



**Progressive Education Society's
Modern College of Arts, Science and Commerce
Ganeshkhind, Pune 411016**

<https://www.moderncollegegk.org/policies.php>

IQAC HANDBOOK OF POLICIES

1. Academic Planning Policy
2. Environment and Energy Usage Policy
3. Green Audit Policy
4. Green Campus Policy
5. Maintenance Policy
6. Mentoring Policy
7. Placement and Entrepreneurial Development Policy
8. Use of Information and Communication Technology Policy
9. Welfare Measures Policy

Parag Shah
IQAC Co-ordinator

Dr. Sanjay Kharat
Principal

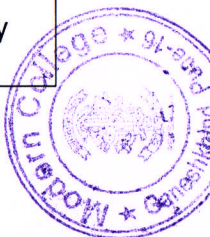
Academic Planning Policy

Sr. No.	Particulars	Details
1	Brief Description	The policy will ensure meticulously Academic Planning and implementation.
2	Scope	All academic departments
3	Approved by	Head of the Institution / IQAC
4	Objective	To improve academic functioning of the Institution through well planned and documented process.
5	Policy Statement	Academic planning and implementation will enhance interdisciplinary approach in teaching-learning, ensuring harmonious functioning of the institution to achieve greater academic excellence.
6	Procedure	<ul style="list-style-type: none"> To prepare academic plan of the year Central time table committee to prepare a schedule as per university norms for UG, PG programs, Certificate, Skill based and Value added courses by Optimum Utilization of Infrastructure. Central Time Table to be displayed on notice board and at our college website. Allotment of workload to concerned teachers. Teachers to prepare their lecture plan according to subject distribution and workload; for the entire theory and practical course. Teachers to follow academic planning and record the same in Academic Diary. Respective HoD/Vice Principal and Principal to monitor effective implementation of Academic Planning. To conduct Internal and External examinations and Result analysis at the end of every semester. To conduct Bridge courses and remedial lectures if required. Advanced learners to be promoted to opt different add on courses to improve their skills required for employability and entrepreneurship. Academic review and feedback to be taken from stakeholders. Review meetings to be held in order to solve difficulties faced while teaching. Assessment of Teachers for quality improvement. Submission of teacher's diary through respective Head and Vice Principal. Submission of Academic Performance Indicator by every teacher on LMS and verified by IQAC.

PB Pathakji
Ms. Pradnya Pathakji
Incharge

Parag Shah
Parag Shah
IQAC Coordinator
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Dr. Sanjay Kharat
Dr. Sanjay Kharat
Principal



Environment and Energy Usage Policy

Sr. No.	Particulars	Details
1	Brief Description	Policy will ensure to improve the use of conventional energy resources and promoting sustainable energy resources
2	Scope	The college campus
3	Approved by	Head of the Institution / IQAC
4	Objective	To sensitize all stakeholders towards sustainable energy usage
5	Policy Statement	Implementation of environment and energy usage policy will make institute energy sustainable by reducing carbon emission
6	Procedure	<ul style="list-style-type: none"> • Use of LED bulbs in campus • Use of solar and wind energy plant for generating energy • Conducting Environment, Carbon and Energy audit every year • Display of signboard implying energy conservation message in and around campus • Use of power efficient technology to reduce usage of energy consumption • Parking will be kept free for battery powered vehicle • Electrical and Electronic devices should be kept off when not in use • Maximum use of daylight for classroom • Regular Maintenance of high-end equipment



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- ◆ Affiliated to Savitribai Phule Pune University: PUN / PN / ASC/ 089 (1992) Tel.: 020 25634021, 25631091
- ◆ UGC - Recognition No.: F-8-290 /2006(CPP-I) Fax: 020 25650931
- ◆ Best College Award by Savitribai Phule Pune University - 2013 e-Mail: moderncollege16@gmail.com
- ◆ DST-FIST sponsored college Website: www.moderncollegegk.org
- ◆ STAR College Scheme sponsored by DBT.


PES'S Modern College of Arts, Science and Commerce, Ganeshkhind, Pune 411 016
Internal Quality Assurance Cell

Green Audit Policy

Sr. No.	Particulars	Details
1	Brief Description	Policy will ensure green audit to be conducted twice in the Accreditation period from external professional body.
2	Scope	College Campus
3	Approved by	Head of the Institution / IQAC
4	Objective	To promote sustainable use of resources
5	Policy Statement	Green audit to ensure the campus green cover
6	Procedure	<ul style="list-style-type: none"> ● Proposal will be sent to the College Development Committee/ Internal Quality Assurance Cell for approval to conduct the audit. ● Approval of the External auditing agency by the College Development Committee. ● After approval, the External auditing agency will be identified. ● The Committee will visit the campus for surveying the green cover ● All the green policies of the institution will be assessed by the agency. ● Committee will record, analyze and submit the report to the Head of the Institution


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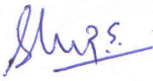



Policy documents provide guiding principles and may change from time to time

Green Campus Policy

Sr. No.	Particulars	Details
1	Brief Description	Policy will make sure to keep the campus eco-friendly.
2	Scope	College campus
3	Approved by	Head of the Institution / IQAC
4	Objective	To promote sustainability To inculcate eco-friendly practices among all stakeholders.
5	Policy Statement	Eco-friendly practices will incorporate sustainability and conservation among all stakeholders which will result in making campus green and pollution free.
6	Procedure	<ul style="list-style-type: none"> • Recycling of waste water and solid waste in the campus • Observation of No vehicle day in every month • Promotion of use of cycle, battery powered vehicle, local transport and carpooling to minimize fuel consumption. • Parking will be kept free for bicycle and battery powered vehicle • Heavy sound vehicles banned in the campus • Ban on use of plastic in campus • Promotion of Paperless documentation • Organic Awareness, education and training drive for sustainable campus • Maintenance of plant nursery and landscaping with various plant species in the campus • Installation Of infrastructure which reduces carbon emission.


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Maintenance Policy

Sr. No.	Particulars	Details
1	Brief Description	The policy will ensure maintenance of Infrastructure, Laboratory Equipment and Computer and related equipment.
2	Scope	Hardware & Equipment, Electric Maintenance, Air Conditioner Repair and maintenance, Garden Maintenance and Security & Housekeeping
3	Approved by	Head of the Institution / IQAC
4	Objective	<ul style="list-style-type: none"> To improve the functioning of the institution through well maintained infrastructure, laboratory equipment, Hardware and efficient housekeeping services. To maintain green cover by maintaining garden and improving aesthetic value of premises Maintenance of electric appliances and high-end equipment to reduce the energy consumption.
5	Policy Statement	The well maintained infrastructure will enhance the smooth, speedy and quality work in different areas which will help in giving better services to the staff, students and community.
6	Procedure	<ul style="list-style-type: none"> To maintain a record of thrust areas where maintenance is necessary. The maintenance registers to be maintained by office, Library, Sports, Gymnasium, Garden, surrounding area and all academic departments. The maintenance team to do regular monitoring and take necessary action for the repair and maintenance. Call quotations for annual maintenance contract and calibration of equipment. Call quotations for repairs wherever necessary. Small repairs to be handled without quotations up to a sanctioned amount of Rs. 2,000/= Petty cash to be sanctioned for departmental repair and maintenance requirements. The work of Electrical repairs and maintenance and maintenance of Gas cylinders and accessories to be done after regular intervals. The work of cleaning team to be monitored regularly and necessary accessories to be provided. Maintenance of botanical garden and campus garden to be assigned to a team.

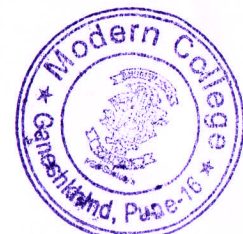
yoshi
Ms. Varsha Joshi
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Parag Shah
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Principal
Modern College of Arts, Science
& Commerce, Ganesh Khind,
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Mentoring Policy

Sr. No.	Particulars	Details
1	Brief Description	The policy will provide healthy and secured learning environment in the college where students can groom themselves to be suitable to their career and personal life.
2	Scope	All Teachers and Students of all academic departments
3	Approved by	Head of the Institution and IQAC.
4	Objective	<ul style="list-style-type: none"> To bridge the gap between teachers and students. To give support to the students in their academic, career and personal issues and planning.
5	Policy Statement	Mentoring Policy ensures that the students are in a secured environment where they can get the support in their Academic, Intellectual, Professional and Psychological development.
6	Procedure	<ul style="list-style-type: none"> Appointment of Mentors by Head of the Department. Each section of the class has separate mentor / Class Advisor. Students are informed about their mentor Teacher. List of the student is provided to respective mentor. Mentors / Class Advisors form groups of their students for regular communication. (WhatsApp, Google Groups) Class Advisors conduct meetings of their mentees in the group or for an individual (if required). In these meetings students are guided on the academic process, career planning and any academic or personal issue raised by them. Academic or personal issues of students are addressed by the Mentor-Teacher. If the problem of the student is out of the scope of the mentor-Teacher then it is put in front of Head of the Department or Vice Principal of the concerned steam. If any issue of the student/s needs the support of head of the institution then it is addressed by the Head of the Institution. Formal and informal Feedback is collected from the students and their suggestions are considered.

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Ms. Prerana Suru
Incharge

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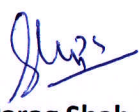



Placement and Entrepreneurial Development Policy

Sr. No.	Particulars	Details
1	Brief Description	<p>The aim of Training and Placement Cell of the College is to place the student in competitively good companies or industries by identifying their knowledge skills, attitude matrices of every individual student, identifying the skill set required and organize pre-placement activities to make them employable. To formulate series of activities to meet the training programs for appropriate placement.</p> <p>The industry is always on the lookout for students who are vibrant, energetic individuals and ready to accept challenges, attentive, a good academic background, fast learners, open to learning even at work and more importantly, good communication skills. The role of the Institutes Placement cell is to first identify the students who are willing to seek a job and those who wish to go for Higher Education. The cell needs to communicate specific companies where the students can be absorbed as per the eligibility norms and the requirements from the corporate end.</p>
2	Scope	<p>This SOP covers a set of skill based training program, right from skill gap analysis to placement of candidates at final year level. Counseling, Aptitude Test and Admission. Induction. Skill training in various fields from various industry sectors. Life Skill training, Revision, feedback Industry visits Feedback for further improvement of the courses.</p>
3	Approved by	Principal / IQAC
4	Objective	<ul style="list-style-type: none"> • To place the students according to their areas of interest in organizations/institutes. • To guide the students for the development of soft skills through pre-placement activities. • To bridge the gap between college and industries. • To increase awareness amongst current students about placement opportunities in industries and various skill-sets required. • To determine opportunities for Arts and Commerce UG students in Service and Banking Industries.
5	Policy Statement	Placement cell should provide students activities to continue through their academic tenure till creating placement opportunities for them from corporate of high repute.
6	Procedure	<ul style="list-style-type: none"> • A list of final year students who are interested in getting job after completion of their final year degrees, will be prepared for every stream and a record containing their details necessary from the corporate end will be maintained with the class teachers as well as with the Placement head.

	<ul style="list-style-type: none">• Personality Development, Communication Skills and Vocabulary, Resume Preparation & Email Writing, Group Discussion, Interview Skills, Aptitude Training and Practice Tests, Foreign Languages such as Japanese and German etc.• Student profiles and other relevant details are shared with companies.• The companies conduct Pre-Placements Talks to give in-depth information about them including the roles and profiles being.• Applications are invited and resumes of interested applicants are shared with the companies.• Based on factors such as profiles and locations and student's perceptions and areas of interest, companies are ranked and invited on campus.• Companies conduct their selection process which typically comprises of CV based listing, group discussions and interviews.• Final results are announced by the companies soon after the final.• Students must adhere to norms of discipline and personal conduct during their interactions with Company officials and their conduct at company offices. Any misbehavior / indiscretion will attract disciplinary action which may result in permanent debar from placement process.• Placement Policy is subject to change and Institute has authority and right to change, add, delete, or modify these rules from time to time based on the inputs, feedback and experience. Changes in policy, if any, will be communicated to all concerned and students at the earliest. In such a case new rules will be published through notice board as well as through email and come in to vogue as per the time specified in the notice.• Communicate with Alumni for their guidance and for available openings.• Gathering information about job fairs and all relevant recruitment Advertisements and notify it to the students.• Arranging periodic meetings with Human Resources Department of companies to promote recruitments.
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Dr. Satish Ambike
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Use of Information and Communication Technology Policy

Sr. No.	Particulars	Details
1	Brief Description	The policy will ensure overall effective use of ICT in teaching-learning, evaluation and academic administration.
2	Scope	All stakeholders
3	Approved by	Head of the Institution
4	Objective	<ul style="list-style-type: none"> To improve teaching learning process by use of technological resources To make available e-resources to students by using LMS on Moodle platform.
5	Policy Statement	Use and implementation of technological resources will enhance the teaching learning process and ensure achieving academic excellence.
6	Procedure	<ul style="list-style-type: none"> Customized Moodle/LMS will be setup at college level on independent servers of the college. Teaching-learning material will be shared with students through LMS. Training of teachers for online teaching and for effective use of software. LMS will be capable of conducting online exams. Students will be able to submit assignments through LMS. LMS mobile application will be given to students and staff. Institutional Email will be given to all Teachers and staff. For online teaching-learning Google Suite and Microsoft Teams accounts will be created for all Teachers, staff and students. Start You Tube Channel of college for sharing e-contents and enhancing teaching-learning process and for live streaming. Teachers to make use of available tools and resources. Review from students, teachers and staff will be gathered and as per review, changes and enhancement will be adopted.


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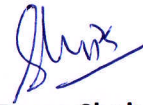
Welfare Measures Policy

Sr. No.	Particulars	Details
1	Brief Description	The policy meets the welfare of the stakeholders of the college
2	Scope	Students, Teachers, Administrative Staff
3	Approved by	Head of the Institution and IQAC
4	Objective	<ul style="list-style-type: none"> • To motivate all stakeholders by team building • To meet the financial need of and give additional benefits to the stakeholders. • To prepare supportive and cooperative environment for effective academic and administrative functioning of college.
5	Policy Statement	Welfare measures will meet the financial, social, medical and other needs of the stakeholders whenever required to strengthen the diversity and equality.
6	Procedure	<p>For the Students :</p> <ul style="list-style-type: none"> • In the beginning of the year review of special needs of students carried out by the Principal, Vice Principals, HoD, teachers, mentors, counselors and the librarian. • The applications are invited from the students to cater and verify their need. • All alumni and teachers are appealed for the financial assistance. • Separate Account is maintained in the bank and every year audit is carried out. • Interviews of the students conducted and selected students are given the fellowship or scholarship in monetary form and book bank form. • Internship, Hands-on training, earn-while-learn scheme is facilitated. <p>For the Teachers:</p> <ul style="list-style-type: none"> • Teacher can apply for any special concession, permission or assistance or need to the Principal in written form • The request is forwarded to the Management or College Development Committee • CDC meetings are conducted quarterly. In those meeting the decision is made on the request • The decision is communicated to the teachers • Few decisions Principal takes immediately as per the circumstances • Various programs and activities are organized through staff academy every year for the welfare of the teachers. Separate budget is allotted by the college for the same.

	<p>For the Non-Teaching Staff:</p> <ul style="list-style-type: none">• Non-Teaching staff can apply for any special concession, permission or assistance or need to the Principal in written form.• The request is forwarded to the Management or College Development Committee.• CDC meetings are conducted quarterly. In those meeting the decision is made on the request.• The decision is communicated to the teachers.• Few decisions are taken by the Principal immediately depending on the circumstances.• Various programs and activities are organized through staff academy every year for the welfare of the teachers. Separate budget is allotted by the college for the same.• Festival advance is given to all staff members.• Ten percent concession in tuition fees is given to wards of staff members pursuing education in the college.• For medical emergencies management gives all assistance including doctor advice.
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Dr Sangeeta Dhamdhare
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