife.

- Implement a campus garden or green roof initiative to involve students in experiential education on sustainable agriculture and urban greening.

Education and involvement in sustainability:

- Incorporate sustainability themes throughout the college curriculum across several fields, allowing students to delve into environmental challenges and remedies.
- Conduct workshops, seminars, and field trips on sustainability and environmental conservation for students, professors, and staff.
- Support and encourage student-driven sustainability projects and clubs that empower students to make a difference on campus and in their communities.

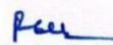**Collaborations with the community:**

- Engage with local government agencies, NGOs, and community groups to tackle environmental issues and advance sustainability efforts in the broader community.
- Engage in community clean-up programs, tree planting campaigns, and other environmental restoration initiatives to make a beneficial impact on the local environment.
- Collaborate with other educational institutions and groups to share effective strategies and insights in order to encourage joint efforts towards a more sustainable future.

Conclusion:

Vivekanand College, Kolhapur (Autonomous) is dedicated to establishing a sustainable and environmentally responsible green campus. Through implementing this policy and collaborating with the college community and external partners, our goal is to inspire good change and contribute significantly to the health and well-being of our planet.

Dr. Shruti Joshi
Coordinator - IQAC
Vivekanand College,
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Internal Quality Assurance Cell

E-waste Management Policy

E-Waste Management Policy

1. About:

Every year millions of electrical and electronic devices are discarded as products break or become the end of its useful life and are thrown away. These discarded devices are considered e-waste and can become a threat to the environment and to human health if they are not treated, disposed of, and recycled appropriately. Vivekanand College, Kolhapur is well equipped with Information and communication technology (ICT) equipment such as desktop and laptop computers, printers, laboratory equipment and photocopy machines. Almost all Information Technology and electronic items become obsolete after prolonged usage. To ensure proper re-use, recycle of ICT equipment, E-Waste policy has been defined. This policy provides rules, regulations and guidelines for proper discarding of obsolete Information Technology, electronic and electrical related equipment.

2. Purpose of E-Waste Management Policy:

- The main aim of this policy is to facilitate efficient and uniform infrastructure for collection, utilization and disposal of E-Waste.
- To promote recycling and re-use of E-Waste.
- Adopting and enforcing Memorandum of Understanding (MoU) for E-waste collection with nationally recommended agencies.
- To facilitate pollution prevention practices inside the college campus that reduces E-Waste generation.
- To create awareness through seminars on E-Waste management to all sections of the society.

3. Collection of E-Waste:

- The E-WASTE is collected from each and every department and stocked in E- Waste repository which is done once a year.
- Before collecting, all confidential and personal information is removed from the products.
- Year-wise stock of E-Waste is maintained in a register.

4. Recycling of E-Waste

- Surplus functional electronic equipment from the college will be reused within the college community or donated to charitable organizations.
- The E-Waste from Vivekanand College, Kolhapur is handled by authorized recyclers and dismantlers only.
- Defunct or outdated electronic equipment will be transported to accredited recycling facilities for environmentally conscious disposal.
- The E-Waste is properly recycled through recyclers authorized by the Maharashtra Pollution Control Board.

5. Members of E-Waste advisory committee.

Chairman: Principal
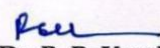
Members: I) Registrar

II) Finance officer

III) Head of Electronics Department

IV) Technical Member Related to ICT (Nominated by Principal)

Vivekanand College, Kolhapur (Autonomous) is dedicated to promoting environmental sustainability by implementing ethical e-waste management techniques. Our goal in following this policy is to reduce the environmental effects of technological trash and help maintain a cleaner and healthier campus environment.

Dr. Shruti Joshi
Coordinator - IQAC
Vivekanand College,
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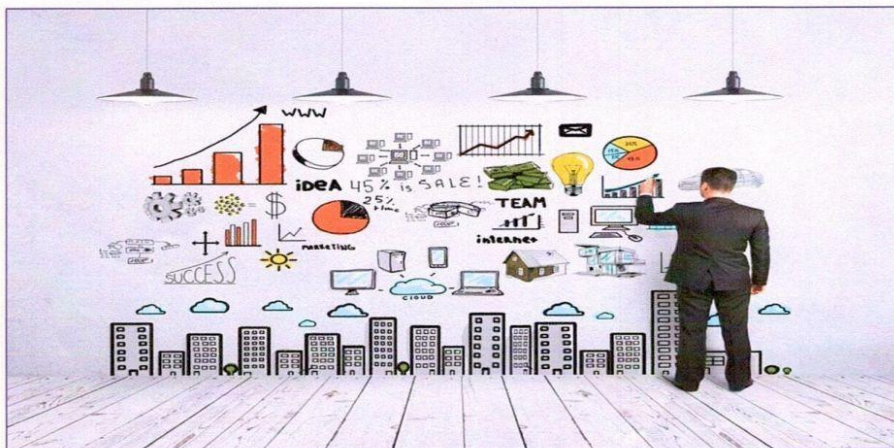
VIVEKANAND COLLEGE, KOLHAPUR

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Internal Quality Assurance Cell

INNOVATION AND INCUBATION POLICY

Vivekanand Innovation and Incubation Centre (VIIC)

Introduction:

The Vivekanand College in Kolhapur was established in 1964 by Shri Swami Vivekanand Shikshan Sanstha, which was established by Shikshanmaharshi Dr. Bapuji Salunkhe. The college was given the motto "Education for Knowledge, Science, and Culture" by Shikshanmaharshi Dr. Bapuji Salunkhe. The college may be found in a superb location within the city, within an area that is both pleasant and conducive to good health. It is widely acknowledged that the college is among the most prestigious colleges within the university, not only in terms of academics but also in terms of the disciplines of athletics, cultural events, and extension programs. The organization has garnered acclaim during the course of its existence in the areas of teaching, learning, assessment, research, development, and outreach.

Through its academic programs and promotional initiatives in research and development, it has demonstrated its competence in the fields of education and research. In addition to the self-supported professional courses such as BBA, BCA, BCS, B.Sc. (Bio-Tech), B.Voc, and postgraduate courses such as M.Sc. (Organic Chemistry), M.Sc. (solid-state Physics), M.Sc. (Mathematics), and M.Com, the institution provides a broad variety of conventional program options for Bachelor of Arts, Bachelor of Commerce, and Bachelor of Science degrees. In our educational system, research and development are considered to be an essential component. It encourages inquisitiveness and vision, and it anticipates the development of novel concepts and inventions through the application of effort and experimentation. The college is actively investigating potential research fields that can help meet the requirements of society and the nation. The college has identified major areas of research which include Nano Technology, Material Science, Physics, Mathematics, Statistics, Life sciences, Humanities, Chemistry, Bio-remediation, Bio-diversity, Optimization Techniques, Process Control, Energy Technology, Space Science, Agri-based Economics, Pollution Control, Geoinformatics, e-commerce, etc. The experiences that this college provides to its students are designed to enhance the quality of their education. In order to keep up with the present situation, colleges place a significant amount of importance on the students' ability to acquire both academic and technical skills. It is anticipated that the dedication of educators, staff members, stakeholders, constitutional groups, regulatory authorities, and financing agencies will bring about success in the process of establishing a community of scholars.

Vivekanand Innovation and Incubation Centre (VIIC)

About:

Entrepreneurship in India is on the verge of experiencing a period of rapid expansion. This presents the eco-system with fresh opportunity to take shape, which is another benefit. There is going to be an increase in the number of angel investors, venture capitalists, media outlets, start-up groups, service providers, mentors, and training firms. One of the most significant aspects of this transition is the incubator, which is the location where new businesses are established.

A nonprofit business incubation centre has been established at Vivekanand College in order to provide students from the college as well as students from other

institutions with the opportunity to gain first-hand experience in the field of entrepreneurship, to encourage activities at the college that are driven by innovation, and to offer a comprehensive and integrated spectrum of support. The numerous incubation facilities that we provide to start-ups include all of the fundamental facilities, such as office space, desktops, high-speed internet access, uninterrupted power supply, and so on. Additionally, the VIIC offers mentoring and training facilities to incubates. These facilities are provided by a variety of distinguished specialists, including entrepreneurs, scientists, researchers, faculty members from a variety of academic institutes, legal advisors, economic advisors, and others. The provision of incubation facilities for the purpose of fostering the development of creative business ideas by incubates and the establishment of businesses into ancillary units, micro and medium scale industries is the primary objective of the VIIC programs.

Objectives of VIIC:

- To ensure that innovators are able to create new items.
- To encourage new businesses in the technology sector.
- In order to increase the likelihood of obtaining jobs of a high grade, to provide high-end industrial training.
- To provide young entrepreneurs with a shared office space in order to encourage the launch of new businesses.
- For the purpose of providing effective mentoring to those who are interested in developing new goods, services, and processes, as well as those who are interested in establishing their own businesses.
- To offer assistance in the management of intellectual property rights and technology, including patents, copyrights, design registration, and other related matters, as well as the commercialization of these areas.

1. Mission and Goals:

The purpose of the incubation policy is to encourage students, alumni, and faculty members of Vivekanand College to engage in innovative and entrepreneurial activities, as well as experiential learning.

A number of goals are being pursued, including the promotion of interdisciplinary collaboration, the establishment of new business ventures, and the contribution to the socioeconomic growth of the region.

2. Eligibility Requirements:

The event is open to both current students and alumni of Vivekanand College, as well as faculty members. The practicality of the company idea, the dedication of the founding team, and the degree to which it aligns with the college's beliefs and aims are all variables that could be considered during the selection process.

3. Support Services:

Guidance and instruction from seasoned business owners, executives in the field, and members of the faculty.

Collaborative working space, prototyping facilities, and other physical resources are all available to you.

It is helpful to have assistance with company planning, conducting market research, developing products, and fundraising. Chances for networking with investors, partners in the industry, and other business owners.

4. Policy Regarding Intellectual Property (IP):

In the event that there are provisions for licensing or revenue sharing agreements, participants will continue to maintain ownership of the intellectual property that was generated during the incubation period. In order to use the intellectual property for teaching and research purposes, Vivekanand College might need to obtain a license that is not exclusive.

5. Duration and Graduation:

The incubation period normally lasts between six and twenty-four months, however it can be longer or shorter depending on the requirements of the firm.

One of the conditions for graduation could be the completion of critical milestones, the acquisition of external finance, or the launch of the startup product or service commercially.

6. Evaluation:

The participants are obligated to supply various data, including financial statements, regular updates on their development, and other pertinent information. Among the parameters for evaluation are the number of firms that were formed, the amount of income earned, the number of jobs created, and the level of engagement from alumni.

7. Governance:

A dedicated group that includes college academics, alumni, industry experts, and local stakeholders is in charge of overseeing the incubation program. When conducted on a regular basis, evaluations and assessments guarantee transparency, accountability, and perpetual progress.
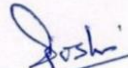
8. Feedback mechanism:

This is done in order to elicit information from participants, stakeholders, and external partners with the purpose of continuously improving the program. Feedback mechanisms are established.
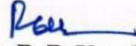
Through the implementation of this individualized incubation approach, Vivekanand College is able to effectively help prospective business owners and make a contribution to the ecosystem of business owners in Kolhapur and beyond.

- **Selection Process for Incubation:**

1. Submit an e-application form to the portal **Idea Submission** www.vivekanandcollege.org

2. Examination by the Expert Committee of the VIIC. It is important to take into consideration the financial, technical, and social impact parameters while evaluating proposals.

3. The Principal of Vivekanand College in Kolhapur has given their final clearance.

In order to formally begin the incubation process at VIIC, an agreement was executed.

4. Assistance with incubation is often provided over a period of one year.

Dr. Shruti Joshi
Coordinator - IQAC
Vivekanand College,
Kolhapur
Contact:

Dr. S. S. Ankushrao
Chairman-VIIC

Dr. R. R. Kumbhar
PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)

Vivekanand College, Kolhapur (Autonomous)

Vivekanand Innovation and incubation Centre (VIIC),

C. S. No 2130 "E" ward,

Tarabai Park, Kolhapur – 416 003

Phone: (0231) 2658612/ 9096070345

Email: viickolhapur@gmail.com