



**ANEKANT EDUCATION SOCIETY'S  
TULJARAM CHATURCHAND COLLEGE  
OF ARTS, SCIENCE & COMMERCE**

**BARAMATI, PUNE - 413102**

**(Empowered Autonomous)**



**POLICY  
DOCUMENT**



## INDEX

Sr.	Policy Name	Page No.
1	Curriculum Design and Development Policy	1
2	Policy for Certificate Courses	4
3	Reservation Policy	8
4	Policy For Slow and Advanced Learners	9
5	Policy For Identification of Advanced Learners	12
6	Standard Operating Policy for Mentoring Programme	13
7	Result Declaration Policy	14
8	Result Declaration Policy	15
9	Policy on Examination Grievances	16
10	Policy For CO-PO Attainment	18
11	Student Satisfaction Survey Policy	21
12	Research Policy	24
13	Seed Money Policy	37
14	Code Of Ethics in Research and Plagiarism Policy	43
15	Revenue Sharing Policy	46
16	Policy For Extension Activities	48
17	Policy For Memorandum of Understanding	51
18	Policy And Procedure for Infrastructure And Academic Facility Development	56
19	Library Knowledge Resource Center (Krc) Policy	58
20	Institutional It Policy	66
21	Policy For Media Center Utilization	69
22	Utilization And Maintenance of Physical and Academic Support Facilities	72
23	Gymkhana Management Committee	76
24	Grievance Cell Policy	81
25	Policy On Sexual Harassment	83
26	Zero Tolerance Policy	86
27	Policy Document for Alumni Association	87
28	Institutional E-Governance Policy	89
29	Performance Appraisal Policy for Staff	93
30	Policy For Financial Support	97
31	Resource Mobilization Policy and Procedure	99
32	Institutional Policy for Financial Audits	101
33	Gender Equity Policy	104
34	Waste Management Policy	105
35	Clean And Green Campus Policy	108
36	Differently Abled [Divyangana] Policy	110
37	Energy Policy	111
38	Environmental Policy	113
39	IQAC Policy	115
40	Policy Document on Code of Ethics	117



### CURRICULUM DESIGN AND DEVELOPMENT POLICY

Academic Council and Board of Studies play a crucial part in curriculum development. Curriculum development in the college follows the following policy:

- 1) Establishment of Academic Council in accordance with UGC's autonomous regulation

Academic Council composition:

- a) The principal - Chairman
  - b) All the heads of departments in the autonomous college
  - c) Four teachers of the autonomous college representing different categories of teaching staff.
  - d) Not less than four experts from outside the autonomous college
  - e) Three nominees of the university not less than professors
  - f) The controller of examiner of the autonomous college
  - g) A faculty member nominated by the principal
- 
- 2) Formation of BOS as per autonomous regulation by UGC whereby the following people are represented:
    - a) The department head
    - b) Every faculty member in the department
    - c) An industrial representative
    - d) A nominee for vice chancellor Subject matter specialist
    - e) External subject matter expert
    - f) Alumni
    - g) Student Representative



### CURRICULUM DESIGN AND DEVELOPMENT POLICY

3) The IQAC, as a key facilitator, issues notices to all Board of Studies (BOS) to organize meetings twice in a year, ensuring the smooth progression of the curriculum development process.

4) The IQAC diligently prepares faculty-wise Program Outcomes in strict accordance with UGC guidelines, and these outcomes are transparently displayed on the college website, ensuring the process's adherence to regulatory standards.

5) Departments are required to develop Program Specific Outcomes aligned with the overall Program Outcomes.

6) All BOS members from each department collaborate to create a primary draft of syllabus, incorporating feedback from stakeholders such as students, alumni, teachers, employers, and parents. Additionally, they adhere to the Learning Outcome-Based Curriculum Framework guidelines, which are a set of standards that ensures the curriculum design to achieve specific learning outcomes. These guidelines are crucial in maintaining the quality and relevance of the curriculum. The BOS members also consider global, national, and local issues in curriculum design to ensure the curriculum is comprehensive and up-to-date.

7) IQAC finalizes the faculty-wise credit distribution structures following the core committee meeting. This process involves a thorough review of the course content, consultation with faculty members, and consideration of the workload and learning outcomes of each course. The final credit distribution structure is then shared with BOS members for their review and understanding.

8) The primary draft is shared with all BOS members for their comprehensive review and understanding.

9) The BOS meeting is convened a date that is finalized within the stipulated timeframe. During this meeting, all course curricula are meticulously examined to ensure alignment with the defined program-specific and overarching program outcomes. The meeting also provides an opportunity to BOS members to discuss and provide feedback on the curriculum drafts, ensuring a collaborative and inclusive curriculum development process.



10)The final curriculum draft is meticulously crafted, considering the suggestions provided by BOS members during the meeting.

11)The Academic Council Secretary collects all the designed curricula and minutes from the review meetings.

12)All course codes, titles, and credit structures undergo validation and verification by the IQAC team.

13)The verified curricula are presented for approval to the Academic Council.

14)The Academic Council approves the designed curriculum.

15)The approved curriculum is displayed on the college website.





### Policy for Certificate Courses

In a rapidly evolving global landscape, institutions like Tuljaram Chaturchand College of Arts, Science and Commerce in Baramati are recognizing the importance of adapting to the shifting demands of the job market and technological advancements. The college's offers a wide array of certificate courses, independent from traditional fields of study, serves as a strategic response to these changes. Here's an overview of how such initiatives are pivotal in today's educational and professional context. This initiative by Tuljaram Chaturchand College offer a diverse range of certificate courses reflects a forward-thinking approach to education. By doing so, the college not only enhances the employability of its students but also equips them with the skills necessary to navigate the complexities of the modern world.

#### 1. Objectives

The main objectives for introducing the Certificate Course are:

1. Holistic development of students.
2. To bridge the gap between the academia and industry.
3. To hone the skills of the students thereby moulding them as efficient job providers rather than job seekers.
4. To improve the students competency in contemporary technologies.
5. To provide an understanding of the expectations of industry.
6. To improve employability skills of students.
7. To bridge the skill gaps and make students industry ready.
8. To provide an opportunity to students to develop inter-disciplinary skills.

#### 2. Guidelines for conducting Certificate courses

Developing a standard operating procedure (SOP) for conducting certificate courses in a college can provide a structured framework to ensure consistency, efficiency and quality in course delivery. Here's an outline of the SOP for conducting certificate courses:



### Policy for Certificate Courses

a. Display of Value Added Courses on College Website:

Compile a list of Value Added Courses and ensure it is displayed prominently on the college website.

b. Notification to UG & PG Students:

Issue a notice to all undergraduate (UG) and postgraduate (PG) students informing them about commencement of certificate courses for the academic year.

c. Multidisciplinary Courses List:

Ensure that a list of multidisciplinary courses is available on the college website for students' reference.

d. Online Registration Process:

Allow students to register for certificate courses offered during the semester by submitting a duly filled registration form through the online mode.

e. Enrollment Period:

Provide a specific time period for students to enroll in certificate courses online. Students must register within this period.

f. Sharing of Registered Students List:

Once students registered for certificate courses, the list of registered students is shared with the concerned departmental course coordinator.

g. Creation of WhatsApp Group:

The course coordinator should sort out the list of registered students and create a WhatsApp group for further instructions and communication.



### Policy for Certificate Courses

#### h. Preparation of Course Commencement Notice:

The course coordinator prepares a notice about the commencement of the course and shares it with the registered students.

#### i. Commencement of Theory/Practical Sessions:

Following the notice, actual theory or practical sessions of the course commence as per the given timetable. The duration of value added course is 30 hours with a combination of 18 hours (60%) of theory and 12 hours (40%) of practical.

#### j. Attendance

Each course coordinator shall be responsible for the maintenance of attendance and assessment record of candidates who have registered for the course. The record shall contain details of the students' attendance, marks obtained in the Continuous Internal Assessment (CIA) tests, assignments etc. At the end of the semester, the record shall be duly signed by the course coordinator and the Head of the department.

#### k. Conducting Exams:

Exams are conducted as per the requirements of the course upon completion of the coursework.

#### l. Declaration of Results:

After completion of exams, the respective course coordinator declares the results. Students sign their results after the examination.

#### m. Certificate Issuance:

The concerned course coordinator prepares a list of results and issues certificates to students who successfully complete the course.





### Policy for Certificate Courses

n. Uploading of results :

The results will be shared to the exam department and it will upload on Mark Sheet of the students.

By following this SOP, the college can ensure a systematic and efficient process for conducting certificate courses while maintaining transparency and accountability at each stage.



### Reservation Policy

Anekant Education Society's Tuljaram Chaturchand College of Arts, Science, and Commerce, Baramati, Dist. Pune operates as a minority institution.

For the admission process the college follows the following rules :

- 1) The 50% of the total seats of students are filled according to the admission rules and guidelines set forth by the State Government of Maharashtra. The remaining 50% of the seats are reserved specifically for students from the Jain community, in line with the institution's minority status.
- 2) If the full quota of 50% reserved for Jain candidates is not completely occupied, the college follows the standard procedures outlined by the Maharashtra Government to allocate the remaining seats to the eligible students. Additionally, the college offers preferential consideration to students with a sports background for any unfilled seats from the minority quota, ensuring opportunities are extended to deserving candidates in this category.
- 3) This approach allows the college to maintain its commitment to providing educational opportunities for both the minority community and students excelling in extracurricular fields such as sports, while adhering to the regulations set by the state.



### Policy for Slow and Advanced learners

The policy for slow and advanced learners aims to assess the learning capacities of students and provide them guidance accordingly. The objectives of the policy are as below :

- a) Identification of the slow learners and advanced learners.
- b) To develop significant strategies and scientific implementations to benefit both the slow and advanced learners.
- c) To boost the confidence of slow learners and minimize the barriers as well as help them out for enhancing their skills.
- d) To encourage the advanced learners to be excellent achievers.
- e) To bridge the gap between slow and advanced learners.

In the ensuing section, detailed description of the strategies adopted for the slow learners and advanced learners, identification process and appropriate guidance measures are highlighted.

#### SOP for Identifying and Supporting Slow and Advanced Learners at the College:

##### Identification of Slow and Advanced Learners:

- 1) Use of previous academic records to identify the slow and the advanced learners during the admission process.
- 2) Further slow and advanced learners are identified based on their academic performance and regular interactions during the semester.



### Policy for Slow and Advanced learners

Policy for identification of slow learners:

At the entry level, the students are assessed on the basis of their performance in the preceding examination, interest in chosen current subject, involvement in classroom teaching-learning and learning ability of students.

Identification of Slow Learners :

- 1) Class test scores: less than 40 %
- 2) Limited self-direction
- 3) Lack of motivation and interest
- 4) Lagging behind in dealing with higher order problems
- 5) Low capacity to comprehend core concepts and their applications

Strategies Undertaken to Tackling Slow Learners

After an identification of the learners, the following policies are adopted by the college.

A) Bridge Course:

- 1) A one-week mandatory bridge course is conducted before the start of the regular syllabus to fill in gaps in learning for students from different backgrounds at departmental level.
- 2) Departments should design a course of syllabus and schedule based on needs of their students. The course shall boost students' subject knowledge and help to build relationships with them.



### Policy for Slow and Advanced learners

#### B) Remedial Course:

- 1) After the first semester examination students who are struggling based on their marks in each subject shall be identified. A special remedial program is to remove gaps in learning of these students.
- 2) Teachers shall pay special attention to these students during regular teaching.
- 3) Mentor-mentee scheme connects with faculty members shall set up a healthy relationship between students and teachers.



### Policy for identification of Advanced learners

Identification of Advanced Learners:

- 1) Class test scores: higher than 70 %
- 2) High grasping capacity
- 3) Quick response
- 4) Self-motivated
- 5) High potential to deal with higher order problems
- 6) High capacity to comprehend core concepts and apply them in real world situations

Strategies undertaken to tackling advanced learners

- 1) Identification of advanced learners is based on their performance in continuous evaluations, term end exams and regular interactions.
- 2) Advanced learners shall be encouraged to participate in activities, workshops, and research projects. Special grants shall be provided to advanced learners for research projects and teachers must assist mentor them to complete such projects.
- 3) Train and promote advanced learners to participate in competitive examinations such as NET, SET, GATE, JAM, MPSC, UPSC, etc.
- 4) Recognize and reward advanced learners who represent the college in prestigious competitions like Avishkar.

By implementation of this policy framed for the advanced and slow learners, the college aims to bring an overall improvement in college results, increase in percentage of students who are able to plan their careers effectively and ultimately contribute to the betterment of society.





### Standard Operating Policy for Mentoring Programme

1. Mentoring programme to be carried out in each semester of every academic year.
2. Forming a group of students and each group should not be less than 10 and more than 30 students.
3. Teachers are assigned duties as mentors by the coordinator for each group to bridge the gap between learning skills and improve performance.
4. Mentor teacher prepares a schedule of meeting with mentees. Schedule of meeting ensures that every mentor must have at least one meeting in a month with students.
5. A track of performance of students is kept and the mentor teacher maintains a handbook cum diary to record the schedule and action of the meeting.
6. The outcome of mentoring, each exam result shall be compared with previous results.
7. The parents guardians of poor attendee/performance students are informed through a proper channel and corrective as well as preventive measures are taken for further improvement.



### Result Declaration Policy

Tuljaram Chaturchand College has a well designed policy about declaration of results. It includes the following components.

1. Timelines: Results will be declared within a specified timeframe (45 days from last date of examination) after the completion of the examination process.
2. Accuracy: Results will be accurate and free from errors to the best of our ability. We take necessary measures to ensure the accuracy
  - i) To ensure the accuracy in the evaluation process, we use moderation of papers
  - ii) To ensure the accuracy in the data entry, we use QR code scanners for data entry. Also, we appointed faculty wise co-ordinators to check each and every entry manually.
  - iii) We also check first draft of Ledgers before announcing the result.
3. Transparency: The result declaration process will be transparent, with clear guidelines provided to students and faculty regarding the evaluation criteria and grading system.
4. Confidentiality: Student information and examination results will be treated with the utmost confidentiality. Access to result data will be restricted to authorized personnel only, and strict data protection measures will be implemented to safeguard student privacy.
5. Appeals Process: A fair and accessible appeals process will be established for students who wish to challenge their results. Clear guidelines for submitting appeals within 10 days from date of result declaration.
6. Continuous Improvement: We are committed to continuous improvement in the result declaration process. Regular reviews and evaluations will be conducted to identify areas for enhancement and implement necessary changes to ensure the integrity and fairness of the process.
7. Communication: Clear and timely communication will be maintained with students through website throughout the result declaration process.



### Result Declaration Policy

8. The Role of Advanced Technology
9. The Appropriate Examination Committee
10. The formation of Examinee Schedule for the year in advance.

By adhering to these principles, the examination board of the college aim to ensure that the result declaration process is fair, transparent, and conducted with the highest standards of integrity and professionalism.



### Policy on Examination Grievances

The following policy has been designed for addressing student grievances related to the evaluation of examination results:

1. Application for Photocopy of Answer Book:
  - o A candidate willing to review their evaluation must submit an application for the photocopy of his/her answer book within 10 days from the date of the declaration.
2. Application for Re-evaluation:
  - o A student may apply for re-evaluation only after receiving the photocopy of the answer book.
  - o The re-evaluation application must be submitted within 10 days after receiving the photocopy.
3. Submission of Re-evaluation Application:
  - o The revaluation application form, duly signed by the student, must be submitted through online mode along with the requisite fee.
4. Restrictions on Re-evaluation:
  - o Revaluation requests are not permitted for the following components:
    - ❑ Practical Examination
    - ❑ Internal Assessment
    - ❑ Dissertation
    - ❑ Viva Voce



## Policy on Examination Grievances

### 5. Final Decision:

- o The decision made by the Examination Committee is considered final and bound to students.

This policy ensures a structured and timely process for handling grievances while maintaining fairness and transparency in the evaluation system.



### Policy for CO-PO Attainment

Tuljaram Chaturchand College of Arts, Science & Commerce has been at the forefront of educational excellence since its inception, and the quest for further excellence has become more vigorous since attaining academic autonomy in 2019-2020. After getting autonomy, as per the guidelines of UGC, the college has effectively implemented "outcome-based education (OBE)." Accordingly, the college has formulated a policy to define and evaluate the learning outcomes, i.e., program and course outcomes, based upon the graduate attributes defined by UGC.

#### Defining and Publicizing the Learning Outcomes:

College has been conferred with academic autonomy from the academic year 2019-2020, and then, the authorities defined learning outcomes (program outcomes and course outcomes) along with redesigning own curriculum for all programs. In this context, the college organized workshop to make teachers efficient in defining the learning outcomes. While defining the learning outcomes, we adhered to the graduate attributes recommended by the UGC, with an emphasis on local needs.

- 1) As per the policy, program outcomes are defined at the beginning of the academic year, and the same are revised after every three years based upon attainment results.
- 2) Meetings of the board of studies (BoS) are held well in advance, before the commencement of the semesters.
- 3) Syllabi along with the learning outcomes are finalized after vigorous deliberations in the said meetings.
- 4) Course outcomes are defined for each course before designing the syllabus and its finalization in the recurring meetings of the board of studies (BoS).
- 5) Syllabi along with the course outcomes and their mapping with program outcomes are put forth in the meeting of the Academic Council for final approval.
- 6) After the final approval, syllabi with the learning outcomes are posted on the official website of the institute so that the same will be available to students, teachers, alumni, and other stakeholders.





### Policy for CO-PO Attainment

7) Besides, soft copies of the syllabi with POs and COs are also shared with students via social media platforms like subject-wise Telegram groups, WhatsApp groups, Google Classrooms, etc.

Integration of learning outcomes in the teaching-learning process and assessment:

To help teachers understand how to integrate the learning objectives in teaching and assessment, the college organized workshops with expert resource persons. These workshops were helpful in defining the learning outcomes and integrating the same in the teaching-learning and evaluation/assessment processes. In case of assessment, we conducted different kinds of tests, like projects, assignments, presentations, case studies, etc., along with regular exams. This ensures that the reflection of concepts learnt by students in their assessment process. Additionally, we implemented a continuous assessment system, which allows teachers to track students' progress throughout the course and provided them a feedback on their learning.

Evaluating the Attainment of Learning Outcomes :

1) Evaluation of attainment is performed through various steps like CO-PO mapping and direct and indirect attainment. As a first step of the attainment evaluation, we meticulously perform the mapping of program outcomes (POs) against course outcomes (COs) as per the guidelines of UGC.

2) Targets of attainment levels are set, and the same are calculated by the direct and indirect methods. Direct attainment is calculated with the help of the performance of the student in internal (continuous) assessment and semester-end examination, whereas indirect attainment is based upon the feedback of the students on each learning outcome.

3) Depending upon the achieved levels of attainment and the feedback, the curriculum of programs and courses is reviewed and revised after every three years or as per need.

4) Besides this process of calculating the attainment of learning outcomes, students' progression to higher education and their placement are the best indicators of the fulfilment of learning outcomes. This is reflected very positively in results of attainment, students' progression, and placement.



### Policy for CO-PO Attainment

5) This approach is in fact a continuation of resolution for continuous improvement, transparency, and accountability in pursuit of academic excellence. It ensures the teaching-learning process that is aligned with expectations of higher education.

6) By regularly evaluating and refining our practices, we can identify areas for growth and make necessary adjustments to improve the overall quality of education we provided.

7) Additionally, transparency in assessment and evaluation processes builds trust with students, faculty, and stakeholders, demonstrating our commitment to fairness and objectivity.

8) Finally, holding ourselves accountable for achieving high standards of academic excellence motivates us to strive for continuous improvement and ensures that our graduates are well-prepared to succeed in their future endeavors.



### Student Satisfaction Survey Policy

#### Background

“From 2017 onwards the NAAC (National Assessment and Accreditation Council) has endeavoured to conduct a Student Experience Survey the results of which will go into the accreditation process. The Survey will capture student responses through the list of students provided by the Higher education institutes (HEIs). The students will remain anonymous throughout the process. The institution is supposed to send a list of total student strength, with details of their student ID number, Aadhaar ID number (Any other Valid ID No. in the absence of Aadhaar), degree programme, email id and mobile number. NAAC will send online link to the survey to the email address/mobile no of the student, and the student will have to fill the survey before a stipulated date.”- [http://www.naac.gov.in/images/docs/apply\\_online/RAF-SSS-Guideline.pdf](http://www.naac.gov.in/images/docs/apply_online/RAF-SSS-Guideline.pdf)

In accordance with the NAAC policy, the college accords highest priority to the Student Satisfaction about the Teaching Learning Process. Even before the Student Satisfaction Survey and even now the college has its own Student Feedback Mechanism in place. This survey is a mandatory part of NAAC Accreditation Process and annual AQAR Reporting system. This survey is an important mean for collecting information that can assure and maintain education quality, enhance the effectiveness of the Teaching Learning Process, improve the Student and Teacher Satisfaction and contribute in the success of the college as an education institution.

The college has well defined policy on the subject which is presented below :

#### Key Principles

- a) The Survey would be strictly conducted based on the questionnaire provided by the NAAC
- b) There would be a separate committee for conducting and creating awareness about the survey.
- c) The Student Satisfaction Survey Committee would have adequate representation of teachers from each faculty.



### Student Satisfaction Survey Policy

- d) As far as possible the survey would be conducted online and it would be endeavored to keep the paper wastage to the minimum.
- e) The survey will be based on the Likert Scale which is adopted by NAAC.
- f) The anonymity of the respondents would be maintained.
- g) The findings of the survey would be used in academic planning of the next year.

#### 1. Creating Awareness about the Student Satisfaction Survey

It is necessary to create awareness about the conduct of such and its importance in NAAC Accreditation Framework amongst Student and Teachers. Hence, all efforts would be made to underline the importance of the survey. The placards of the Survey provided by NAAC would be sent on Student Telegram Groups before the survey. A session would be reserved for the Student Satisfaction Survey in the Induction Programme conducted for new students inducted in the First Year of each faculty. The disclaimer information about the survey, its background and the policy of keeping the anonymity of the respondents would be declared and assured to the students along with the survey form.

#### 2. Survey and Sampling

Generally, any survey is conducted with a sample frame in mind. But in case of this survey, the college not only wants to complete the formality but it wants to use this tool as an effective tool of measuring and understanding the students' opinion. Hence, it is the policy of the college that rather than sending the survey link to a limited number of students, it would be sent to all of them so that the awareness about the survey is created automatically. Though, it is again underlined that though the links will be sent to each and every student but no student would be coerced to respond the survey. All efforts would be made to promote the students to respond the survey voluntarily.



### Student Satisfaction Survey Policy

#### 3. Survey Calendar

The survey for this academic year would be conducted before the end of the first semester in the next academic year. The report of the survey would be presented to the IQAC at the beginning of the second semester. The finding would be discussed and finalized.

#### 4. Evaluation of the Inputs

Inputs of the survey would be used for improving the teaching learning process in the next academic year. After assessing the findings in the IQAC, relevant instructions would be given to all the academic and administrative sections to include the suggestions given by the students. Based on the suggestions each department would be asked to make changes in the service delivery system i.e. methods of teaching. Similarly, administrative section would be advised to improve their services and to fulfill verified physical infrastructure requirements of the students.

#### 5. Reporting

After the deliberations on the survey findings in the IQAC, the report would be finalized and this report would then be sent to the NAAC along with the AQAR. The college makes it a point to put the findings of the survey report on its website. The contents of the report would be open for public viewing.

#### 6. Consultancy

Considering the good tradition of the conduct of such surveys in the college, if a mentee college under Paramarsh Scheme or any other college that approaches to the college for consultancy and guidance, it will be provided wholeheartedly at a nominal cost.



**INDEX**

Sr. No.	Particular
1.	Introduction
2.	Vision and Mission
3.	Research Objectives
4.	Guiding Principles
5.	Code of Ethics in Research
6.	Plagiarism policy
7.	Initiatives for Research
8.	Research Themes
9.	Common Research Facilities
10.	ANNEXURE





#### Introduction :

Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati, Pune is one of the leading and prestigious colleges in Maharashtra established in 1962. Our motto, 'We for Students' is at the heart of everything we do at the college. The college celebrated its Golden Jubilee in 2012. Keeping pace with modern trends in higher education, the college has full fledged UG courses in Arts, Science and Commerce along with PG courses almost in all subjects of different streams as well as Ph. D. Research centers. Beside traditional courses we seek to develop and introduce need based, value added, skill based and career oriented new courses.

The Tuljaram Chaturchand College , Baramati has established Research Committee and in the academic year 2018 established "Centre for Innovative and Applied Research (CIAR)" to carry out Innovative, applied and interdisciplinary research. This will be one of the most significant initiatives of the college to make progress in research under the coordination of research centre. The college has the eleven research centers in science , Arts and Commerce faculties recognized and affiliated to the Savitribai Phule Pune University, Pune and many more are supposed to get included in future. Around 140 students are registered for Ph.D. degree. College faculty has completed four major projects funded by UGC, DBT & DST, SERB and several Minor projects are funded by UGC and BOD, SPPU, Pune. Currently, research is carried out independently in each department as per available expertise. So there is necessity to coordinate these research activities and promote targeted interdisciplinary research.

There is necessity of undertaking of Innovative and interdisciplinary research projects by faculties from every stream with the outcome in the of solutions. publications and patents. NAAC and other assessment agencies expects involvement each faculty of college in the research activities.

#### Vision :

To make Tuljaram Chaturchand College, Baramati reputed, globally competent through research



### Research Policy

#### Mission:

1. To carry out innovation. up scaling and translation of knowledge, approaches. technology and processes related and relevant to Energy. Environmental issues, Biotechnology/Nanotechnology and other need based issues.
2. To improve knowledge through training. technology interventions and value addition in the field of Energy, Environmental issues. Biotechnology/nanotechnology and other need based issues.
3. To motivate and assist for sponsored research and entrepreneurship development.
4. Act as a bridge between Government- Academia- Industry-Society

#### Research Objectives :

To fulfill the vision for research, the college has identified the following major research objectives and strategies.

#### Objectives :

1. Endorse /Promote rigorous research and innovation that is relevant to the nation and the society.
2. Motivate /Encourage, foster, promote and sustain excellence in research of all faculties
3. Enhance existing research areas and develop expertise in emerging fields.
4. Facilitate multidisciplinary research.
5. Provide facilities to research scholars who are pursuing their research degrees.



### Research Policy

6. Expand outreach efforts to develop collaborations and strategic, durable research partnerships with other research institutes and industry sectors for steering, funding and cooperation.
7. Develop a suitable enabling research infrastructure and to provide research framework and guidelines to faculty, research scholars and students.
8. To make aware and encourage the generation of intellectual capital.
9. To ensure integrity, quality and Code of ethics in research
10. To inspire socially useful research with potential for commercialization.

#### Strategies

In order to strengthen Research culture following activities are proposed:

1. Involvement of students in research activities.
2. To apply for major / minor research projects to UGC, University and other funding agencies
3. Establishment new research centers and strengthening of the existing ones.
4. Organization of training workshops for teachers.
5. Establishment of a multidisciplinary research Centre with central equipment facility.
6. Provision of funding support for purchase of research equipment.
7. Encouragement to faculty and students to attend national/international conferences.
8. Organization of national/international conferences.
9. Development of linkages with reputed industries and institutions.
10. Encouragement for Research paper publication.



11. Emphasize on collaborative research.

12. Provision of incentives to promote quality research outcomes

#### Guiding Principles

1. Engaging students in research activities provides unique and relevant contextual learning and builds their research skills.
2. Generate ideas to pursue both curiosity-driven and solution-based research to address recent fields.
3. Innovations in scientific, social and pedagogical areas through the development of new technologies.
4. Research inspires creativity, inculcates scientific temper and supports the socio-economic, cultural development of the community.
5. Research and teaching-learning are intrinsically linked and complementary.
6. Research engagement supports professional development of faculty and helps them in curriculum development.
7. Multidisciplinary research is a learning experience in which the researchers also learn from each other's fields.

#### Code of Ethics in Research

Code of ethics in research involves the application of fundamental ethical principles to be followed in research activities, including scientific research. Research, education and extension are integral parts of any higher education institute. The reputation of institution depends on quality of research and education. NAAC gives substantial weightage to quality and quantity of research undertaken by faculty and students of the Institute. UGC as well as Savitribai Phule



Pune University expect certain ethics followed by institution in their research activities. To fulfill these expectations the college has formulated certain code of ethics for research on the campus. These code of ethics are as follows :

#### Responsibilities of a Research Investigator :

A research investigator or guide must not only put together the research students but also try to assemble an adequate financial and administrative structure to support the research. A supervisor not only provides guidance and advice to individual students in the research but also make them aware of responsibility for the scientific integrity of the whole research activity.

#### Data and report:

Research guide should take all reasonable steps to check the details of experimental procedures and the validity and authenticity of the data or observations reported by research scholars, including periodic reviews of primary and secondary data as well as reports prepared by scholars. The report of research outcome must be based on accurately recorded data or observations. It will be considered as a breach of research integrity if the reported data fail to support the reported conclusions. The data must be authentic and be based on outcome of original activities of researcher and not from other sources. Any intentional or reckless disregard for the truth in reporting observations may be considered to be an act of research misconduct.  
[http://www.unipune.ac.in/uop\\_files/Report-Guidelines\\_20-5-15.pdf](http://www.unipune.ac.in/uop_files/Report-Guidelines_20-5-15.pdf)

#### Ethical policy of UGC on dissection of animals:

Every researcher must follow ethical policy on animal dissection given by UGC.

#### Originality and acknowledgement of sources:



### Research Policy

The research work that must be original and come from research outcome of researchers. If help is taken from other sources, should be acknowledged properly.

#### Duplication of Publication:

Research articles must be published in UGC notified journals. Researchers should not publish the same research outcome in two different places. If published very good reason must be given and appropriate citation must be made in the later publication to the earlier one and if required, the editor must be explicitly informed.

#### Disclosure and conflicts of interest:

Researchers may use Institution resources such as staff, equipment, information or confidential information with prior permission of Principal or head of the department. Researchers may not use Institution resources for any purpose other than purposes related to teaching, research or service by the Institution, unless prior permission has been obtained by the head of the department and/or the Principal.

#### Plagiarism Policy

We follow the plagiarism policy decided by UGC and Savitribai Phule Pune University, Pune. This policy is given in following link.

[https://www.ugc.ac.in/pdfnews/8864815\\_UGC-Public-Notice-on-Draft-UGC-Regulations,-2017.pdf](https://www.ugc.ac.in/pdfnews/8864815_UGC-Public-Notice-on-Draft-UGC-Regulations,-2017.pdf)

[http://unipune.ac.in/administration\\_files/pdf/Plagiarism\\_Policy\\_University\\_14-5-12.pdf](http://unipune.ac.in/administration_files/pdf/Plagiarism_Policy_University_14-5-12.pdf)





### Research Policy

The college research committee aware researchers about these policies. According to the guidelines mentioned in Savitribai Phule Pune University circular No. 175/208, UGC notification F. 1-182010 (CPPP-II) dated 23/7/2018. Research committees have right to check plagiarism and all related issues before submission M. Phil./Ph.D. Thesis, Publication of research paper, etc.

#### IPR :

The aim of the Institute's policy on patents, copyrights, and other Intellectual Property is to make available Institute technology to industry and others for the public benefit, while providing recognition to individual inventors and encouraging the prompt and open dissemination of research results. The Committee on Intellectual Property recommends policy guidelines to the administration. Individuals who may be in a position to make, conceive or reduce to practice inventions or otherwise develop intellectual property under sponsored research or other projects (whether or not salary or other support is received from such projects) or through the use of significant administered funds or facilities must sign the Invention and Proprietary Information Agreement. This requirement applies to all employees, students, and stakeholders.

When Intellectual Property is developed by faculty, students, staff, visitors, or others participating in programs using significant funds or facilities, College will own the Intellectual Property. If the material is not subject to a sponsored research or other agreement giving a third party rights, the issue of whether or not a significant use was made of college funds or facilities will be reviewed by the inventor's/author's laboratory director or department head, and a recommendation forwarded to the Coordinator of Research committee and CIAR. The Principal of the college will make the final decision on this issue and on any dispute or interpretation of policy relating to Intellectual Property.



#### Initiatives for research

The Principal of the College, IQAC, CIAR and Research Committee of the Tuljaram Chaturchand College, Baramati keenly involved and proactive to promote research culture amongst the faculty and students. College has CIAR and research coordination committee which along with the IQAC looks after all the requirements for the research work carried out in the college. The CIAR and Research committee has recommended few reforms such as providing seed money for research work, improvement of existing research facilities, purchase of instruments as well as journals and books, besides publish research compendium for inculcating research culture in college.

a) CIAR encourages every department of the college to submit project proposals to funding agencies. The teachers are encouraged to take up research projects and provided support for applying to different funding agencies as well as for effective implementation of the sanctioned research projects. College facilitates timely auditing and submission of utilization certificate to the funding authorities.

b) Research ambiance is upholding via establishing the linkages and collaborations with academic and research institutes.

c) College is attentive for starting as well as smooth running of the recognized research centers in respective departments by fulfilling all administrative procedures as per SP Pune University norms for maintaining the research culture.

d) CIAR and Research committee has taken efforts for submitting the proposals to various funding agencies including UGC, SPPU, DBT, SERB and DST.

e) College also provides all the infrastructural support as well as seed money to PG Students for conducting mini research projects, One Lack Rupees has provided to each Science department and that of Commerce and Arts are 50 and 20 thousands respectively.

f) College encourages and sponsor the faculty as well as students to attend research events and to publish research articles in peer reviewed journals.



g) College also provides seed money as Travel grand/ Registration fees/ Publication charges to the students and Teachers.

Under this scheme teacher is alluded to attend 1 national and 1 international Conference / Seminar / Workshop

For National Conference / Seminar / Workshop either Registration or Travel or up to 3500/- will be sanctioned.

For International Conference / Seminar / Workshop, either registration or Travel or 25000/- will be sanctioned, provided that no any other grand received from any funding agencies for the same purpose. The maximum Rs. 2000 will be sanctioned as publication charges per paper

a) College aids the faculty, research scholars and project students for their research analysis and guidance from various reputed national institutes, industries and universities.

b) College also organizes scientific events viz. conferences, seminars and workshops to acquire updated knowledge and skill of the researchers. Regular lectures of well-known experts are arranged and staff and students are stimulated to interact with them.

c) Teachers and students are encouraged and motivated by to undertake research activities like projects and participation in AVISHKAR. AVISHKAR. Activity is coordinated by ARC of the college.

d) The college felicitates achievers in the research field. FIP, duty leave for presenting research papers, attending workshops, etc. are provided. College promotes the faculty as well as students to attend conference, seminars; encourage them to publish research articles.

e) College organizes scientific events viz. conferences, seminars and workshops to provide sound platform to researchers of the college to update their skills, present their findings and interact with external experts and participants.



### Research Policy

f) Various activities including 'Science Exhibition', workshop on 'Research Methodology' are organized regularly by the college.

g) The college has formed separate MOU committee, which provides Adequate support to student and faculties.

#### Research Themes for Sciences :

1. Energy
2. Water Resources:
3. Environment:
4. Health Care:
5. Food Technology

#### Research Themes for ARTS and Social Sciences :

1. Anthropology
2. Creative Writing
3. Criminology
4. History and Philosophy
5. Indigenous Studies
6. Gender Studies
7. Language and Linguistics
8. Literature



9. Media Studies, Communication and Journalism
10. Political Science
11. Sociology, Social Policy and Social Theory

Research Themes for Commerce :

1. Impact of Outsourcing Material Availability Decision-Making
2. Enhancing Employee Performance Through Monetary Incentives
3. Outsourcing Human Resource in Beverage and Food Firms
4. Role of E-Commerce in Reducing Operational Cost
5. Reducing Unemployment Through a Co-Operative Movement
6. An Analysis of the Downside of Co-Operative Thrift and Credit Society
7. Analysis of the Role of Insurance Companies in Driving Growth of SMEs
8. Implications of Globalization on National Security
9. Exploring the Significance of Commerce in Today's World
10. The Significance of E-Commerce in Emerging Markets

Common Research Facilities :

Central facility Centre (CFC)

Tuljaram Chaturchand College is devoted to good quality frontier research in all fields. To fulfil the thrust of international standards the central facility centre was established. Dr Bhondwe R S is working as Coordinator of the Central facility Centre (CFC)



### Research Policy

CFC is one of the most dedicated centre for research, it have following four major sophisticated instruments under one roof .

- 1) Fourier transform infrared spectrophotometer (FTIR)
- 2) High performance liquid chromatography (HPLC)
- 3) Atomic Absorption Spectrophotometer (AAS)
- 4) UV-Visible (UV)
- 5) DFT and Simulation
- 6) Fermenter

FTIR is mostly used for functional group detection of organic compounds, Inorganic complexes, plant extracts, nanoparticle formation etc. HPLC is used for analysis of constituents from natural products as well as contents from agrochemicals, Main function of AAs is to detect metal concentration and it's used for waste water analysis and soil analysis. UV is used for measurement of absorbance of different complexes.

CFC provides analysis facility to students from TC College and students, research scholars and faculty from nearby colleges with minimum charges.

Besides this demonstration and hands on training is also given to PG student from various disciplines according to their regular course and curriculum.



### Seed Money Policy

1. The approved amount for the research project should be utilized in the respective financial year or within the specified timeframe.
2. Authorized bills (Tax invoices) should be obtained from suppliers/manufacturers.
3. Documents such as approval memos, quotations, and estimates (proforma invoices) will not be considered acceptable for accounting purposes.
4. As per the rules of the Indian Stamp Act, a stamped receipt must be obtained for each bill exceeding Rs. 5,000.
5. Bills under the Avishkar Scheme will not be considered valid for the amendment project.
6. Under the category of chemicals and consumables, procurement for educational institutions, specifically colleges, should be carried out by the procurement committee by soliciting at least three independent quotations and rate letters from suppliers and manufacturers.
7. After the purchase of any items under the modification project, their details should be recorded in the college's current record and registration in the Dead Stock Register and Consumable Register. The entry of such records (Stock Entry) should be made with a note on the bill. Additionally, it is necessary to obtain the principal's signature on each bill.
8. Expenditure for equipment and books, etc., whether chemical and consumable or under the contingency fund, should not be treated as recurring expenses of any kind. Similarly, any other type of recurring expenditure for equipment and books should not be categorized under these financial headings. If this is to be done, obtaining approval from the Research Committee and the Principal is mandatory.
9. The department should not purchase one instrument by combination of more than one researcher-professor of the department. If this is to be done, obtaining approval from the Research Committee and the Principal is mandatory.



### Seed Money Policy

10. The equipment required under the research project is expected to be procured preferably in the first quarter of the first year of the research project. Purchase of equipment made during the last period of the project will not be considered.

11. Research professors are expected to keep accounts of the research project at the department level following all the above rules. After the end of the financial year through the college, the accounts of the research project are required to be submitted by the concerned research faculty through the Research Coordinator (ARC) to the Accounts Department for audit of the research project.

12. All the original bills must be submitted in duplicate in the prescribed format attached while submitting by the research professor. Proforma Invoice Debit Credit Note Bill, Raw Bills should not be taken and duly attached with Tax Invoice Bills.

13. The 5% of the total grant sanctioned to you should be reserved as overhead charges.

14. The authority to finalize the final approval regarding research project expenditure shall remain with the Research Committee and the Principal.

#### A] Equipment

1. Equipment should be purchased as per the budget and proposal given under the research project.

2. The maximum limit under purchase of equipment for engineering, science and pharmaceutical branches will be 50% of the total sanctioned amount and for other branches the limit will be 25%. However, necessary changes should be made with the prior written permission of the Research Committee and the Principal.

3. Further items will not be purchased under equipment. Laptop, Computer, Mother Board, DVD Writer, Hard Disk, RAM, Antivirus System, Mobile Handset, DVD Players, ovens, home theaters, mixers, handycams, printers, scrapers, fidgets, bookshelves, furniture and any other items that are not related to the research project and are not generally acceptable.





### Seed Money Policy

4. However, necessary changes should be made with the prior written permission of the Research Committee and the Principal.

5. Expenditure should be furnished as per Annexure I attached herewith.

#### B] Books and Research Journals

1. Only the books and research papers required for the research project should be purchased.

2. Accession number of the college library should be recorded on all purchased books and research papers.

3. This registration number should be noted on the book bill and the signature of the college librarian should be obtained.

4. Subscription to research papers should be limited to the duration of the research project. Subscriptions to research papers for which lifetime membership is required will not be considered. Annual maximum limit for research paper subscription is Rs. 2,000/- will remain the same.

5. While buying books care should be taken to take discount in the bill and the same should be mentioned in the bill.

6. Cost of taking photocopies or printouts of the book will not be considered.

7. Library membership fees will also not be considered.

Expenditure should be furnished as per Annexure II attached herewith.

\*Note: All approvals in this regard should be done with the prior written permission of the Library Department as well as the Research Committee and the Principal.



## Seed Money Policy

### C] Chemicals and Consumables

1. Chemicals and Consumables and other recurring expenses required for the research project are expected to be incurred.
2. Separate bills should be taken for each researcher for purchases made for chemicals and consumables under the research project. This should not include expenses incurred for department.
3. Expenditure should be furnished as per Annexure III attached herewith.

### D] Hiring Services

1. For students or servants working for field work, data collection for research projects, a maximum of Rs. 200/- per day should be paid as daily allowance.
2. Expenditure for Hiring Services should be commensurate with the total project grant and subject matter.
3. Such expenses shall not be considered if the work of Hiring Services is done entirely through professional or non-professional organizations.
4. No co-researcher's remuneration or any expert's remuneration will be payable under Hiring Services.
5. Fees for filing intellectual property rights and patents will not be payable under Hiring Services. Action should be taken to file a separate proposal through the Research Committee and the Principal.
6. The details of expenditure incurred under Hiring Services should be furnished as per Annexure IV. Also, brief information about the work done under this should be presented.



## Seed Money Policy

### E] Field work and travel

1. The maximum limit of 30% of the sanctioned amount for the field work and travel expenses of the Research Project Scheme for the subjects of Earth Sciences and Life Sciences will remain. For other subjects Prior written permission of the Research Committee and the Principal is necessary.

2. Payments of traveling allowance and local conveyance allowance should be made as per the university rules for traveling for the purpose of research project. Grade pay of the concerned teacher should be mentioned on the said payments. Travel allowance and daily allowance will be paid as per university rules.

3. Prior written permission of the Research Committee and the Principal should be obtained for use of hired or own vehicle for travel under the research project.

4. A photocopy of the Vehicle Registration Certificate (RCTC) book of the vehicle should be attached as proof of owning the vehicle. Also for use of rental vehicle there will be maximum rate agreed as per university rules.

a. Maximum distance limit is 50 km per day, prior written permission of the Research Committee and the Principal should be taken regarding the use of own two-wheeler for work under the research project in the area and the petrol bill should be submitted under the guidance of the Accounts Department.

5. Prior permission of the Research Committee and the Principal should be taken for field work and travel expenses of co-researchers accepted under the research project.

6. Public transport bills will be sanctioned for visits to research institutes, archives, museums, libraries for research project work. For this it is necessary to submit the attendance certificate of the said institution or library.

7. The research report has to be given as per daily schedule of research work.

8. Expenditure should be furnished as per Annexure V attached herewith.



## Seed Money Policy

### F] Contingency

1. Expenditure under this head should be made for the following items. Xerox, Stationery, Printing & Binding Expenses, CD, DVD, Storage, Toner Refilling, Pen Drive (No. 1) (Maximum Rs. 3000/- per annum).
2. Miscellaneous expenses will not include expenses like printer, hard disk, antivirus system, net connector, mobile recharge and any other expenses which are not related to the research project.

Expenditure should be furnished as per Annexure VI attached herewith.



### CODE OF ETHICS IN RESEARCH AND PLAGIARISM POLICY

#### Preamble :

The quality and innovation of research in the fields of humanities, social sciences, and basic sciences is emphasized at Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati. This policy was adopted by college to emphasize and promote research, ensuring an ethical research environment for the faculty and students. Encouraging research among faculty and students is one of our objectives.

Policy aims to nurture and encourage a research culture among students and faculty.

#### A] CODE OF ETHICS IN RESEARCH :

Key values that researchers should incorporate into their research are as follows

##### 1. Social responsibilities:

Researchers comprise a diverse community and take the responsibility of enhancing the community. Problems in the local, national, and worldwide communities should be taken into consideration by the researcher, and these issues should be covered in their research. Their contribution should be towards the development of ethical and prosperous communities.

##### 2. Goodwill:

This refers to conduct of research in ethical way. Do not cause harm. Increased possible benefits and reduce possible harm. This should be considered especially for projects in pharmacology/clinical trials etc., where human and animal subjects are involved, also individuals involved in research should avoid harm to each other.

##### 3. Respect for the individuals:

This refers to autonomy of an individual for his action unless such actions are clearly detrimental to others to show lack of respect for autonomous person means to disregard person opinions, thoughts, actions and not to grant him the field freedom and to act in terms to withhold information that is essential for making a considerate discussion when there is no compelling



### CODE OF ETHICS IN RESEARCH AND PLAGIARISM POLICY

reason to do so. Respect for immature and unaccountable person requires that such person should be protected when they are immature or unaccountable.

#### 4. Professionalism:

Following professional responsibilities should be adopted by the researchers

a) Every researcher should be able to rely on truth and objectivity of reports of other scientists.

b) Researchers are responsible for a quality, accuracy, reliability of their own research or research done under supervision.

c) Individual researcher shall be responsible for originality of the work and reporting the research.

#### 5. Justice :

It is one of the main goals of this college and refers to treating every person fairly.

#### 6. Sexual harassment :

Sexual harassment in any form should be refrained and should be reported to the sexual harassment cell of the college.

#### B] RESEARCH OBLIGATIONS :

1. Environment: Considering authority duties of researchers, there should be conducive environment maintained by the researchers.

2. Equipment: Equipment shall be assets of the college and actual infrastructure of college can be used by anyone belonging to the college and affiliate and hindrances in granting



### CODE OF ETHICS IN RESEARCH AND PLAGIARISM POLICY

permission by the in charge faculty shall be considered as misconduct. Similarly, Equipments mishandled purposefully by the researcher shall also be considered as misconduct.

3. Misconduct in research: Misconduct in research can be framed under Plagiarism too.

#### C] AWARENESS PROGRAMMES AND TRAININGS :

1. College instructs students, faculty and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules and regulations governing the source
2. College conducts sensitization seminars, awareness programmes on responsible conduct of research, project work, assignment, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty and other members of academic staff.



### Revenue Sharing Policy

#### Aims and Objectives :

The purpose of the Consultancy Policy is to create a structured approach for faculty to engage in consultancy work. The specific objectives are:

- a) To identify, develop, and support faculty involvement in consultancy projects.
- b) To advance academic pursuits by fostering interdisciplinary, multidisciplinary, and cross-disciplinary initiatives in partnership with universities, industries, government agencies, and academic institutions.
- c) To provide guidance for faculty in efficiently managing consultancy projects through all stages.
- d) To facilitate knowledge exchange with other organizations and strengthen technical expertise across diverse issues.
- e) To enhance the research skills and capabilities of faculty members.
- f) To align current faculty expertise with industry demands, ensuring curriculum relevance.
- g) To promote entrepreneurship and create job opportunities through consultancy services.

#### Policy Guidelines :

- a) Faculty must obtain prior approval from the Head of the Department, or Principal of the College before undertaking any consultancy assignment. Full details of the assignment, including time commitment, financial arrangements, and schedules, must be provided.
- b) While executing consultancy work, faculty are not exempt from their regular teaching responsibilities. However, in cases of emergency, faculty may be permitted to participate in consultancy activities, provided any lost teaching time is compensated appropriately.
- c) Revenue generated from consultancy assignments will be shared as follows:
  - a) If College infrastructure is used, the revenue split will be 30% to the College and 70% to the faculty.





### Revenue Sharing Policy

#### Encouraged Activities :

The following activities, which align with the objectives of promoting industry-academia interaction and supporting higher education, are encouraged under this policy:

- a) Consultancy services
- b) Professional services
- c) Incubation models
- d) Corporate research and development
- e) Market research and consumer studies
- f) Government and industrial projects
- g) Entrepreneurial activities in collaboration with educational institutions
- h) Software and hardware solutions



### Policy for Extension Activities

#### Introduction :

Extension activity is a teaching approach that integrates students with the community by creating opportunities through educational institutions to teach social responsibility and empower communities. Tuljaram Chaturchand College of Arts, Science & Commerce encourages students to actively participate in community service and development. The institution emphasizes "high-quality education for the holistic development of students."

This document outlines the policies and procedures for community outreach activities, designed to develop sensitivity towards community issues and instill universal values and a commitment to society.

#### Aim :

To foster a sense of social responsibility among students and inspire them to dedicate their services to those in need.

#### Objectives

- Sensitize students toward social issues.
- Nurture a sense of commitment and civic responsibility.
- Provide opportunities for learning beyond the classroom.
- Promote learning through active participation in extension activities.
- Develop leadership and personal grooming among students.
- Enhance life skills, entrepreneurial skills, career orientation, and job orientation.
- Identify community needs and problems and involve students in problem-solving.
- Develop competence for group living and sharing responsibilities.
- Build skills to mobilize community participation.
- Promote national integration and social harmony.



### Policy for Extension Activities

#### Policy Statement and Procedures

To achieve these objectives, the college shall:

##### 1. Integrate Outreach Programs:

Ensure that community outreach programs are embedded into the core functions of knowledge production, generation, and dissemination.

##### 2. Encourage Research in Communities:

Support faculty and students, through departments and other recognized units, in research activities involving the community.

##### 3. Develop and Advance Community Partnerships:

a) Initiate new and strengthen existing service learning events, co-curricular activities, and outreach programs.

b) Build and develop outreach opportunities for staff and students to engage in advocacy within the community.

c) Adopt a village for outreach activities.

d) Collaborate with local stakeholders to promote mutual community outreach programs.

##### 4. Faculty Involvement:

Ensure that teachers are actively involved in implementing outreach activities.

##### 5. Student Participation:

Motivate and encourage students to participate in outreach activities with adopted villages or neighborhood communities under teacher supervision.

##### 6. Collaborative Efforts:



### Policy for Extension Activities

Ensure that coordinators, teachers, and students collectively make dedicated efforts to channel students' energies for the betterment of the village or area.

7. Community Outreach Committee:

Establish a committee to oversee community outreach.

8. Timely Interventions:

Respond to community outreach concerns and make timely interventions.

9. Resource Mobilization:

Engage in resource mobilization for community outreach activities.

10. Favorable Environment:

Provide a conducive environment where technological knowledge, research skills, and training expertise are shared among staff and the community.

#### Responsibilities of Students

1. Follow the general guidelines provided by the supporting service.
2. Maintain regular contact with the coordinator or teacher to ensure the successful completion of extension activities.
3. Grow in leadership, excel in soft skills, imbibe social responsibility, and become social development agents through active involvement.
4. Fulfill all the requirements of extension activities.



### Policy for Memorandum of Understanding

A Memorandum of Understanding (MoU)/Collaboration/Linkage Policy for Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati is a formal framework guiding the collaboration between the college and external entities like other academic institutions, industries, research organizations, government/non-government bodies.

It is a preliminary agreement that sets out the framework for future collaboration. The TC College, Baramati envisions collaborating with other universities, industries, departments and experts from various fields. Therefore, the policy dealing with collaborations between universities, Industries and institutions has been included as Policy for Memorandum of Understanding (MoU)/Collaboration/Linkage. An overview of key components typically covered in an MoU/Collaboration/Linkage are as follows

#### SCOPE OF CO-OPERATIONS

##### 1. Sharing of Physical Resources for Mutual Benefits:

- a) Laboratory
- b) Library
- c) Training programme/Workshop
- d) Computer Center/Facility
- e) Classroom/Auditorium/Seminar Hall etc

##### 2. Knowledge Sharing through:

- a) Workshop, Seminar, FDP, Guest Lectures/ lecture series etc
- b) Promotion of participation of the faculty members as Resource Person
- c) Internships for students
- d) Faculty Exchange, Course sharing, curriculum sharing, placement drive etc.



### Policy for Memorandum of Understanding

#### 3. Research Collaboration

- a) Access to Research Lab, Software and Data Sharing
- b) Participation in Collaborative Research/Project work for both faculties and Students
- c) IPR and Collaborative Consultancy work

#### 4. Collaboration with Industry

- a) Collaboration for Student Placement and Apprentice
- b) Industry Visit, Internship and Training
- c) Participation as Industry Expert in Curriculum Development as a BoS/Academic council members, Engagement in Course/Content delivery
- d) Consultancy works
- e) Data, Laboratory and Equipment sharing for R&D Activities

#### 5. Collaborative activities as Social Responsibility

- (a) Joint Awareness Programs
- (b) Relief Activities, donation etc.
- (c) Collaborative cultural programs addressing social issues and awareness.



### Policy for Memorandum of Understanding

#### Guidelines of MoU/Collaboration/Linkage

##### 1. Introduction

The primary goal of MoU/Collaboration/Linkage policy promotes academic excellence, research, industry partnerships, student internships, placement and enrichment of the faculty and students. It enhances knowledge sharing, exchange programs, and capacity-building opportunities.

##### 2. Types of MoUs

- a) Academic Collaboration: Joint research, faculty exchange, and student exchange programs.
- b) Industry Partnerships: Internships, project sponsorships, joint training programs, and placement support.
- c) Research and Development: Collaborative research projects, funding support, and intellectual property sharing.
- d) International Cooperation: Organization of seminar/workshop/conference

##### 3. Eligibility for MoU/Collaboration/Linkage:

College typically partner with recognized universities, industries, research organizations, non-profit organizations, or governmental agencies.

Internal stakeholders like faculty members or heads of departments may propose the initiation of MoU/Collaboration/Linkage.



### Policy for Memorandum of Understanding

#### 4. Proposal and Approval Process:

The faculty or department interested in an MoU/Collaboration/Linkage submits a detailed proposal under the guidance of the Principal and IQAC office. After review, the IQAC office may approve or reject the MoU proposal. It might also request modifications to align with institutional goals.

#### 5. Drafting and Negotiation (Terms and Conditions):

The MoU/Collaboration/Linkage defines mutual responsibilities, resource sharing, timelines, and termination clauses.

Negotiation: Both parties discuss and finalize the terms of the collaboration, including deliverables, funding, and ownership of intellectual property (if applicable).

#### 6. Key Components of MoU/Collaboration/Linkage:

Objectives: Clear goals and outcomes of the collaboration.

Duration: Timeframe for which the MoU/Collaboration/Linkage is valid, often ranging from 1 to 2 years, 3 to 5 years and long-term association with mutually agreed terms and conditions.

#### 7. Roles and Responsibilities:

Defined roles for both parties in terms of resource allocation, staffing, and project implementation.





### Policy for Memorandum of Understanding

#### 8. Termination and Renewal:

Conditions under which the MoU/Collaboration/Linkage can be terminated or extended, typically with mutual consent.

#### 9. MoU Repository and Documentation:

Colleges often maintain a repository of active MoU/Collaboration/Linkage including copies of the agreements, reports on progress.

#### 10. Exit Strategy:

The MoU/Collaboration/Linkage included clauses for dispute resolution, termination, or withdrawal of either party in case of unsatisfactory progress or changes in strategic goals.

#### Conclusion:

MoU/Collaboration/Linkage policy for colleges serves as a blueprint for establishing successful and beneficial partnerships, enabling them to leverage external expertise and resources for academic and institutional growth.



### Policy and Procedure for Infrastructure and Academic Facility Development

1. **Funding Sources:** The College seeks funding from the parent institute for infrastructure development and maintenance.
2. **Budget Allocation:** Funds from various sources, including the Parent Institute and UGC, are allocated for infrastructure improvements.
3. **Infrastructure Development:** The College develops essential facilities such as buildings, classrooms, laboratories, seminar halls, and sports areas.
4. **Maintenance Team:** A dedicated team from the Parent Institute is assigned to manage the creation and upkeep of infrastructure.
5. **Sports Facilities:** Adequate indoor and outdoor sports facilities are provided.
6. **ICT Infrastructure:** Emphasis is given on enhancing information and communication technology for educational and operational efficiency.
7. **Network Maintenance:** Server computers are maintained for better networking and centralized monitoring.
8. **System Administration:** The system administrator oversees the ICT infrastructure's creation, upgrading, and monitoring.
9. **Teaching Aids:** Technology-based equipment, like projectors and printers, is procured to support effective teaching.
10. **Internet Access:** High-speed internet and Wi-Fi are provided to students and faculty for accessing e-resources.
11. **Website Management:** The College website is periodically updated.
12. **Faculty Training:** Faculty members are sent to workshops for the latest ICT developments.
13. **Automated Services:** Administrative and library services are automated and continually improved.



### Policy and Procedure for Infrastructure and Academic Facility Development

14. Software Development: Administrative software is developed by the staff of computer science department as per institutional needs.

15. Library Resources: The library ensures the acquisition and efficient use of various learning materials, including e-books and journals.

16. User Terminals: User terminals in the library allow access to electronic resources and automation systems like Koha.

17. Policy Updates: The policy is regularly updated with changes made by the Principal's consent.

#### Important Clauses:

- Funding and Allocation: Clear procedures for how funds are sourced and allocated for infrastructure.
- Maintenance Responsibility: Defined roles for the maintenance of infrastructure.
- Technological Enhancement: Continuous investment in ICT and teaching aids.
- Training and Development: Ongoing faculty development trainings conducted to keep pace with technological advancements.
- Policy Review: Regular updates to the policy ensuring it remains relevant.



### Library Knowledge Resource Center (KRC) Policy

#### Mission and Vision

**Mission:** To provide a diverse collection of resources that supports lifelong learning, research, and academic success.

**Vision:** To be a vibrant knowledge center, facilitating access to information through innovative services and technology.

- Advisory Committee
- Formed annually under the guidance of the Principal.
- Includes student representatives and faculty members.
- Discusses policies, budgets, feedback, and future improvements.
- Periodic review of library functions and services.
- User Feedback and Improvement
- Feedback collected via Google Forms and feedback/suggestion boxes.
- Regular analysis of feedback by designated committees.
- Feedback results discussed in the Library Advisory Committee for necessary improvements
- Performance Metrics and Usage Analysis
- User satisfaction measured using the Likert scale.
- Weekly and annual reports on library usage.
- Analysis of e-resources usage and footfall to track trends in library performance.
- Activities & Awareness Programme
- User Orientation: Regular programs to introduce students to library services and resources.



### Library Knowledge Resource Center (KRC) Policy

- Book Exhibitions: Organized during important events and special days.
- Awareness Programs: Training on e-resources usage, plagiarism detection, and academic integrity.
- Support for Differently-Abled Users
  - Special resources such as Braille books, free downloadable audiobooks, and assistive technologies like NVDA software.
  - Library staff trained to assist differently-abled users with accessing resources.
- Library Automation and Technology
  - Koha ILMS: Fully automated library system with modules for circulation, cataloging, patron management, and OPAC.
  - Digital Presence: Web OPAC, institutional repository through D-Space, and membership with INFLIBNET N-LIST and NDLI for accessing e-resources.
- Future Plans
  - RFID Technology: Planning to introduce RFID-based services for efficient circulation and inventory management.
  - Furniture Renovation: Upgrading furniture, including magazine display racks and reading room seating.
  - AI Chabot: Introducing an AI-based Chabot service for user queries and support.
  - Separate Library Website: Launching a dedicated website with "Ask Librarian" Chabot functionality.
  - Best Reader Award: Best user of Library among staff and students based on annual usage.
  - Library Portal: Development of library portal and library mobile application.



### Library Knowledge Resource Center (KRC) Policy

#### 1] Collection Development Policy

1. Books, e-books, journals, e-journals, and other materials are purchased as per the academic needs.
2. Prioritization of subjects based on their academic importance.
3. Special grants or funds from UGC and other bodies are utilized as notified by the account department.
4. Honorary donations of books from individuals are accepted and acknowledged but not included in the budget.

#### 2] Library Budget Policy

1. Interim budget prepared at the beginning of every academic year.
2. Finalized budget after consultation with the Accounts Department and Library Advisory Committee approval.
3. Budget includes allocation for maintenance activities, books, e-resources, and special grants.

#### 3] Library Maintenance Policy

1. Fire Safety: Equipped with fire prevention cylinders.
2. Pest Control: Regular pest control for books and materials to prevent termite and insect damage.
3. Software Maintenance: Annual Maintenance Contract (AMC) with vendors for library software (Koha).
4. Furniture and Instrument Repair: Annual budget allocation for repairs.
5. CCTV Surveillance: Regular maintenance and monitoring of security systems.



### Library Knowledge Resource Center (KRC) Policy

6. Software Database Backup- Weekly software database backups are taken in external hard disk of 4 TB.

#### 4] Circulation Policy for Students

1. Book Issuing: Students can borrow 1 book for home lending, with a loan period of 7 days.
2. Renewals: Up to 3 renewals are allowed if the book is not reserved by another user.
3. Late Fee: A fine of ₹2 per day is charged for books returned after the due date.
4. Lost or Damaged Books: Any loss or damage must be reported immediately. The student must either:
  - a. Replace the book with the same copy in good condition (if available).
  - b. If unavailable, pay twice the cost of the book, plus the late fee.

5. Automation: The library's circulation process is fully automated using Barcode technology.

6. Reference Books: Reference materials like dictionaries, encyclopedias, and gazettes are not available for home lending.

#### 5] Circulation Policy for Staff

1. Book Borrowing (Permanent Staff): Permanent staff can borrow up to 30 books per academic year.
2. End of Year Return: All borrowed books must be returned by the end of the academic year.
3. Book Borrowing (Adhoc/CHB Staff): Adhoc or CHB staff can borrow up to 7 books at a time.
4. Non-Book Materials (CD/DVD): CDs and DVDs follow the same borrowing rules as books.
5. Reference Books: Reference materials like dictionaries, encyclopedias, and gazettes are not available for home lending.



### Library Knowledge Resource Center (KRC) Policy

6. Diwali Magazines: These can be borrowed for a period of 7 days only.

7. Lost or Damaged Books: Any loss or damage must be reported immediately. The same copy of the book should be replaced if available, or staff must pay three times the cost of the book as recovery.

#### 6] Book Bank Service Policy

- Application Process: Students must apply for books under the Book Bank Scheme by submitting a formal application.
- Eligibility: The scheme is available for needy and financially disadvantaged students, selected based on merit and the availability of books.
- Deposit: Students are required to pay a deposit of ₹100 for the academic year to borrow books under this scheme.
- Return of Books: All borrowed books must be returned after the completion of the final examination each year.
- Lost or Damaged Books: In case of loss or damage, the same replacement or payment rules as outlined in the Circulation Policy for Students will apply.

#### 7] General Policies and Regulations:

1. Library Card: Always carry your I-Card/Library Card while using library services.
2. Library Timings: Please adhere to the library's operational hours. For detailed timings, visit the library.
3. Mobile Phones: Keep your mobile phones on silent mode while in the library.
4. About Eatables: Eatables are not allowed in library.
5. Discipline : Please follow the disciplines as notified by library on Time to Time

#### 8] Policy for Use of Internet Resources





### Library Knowledge Resource Center (KRC) Policy

1. Access: Internet resources are available for academic and research purposes only.
2. User Responsibility: Students and staff must use the internet responsibly and refrain from accessing unethical or non-academic content.
3. Time Limit: To ensure fair usage, time limits may be imposed on individual sessions, especially during peak hours.
4. Prohibited Activities: Downloading copyrighted materials, streaming media for non-academic purposes, and any malicious activities are strictly prohibited.
5. Supervision: Library staff reserves the right to monitor and regulate internet usage to ensure compliance with the policy.

#### 9] Digital Reference Service Policy

1. Service Scope: The Digital Reference Service is available to assist students, faculty, and researchers with academic inquiries and research support through digital platforms.
2. Access: Queries can be submitted via email, online chat, or through the library's digital platforms, with responses provided within a specified timeframe.
3. Available Resources: Assistance will include guidance on using e-resources, accessing databases, finding online journals, and citation support.
4. Eligibility: The service is open to all registered users of the library, including students and staff.
5. Limitations: Queries must be related to academic research or library resources; non-academic or general information requests may not be accommodated.

#### 10] Inter Library Loan Services Policy

1. Collaboration: The library has established tie-ups with surrounding college libraries to facilitate the borrowing and lending of materials not available in our collection.



### Library Knowledge Resource Center (KRC) Policy

#### 2. Request Procedure (TCC Users):

- a. Users must submit a written request specifying the material needed and the time period for which it is required.
- b. Upon receiving the request, the library will coordinate with the other library to make the material available to the user.
- c. The borrowed material must be returned in good condition by the user within the stipulated time.

#### 3. Request Procedure (Other Libraries):

- a. Libraries wishing to borrow materials from the TCC KRC must submit a formal written request.
- b. Upon approval, the requested materials will be loaned out under the same condition of good care and timely return.

#### 11] Library Access and Usage Policy

##### 1. Library Card:

- a) Always carry your I-Card/Library Card while using any library services for identification and verification purposes.

##### 2. Library Timings:

- a) Please adhere to the library's operational hours. For detailed timing, refer to the library's notice board or consult library staff.
- b) The library is open on all working days, with extended hours during exams as notified.

##### 3. Mobile Phones:



### Library Knowledge Resource Center (KRC) Policy

a) Keep mobile phones on silent mode inside the library to maintain a quiet environment for study.

4. Eatables:

a) Eatables and beverages are not allowed in the library to ensure cleanliness and avoid disturbances.

5. Discipline:

a) All users must maintain discipline and follow the rules and guidelines issued by the library from time to time.

b) Misconduct or non-compliance may result in suspension of library privileges.

6. External Users:

a) External users can access the library upon submission of a written request, subject to approval by the Principal.

7. Quiet Study Environment:

a) The library is a quiet zone; users are expected to respect this by keeping noise to a minimum and refraining from loud conversations.



### Institutional IT Policy

#### Introduction:

Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati must now thoroughly examine all information technologies in order to improve the quality of teaching and learning due to the convergence of technology.

Only a strong policy can serve as the foundation for educational growth. The college's decision to take the initiative to create an IT policy was motivated by IT's enormous potential to increase outreach and raise educational standards. This policy aims to offer guidance to assist our stakeholders in making the best use of IT resources. All of these rules are presently being followed by users.

#### Objectives:

- The goal of the IT Policy is to develop, launch, foster, support, and maintain IT- enabled activities and procedures in order to increase accessibility, quality, and effectiveness in the college's educational system.
- The goal of the IT Policy is to get adult learners ready to contribute creatively to the creation, maintenance, and expansion of a knowledge society that will result in overall socioeconomic development of the country and increased worldwide competitiveness.

#### Policies:

- To accomplish the aforementioned goals, the IT Policy in College Education will work to foster a technologically savvy community that can deploy, use, and profit from information technology.
- Foster the development of local and localised quality content to enable students and teachers to collaborate on the creation and critical use of shared digital resources
- Foster the development of professional networks of teachers, resource people, and colleges to catalyze



### Institutional IT Policy

and facilitate increased demand for optimal utilisation of and returns on the potentials of IT in college education.

- Encourage the creation of high-quality local and regional material, and make it possible for students and teachers to collaborate on the creation and critical use of shared digital resources.
- Encourage the growth of professional networks among teachers, resource people, and colleges to encourage and support resource sharing, upskilling, and continuing education of teachers, as well as guidance, counselling, and academic support for students. This will increase the efficiency of the teaching-learning process.
- To inform, direct, and utilise the potential of IT in college education and to foster a critical knowledge of ICT, its advantages, hazards, and limits, encourage research, assessment, and experimentation with ICT tools and IT-enabled practices.
- Encourage and facilitate more engagement from all societal groups in enhancing the higher education process through the effective use of ICT.

#### General IT Ethics / Ethos Policy:

The college makes information technology tools available to teachers, staff, students, and a select group of other users. Each authorised user of college information technology resources is accountable for using such resources effectively, morally, legally, and in ways that are compatible with overall college policy.

#### Data Storage Policy:

Data from the students on the college network is kept in one single location by the college. This comprises all the information a user generates and stores on the network storage devices of the college.

The college has a separate server room for control all the networking activities, the server room consist of five highly configured servers and utilized for office, commerce department, Library and computer purpose.



### Institutional IT Policy

On a daily, weekly, monthly, and/or yearly basis, data files are frequently backed up. These backups make it possible to recover lost, destroyed, or changed College data. The College won't frequently retrieve saved personal information. Therefore, users are advised to keep independent backups of their crucial personal information, including email communications. Our college disclaims any liability for upkeep and access to user backups of personal information. The Principal will have the final say on whether to retrieve or restore any material that the IT department has backed up.

#### Security Policy:

Regarding the security of the college's IT resources, the College follows suitable "industry-standard" procedures. These techniques are intended to guard against unauthorised access, intrusion, or harm to the integrity, accessibility, or availability of the college's IT systems. Although the College has already complied with all industry norms and security standards, due to the nature of security threats and the remote possibility of a security breach, the College does not guarantee either the privacy of users or the integrity of data stored on the College network.

#### Communication Policy:

In order to send course materials, facilitate class discussions, or engage in synchronous chat, instructors may require students to use whatsapp and telegram groups, email, SMS. It is advised that instructors provide these specifications in the course curriculum. Faculty may anticipate or demand that students check the college website read announcements posted there.



### Policy for Media Center Utilization

#### 1. Introduction

Tuljaram Chaturchand College of Arts, Science & Commerce, Baramati, recognizes the transformative role of digital media in advancing educational and outreach initiatives. With the convergence of technology, the college is committed to promote the development of high-quality e-learning materials, documentaries, and promotional content that align with its academic and institutional goals. To harness the potential of these technologies, a clear policy for the utilization of the college's Media Center is essential for guiding stakeholders in effectively creating and utilizing digital content.

This policy serves as a framework for faculty, students, and external collaborators to access and use state-of-the-art media production facilities. It aims to ensure that the resources of the Media Center are utilized efficiently while maintaining professional standards, safeguarding intellectual property, and fostering an environment of learning and innovation. Through this initiative, the college aims to enhance educational quality, increase outreach, and strengthen its role in the digital content ecosystem.

#### 2. Objectives

☐ To promote the creation of high-quality e-learning materials, documentaries, and promotional content that aligns with the academic and outreach goals of Tuljaram Chaturchand College.

☐ To provide faculty and students with access to state-of-the-art equipment and facilities for media production and post-production.

#### 3. Eligibility and Access

☐ Faculty: All teaching faculty members are eligible to use the studio for developing e-learning content, lectures, and research-based documentaries.

☐ Students: Students enrolled in courses related to media, journalism, mass communication, or other disciplines requiring media projects may access the studio under faculty supervision.

☐ External Collaborators: External experts or partners involved in institutional projects may use the facilities with prior approval from the college administration.



### Policy for Media Center Utilization

#### 4. Roles and Responsibilities

- ❑ Faculty Members: Responsible for preparing content, conducting lectures, and reviewing final outputs.
- ❑ Students (Dept. of Media and Communication Studies): Will handle all technical support, including recording, mixing, and editing. This will provide practical experience and ensure professional-level production.
- ❑ Technical Supervisors: Faculty from the Department of Media and Communication Studies will oversee the technical operations to ensure that the students are handling the equipment correctly and efficiently.

#### 5. Booking and Scheduling

- ❑ Advance Booking: All usage must be pre-booked through the official studio booking system, at least 7 days in advance.
- ❑ Usage Hours: The studio will be available from 9:00 am. to 6:00 pm., Monday to Saturday.
- ❑ Priority Usage: Priority will be given to projects directly related to curriculum development, research dissemination, or institutional promotion.

#### 6. Equipment and Facility Use

- ❑ Training Requirement: All users must undergo an orientation session to familiarize themselves with the equipment, safety protocols, and software.
- ❑ Equipment Handling: Users are responsible for handling all studio equipment with care. Any damages or malfunctions must be reported immediately.
- ❑ Software Use: The post-production studio is equipped with licensed editing software. Users are prohibited from installing any unauthorized software.





### Policy for Media Center Utilization

❑ **Data Storage:** Users must bring their own external storage devices for media storage. The studio will not store personal projects indefinitely.

#### 7. Supervision and Assistance

❑ **Technical Assistance:** A studio technician will be available to assist with equipment setup, troubleshooting, and operation. However, users should plan their projects to be as independent as possible.

❑ **Faculty Supervision:** Students are required to have their faculty member's approval and supervision during the use of the studio for academic projects.

#### 8. Content Approval

❑ **Educational Content:** All e-content developed in the studio must align with the college's educational standards and goals. Content should be reviewed by the concerned faculty or department head before publication.

❑ **Promotional Content:** Any content intended for external audiences, including promotional videos or documentaries, must receive approval from the college authority.

#### 9. Intellectual Property and Copyright

❑ **Ownership:** All content produced using college resources remains the intellectual property of Tuljaram Chaturchand College unless otherwise agreed upon in writing.

❑ **Copyright Clearance:** Users must ensure that all third-party media (music, images, and video) used in their projects have the appropriate licenses or permissions.

#### 10. Code of Conduct

❑ **Professionalism:** All users are expected to maintain a professional environment in the studio. Any misuse of equipment or violation of policy will result in restricted access.

❑ **Health and Safety:** Safety protocols, including the proper use of electrical equipment, lighting, and fire safety procedures, must be followed at all times.



### Utilization and Maintenance of Physical and Academic Support Facilities

#### 1. Preamble

Tuljaram Chaturchand College is committed to the holistic development of its students, faculty, and staff. To achieve this, the college provides a robust framework of physical and academic support facilities aimed at promoting learning, research, innovation, sports, and overall well-being. This policy ensures that all resources are utilized efficiently while maintaining the highest standards of ethical conduct, transparency, and sustainability. It outlines the procedures for accessing, maintaining, and monitoring the physical and academic infrastructure of college, fostering an environment conducive to learning and growth.

#### 2. College Development Committee (CDC)

The College Development Committee (CDC) plays a critical role in shaping the institution's strategic direction and ensuring the effective use of its resources.

##### Responsibilities:

- The CDC evaluates the institution's needs and recommends proposals for new facilities, upgrades, and expansions.
- The committee ensures alignment between the college's activities and national education policies and standards.
- CDC regularly reviews the performance and utilization of physical and academic facilities to ensure they are serving the institution's goals effectively.

#### 3. Research & Innovation Support

The college emphasizes academic excellence by encouraging interdisciplinary research across all domains, with a particular focus on innovation, ethical standards, and societal impact.

##### Research Resources:



### Utilization and Maintenance of Physical and Academic Support Facilities

- The college provides state-of-the-art resources and infrastructure to support advanced research in various disciplines.
- Researchers are encouraged to collaborate across fields, contributing to a broader knowledge base that addresses pressing societal challenges.
- All research must comply with both national and international regulations to maintain the highest ethical standards.

#### Laboratory Management:

- Laboratories are equipped with cutting-edge tools and resources in both the sciences and social sciences.
- Each department is responsible for the maintenance and management of its labs, with the support of trained lab assistants who oversee equipment handling and safety.
- Standard Operating Procedures (SOPs) are followed to ensure the safe and efficient use of equipment.
- Logbooks are maintained to track equipment usage and record any malfunctions, helping to streamline maintenance and ensure accountability.
- Costly equipments are covered under Annual Maintenance Contracts (AMCs) to ensure longevity and proper functioning. These contracts are managed by the Central Facility Centre, which is overseen by a designated faculty member.

#### Hiring Research Facilities:

- The college offers its research facilities for hire by students, faculty, external researchers, and industry partners at nominal rates.



### Utilization and Maintenance of Physical and Academic Support Facilities

- This initiative promotes wider access to advanced research tools while generating revenue for the institution's upkeep.

#### 4. Library Services & Academic Resources

The college's Central Library serves as a hub of knowledge, offering an extensive range of materials and facilities to support academic excellence.

##### Facilities:

- The library houses an extensive collection of physical books, e-books, journals, and e-journals across various fields of study.
- A barcode system is used for tracking book circulation, while the INFLIBNET (Information and Library Network) software ensures efficient library management and seamless access to resources.

##### Library Management:

- The Library Advisory Committee, along with the librarian and staff, ensures the smooth operation of library services, making sure that materials are up-to-date and the technology is maintained.
- The committee periodically reviews the library's collection and services to align with the evolving academic needs of students and faculty.

#### 5. Sports & Wellness Facilities

Tuljaram Chaturchand College supports the physical well-being of its stakeholders through a comprehensive sports policy in line with the National Policy on Sports and the guidelines of the Association of Indian Universities (AIU).

##### Sports Complex:



### Utilization and Maintenance of Physical and Academic Support Facilities

- The college boasts a modern sports complex spread over 17 acres, which includes a gymnasium, outdoor grounds, various courts, tracks, and an open gym facility. This vast complex caters to a wide range of sporting activities, providing students with the opportunity to pursue their athletic interests.



### Gymkhana Management Committee

- Led by the Principal, the Gymkhana Management Committee is responsible for overseeing the sports complex, ensuring that all facilities are well-maintained, and coordinating training programs.
- The committee works with dedicated sports coaches who provide specialized training in sports such as basketball, volleyball, netball, and handball.

#### Athlete Support:

- The college provides additional support to student-athletes, including travel allowances, sportswear, equipment, and access to coaching facilities, enhancing their performance in both intra-college and inter-collegiate competitions.

#### Yoga & Wellness:

- A dedicated Yoga Building is freely accessible to students, faculty, and staff, promoting mental and physical well-being through regular yoga sessions.

### 6. Classroom & Teaching Infrastructure

The college is equipped with modern, ICT-enabled classrooms to facilitate a high-quality teaching and learning experience.

#### Classroom Infrastructure:

- Classrooms are spacious, well-furnished, and equipped with LCD projectors, smart boards, and high-speed internet access, ensuring that teachers and students can leverage modern teaching tools to enhance the learning process.



#### Interactive Learning:

- The integration of ICT tools allows for a more interactive and engaging classroom environment, with digital resources and multimedia presentations complementing traditional teaching methods.

#### 7. Canteen Services

The college provides a well-maintained canteen that ensures hygienic, quality food for all stakeholders.

#### Canteen Monitoring:

- A Canteen Monitoring Committee is responsible for overseeing operations, ensuring the quality of food, and addressing any complaints or concerns.
- Feedback from students and staff is regularly collected and reviewed, with any necessary actions being taken by the Principal through the committee.

#### 8. Seminar Halls & Common Rooms

Tuljaram Chaturchand College offers a range of multi-functional spaces for academic, cultural, and recreational activities.

#### Seminar Halls:

- The college provides access to Jeevraj Seminar Hall and additional halls in Prerna Bhavan for conferences, cultural programs, and other academic activities.
- Prior approval from the Principal is required to utilize these spaces, ensuring that they are available for college-wide events and managed efficiently.

#### Common Rooms:



### Gymkhana Management Committee

- Boys' and girls' common rooms are designated for recreational and leisure activities. These spaces offer a comfortable environment for students to unwind between classes or engage in extracurricular activities.
- Common rooms in hostels are equipped with recreational facilities and are managed with strict maintenance and monitoring procedures to ensure the proper upkeep of all amenities.

#### 9. Audio-Visual Studio for Learning Enhancement

The college offers access to an audio-visual recording studio, allowing faculty members to create high-quality educational videos and multimedia resources.

##### Studio Usage:

- Faculty must obtain prior approval from the Principal to use the studio.
- This facility is primarily intended to enhance the teaching-learning process by supporting the creation of digital educational content.

##### Maintenance:

- The studio is managed by the Journalism Department, which ensures that all equipment is in working condition and available for use.
- Regular maintenance checks are conducted to avoid disruptions.

#### 10. Sustainability & Green Campus Initiatives

Tuljaram Chaturchand College is committed to maintaining an eco-friendly campus through various sustainable practices.

##### Water Harvesting:

- Systems are installed across the campus to collect and store rainwater for non-potable uses, reducing the institution's dependence on external water sources.





#### E-Waste Management:

- A structured e-waste disposal system is in place, ensuring that electronic waste is responsibly recycled or disposed of without harming the environment.

#### Vermicomposting & Biogas:

- Organic waste generated on campus is processed through a vermicomposting system, producing nutrient-rich compost that is used in the college gardens.
- A biogas unit converts organic matter into renewable energy, which supports some of the campus's energy needs, contributing to the college's efforts to reduce its carbon footprint.

### 11. Facility Maintenance & Monitoring

The college ensures that all its facilities are regularly maintained through well-documented procedures:

#### Maintenance Protocols:

- Every facility, including laboratories, classrooms, sports complexes, and common rooms, follows a scheduled maintenance program to ensure all equipment and infrastructure remain in optimal working condition.

#### Monitoring Procedures:

- Continuous monitoring systems, such as logbooks, are implemented to track facility usage, maintenance issues, and overall facility management.



#### 12. Amendments & Policy Review

The Facilities & Development Policy is subject to regular review by the College Development Committee to ensure that it remains relevant and effective in meeting the college's evolving needs.

##### Review Frequency:

The policy will be reviewed annually or as deemed necessary by the CDC to incorporate advancements in technology, changes in academic and research requirements, and feedback from stakeholders.



### GRIEVANCE CELL POLICY

The Anekant education Society's Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati (Autonomous), has a Grievance Cell Committee. The functions of the Committee are to look into the complaints lodged and judge its merit. The Grievance Cell Committee is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the Grievance Cell Committee members in person. In case the person is unwilling to appear in self, grievances may be sent complaint in writing to the officer in-charge of Grievance Redressal Committee or Principal.

#### Objectives:-

The objectives of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the college.

- A Grievance Cell Committee has been constituted for the Redressal of the problems reported by the students of the College with the following objectives:
- Upholding the dignity of the college by ensuring strike free atmosphere in the college through promoting cordial student-student relationship and student-faculty relationship etc.
- Encouraging the students to express their grievances / problems freely and frankly without any fear of being victimized.
- Suggestion/complaint boxes have been installed in which the students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the college.
- Advising students of the college to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the students to refrain from inciting students against other students, faculty and college administration.
- Advising all staff to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.



### GRIEVANCE CELL POLICY

#### Responsibilities:-

- Provide an avenue for the aggrieved students to redress their individual grievances in order to have a healthy atmosphere among students, staff and management in the college.
- Discuss and resolve the grievances, if any received in writing from the concerned students.

#### Procedure:-

- The setting of the Grievance Redressal Committee (GRC) will be widely published via notice boards and websites.
- The students may feel free to put up a grievance and drop it in boxes placed at conspicuous locations in college campus.
- The GRC will act upon those cases which have been forwarded along with the necessary documents.
- The GRC will take up only those matters which have not been solved by the various departments.

#### Establishment of a Grievance Redressal Committee

"Grievance Redressal Committee" has been constituted to enquire the nature and extent of grievance. The committee can suggest the final action to be taken at the institutional level for the Redressal of the same.



### Policy on Sexual Harassment

[Prevention, Prohibition Redressal Act, 2013]

In pursuance of UGC (prevention, prohibition and Cell of Sexual Harassment of women employees and women students in Higher Educational Institutions) Regulations 2015, Anekant Education Societies has taken proactive steps to ensure the safety, well-being and dignity of the students by establishing three vital committees Grievance Redressal Committee, the Anti-Raging Committee and Anti- Sexual Harassment. These Committees serve as pillars of support, providing avenues for addressing grievance, preventing mistakes of Ragging and combating Sexual harassment within the college premises.

These committees are led by experienced and dedicated members through their vigilant efforts and proactive measures, these committees aim to create a safe and secure environment.

The Anekant education Society's Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati (Autonomous) has zero tolerance against disrespect and exploitation of women. The Anti sexual harassment Committee of the college was established according with provisions of "The Sexual Harassment of women at Workplace (Prevention, Prohibition and Cell) Act 2013" Posh Guidelines for effective enforcement of human rights of gender equality and assurance of an environment free of sexual harassment and abuse.

#### Objectives:

1. To organize women sensitization awareness program/workshop/Guest lecture.
2. To provide a safe environment that is free from sexual harassment.
3. To provide social and psychological environment that will raise awareness about sexual harassment.
4. To develop secure physical and work environment for women.
5. To recommend appropriate punitive action against the guilty.
6. To avoid discrimination and sexual harassment against women.



### Policy on Sexual Harassment

#### Role of the Committee:

1. To develop and ensure a safe work environment that is free from sexual harassment especially for all female members.
2. To take note of complaints of sexual harassment of women employed, to conduct enquiries and to provide immediate assistance.
3. To recommend to the concerned authorities, follow-up action and to monitor the same.
4. To maintain an atmosphere of equality and gender justice.

#### MEETINGS:

At least once in each semester and as and when necessary.

#### Functions of Anti-sexual harassment committee

- Conduct preliminary enquiry of all reported cases and/or complaints relating to sexual harassment at work place involving all sections of members of faculty, staff and students of the institute.
- Submit the preliminary enquiry report to the principal along with all documents and recommendations of possible punishment if any.
- Evolve and suggest make to preventive measures.
- In case of allegations are not in the nature of sexual-harassment, Anti-sexual harassment committee may refer such complaint to the Grievance Redressal committee.
- If Anti sexual harassment committee concludes that the allegations made over false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complaint shall be liable to be punished as per the relevant provisions of the afore mentioned UGC regulation 2015.



### Policy on Sexual Harassment

#### RESPONSIBILITIES OF THE COMMITTEE:

If any student approaches a committee member either through the complaint box placed in college campus or by telephone, necessary action is taken through counseling and conciliatory methods. If it requires any enquiry, It will be conducted and matter will be sorted within one week from the date of complaint The committee will take the responsibility to ensure that no such incidents occurs in the college campus.

#### PROCEDURE UPON FILING OF COMPLAINT:

1. Meeting is held if a complaint received by any member.
2. The written complaint is taken and the committee prepares and submits the detailed statement of the incidents within two days.
3. An enquiry is held with the members of internal complaints committee.
4. The issue is discussed and finalized within seven days.
5. The minutes of the file is be filed.

#### ACTION PLAN:

- Counsel the affected students/women employees to overcome the trauma.
- Display current laws and affairs about Sexual Harassment and Gender Discrimination in key places in the college campus.
- Conduct awareness programs workshops, guest lectures and campaigns for the benefit of the students and the staff community.



### ZERO TOLERANCE POLICY

Anekant Education Society's Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati is committed to a Zero Tolerance towards Sexual Harassment / Ragging, Grievances, bullying. Our College is committed to provide an environment in which Students, Teachers and Non-Teaching Staff can work together with full satisfaction. In pursuance of this commitment our college has constituted many Committees like Discipline Committee, Induction Programme, Anti-Ragging Committee, Internal Complaint Committee, Grievance Redressal Committee, as per the relevant provisions of the Sexual harassment of the women at work place Act, 2013. The College provides a Mechanism, by which Complaints can be dealt carefully and also suitable disciplinary action can be taken.

In addition to this, the Committees organize various awareness sensitization programmes for the students to prevent such case in campus. Programs like Induction Program, Nirbhay Kanya, Street play, Guest Lectures, Workshops, poster making competition etc.

The College is pledged to treat everyone with dignity, courtesy and respect.





### Policy Document for Alumni Association

The Alumni Association aims to foster students' lifelong commitment to the organisation and enhance their well-being. Alumni Association strives to developing connections among alumni and institute to strengthen their commitment. "Alumni meet" is organized by the Alumni Association that provides a platform to share their views and support the institution. It helps to bring new technologies and build professional relations with industry.

The Alumni Association was registered under the Societies, Act, 1860, with registration number MAHA/220/2017/Pune, dated on 7th February, 2017.

1) The Alumni Association Body is formed whose Executive Committee members look after the activities organized under this Cell. This committee have their meetings on regular basis. And keep the reports/documents of the same.

2) The executive council meeting of the association is organised once in a year to discuss future plan on the working of association and consider the financial status of the association.

3) The planning of alumni meet is finalized in the executive council meeting. The account of association is audited by CA and the auditor's statement of each financial year is submitted to the concerned authority.

4) The students of the institute are encouraged to be a part of alumni association by accepting the membership of the association.

5) The Alumni Association has given consent to the Alumni Association committee to organizing the meeting and various activities at the college level.

6) The Alumni meet is conducted by the college once in a year.

7) The students who have completed their graduation or post graduation, he or she can be a member of the Alumni Association.



### Policy Document for Alumni Association

- 8) The fee for the life time membership for students is Rs.500/- and for one year membership the registration amount is Rs.100/- only.
- 9) The meritorious alumni are invited to share their experiences with the current year students. They are motivated through their first hand experiences.



### Institutional E-Governance Policy

#### Introduction to E-Governance Policy: -

Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati, Pune is one of the leading and prestigious colleges in Maharashtra established in 1962. Our motto, 'We for Students' is at the heart of everything we do at the college. The college celebrated its Golden Jubilee in 2012. Keeping pace with modern trends in higher education, the college has full-fledged UG courses in Arts, Science and Commerce along with PG courses almost in all subjects of different streams as well as Ph. D. Research centers. Beside traditional courses we seek to develop and introduce need based, value added, skill based and career oriented new courses. However, the College has been reaccredited for the third cycle with 'A+' grade (CGPA 3.55) by NAAC, Bangalore in 2017. Tuljaram Chaturchand College, Baramati, recognizing the transformative potential of digital technology, is committed to implementing a comprehensive e-governance framework. This initiative aims to enhance the quality of education, streamline administrative processes, and improve overall institutional efficiency. The e-governance policy is designed to foster transparency, accountability, and ease of access to information and services for all stakeholders, including students, faculty, and administrative staff.

Our approach to e-governance involves leveraging modern information and communication technologies (ICT) to automate and optimize various academic and administrative functions. This policy outlines our vision, objectives, and strategic approach towards creating a digitally empowered educational environment at Tuljaram Chaturchand College. Through e-governance, we aim to provide a seamless, user-friendly experience that meets the evolving needs of our academic community and aligns with global standards in higher education. By embracing e-governance, Tuljaram Chaturchand College is poised to enhance its operational efficiency, facilitate effective communication, and ensure the security and privacy of data. This policy serves as a roadmap for the successful integration of digital tools and practices in our institution, ultimately contributing to the holistic development of our students and the continuous improvement of our educational services.



### Institutional E-Governance Policy

Vision: -

To employ technology to make Tuljaram Chaturchand College administration, academics, and student services more accessible, efficient, and user-friendly.

Objectives: -

- To streamline administrative processes and reduce paperwork.
- To provide timely and accurate information to stakeholders.
- To enhance the quality of education through technology-driven teaching and learning methods.
- To improve the efficiency of student support services.

Scope: -

This policy is applicable to all college departments, faculty members, staff, and students. It encompasses student services, academic procedures, and administrative functions.

Implementation Strategy: -

Infrastructure Development

- Upgrading IT infrastructure, including servers, networking, and hardware.
- Ensuring reliable internet connectivity and backup solutions.

Software and Tools

- Procuring and deploying necessary software for administrative automation, and other e-governance applications.
- Regularly updating and maintaining software systems.

Training and Capacity Building

- Conducting training programs for faculty, staff, and students to familiarize them with e-governance tools and systems.



### Institutional E-Governance Policy

- Establishing a dedicated IT support team to assist users and manage e-governance systems.

#### Monitoring and Evaluation

- Regularly evaluating the effectiveness of e-governance initiatives and making necessary improvements.

#### Roles and Responsibilities: -

##### E-Governance Committee

- Overseeing the overall implementation and monitoring of the e-governance policy.
- Ensuring compliance with data security and privacy regulations.

##### Computer Department

- Managing IT infrastructure, software applications, and user support.
- Conducting regular maintenance and updates of e-governance systems.

##### Administrative Departments

- Integrating e-governance tools into their processes and ensuring data accuracy.
- Providing necessary training and support to their staff.

##### Faculty and Staff

- Utilizing e-governance tools for academic and administrative activities.
- Participating in training programs and providing feedback for improvement.

##### Students

- Using the student portal and other e-governance services for their academic and administrative needs.
- Adhering to data privacy and security guidelines.



### Institutional E-Governance Policy

Review and Revision: -

This policy will be reviewed annually by the Governing Council to ensure its relevance and effectiveness. Revisions will be made as necessary to incorporate technological advancements and feedback from stakeholders.

Conclusion: -

Our commitment to e-governance is driven by the desire to enhance operational efficiency, improve service delivery, and foster a culture of transparency and accountability. By leveraging ICT, we are poised to provide timely and accurate information, streamline administrative functions, and offer robust support services that meet the evolving needs of our academic community.

In conclusion, the e-governance policy of Tuljaram Chaturchand College is a testament to our dedication to academic excellence and administrative efficiency. By fostering a digitally empowered campus, we are not only enhancing the quality of education but also preparing our students and staff to thrive in a digitally connected world. We look forward to the positive impact this policy will have on our institution and its community.



### Performance Appraisal Policy for Staff

Teaching staff

Introduction:

The college acknowledges the crucial importance of performance appraisals in fostering the ongoing growth and advancement of its teaching staff. The Performance Appraisal Policy will be guided by principles of fairness, transparency, and a commitment to professional excellence. It should establish a clear and organized approach to assessing and improving the performance of our staff members.

Objective:

1. To assess the professional capabilities and overall performance of teaching staff.
2. To ensure alignment with the college's academic goals and enhance the quality of education.

Appraisal Scope and Cycle:

1. This policy applies to all teaching staff at the college, including full-time, part-time, and adhoc faculty members, across all departments (Arts, Science, Commerce, and Vocational).
2. Conducted annually, at the end of the academic year.

Performance Criteria:

1. Teaching Effectiveness:
  - Results/grades of students in respective subjects.
  - Use of innovative teaching methods and technology.
  - Continuous professional development and participation in faculty development programs.
2. Research & Publication:
  - Number and quality of research papers published.
  - Participation in conferences and seminars.



### Performance Appraisal Policy for Staff

- Involvement in research projects (if applicable).
- 3. Contribution to Institution:
  - Participation in departmental activities and committees.
  - Mentorship to students.
  - Administrative duties, such as admissions or exam coordination.
- 4. Community Engagement:
  - Participation in outreach programs or extension activities.

#### Appraisal Process:

1. Self-Appraisal: Teaching staff will complete a self-assessment form highlighting achievements, areas of improvement, and future plans.
2. Administrative Review: Evaluation by the head of the department and principal, based on performance metrics.

#### Outcome:

1. Performance ratings (e.g., excellent, satisfactory, needs improvement).
2. Rewards or recognition for outstanding performance.
3. Counselling for those requiring improvement.
4. Eligibility for promotion to higher positions based on performance.

#### General Provisions:

**Review and Revision:** The policy will be reviewed periodically to ensure its relevance and effectiveness.





### Performance Appraisal Policy for Staff

#### Conclusion:

This appraisal policy is designed to align teaching performance with the core objectives of Tuljaram Chaturchand College, fostering a culture of academic excellence, professional growth, and student success.

#### Non-Teaching Staff

##### Objective:

1. To ensure the efficient functioning of the administrative and support staff.
2. To enhance staff skills and recognize contributions to institutional growth.
3. Promoting the continuous professional development of faculty members.
4. Rewarding excellence and identifying areas that require improvement.

##### Appraisal Scope and Cycle:

1. This policy applies to all non-teaching staff at the college, including grantable and non-grantable staff.
2. Conducted annually, at the end of the academic year.

##### Performance Criteria:

1. Job Knowledge & Skills:
  - Technical skills relevant to the job.
  - Ability to learn and adapt to new processes or tools.
2. Work Efficiency:
  - Timely completion of assigned tasks.
  - Adherence to institutional policies and procedures.
  - Problem-solving and initiative in work duties.



### Performance Appraisal Policy for Staff

#### 3. Contribution to Institution:

- Participation in institutional activities or events.
- Willingness to take on additional responsibilities when required.

#### Appraisal Process:

1. Supervisory Review: Assessment by immediate supervisors on work performance, efficiency, and attitude.
2. Administrative Review: Final evaluation by higher authorities, including departmental heads, the registrar and the principal.
3. Management Approval: Recommendation from principal will be approved by management of the Anekant Education Society.

#### Outcome:

1. Performance ratings (e.g., excellent, satisfactory, needs improvement).
2. Professional development or skill-enhancement programs for staff.
3. Recognition for outstanding performance.
4. Counselling or retraining for staff needing improvement.
5. Eligibility for promotion to higher positions based on performance.

#### General Provisions:

1. Confidentiality: All appraisal discussions and documents remain confidential.
2. Review and Revision: The policy will be reviewed periodically to ensure its relevance and effectiveness.



### Policy for Financial Support

#### Introduction

We are committed to fostering academic excellence, innovation, and professional growth among our faculty members. This policy outlines the provision of financial assistance to support participation in conferences, workshops, and seminars organized by esteemed institutions.

#### Objectives

The key objectives of this policy are:

1. **Encouraging Research Presentation:** Motivate faculty members to present research papers at conferences of national and international acclaim.
2. **Facilitating Discussions on Novel Development:** Support teaching staff in engaging with novel developments, emerging challenges, and future perspectives.
3. **Promoting Academic Activities:** Assist teaching staff in fostering teaching, learning, research, extension activities, and governance.
4. **Enhancing Academic Credentials:** Elevate academic credentials of faculty members and boost leadership abilities.

#### Eligibility and Reimbursement Policy

Full-time faculty members are eligible to attend international, national, or state-level conferences, seminars, and workshops. The reimbursement policy is as follows:

- **Financial Assistance:** Receive up to Rs. 3,500/- per annum or actual expenditure incurred whichever is lower.
- **Departmental Allocation:** Reimbursement made from annual departmental expenditure.



### Policy for Financial Support

- **Faculty Upgradation:** College covers registration and other costs for orientation/refresher courses/trainings.
- **Membership Fees:** Faculty members can receive reimbursement of up to Rs. 5,000/- per annum or the actual amount incurred, whichever is lower, for professional membership fees.
- **Discretionary Increases:** The institution's management may decide to increase the financial support mentioned above.

#### Terms and Conditions:

- Active participation through paper presentation or chairing the sessions.
- The institution reserves the right to review and assess the impact of professional development activities.

#### Amendments and Discretion:

- The institution may increase financial support at its discretion
- This policy aims to support continuous faculty growth aligning with our commitment to providing a high-quality education environment.



### Resource Mobilization Policy and Procedure

Financial Resources of the institutions are Government funds, corporate grants, tuition fee, corpus fund, consultancy etc.

- Tuition fee and corporate grant is used for the infrastructure and academic activity.
- Government funds are used for which it is sanctioned.
- Income generated from consultancy is used for intended purpose.
- Transparency and accountability is ensured by conducting annual audit of the statements.
- Financial support provided by the government agencies are audited by the respective government departments.

The following procedures are followed for efficient utilization of generated funds:

- The governing body monitors the proper utilization of the funds for the smooth functioning of the institution.
- The governing council is responsible for the management of the funds thereby ensuring transparency in the process.
- The income and expenditure of the college is accordance with the annual budget.
- The internal auditors who does verification of the related accounts.
- The external auditor prepares the balance sheet of the college.
- A financial advisory body is in place to coordinate, DST-FIST coordinator, RUSA coordinator, Paramarsh Scheme Coordinator, etc. of the college.
- Funds are provided to meet the infrastructure requirements of the institution while extending the current programs and starting new programs.
- The management provides financial supports to participate and to organize seminars, workshops, expert talks, association activities and faculty development programmes.



### Resource Mobilization Policy and Procedure

- Provident fund (PF) benefits are provided to the management appointed staffs.
- Provision of funds for research grant to undergraduate and post graduate students.
- Adequate funds are provided for sports and cultural activities.
- Scholarships, freeships and awards to the deserving students.



### Institutional Policy for Financial Audits

Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati believes in creating and maintaining mechanism to attain efficiency and transparency in the financial management. The financial audit policy facilitates the smooth functioning of the financial matters.

- Organisation of orientation and training programs for staff.
- Adoption of a well-defined mechanism for financial audits for discipline and transparency.
- Conduct internal audit by the external agency CA. Dudhadiya and Associates, Pune appointed by the management.
- Conduct external audit by the external agency CA. Dudhadiya and Company, Pune appointed by the management.
- The Financial Assessment to be carried out by Joint Director Office, Higher Education, Pune
- Objections, if any, in financial audit to be rectified and settled.

#### Internal Audit Policy

Tuljaram Chaturchand College of Arts, Science and Commerce is committed to ensuring efficiency and transparency in financial management. This Financial Audit Policy aims to establish a systematic approach for conducting internal and external audits, facilitating the smooth functioning of financial matters within the institution.

Scope: This policy applies to all financial operations, including:

- Revenue and expenditure management
- Asset management
- Financial reporting
- Compliance with applicable laws and institutional policies



### Institutional Policy for Financial Audits

#### Objectives:

- ☐ To Promote accountability and transparency in financial transactions.
- ☐ To Verify adherence to legal and institutional regulations.
- ☐ To Identify areas for enhancing financial processes and controls.
- ☐ To Identify financial risks and recommend mitigation strategies.

**Audit Frequency:** Internal audits will be conducted annually by the appointed external agency.

#### Audit Planning:

1. **Orientation and Training:** Regular orientation and training programs will be organized for staff to enhance financial management skills.
2. **Audit Plan Development:** Develop an annual audit plan based on risk assessment and compliance needs, prioritizing areas that require immediate attention.
3. **Approval:** The audit plan will be presented to senior management and the College Development Committee (CDC) for approval.

#### Internal Audit Process:

- ☐ Conducted by CA. Dudhadiya and Associates, Pune, appointed by the Anekant Education Society.
- ☐ Auditors will verify financial transactions, assess compliance, and evaluate internal controls.
- ☐ A report documenting findings, including any queries, will be submitted to the parent institute.
- ☐ **Financial Assessment:** An assessment will be carried out by the Joint Director Office, Higher Education, Pune, ensuring compliance with educational regulations.





### Institutional Policy for Financial Audits

☐ **Dead Stock Verification:** The audit team will conduct a physical verification of all equipment and assets, with a compliance report submitted to the Secretary of the parent institute.

#### Reporting:

1. **Draft Report:** After completing the audit, a draft report will be prepared and shared with management for review.
2. **Final Report:** The final audit report will be issued to the CDC and relevant stakeholders, incorporating management responses and necessary action plans.

#### Follow-Up:

- Management will address and rectify any objections raised during the audit process.
- A compliance report regarding the dead stock verification will be submitted to the Secretary of the parent institute.

#### Confidentiality:

All audit findings and documentation will be treated confidentially, shared only with authorized personnel to maintain the integrity of the audit process.

#### Compliance and Review:

This policy will be reviewed annually and updated as necessary to reflect changes in regulations and best practices in financial auditing.



### GENDER EQUITY POLICY

Our College has multifaceted approach, aims to create a gender-sensitive and inclusive environment in the college, fostering respect, equality, and empowerment for all students and staff.

Objective: To promote gender equality, inclusiveness, tolerance, harmony among the students and the staff leading to women empowerment.

- To create and propagate a safe, secure and healthy environment to achieve gender equality and to ensure respectful and dignified behavior at all levels.
- To conduct induction and the orientation programmes for the students to promote gender sensitization.
- Conduct Awareness Programmes for the girl students regarding self-defense.
- Promoting activities pertaining to Health, Cleanliness, Personal Hygiene, and Nutrition.
- Awareness program for financial planning for student and Staff.
- To conduct Activities for students regarding Entrepreneurship Development and Career Enhancement
- Student Counseling and Mentoring to handle various problems
- To organize workshops related to cybercrime, safety and security especially for the girls students in various departments and the Girls Hotels
- To review the working of the Women Empowerment Cell, Internal Complaint Committee, Anti-Sexual Harassment Committee, Grievances Redressal Committee and ensure redressals in time.
- To encourage girl students to join NCC, NSS, Sports and ensure equal rights and participations in regular cultural activities.
- To follow “No Discrimination Policy” in all areas of academic and administrative matters.
- To give equal opportunities and leadership to women employees in governance.



### Waste Management Policy

Managing degradable and non-degradable waste in our college requires a specific focus on the characteristics of each type of waste. The policy guiding the process is as follows:

1. Waste Identification and Classification:

- College authority clearly defines and educates the college community on the differences between degradable and non-degradable waste.
- The waste is categorized into degradable (organic) and non-degradable (inorganic) types.

2. Waste Collection Bins:

- Separate bins for degradable and non-degradable waste in every department across the college are placed.
- Ensured that bins are labeled and color-coded for easy identification.

3. Degradable Waste Management:

- A vermi-compost facility is available for processing organic waste, especially from laboratories and cafeterias.
- A biogas plant is in place to manage biodegradable waste generated in the cafeteria.
- Students and staff are regularly educated on what materials can and cannot be composted.
- A consistent schedule is maintained for turning and managing compost piles to ensure effective decomposition.

4. Non-Degradable Waste Management:

- Implemented a recycling/reuse program for non-degradable waste such as paper, plastic, glass, and metal.



### Waste Management Policy

- Collection points are set for specific recyclable materials and coordinate with recycling facilities for proper disposal.

- Segregates wet, dry and solid waste in different garbage containers, which is collected and disposed off under an agreement with the local municipality.

#### 5. E-Waste Management:

- Designated collection points for discarded electronic devices and accessories such as computers, printers, cables, and batteries.

- Partnerships with certified e-waste recycling companies to ensure proper and safe disposal.

- Repair and reuse programs are implemented to minimize e-waste.

#### 6. Hazardous Waste Handling:

- Identify and segregate hazardous waste, especially in laboratories.

- Implemented strict protocols for the handling, storage, and disposal of hazardous materials, following safety guidelines.

#### 7. Training and Awareness:

- Conduct awareness programs to educate the college community on the importance of managing degradable and non-degradable waste responsibly.

- The guidelines on proper disposal practices for both types of waste are delivered.

#### 8. Monitoring and Reporting:

- Establish a system to monitor the quantity and type of waste generated.

- Regularly evaluate the effectiveness of waste management practices and make adjustments as needed.



### Waste Management Policy

#### 9. Collaboration with Recycling Facilities:

- Collaboration with local recycling facilities to ensure proper disposal and recycling of non-degradable waste.
- Provide information on where and how to recycle specific materials.

#### 10. Compliance with Regulations:

- Informed about local waste management regulations and ensure that the college's practices align with them.

#### 11. Continuous Improvement:

- The policy is regularly reviewed and updated based on feedback, technological advancements, and evolving waste management practices.

By implementing this policy, our college will effectively manage both degradable and non-degradable waste, contributing to environmental sustainability and promoting responsible waste disposal practices within the academic community.



### CLEAN AND GREEN CAMPUS POLICY

At Tuljaram Chaturchand College of Arts, Science & Commerce, Baramati, we are committed to maintaining a clean and green campus environment for the well-being of our students, staff, and the community. Our Clean and Green Campus Policy encompasses the following principles:

1. **Maintenance of Greenery:** We pledge to preserve and enhance the greenery of our campus by nurturing our existing plants and trees and planting new ones whenever possible. Regular tree plantation drives will be conducted, especially during the rainy season, to contribute to the biodiversity and aesthetics of our environment.

2. **Pollution-Free Campus:** We will strive to keep our campus free from all forms of pollution, including air, water, and noise pollution. This involves implementing measures to reduce emissions, proper waste management, and promoting sustainable transportation options among students and staff.

3. **Utilization of Eco-Friendly Units:** Our campus will continue to utilize eco-friendly units such as rainwater harvesting systems, windmills, solar panels, vermicomposting units, and biogas plants to minimize our environmental impact and promote renewable energy sources.

4. **Compliance with Environmental Regulations:** We are committed to complying with all relevant environmental legislation, UGC and government guidelines to ensure that our operations are conducted in an environmentally responsible manner.

5. **Optimum Resource Utilization:** We will strive for optimum utilization of resources, including energy, water, and materials, while minimizing waste generation. This involves implementing efficient resource management practices and promoting conservation initiatives across campus.

6. **Implementation of Environmental Management System:** We will establish and maintain an environmental management system to monitor and continually improve our environmental performance. This system will include regular audits, assessments, and action plans to address environmental issues and enhance sustainability efforts.



### CLEAN AND GREEN CAMPUS POLICY

7. Education and Training: We are committed to providing education and training to our students, staff, and the wider society on environmental issues and the impacts of their activities on the environment. This includes incorporating environmental education into the curriculum and organizing awareness campaigns, workshops, and seminars.

8. Plastic-Free Initiatives: Ban single-use plastics: Implement a campus-wide ban on single-use plastics such as plastic bags, straws, bottles, and utensils.

By adhering to these principles, we aim to create a sustainable, environmental friendly campus that serves as a model for responsible stewardship of our natural resources.



### Differently abled [Divyangan] Policy

The constitution of India ensures equality, freedom, justice and dignity of all individuals and mandates an inclusive society for all including persons with disabilities (PwD). The policy covers all such students who have disabilities and need special assistance for learning and academic progression.

#### Definition of Disability:

“Disability” and “Person with Disability” or differently abled persons for this statement are defined as per the “Maharashtra State Policy for Persons with Disabilities.”

#### Policy:

1. Every year the college will identify and orient volunteers for students with disabilities and it would be a practice to organize orientation session for getting volunteers for this kind of support.
2. Help and support disabled students in their progression and administrative help like admission form filling, subject mapping with ERP and other student support services of the college.
3. Provide infrastructural support like building ramps for easy access and also in terms of reading materials / Braille materials and other computer aided assistance.
4. Facilitate in getting scholarship / fellowships through various foundations for students with disabilities and blindness.
5. Provide with them writes / scribes for examination and give them “compensatory time.”
6. The policy is prepared and executed as per State Government Policy Ordinance of Savitribai Phule Pune University and Regulation for Examination as stated by the University Grant Commission. The college will revise / amend the policy as per the need and subsequent revisions in the State Government policies.





### Energy Policy

Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati, emphasizes energy conservation as a vital part of its Sustainability Program. The following guidelines aim to reduce energy consumption across the campus and should be followed by all faculty, staff, administration, and students. The college's Energy Usage Policy seeks to systematically manage energy to minimize environmental impact. This approach promotes efficiency and environmental awareness in daily activities, reinforcing the college's commitment to conserving natural resources and limiting their use.

#### Sustainable Energy Management: A Path to Energy-efficient Campus

1. Assess energy use and its environmental impact.
2. Reduce fossil-fuel consumption by promoting eco-friendly transport such as bicycles, public transit, and pedestrian-friendly paths.
3. Install Solar Panels / Wind-mills for alternative energy generation.
4. Use LED lighting across the campus to conserve energy.
5. Implement conversion of biodegradable waste into biogas.
6. Undertake tree plantation drives in campus to keep the environment cool so as to limit usage of electricity driven instruments like fans, air-conditioners, etc.
7. Continuously improve energy efficiency: Fossil fuel and electricity.
8. Judicial use of LPG in laboratories: use energy saving burners, hot-plates, ovens, etc.
9. Collaborate with government agencies, local organizations, and universities on sustainability efforts.
10. Ensure strict adherence to government guidelines like PUC certification.
11. Prioritize purchasing of maximum star-rated equipment to save electricity.
12. Integrate renewable energy in projects where possible.
13. Schedule classes and events to minimize energy use.



### Energy Policy

14. Install occupancy/motion sensors to control lighting where applicable.
15. Provide training and opportunities for energy-saving initiatives.

#### Personal Energy Saving Guide: Small Actions, Big Impact-

1. Turn off lights when leaving the room.
2. Maximum use of bicycles, shared / public transport facilities.
3. Put on desktop computers, copiers, printers whenever necessary only.
4. Set fax machines to standby mode when idle.
5. Follow designated temperature settings for air-conditioners.
6. Keep windows and doors closed when the air system is running.



### Environmental Policy

1. The college is obliged to protect the environment through the prevention of pollution and waste, and through the sustainable development, and maintenance and improvement of the natural and environment.
2. The college should formulate its policies complying with all relevant environmental legislation, standards, agreements, policies and procedures demarcated by the central, state governments .
3. Practical steps should be shown in developing and implement research and teaching initiatives related to sustainability.
4. Objectives and targets should be established for improving our environmental performance in the areas of: energy consumption, greenhouse gas emissions, potable water consumption, waste to landfill, sustainable transport, and biodiversity.
5. The college is committed to implementing, maintaining and continually improving environmental management processes to reduce its environmental footprint. Ecological consciousness rising from notions of sustainability is embedded in the basic ethical outlook of the institution.
6. The college should take steps to harness solar power.
7. The campus has to be made plastic free to a possible extent. Abiding by the principle of green protocol, the institution insists on the use of cloth items replacing plastic made ones.
8. Every year (once in each semester) college will observe 'No Vehicle Day' in order to promote as massage of environment.
9. Do not encourage unnecessary printing of documents and other material.
10. The college is committed to maximise sustainable resource use and minimize the use of hazardous substances.
11. Maximum use of LED bulbs and tube lights.
12. Maintain botanical garden by introducing and enhancing various species of plants in the botanical garden.



### Environmental Policy

13. The college should attempt to become a paper free one by promoting electronic platforms for academic and administrative purposes.
14. Organize e-waste campaign with recycling agencies.
15. Special measures should be taken to protect and improve biodiversity of the campus.
16. The college should design programmes to foster the quality of the environment and protection of the biodiversity throughout the region.
17. Reservoirs for rain water harvesting should be constructed in the campus.



### IQAC Policy

#### IQAC Vision:

To promote quality culture as the prime concern of Higher Education Institutions through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support.

#### Objective:

The primary aim of the IQAC is

- a) To play the role of a catalyst and develop a mechanism to promote conscious and consistent action plans to improve the academic and administrative performance of the institution.
- b) To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

#### Strategies:

IQAC shall evolve a mechanism and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial units.
- b) Adoption of relevant and quality academic and research programmes.
- c) Ensuring equitable access to and affordability of academic programmes for various sections of the society.



### IQAC Policy

- d) Optimization and integration of modern methods of teaching and learning.
- e) Ensuring credible assessment and evaluation processes.
- f) Ensuring the proper allocation, adequacy and maintenance of support structure and services and
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions:

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks
- b) Setting parameters for various academic and administrative activities of the institution.
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process.
- d) Collection and analysis of feedback from all the stakeholders on quality-related institutional processes.



### Policy Document on Code of Ethics

#### Introduction

This Code of Ethics outlines the principles and standards that govern the conduct of all members of the Tuljaram Chaturchand College community, including students, faculty, staff, and administration. The aim is to foster an environment of integrity, respect, and accountability, ensuring that all interactions within the college are conducted ethically and responsibly.

#### Purpose

The purpose of this policy is to:

- a. Establish a clear understanding of ethical expectations.
- b. Promote a culture of integrity and respect.
- c. Provide a framework for decision-making and conflict resolution.

#### Core Values

1. Integrity: - Upholding honesty and transparency in all actions and communications.
2. Respect: Valuing diversity and treating everyone with dignity.
3. Responsibility: Being accountable for one's actions and their impact on others and the community.
4. Excellence: Striving for the highest standards in academic and professional pursuits.
5. Service: Commitment to community engagement and contribution.

#### Ethical Standards

##### 1. Academic Integrity

Honesty: - All members must avoid cheating, plagiarism, and any form of academic dishonesty.



### Policy Document on Code of Ethics

Fairness: Assessments should be conducted impartially and transparently.

#### 2. Respect and Diversity:

Inclusion: Promote an inclusive environment that respects diverse backgrounds and perspectives.

Harassment: - Any form of harassment, discrimination, or bullying is strictly prohibited.

#### 3. Professional Conduct:

-Behavior: All members are expected to conduct themselves professionally and respectfully in all college-related activities.

Conflicts of Interest: Avoid situations where personal interests may conflict with the interests of the college.

#### 4. Confidentiality:

Privacy: Respect the confidentiality of sensitive information pertaining to students, faculty, and staff.

Data Protection: Adhere to all regulations related to the handling of personal and academic data.

#### 5. Community Engagement:

Service: Encourage participation in community service and outreach programs.

Environmental Responsibility: Promote sustainability and environmentally responsible practices within the college community.

Implementation and Compliance





### Policy Document on Code of Ethics

#### 1. Training and Awareness

**Orientation Programs:** New students and staff will receive training on the Code of Ethics as part of their orientation.

**Ongoing Education:** Regular workshops and seminars will be held to reinforce ethical standards and practices.

#### 2. Reporting and Addressing Violations

**Reporting Mechanisms:** Establish confidential channels for reporting unethical behavior or violations of the Code.

**Investigation Procedures:** All reports will be investigated fairly and promptly, with appropriate action taken if violations are confirmed.

#### 3. Disciplinary Actions

**Consequences:** Violations of the Code of Ethics may result in disciplinary actions, including warnings, probation, suspension, or expulsion, depending on the severity of the offense.

#### Review and Amendments

This Code of Ethics will be reviewed annually and amended as necessary to ensure its relevance and effectiveness. Input from the college community will be considered in the review process.



### Policy Document on Code of Ethics

#### Conclusion

Tuljaram Chaturchand College of Arts, Science, and Commerce are committed to maintaining an ethical and respectful academic environment. By adhering to this Code of Ethics, all members of the college community contribute to the overall integrity and reputation of the institution.



  
Principal  
Tuljaram Chaturchand College  
Baramati