

**New Education Society's**  
**Arts, Commerce and Science College**  
Lanja-Zapade-Kante Road, Dist. Ratnagiri. Pin 416701,  
(Maharashtra)



**Policy Document**



# ARTS, COMMERCE AND SCIENCE COLLEGE, LANJA

## INTERNAL QUALITY ASSURANCE CELL

### POLICY DOCUMENT

The kids of rural, economically and socially underdeveloped regions are the focus of Art's, Commerce and Science College, Lanja. The Internal Quality Assurance Cell (IQAC) works to maintain and improve quality in accordance with the standards of the National Assessment and Accreditation Council (NAAC), Bengaluru. It strives to achieve excellence in service delivery to all stakeholders and institutionalize quality control techniques.

#### **Vision Statement:**

**To enhance student's minds and their feelings to empower their intellectual skills in order to develop responsible citizens.**

#### **Mission Statement:**

- To broaden the institution's activities to address academic, cultural, social and environmental challenges in the region as well as to promote life-long learning.
- To provide quality education to rural and socially and economically disadvantaged students and prepare them for success in the global marketplace.
- To encourage scientific curiosity and quality related research; to facilitate physical and mental development;
- To instill human values such as equality, honesty, compassion, and discipline; and to promote the values of social service, secularism, nationalism, and environmental awareness.
- To provide quality education to rural and socially and economically disadvantaged students and prepare them for success in the global marketplace.



## **IQAC Motto:**

'Commitment to plan, act, monitor and ensure quality'

## **IQAC Core Values:**

- Responsibility
- Efficiency
- Credibility
- Transparency
- Excellence

## **Objective:**

The major goal of IQAC is to ensure the quality of the institution's system and operations.

## **Functions**

Some of the functions of IQAC are :

- Development and implementation of benchmark of academic, administrative and other service benchmark.
- Making a conducive environment for teaching, learning and professional development.
- Analysis of feedback and execution of recommendations.
- Activity documentation
- Examination of teaching -learning processes and systems
- Acting as a nodal agency of the institution for quality related activities
- Preparation and submission of AQARs



## **IQAC POLICIES**

### **I. Curricular Aspects**

By launching new UG and PG courses and programs, the school hopes to give horizontal and vertical mobility to the rural, socially, and economically disadvantaged students. More skill-based short term courses must be offered, in accordance with the national skill development policy and NAAC core values. In accordance with the academic calendar, IQAC act as a tool for creating a collaborative or field based curriculum that allows students to experience the learning.

### **II .A. Teaching, Learning & Evaluation**

The institution will work to meet the unique requirements of students with various backgrounds and skill levels and will use a differentiated approach to achieve the best outcomes. The teaching and learning process will be more effective when traditional and student-centric methods are thoughtfully combined with ICT use. Both formative and summative evaluation will be emphasized system has provision for the use of clinical skills laboratory and stimulation based learning. Faculty will be urged to incorporate modern technology into their daily operations. There will be orientation programmes organised for the teachers to provide them with latest technologies.

### **B. Student Mentoring**

Student mentoring is now a reality. Objectives of this policy would be:

- To provide mentees with a support network during the pivotal stages of their intellectual, professional, and academic development.
- To offer the pupils emotional support.
- To support students in developing life skills through programs that emphasize service and value-based education.



- To give teaching staff members the chance to comprehend the viewpoints and attitudes of pupils.
- To Improve student learning abilities, identifying strengths and weaknesses, guiding for overall development, solving personal and academic issues.
- To increase their participation in co-curricular and extracurricular activities.

For assisting slow learners—a designated committee will be established. The mentor assist the student to develop and channel his or her abilities and talents through a suitable institution activity (Arts, Sports, Conferences, etc).

### **III. A. Promotion of Research**

A key objective is to strengthen the research culture and creativity among academics and students. Organizing conferences, seminars, workshops, and contests with a scientific focus. There will be incentives for instructors and students to deliver research papers, publish in journals, and conduct research initiatives. The institution will offer the necessary resources. The multidisciplinary research lab DST-FIST must become active. The pursuit of research guidance will be encouraged for qualified teachers. Teachers and students will be inspired to think imaginatively, and an innovative ecosystem will be developed. There will be organised seminars, conferences, and workshops on intellectual property rights. For attending the conference seminars and workshops, travelling allowance and dearness allowance is given to each faculty. For this faculty has to apply for the same and after completion of the workshops and seminars they have to claim for the financial assistance .Finally the amount is sanctioned with a proper scrutiny. Faculty can apply for advance if necessary.

### **B. Extension Activities:**

Extension programmes in the local community and beyond give students worthwhile learning opportunities and advance the development of an educated society. By involving departments and other cells in addition to NSS and DLLE, the institution hopes to broaden its reach. Numerous social issues will be addressed like( by organizing blood donation camp every year, over thousand successful trees plantation in villages, promotion of organic farming by conducting workshop for farmers, street plays at 24 different places to create awareness about



cleanliness, construction of Vanrai Bandhara) and the institution will get in touch with the relevant individuals and organizations. The goal is to coordinate your efforts with those of the federal and state governments, such as the AIDS Awareness campaign and the Swaccha Bharat Abhiyan. Activities involving GOs and NGOS will be preferred in collaboration.

#### **IV. Infrastructure and Learning Resources**

The academic and physical infrastructure must be improved in light of the policy to launch new courses and programmes for student horizontal and vertical mobility. IQAC will provide the necessary recommendations for classrooms in this regard. facilities for testing and research, ICT infrastructure, and campus expansion. Objectives of this policy would be:

- To provide cutting-edge infrastructure for the college's educational, co-curricular, extracurricular, and administrative demands.
- To ensure that stakeholders receive the advantages of optimal infrastructure use.
- To avoid mismanagement and misconduct of college amenities and services, it is important to coordinate the allocation and utilization of resources such as classrooms, seminar rooms, conference rooms, auditoriums, libraries, laboratories, and sports complexes

#### **V. A. Student Support Services**

A variety of student assistance services are offered by the college. However, the same will be strengthened and expanded. There will be an effort to offer state and federal scholarships to the majority of students, financial aid for deserving and deserving students, reduced tuition for exceptional athletes, financial aid from the Alumni and Parents Association, and financial aid from other sources. The placement cell would work to organize placement drives from various corporate businesses and provide training in employable skills like different industry's and TCS group. To improve their skill sets, the college will provide soft skills instruction, spoken English training, and workshops, expert lectures, etc. career advice and opposition



## **B. Grievance Redressal /ICC/ Anti-Ragging Policy**

The institution has open processes in place for handling complaints. Cell for Redress of Grievances. Since the creation of the IQAC in 2003, there has been an internal complaints committee and an anti-ragging cell. Any complaints from the individual are presented to the relevant cells in a proper manner. Students are free to voice complaints to the Principal and department heads as well. A specialized helpdesk should be set up to address any confusion or complaints regarding admittance to different academic degrees and Examination

Generally, the concerns are resolved in four stages. Depending on whom it is concerned students approached to particular section:

1. Departments: The heads of departments address complaints with the assistance of colleagues and make efforts to find solutions.
2. Grievance Redressal Cell/ICC/Anti-Ragging Cell: Concerned cells respond to complaints and attempt to resolve issues in accordance with rules and procedures.
3. Vice Principal: Express complaints
4. Principal: Express complaints

## **VI. A. Administrative Policy**

The college's administrative structure, which extends from management to students, operates efficiently and successfully, and tasks and responsibilities are properly decentralised. From admissions to exam results and beyond, transparency, efficient governance, and prompt administrative services are the guiding principles that benefit students. The college will maintain proper communication and a cordial connection with other groups, including university administration, public officials, non-governmental organizations, faculty and support staff, students, parents, and alumni. Events for staff members' professional and personality development will be plan.

All Committees and Departments works on the principle of Equality and Democracy



## **B. e-Governance**

Institution always adheres about implementing e. governance in the management system and maintain large volumes of information such as attendance, result, examination, security, reports; management of various departments in an institution .For library and office the MIS software is already install. Apps for Students and teachers will be implement. It will be helpful for day today academic activities.

## **C. Feedback System**

Improving quality requires feedback on how the institution is operating. The Feedback Committee solicits feedback on institutional procedures, teachers, and curricular elements. The reports are deliver to IQAC after the feedback has been examined. To put the recommendations into practice, IQAC creates an action plan. Suggestions for curriculum are sent to the relevant BOS,. The Principal and Management, among other relevant authorities, are sent suggestions on institutional procedures. Teachers receive comments from students about their performance. Every year, during the Alumni and Parents' Meeting, feedback from alumni and parents is gathered. Their recommendations are positively carried out. The opinions of teachers are also included into institutional procedures and curricular elements. Conveners collect feedback from attendees after gatherings like conferences and workshops to make improvements.

## **VII. A. Gender Equality Policy**

Women development cell was develop with the goal of raising awareness about gender-neutral society. In order to reach full potential of female students and carry out their duties and responsibilities as equally as their male counterparts. A variety of empowerment programs, health-related issues, psychological issues, and awareness programs like Self Defense Workshop, Mahila Melava for *Beti Bachao and Beti Padhao*, Orientation programs, Short Term Training Program, publication of local daily newspapers by faculties of institution, HB testing camp, presenting research works on Women empowerment will be arranged. The women's Development Cell will work harder to achieve its goals.



## **B. Environment Policy**

Our guiding principle is to "Green practice and Environmental care." In order to do this, we take steps to make the environment more aesthetically pleasing and pollution- and plastic-free. Environmental committee, along with IQAC takes measures such as no car day. E-waste item delivered to safe disposal, use of bicycles, tree plantation in and off campus, for paperless work teacher use e-notes-test, rain water gathering. recharge of bore well, plastic free campus campaign, arranging workshops on environmental concerns, chemical waste treatment plant, promotion of LED bulbs, Vermicomposting unit in the campus, drip irrigation system, waste management, paper scrap management and so on.

## **C. Divyanggan Policy**

To address the requirements of physically challenged students and foster a Divyanggan-friendly environment on campus, a specialized Divyanggan Welfare Committee will be established. The committee shall offer hassle-free and favorable treatment during admissions, library, etc. and assure academic advancement.

## **Admission policy:**

### **Purpose**

- To draw students from different regions of the world
- To offer unequally merit-based, impartial, and open admittance.
- To encourage higher education enrollment growth as a means of advancing the country
- To assist in obtaining financing for institution expansion Scope



## Faculty Development Policy:

- Faculty members are send to FDP orientation, review sessions, and short-term courses, among other things.
- Attendance in seminars, conferences, and workshops is encouraged and subsidized for faculty members.
- Faculty members receive financial aid for conferences, workshops other Professional and Capacity Building Programs
- The IQAC promotes participation and presentations at seminars, conferences, and workshops.
- Faculty members are encouraged to engage in research, training, and consulting.
- Research financed by the AICTE, UGC, ICSSR, and other organizations is encouraged for faculty members to conduct major and minor research projects.
- Faculty members receive research seed funding based on the strength of their research ideas.

\*\*\*



ASK  
Principal  
Arts, Commerce & Science College,  
Lanja, Dist. Ratnagiri (Maharashtra)