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Sahyadri Parisar Shikshan Prasarak Mandal's  
**SHRI. MANOHAR HARI KHAPANE COLLEGE  
OF ARTS & COMMERCE, PACHAL**

At/Post – Raypatan, Tal – Rajapur, Dist – Ratnagiri – 416 704

First Time Affiliation No. AFF/Recog./5323 of 1994 Dated 18<sup>th</sup> October 1994

❖ Re-Accredited by NAAC with 'B' Grade ❖ Recognised under Section 2(f) & 12(b) of the UGC Act, 1956

❖ Best NSS Unit Award at University Level for the year 2017-2018 ❖ ISO 9001:2015 Certified

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Permanent Affiliation No.  
Aff-II/ICD/2015-2016/1121  
dated 16<sup>th</sup> September 2015



Policy Documents



# SHRI. MANOHAR HARI KHAPANE COLLEGE OF ARTS & COMMERCE, PACHAL

## INTERNAL QUALITY ASSURANCE CELL

### POLICY DOCUMENT

Shri Manohar Hari Khapane College of Arts and Commerce, Pachal

The kids of rural, economically and socially underdeveloped regions are the focus of Shri Manohar Hari Khapane College of Arts and Commerce, Pachal. 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:

The college has a strong conviction that, it is responsibility as well as privilege to render a high quality service to the students' community and the society at large in the field of education and its development.

#### Mission Statement:

To motivate the youth of remote and backward area by developing their talents and preparing them for employment and self-employment by means of higher education and striving for development of Konkan and ultimately the nation.

#### 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.



## **I. Curricular Aspects**

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. 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.

## **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 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.

### **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, 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. Active participating 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 and libraries.

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

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 students, and financial aids from other sources. The placement cell would work to organize placement drives from various corporate businesses and provide training in employable skills like different companies and groups.

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

The institution has open processes in place for handling complaints. Cell for Redress of Grievances. The institution 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.

#### **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 decentralized. 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 planned.

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 admission, result, examination and security. For library the KOHA software is already installed.

#### **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 improvement are sent to the Principal and relevant authorities. 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 developed 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, Orientation programs, HB testing camp 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. NSS unit along with IQAC takes measures such as tree plantation in and off campus, plastic free campus campaign, promotion of LED bulbs.

#### **C Divyangan policy**

To address the requirements of physically challenged students and foster a divyangan-friendly environment on campus a specialised divyangan 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 etc.
- Attendance in seminars, conferences, and workshops is encouraged and subsidized for faculty members.
- The IQAC promotes participation and presentations at seminars, conferences, and workshops.
- Faculty members are encouraged to engage in research, training, and consultancy.
- Research financed by the UGC, ICSSR and other organizations is encouraged for faculty members to conduct major and minor research projects.

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