



JEEVANDEEP SHAIKSHANIK SANSTHA POI'S
**Arts Commerce & Science College,
Khardi**

INTERNAL QUALITY ASSURANCE CELL

POLICY DOCUMENT

Tal:- Shahapur, Dist- Thane 421601
(Affiliated to university of mumbai)
Email:- jeevandeepkhardi@gmail.com

Contact No. 8669244522



INDEX

Sr. No.	CONTENTS	PAGE NO.
1	SCHOLARSHIP POLICY	1
2	RECRUITMENT POLICY	2
3	RESEARCH POLICY	3
4	MENTORING POLICY	6
5	EXAMINATION POLICY	9
6	FINANCE POLICY	12
7	ADMISSION POLICY	15
8	E- GOVERNANCE POLICY	17
9	GREEN POLICY	18
10	LIBRARY POLICY	20



A handwritten signature in blue ink, appearing to be "J. M. J.", written over the printed name of the Principal.

Principal

Jeevandeep Shaikshanik Sanstha Poi's
Art's, Commerce & Science College Khardi
Khardi, Tal. Shahapur, Dist. Thane 421 601.

1. SCHOLARSHIP POLICY

1.1. Government Scholarships:

1.1.1. Eligibility for government scholarships is determined by the Indian government for students belonging to SC/ST/OBC//VJNT/NT/DT/SBC categories.

1.1.2. Income limit:

1.1.2.1. O.B.C./V.J.N.T./D.T./S.B.C. – Rs. 1,00,000/-

1.1.2.2. S.C./S.T. – Rs. 2,00,000/-

1.1.3. Required Documents:

1.1.3.1. Attested copies of caste certificate; non-creamy layer certificate (except for S.C. & S.T.)

1.1.3.2. Parent's income certificate (previous year)/Form 16/from Tehsildar office

1.1.3.3. Ration card,

1.1.3.4. Aadhar card

1.1.3.5. Mark sheets from S.S.C. to the previous year and current year's fee receipt or ID card

1.1.3.6. First page of passbook of bank

1.2. EWS (Economically Weaker Section) candidates are also eligible for scholarships.

1.2.1. Eligibility Criteria:

1.2.1.1. Annual income below Rs. 8,00,000/-

1.2.2. Required Documents:

1.2.2.1. Attested copy of parent's income certificate (previous year)

1.2.2.2. Attested copies of student's last year mark sheets and current year's fee receipt

1.2.2.3. Ration card

1.2.2.4.

1.3. NGO Scholarships:

Scholarships received from NGOs/Philanthropic organizations will be utilized for the beneficiary students

1.4. Online Application Forms:

1.4.1. O.B.C./S.C./N.T./D.T./S.B.C.: available on

<https://mahaeschol.maharashtra.gov.in>

1.4.2. S.T.: available on <https://etribal.maharashtra.gov.in>



2. RECRUITMENT POLICY

2.1 Introduction:

Within an educational institution, the calibre of its teaching faculty holds paramount importance. Faculty members are expected to actively engage in teaching, research, mentorship, and other institutional initiatives. The objective of this policy is to recruit individuals possessing the requisite skills, qualifications, and experience to contribute positively and innovatively to the college's development. This policy is aligned with the guidelines set forth by the University of Mumbai and the Government of Maharashtra.

2.2 The Central Recruitment Committee is comprised of the following members:

- 2.2.1 Representative from Management
- 2.2.2 Principal
- 2.2.3 Heads of Departments
- 2.2.4 Subject Expert

2.3 Objectives:

- 2.3.1 The college maintains a transparent recruitment process for both teaching and support staff across, unaided, and self-financing programs.
- 2.3.2 Adherence to UGC/State government norms and University of Mumbai guidelines regarding eligibility criteria and reservation policies for recruitment is strictly observed. (Reference: [University of Mumbai Circular](#))
- 2.3.3 Prior to the commencement of each academic session, the institute assesses its staffing requirements and determines the positions to be filled.
- 2.3.4 Vacancies and interview dates are advertised in newspapers in accordance with UGC/State regulations.
- 2.3.5 Screening and shortlisting of candidates are conducted by a selection committee appointed by the management.
- 2.3.6 Selection of candidates is based on merit and suitability as determined by the interview board, and a merit-based rank list of suitable candidates is compiled.
- 2.3.7 Administrative staff qualifications align with the requirements of the respective positions.
- 2.3.8 In addition to the non-teaching positions sanctioned by the government, the management appoints technical, non-teaching, cleaning, and other staff as necessary for the college's efficient operation. Selection for these positions is based on candidates' qualifications and professional expertise.

This policy ensures a fair, transparent, and merit-based recruitment process, thereby enabling the college to attract and retain qualified individuals who contribute effectively to its academic and institutional goals.



3. RESEARCH POLICY

3.1 Objectives of research policy

- 3.1.1 **Boost Awareness:** Raise research awareness through interactions with prominent researchers and by organizing national and international events on research methodology, IPR, and patenting.
- 3.1.2 **Encourage Higher Education:** Encourage faculty to pursue advanced studies like Phd etc. and assignments at reputable national and international institutions.
- 3.1.3 **Support Research Projects:** Foster faculty engagement in research projects in priority areas of science and commerce , supported by national and international funding agencies.
- 3.1.4 **Promote Practical Application:** To explore new horizons of knowledge and ensure its practical implementation through collective efforts and quality research work.
- 3.1.5 **Provide Resources:** Cultivate a conducive environment with ample resources to facilitate advanced studies and research for both faculty and students.
- 3.1.6 **Establish Centres of Excellence:** Establish specialized Centers of Excellence focusing on key research areas.
- 3.1.7 **Collaborate with Experts:** Collaborate with top research institutions and industries like IITs, NITs, and premier labs for joint research endeavors.
- 3.1.8 **Publish Findings:** Encourage faculty to publish their research findings in well-known journals to share knowledge with the academic community.
- 3.1.9 **Support Student Involvement:** Motivate and mentor students to participate in hackathons and international competitions to hone their skills and showcase their talents.
- 3.1.10 **Develop Intellectual Property:** Create products and file for intellectual property rights (IPR) to protect innovative ideas and discoveries.

3.2 Roles and responsibilities under the research policy:

3.2.1 faculty Members:

- 3.2.1.1 Conducting research in their respective fields.
- 3.2.1.2 Participating in discussions, conferences, and workshops to enhance research skills.
- 3.2.1.3 Applying for funding and undertaking research projects in priority areas.
- 3.2.1.4 Publishing research findings in reputable journals.
- 3.2.1.5 Mentoring students in research activities

3.2.2 Administrative Staff:

- 3.2.2.1 Facilitating the organization of research-related events and workshops.
- 3.2.2.2 Managing funding applications and project administration.
- 3.2.2.3 Providing logistical support for research activities.
- 3.2.2.4 Maintaining records of research outputs and achievements.

3.3.3 Research Support Staff:

- 3.3.3.1 Assisting faculty in literature reviews, data collection, and analysis.



3.3.3.2 Providing technical support for laboratory experiments and equipment maintenance.

3.3.3.3 Managing research databases and repositories.

3.3.3.4 Offering guidance on intellectual property rights and patenting processes.

3.3.4 Research Committee:

3.3.4.1 Developing and updating the research policy in alignment with institutional goals.

3.3.4.2 Evaluating funding proposals and project applications.

3.3.4.3 Monitoring the progress of ongoing research projects.

3.3.4.4 Facilitating collaborations with external institutions and industries.

3.3.5 Students:

3.3.5.1 Participating in research projects under the guidance of faculty mentors.

3.3.5.2 Contributing to data collection, analysis, and manuscript preparation.

3.3.5.3 Presenting research findings at conferences and symposia.

3.3.5.4 Engaging in innovative projects and startup initiatives through incubation centers.

3.3.6 External Collaborators:

3.3.6.1 Collaborating with faculty on joint research projects.

3.3.6.2 Providing expertise and resources for research endeavours.

3.3.6.3 Co-authoring publications and contributing to intellectual exchange.

3.3.6.4 Offering internship opportunities and industry-based research projects for students.

3.3.7 Institutional Leadership:

3.3.7.1 Providing strategic direction and support for research activities.

3.3.7.2 Allocating resources and funding for research initiatives.

3.3.7.3 Promoting a culture of research excellence and innovation.

3.3.7.4 Establishing partnerships with funding agencies, industry partners, and academic institutions.

3.3.7.5 Ensuring compliance with ethical and regulatory standards in research.

3.3 CONCERNED AUTHORITY DESCRIPTION

The constitution of the cell is as follows:

Chairman: Principal

Co-Chairman: R & D Coordinator



Members: Single point of contact (SPOC) from every department. Each department has the

Department R&D Coordinator who will monitor the R&D activities of the department. The faculty of the departments will be grouped into clusters based on their interest and they will be allotted projects pertaining to their area of expertise.



4. MENTORING POLICY

4.1 Introduction:

Within the realm of higher education at JSSP Arts Commerce and Science College, the concept of mentoring assumes a critical role, serving as a fundamental strategy for students to achieve their educational goals by receiving both emotional support and practical guidance. As a result, the student mentorship program will seamlessly incorporate the expertise of faculty members who will assume the role of "Mentors" for all college students. Each academic class will be allocated a dedicated "Mentor" whose primary objective is to aid students in overcoming challenges and actualizing their academic ambitions.

4.2 The Student Mentoring Policy aims to achieve the following objectives by implementing fundamental strategies:

Offer comprehensive career and non-academic guidance to students.

Provide students with information regarding preparatory courses, including skill enhancement and bridge programs, to enhance their academic success.

Directly engage students to enhance their focus and motivation towards accomplishing learning objectives, consequently elevating their academic performance.

Provide guidance, encouragement, and support to students concerning various aspects of student life, including student health, mental well-being, and emotional stability. This involves attentively addressing their concerns and assisting them with appropriate resources and referrals.

Foster a sense of curiosity and enthusiasm among students towards academic pursuits and other institutional activities.

4.3 The Student Mentoring Policy encompasses several key elements, including:

4.3.1 Identification of Underachieving Students: The mentoring program will facilitate the identification of students who are not meeting their academic potential or facing challenges in their educational journey.

4.3.2 Mechanisms to Support Underachieving Students: The policy will establish effective mechanisms to provide support and assistance to underachieving students. This may involve personalized guidance, academic interventions, and access to resources aimed at addressing their specific needs and challenges.

4.3.3 Realization of Desired Outcomes Post-Mentoring: The policy will outline clear objectives for mentoring and establish metrics to measure the effectiveness of the program. It aims to ensure that students who receive mentoring support experience positive academic outcomes, such as improved performance, increased engagement, and enhanced overall well-being. Additionally, it will emphasize the importance of tracking and evaluating the impact of mentoring on students' academic and personal development.

4.3.4 Guideline for conduct of meeting



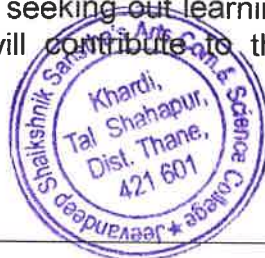
The schedule of meetings between mentors and student mentees will adhere to a predetermined calendar while remaining flexible to accommodate the needs of the students or spontaneous situations. Introductions between mentors and mentees will occur within the initial weeks following admission. Initially, mentors and mentees are expected to meet at least once a week. Additionally, they are encouraged to engage in periodic social meetings to foster a strong rapport. Students are also encouraged to take the initiative in scheduling meetings with their mentors.

4.4 The role and responsibilities of a mentor

- 4.4.1 **Guidance and Support:** Mentors provide guidance and support to their mentees, offering advice, insights, and resources to help them navigate challenges and achieve their goals.
- 4.4.2 **Role Model:** Mentors serve as role models, demonstrating professionalism, integrity, and leadership qualities for their mentees to emulate.
- 4.4.3 **Feedback and Coaching:** Mentors offer constructive feedback and coaching to help mentees improve their skills, behaviour, and performance.
- 4.4.4 **Career Development:** Mentors assist mentees in setting and achieving career development goals, providing guidance on career paths, skill development, and advancement opportunities.
- 4.4.5 **Advocacy:** Mentors advocate for their mentees, supporting their interests and promoting their achievements within the organization or community.
- 4.4.6 **Encouragement:** Mentors encourage and motivate their mentees, instilling confidence and resilience to overcome obstacles and pursue their aspirations.
- 4.4.7 **Confidentiality:** Mentors maintain confidentiality and discretion, respecting the privacy of their mentees and handling sensitive information with care.
- 4.4.8 **Empowerment:** Mentors empower their mentees to take ownership of their growth and development, fostering independence and self-reliance.
- 4.4.9 **Continuous Learning:** Mentors engage in continuous learning and self-improvement to enhance their mentoring skills and stay updated on industry trends and best practices.

4.5 The mentee's roles and responsibilities in the mentorship dynamic.

- 4.5.1 **Active Participation:** The mentee should actively engage in the mentoring relationship, showing enthusiasm, openness, and willingness to learn.
- 4.5.2 **Goal Setting:** Mentees should take the initiative in setting clear and achievable goals for their personal and professional development, and communicate these goals to their mentor.
- 4.5.3 **Feedback Receptiveness:** Mentees should be open to receiving constructive feedback from their mentor, and actively seek feedback to improve their skills and performance.
- 4.5.4 **Self-Reflection:** Mentees should engage in self-reflection, assessing their strengths, weaknesses, and areas for improvement, and proactively work towards self-improvement.
- 4.5.5 **Preparation:** Mentees should come prepared for mentoring meetings, with specific topics or questions in mind, and be ready to discuss progress, challenges, and goals.
- 4.5.6 **Responsiveness:** Mentees should respond promptly to communication from their mentor, and take ownership of scheduling and organizing mentoring meetings.
- 4.5.7 **Initiative:** Mentees should take initiative in seeking out learning opportunities, networking events, and resources that will contribute to their growth and development.



- 4.5.8 **Accountability:** Mentees should hold themselves accountable for their actions and commitments, and follow through on tasks and goals set with their mentor.
- 4.5.9 **Respect:** Mentees should show respect for their mentor's time, expertise, and boundaries, and maintain confidentiality regarding sensitive information shared during mentoring sessions.
- 4.5.10 **Inform the parents:** about issues like continuous absenteeism or behavioural changes.



5. EXAMINATION POLICY

5.1 Introduction:

Our college is dedicated to preserving academic integrity and ensuring an impartial examination process for all students. This document outlines the procedures and guidelines governing examinations throughout the academic year.

5.2 Purpose: This policy serves to:

- 5.2.1 **Efficiency in Planning and Management:** Ensure that examination planning and management are conducted efficiently and prioritize the welfare of candidates.
- 5.2.2 **Clear Guidelines:** Provide transparent guidelines for all relevant staff members involved in the examination process to ensure its effective implementation.
- 5.2.3 This document is prepared according to the instruction and guide line as well as circular provided by university of Mumbai

5.3 Applicability:

This regulation is applicable to all courses leading to Bachelor's/Master's degrees. which adhere to the Six Semester patter System of Examination, with exceptions made for programs governed by separate regulations. This ordinance covers the period from the Academic Session 2018-19 to 2022-23.

5.4 Programmed Coordination Committee:

The committee is formed through a collaborative process involving relevant stakeholders, including faculty members, department heads, administrative staff. Its composition is determined based on the specific requirements and objectives of the programs it is tasked with coordinating.

The Committee's responsibilities encompass overseeing the effective execution of the academic program, ensuring timely completion of course content (syllabus), and maintaining consistency in internal assessments and class evaluations. Additionally, the Committee may contribute to developing sample question papers as needed, establish protocols for practical examinations, and propose candidates for examiner panels.

5.5 Evaluation and Examination:

The total significance of a course outlined in the Syllabi and Scheme of Teaching and Examination is gauged by the credits designated to it.

5.6 Student assessment for a course will comprise two main elements.

- 5.6.1 Continuous evaluation by the teacher(s) of the course.
- 5.6.2 Evaluation through an Semester term end examination.

5.7 The instructions regarding how the weightage for different evaluation components will be allocated are as follows

5.7.1 Theory Courses

5.7.1.1 Under Graduation

- 5.7.1.1.1 Continuous evaluation by teacher(s) - 25 %
- 5.7.1.1.2 Semester term end examination - 75 %

5.7.1.2 Post Graduation



- 5.7.1.2.1 Continuous evaluation by teacher(s) – 40 %
- 5.7.1.2.2 Semester term end examination - 60 %
- 5.7.1.3 As per NEP**
- 5.7.1.3.1 Continuous evaluation by teacher(s) – 50 %
- 5.7.1.3.2 Semester term end examination - 50 %
- 5.7.1.4 Practical / Laboratory / Studio Courses**
- 5.7.1.4.1 Continuous evaluation by teacher(s) - 40%
- 5.7.1.4.2 Semester term end examination - 60%

5.8 Conduct of Continuous Evaluation by Teachers:

The mechanism of conduct of Continuous Evaluation by Teachers shall be decided by the exam committee. Continuous evaluation, also known as formative assessment, plays a vital role in monitoring student progress, identifying areas of improvement, and adjusting instruction accordingly.

5.9 Conduct of Semester Term End Examinations:

The Semester Term End Examinations serve as a comprehensive assessment of students' learning outcomes and academic achievement at the end of each semester. The following guidelines outline the conduct of Semester Term End Examinations:

- 5.9.1 The exam schedule for Semester Term End Examinations shall be prepared and published by the exam committee in consultation with principal of college
- 5.9.2 Examination papers and materials will be securely stored and administered by appointed invigilators to maintain the confidentiality and integrity of the examination process.
- 5.9.3 At the onset of each academic year, the Exam Committee will devise an Examination Calendar, disseminating it to all relevant stakeholders.
- 5.9.4 Notifications concerning Exam Registration, Exam Schedules, Revaluation Procedures, Photocopy Requests for answer books, and protocols for addressing malpractices during Regular, Additional (NCC, NSS, DLLE, Sports, or Medical grounds), and ATKT exams will be formulated by the Exam Committee. These notices will be prominently displayed on the college website and circulated well in advance to all stakeholders.
- 5.9.5 Faculty members will craft three sets of question papers for all courses, which will then undergo scrutiny by respective Heads of Departments (HODs) or designated authorities. These question sets will be submitted to the Chairperson of the Exam Committee via official email channels.
- 5.9.6 The Examination Department will select and code question papers to uphold confidentiality.
- 5.9.7 Under strict security measures, question papers will be printed within the Examination Room, with validation conducted by a senior faculty member.
- 5.9.8 Senior supervisors will distribute question papers to examinees prior to the commencement of exams.
- 5.9.9 The Examination Department will orchestrate the seating arrangement and supervisory allocations, distributing these arrangements to all relevant parties well ahead of time.
- 5.9.10 Assessment procedures will promptly follow the conclusion of each exam, with clear instructions provided to teachers in advance.



- 5.9.11 The Unfair Means Enquiry committee will conduct thorough investigations promptly following examinations, submitting their findings and recommendations to the Principal within a week.
- 5.9.12 Resolution of unfair means cases will occur within one week following the submission of the Enquiry committee's recommendation report.

5.10 Results:

- 5.10.1 External evaluators will moderate answer books when student numbers exceed 100, adhering to university guidelines.
- 5.10.2 The Exam Department will manage result processing, including the application of grading adjustments (NCC, NSS, DLLE, Sports, or Medical grounds).
- 5.10.3 Results will be declared within 45 days from the final examination date, accessible through both the college website.
- 5.10.4 The printing and distribution of Grade cards fall under the purview of the Examination Department.
- 5.10.5 Students seeking revaluation or photocopies of answer sheets must submit their requests within a week of result declaration. Revaluation and photocopy issuance will be completed within the same timeframe. In cases where students opt for revaluation after receiving photocopies and express dissatisfaction with the original assessment, they will have an additional week to apply. Revaluation outcomes will be disclosed within an extra week by the Examination Department.

5.11 Criteria for Passing Courses, Marks:

- 5.11.1 In each course, the total marks allocated shall not exceed 100, regardless of the credits allocated to that course.
- 5.11.2 Passing marks for courses within a program will be consistent across all courses within that program. These passing marks will be clearly defined by the Syllabi and Scheme of Teaching and Examination. Passing marks will be expressed as a percentage of the total marks, which includes both continuous evaluation by teachers and the term end examination. The passing percentage shall not be lower than 40 percent.
- 5.11.3 A student obtaining less than the passing marks assigned to a course and failing in the course,



6. FINANCE POLICY

6.1 Introduction:

The finance department, under the direct supervision of the Chairman, is responsible for overseeing all financial activities. Day-to-day operations are managed by the Accounts Officer, who ensures adherence to financial policies and efficient fund management.

Central to financial governance is the Finance Committee, which oversees institutional finances. This committee finalizes budget proposals and ensures proper fund utilization, presenting recommendations to the Governing Body for approval annually. Additionally, the Finance Committee monitors financial performance throughout the year, addressing any potential overspending and offering valuable advice on fund utilization strategies.

All financial transactions undergo thorough scrutiny by a Chartered Accountant through internal audits to ensure compliance with regulations. Following the audit process, meticulously prepared financial statements are submitted, providing transparency and accountability. This diligent auditing process upholds the institution's integrity and reliability in financial reporting, fostering trust among stakeholders.

6.2 Objectives of Finance Policy:

- 6.2.1 **Digital Transformation:** Implement digital tools and platforms for financial management, reporting, and documentation to enhance efficiency and accuracy.
- 6.2.2 **Risk Management:** Develop robust risk management frameworks to identify, assess, and mitigate financial risks effectively.
- 6.2.3 **Performance Measurement:** Establish key performance indicators (KPIs) to measure the effectiveness of financial management practices and ensure continuous improvement.
- 6.2.4 **Stakeholder Engagement:** Foster transparent communication with stakeholders, including staff, students, government authorities, and donors, to build trust and accountability.
- 6.2.5 **Cost Optimization:** Implement cost-saving measures through efficient resource allocation, procurement practices, and leveraging economies of scale.
- 6.2.6 **Compliance & Ethics:** Strengthen compliance with legal requirements and ethical standards through regular audits, training programs, and a culture of integrity.
- 6.2.7 **Sustainability Integration:** Incorporate environmental, social, and governance (ESG) factors into financial decision-making to promote sustainable practices.
- 6.2.8 **Capacity Building:** Invest in staff training and development to enhance financial literacy and skills across the institution.
- 6.2.9 **Technology Adoption:** Embrace emerging technologies such as blockchain for transparent transactions and data security.



6.2.10 Continuous Evaluation: Establish a framework for periodic review and evaluation of the financial policy to adapt to changing regulatory requirements and market dynamics.

6.3 Source of income:

6.3.1 The income of the institution mainly consists of Fees from students,

6.3.1.1 Fees: Fees from the students are collected year-wise. Most of the fees collected directly to Bank accounts by different digital banking methods. Cash receipts are avoided to the best extent possible.

6.3.1.2 Income other than Tuition Fees:

Any other income other than Tuition Fees is interest on Bank Deposits etc.

6.4 Expenditure

All the expenditures of the Institution are done by proper budgetary controls and through standard accounting software. Each voucher should be supported by proof of payment such as bills, invoices, and receipts. The procedure of financial transactions should be communicated to project staff.

6.5 Procedure for approval of expenditure

6.5.1 Departments Submit Budget Requests: The Head of Department (HoD) and one faculty member sign off on budget requests.

6.5.2 Forwarding to Finance Officer: The principal sends these requests to the Finance Officer.

6.5.3 Annual Budget Preparation: The Finance Officer creates a yearly budget, considering past spending and experiences.

6.5.4 Approval Process: The Director approves the budget, then it goes to the Chairman and Management Committee for final approval.

6.5.5 Expense Submission: After an event, all genuine bills must be submitted with an income and expense report within three working days. These reports need signatures from the HoD and a faculty member.

6.5.6 Approval for Unusual Expenses: Any extraordinary expenses need approval and must be submitted with the bills.

6.5.7 Bill Verification: The Finance Officer checks the bills and submits them to the Chairman.

6.5.8 Process Adherence: It's crucial to follow this process without any deviations to maintain accurate records for future reference and audits.

6.6 Method of Payment

6.6.1 Payment by Cheque/NEFT: All expenditure above Rs. 10,000/- shall be paid by cheque/NEFT except in the case of extra-ordinary situations where banking is difficult.

6.6.2 Payment by Cash: Use of cash for payments is discouraged. Cash payment should be avoided for payments above Rs. 10,000



6.6.3 Cash in hand: The accountant keeps cash in hand for day-to-day transactions. Cash in hand should not exceed the limit of relevant Income Tax Law.

6.7 Consolidated Salary Register :

A consolidated Salary register is maintained where payments to staff by way of salary is

recorded Department wise. All Salary Payments except daily wages of workers shall be paid

by credit to respective Bank accounts.

6.8 Other procedure

6.8.1 Financial Reporting: We use generally accepted accounting principles and follow the Education Society Act consistently to prepare financial statements.

6.8.2 Budget Management: All financial activities stay within the approved budget, set by the Finance Committee before each academic year.

6.8.3 Financial Assistance: Staff and students can receive financial support for attending seminars, conferences, and Faculty Development Programs (FDP) with approval from the Governing Body.

6.8.4 Financial Transaction Management: Daily financial transactions are authorized, recorded, and documented using standard accounting software, Tally ERP.

6.8.5 Revenue Allocation: Most of the revenue goes towards salaries and infrastructure development and maintenance.

6.8.6 Salary Disbursement: Staff salaries are deposited into their bank accounts by the 10th of each month, and other payments are made via crossed cheque, NEFT, or RTGS with approval from the Chairman and Director.

6.8.7 Statutory Payments: Tax deductions, EPF, and ESIC payments are done online through net banking.

6.8.8 Bank Reconciliation: Bank reconciliation is conducted every 15 days, with a copy submitted to the Chairman.

6.8.9 Depreciation Calculation: Depreciation is calculated using the written-down value method, following the rates prescribed by section 32 of the Income Tax Act, 1961.

6.8.10 Fixed Asset Accounting: Fixed assets are accounted for at acquisition cost less accumulated depreciation.



7. ADMISSION POLICY

7.1 Introduction:

Our institution, committed to providing quality education and fostering an inclusive learning environment, has developed a comprehensive Admission Policy. Grounded in the principles of equity, transparency, and excellence, this policy serves as a guiding framework for the admission process at our college.

Recognizing the diverse backgrounds and aspirations of our prospective students, we strive to create an admission system that not only upholds academic standards but also promotes diversity, inclusivity, and social justice. Through this policy, we aim to ensure fairness, integrity, and accessibility in our admissions procedures, thereby facilitating the entry of deserving candidates into our educational community.

7.2 Objective of Admission Policy:

The primary objective of our Admission Policy is to establish clear guidelines and procedures that govern the admission process while upholding the values and mission of our institution. Key objectives include:

- 7.2.1 **Equity and Inclusivity:** To ensure equitable access to educational opportunities for all individuals, irrespective of their socio-economic background, gender, religion, or ethnicity.
- 7.2.2 **Transparency:** To promote transparency and accountability in the admission process by clearly outlining the criteria, procedures, and timelines involved in admission decisions.
- 7.2.3 **Merit-Based Selection:** To prioritize merit-based selection criteria, including academic achievement, extracurricular involvement, and personal qualities, in the evaluation of prospective students.
- 7.2.4 **Fairness and Non-Discrimination:** To prohibit discrimination of any form and uphold principles of fairness and impartiality in the treatment of all applicants.
- 7.2.5 **Promotion of Diversity:** To actively promote diversity and inclusivity within our student body by encouraging applications from individuals with varied backgrounds, experiences, and perspectives.
- 7.2.6 **Compliance with Regulations:** To ensure compliance with relevant regulations, guidelines, and directives issued by regulatory bodies, governmental authorities, and accrediting agencies.
- 7.2.7 **Continuous Improvement:** To regularly review and update the Admission Policy to align with evolving educational needs, best practices, and stakeholder feedback, thereby fostering continuous improvement and excellence in our admission procedures.



By adhering to these objectives, we aim to create an admission process that not only identifies and selects promising students but also nurtures their potential and contributes to their personal and academic development within our institution.

7.3 Admission Requirements:

Admissions adhere to the guidelines set forth by the University of Mumbai and the government.

- 7.3.1 **Minority Reservation:** In accordance with Circular No. Spl. Cell / (68) / 218 / 2005 issued by the University of Mumbai on June 3, 2005, seats are reserved for minorities. Additionally, reservations are made for other categories: SC (13%), ST (7%), DT(A) (3%), NT(B) (2.5%), NT(C) (3.5%), NT(D) (2%), OBC (19%), and SBC (2%).
- 7.3.2 **Admission Approval:** Admission is considered valid only upon approval by the Principal, following the submission of necessary fees to the college office.
- 7.3.3 **Fee Obligation:** Upon admission, students are required to pay the full tuition fee for the academic year. In certain circumstances, fee instalments may be available.
- 7.3.4 **Enrolment Status:** A student is considered duly enrolled for the academic year upon admission unless a formal notice of withdrawal is submitted to the Principal.
- 7.3.5 **Renewal Procedure:** Admissions are valid for one academic year and must be renewed annually using the official application form for each subsequent year of college study.
- 7.3.6 **Continuation Criteria:** To be eligible to continue to the next term or semester, students must maintain acceptable disciplinary, attendance, and academic records in accordance with the norms and regulations of the Board/University and the College.

This ensures a structured and transparent process for student admissions and continuation of studies.



8. E- GOVERNANCE POLICY

8.1 Objective:-

- 8.1.1 To Implement E-governance in the institution for smooth functioning
- 8.1.2 To increase efficiency through this implementation in various functioning
- 8.1.3 Facilitating online communication between various entities of the institution

8.2 Policy:

- 8.2.1 In order to provide a simple and more efficient system of e-governance within the institution.
- 8.2.2 The institution has already started with e-governance in some aspects of functioning like library, admission, Examination. We are resolving implementation of e-governance in some more areas and with this aim we have drafted the framework of this policy.
- 8.2.3 Website: The website should act as a college mirror that provides all the information and all the activities, important notifications, etc. They should be made easily accessible to outsiders. For this purpose, a separate website committee has organized itself, liaising with a service provider / web designer who can be appointed by the JSSP College under the direction of the head.
- 8.2.4 Student Admission: The College has implemented all admissions in one mode from Year 2020-21 onwards.
- 8.2.5 Accounts: To make it easier to keep accounts, the institute is already using Tally software.
- 8.2.6 Library: The library has its own unique webpage in the college website for organized work. The library currently uses SOUL 3.0 & N-LIST software for its internal functionality and the use of e-resources. Training of staff and students to use e-learning resources should be provided for the use of online resources. And the barcode system has started in the OPAC system so that others can use library resources more effectively. We are planning to include additional e-learning resources for the benefit of teachers and students
- 8.2.7 Administration: To provide an easy and affordable hassle-free process, major university administrative work to be managed with ICT-based technology. Students should also be able to access advanced services such as transfer certificates, bonafide certificates, etc. in online mode.
- 8.2.8 Examination: At the behest of the University of Mumbai, it is mandatory to administer the exams online. Completion of examination forms, renewal forms, duplicate forms, receipt of hall tickets, revaluation of examination papers, upload of marks, etc. everything should be done online. Confidentiality needs to be maintained while handling online examination work. The Chairperson of the College Examination (Examination Coordinator) oversees the entire examination process under the direction of the College Principal. The College conducted online tests using the exam software and google forms in the COVID 19 epidemic.



9. GREEN POLICY

9.1 Introduction:

At our college, we are committed to adopting green initiatives that prioritize the preservation and enhancement of our environment. By embracing sustainable practices and eco-friendly alternatives, we aim to create a campus environment that fosters the well-being of all living beings and contributes to a safer and more sustainable future. Understanding the importance of a clean, green, and pollution-free setting for effective learning, we embrace the concept of a green campus to set new standards in environmental stewardship.

9.2 Policy Statement:

Our college is dedicated to establishing an environmentally friendly policy that adheres to government regulations aimed at protecting the natural environment. Through our Green Policy, we seek to create a safe and healthy work environment for everyone involved.

9.3 Objectives:

- 9.3.1 **Efficient Waste Management and Resource Conservation:** Implement strategies to manage waste efficiently, conserve resources, and promote green initiatives throughout the campus.
- 9.3.2 **Energy Management:** Effectively manage energy consumption to reduce our carbon footprint and promote sustainability in our daily operations.
- 9.3.3 **Solar Energy Utilization:** Install solar energy panels on building rooftops to harness renewable energy sources.
- 9.3.4 **Roles and Responsibilities:** Clearly define roles and responsibilities to coordinate waste management and green initiatives effectively.
- 9.3.5 **Equipment Upgrade:** Identify and replace outdated and energy-intensive equipment with energy-efficient alternatives.
- 9.3.6 **Waste Segregation:** Encourage and facilitate waste segregation practices to manage both dry and wet waste efficiently.
- 9.3.7 **Smoke-Free Environment:** Maintain a smoke-free campus to ensure a healthy and clean atmosphere for all.
- 9.3.8 **Paperless Communication:** Minimize paper usage by utilizing digital communication channels and reducing printing wherever possible.
- 9.3.9 **E-Waste Management:** Ensure proper disposal of electronic waste and transition to LED lights for energy efficiency.
- 9.3.10 **Energy Conservation Practices:** Enforce energy-saving practices such as turning off unnecessary fans and lights.
- 9.3.11 **Support for 'Swachh Bharat Abhiyan':** Actively participate in and support cleanliness initiatives such as the 'Swachh Bharat Abhiyan.'
- 9.3.12 **Community Engagement:** Engage in community cleanliness programs to promote environmental awareness beyond our campus boundaries.
- 9.3.13 **Establishment of a Green Club Cell:** Establish a Green Club Cell to further promote and support green initiatives within our college community.



Through the implementation of these objectives, our college aims to create a sustainable and environmentally conscious campus environment that fosters the well-being of all stakeholders.



A handwritten signature in blue ink, appearing to be "J. M. ...".

Principal

Jeevandeep Shaikshanik Sanstha Poi's
Art's, Commerce & Science College Khardi
Khardi, Tal. Shahapur, Dist. Thane 421 601.



**Jeevandeep Shaikshanik Sansths, Poi's
Arts, Commerce and Science, Khardi,
At-Post Khardi (Dalkhan), Tal- Shahapur**

LIBRARY POLICY MANUAL





10.1. Introduction

10.1.1. Library Manual

The Library Policy Manual serves as the foundational document guiding the operations and services of our library. It is designed to provide staff and patrons with clear, comprehensive guidelines on the utilization and management of library resources. This manual outlines the principles and procedures for accessing library services, borrowing materials, using technology, and interacting within the library space. It also addresses the acquisition and management of collections, maintaining user privacy. Through this manual, we aim to uphold the library's mission to provide accessible educational and informational resources to everyone.

10.1.2. Role of Library

An academic library is a crucial support system within a higher education institution, offering a range of services that significantly enhance learning and research. It serves as a central hub for accessing a variety of information resources, including books, journals, databases and multimedia materials, tailored to meet the specific needs of students and faculty. Library facilitate access to both physical and digital collections, ensuring that users can obtain materials regardless of their location. Library play a key role in teaching information literacy skills, which are essential for academic success and lifelong learning.

10.1.3. Introduction of Arts, Commerce and Science College Library, Khardi

Arts, Commerce and Science College, Khardi Library has been playing a very significant role in the educational process and it is the heart of the institution. The library is the storehouse of knowledge that helps achieve the objectives of education, conservation of knowledge and ideas as well as teaching and research programmers.

JSSP Khardi library is the key resource for the information that students will need during studies. Library established in 2008 with the establishment of the college. The library is situated on the first floor of the college building occupying an area of about 187.44 sq.mtr. and is made easily accessible from all corners of the college premises.

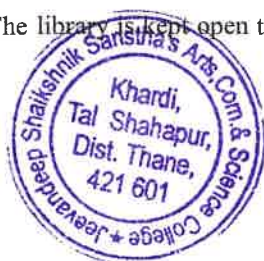
The JSSP Khardi Library services are partially automated using Soul Software developed by the INFLIBNET Center.

Library is automated in the areas like circulation, Cataloging, report generation, user management using version 3.0 since 2023.OPAC (Online Public Access Catalog) facility is made available to know the bibliographical books.

Users can search the library collection by giving Title, Author, and domain. All the books have been classified, catalogued and arranged on open shelves, Books are systematically arranged subject-wise for easy access and quick retrieval. Barcode Technology has been implemented in library transactions. CCTV cameras are installed in the library for strict surveillance.

The Library has been providing various services to the students and teachers like Membership Registration, Circulation of books, Reference Services, Question paper sets, Internet facility, email alert services for borrowing transactions, Overdue email alert services etc. The timings of the library for students and faculty are more flexible.

The library is kept open throughout the year except on public holidays. The reading hours of the library are:





9.00 A.M. to 4.45 P.M. on all working days.

The Library is divided into different sections - Home Issue Section, Study Room Section, Reference Section, Multimedia Section etc. The reading room has a seating capacity of 100 users at any time. JSSP Khardi library has developed an excellent collection of books, journals and non-book material covering the principal fields of interest in related subjects like Marathi literature, English literature, economics etc.

The Central Library has a state of the art Digital Library for downloading e-journal articles and various free databases. A digital library with 05 computers is available for online access of teaching learning material. The library has a collection 11960 with a total cumulative investment of Approx Rs.881088/-

10.2. Library Staff

Sr. No.	Name of the Staff	Designation
1.	Dr. Vinod M. Hole	Librarian
2.	Mr. Ganesh Gopale	Library Clerk

10.3. Library Working Hours:

Library remains open from 9:30 am to 4:45 pm on all days except Sundays & Public Holidays or holidays notified by institution or Govt.

Circulation Counter : 9.30 AM to 4.40 PM

10.4. Library Services:

- Membership Registration
- Circulation of books - (a) For Home Issue & (b) For reading in the Reading Room
- Periodical Service
- Reference Services
- Question Paper Sets
- Internet facility
- OPAC Services (Online Public Access Catalogue)
- S.C. Book Bank Scheme
- Reprographic Services
- Computerized Circulation.
- Email alert Services for borrowing transactions.
- Overdue email alert Services.

10.5. Library Rules:

- The library to be a silence zone and it will be the duty of every user to maintain silence in the library and library premises.
- The Students must carry the Identity – Card with him or her to get the books issued /returned.





- Without identity card the entry is prohibited inside the library.
- The users must enter their details in the gate register.
- The students are not permitted to use other's Library – Card/s.
- The loss of Library – Card/s should be immediately reported to the college Library in writing.
- Students are responsible for the books borrowed against their library Card .
- All the books should be returned on the date stamped on the date label affixed on the last page of the book. Absence from college will not be an excuse for not returning the book on time
- If any user does not return the borrowed library book /materials on the due date he/she will be fined at the rate of Rs. 05/- (rupees five only) per day
- Disfiguration, damage or marking of any kind on any book or any other material belonging to the library is punishable with fine
- Reference Books, News Papers, Magazines and Journals should not to be issued to any member of the library
- Loss of any borrowed book must be reported immediately to the Librarian/Library Staff. The member must replace the lost book / pay the cost of the latest edition of the lost book along with overdue charges.
- Bags, personal belongings and books borrowed from other libraries must not be brought inside the library. These must be kept at the property counter at reader's own risk.
- Library does not accept any responsibility for loss or damage to personal property left on its premises.
- Eating and sleeping is not allowed in the Library.
- Group discussions, combined studies etc are strictly prohibited inside the library.
- Use of mobile phones is strictly prohibited inside the library.
- If in any case the authority feels a student/user is disturbing other users, he/she may be disallowed entry into the library.
- Requirement of new books may be intimated to the librarian through the concerned HOD.
- Admission to the library may be refused to anyone who violates the library Rules and Regulations.

10.6. Library Committee:

The Function of the Library Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library

10.6.1. Composition

The Suggested composition of this committee is as follows:

- Chairperson :- Head of the Institution will be the chairperson.
- Members :- Head of Department
- Secretary :- Librarian Shall be the secretary of LC.

10.6.2. Meeting Frequency

The LC would meet at least once in semester to review the library affairs.





10.6.3. Terms of Reference for LC:

- To provide general direction to the Library.
- To advise the management on matters of policy relating to development of library.
- To outline the library collection development policy as and when required, for its implementation.
- To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.
- To formulate action plan for the development of library infrastructure, facilities, products and services.
- Evaluate the suggestions made by the library users.
- To formulate the policy for library use and procedure to be framed.
- To assist library in providing need based information services.
- To review the requirements of the new programmes being introduced and advise library about financial assistance.
- Evaluating the books procurement department wise and allocation of budget accordingly.

10.6.4. Name of Library Committee Members for the Year 2023-24

Sr. No.	Name	Designation	Status
1.	Asst. Prof. Kailas Kalkate	Principal HoD (Department of Marathi)	Chairman
2.	Asst. Prof. Vishal Bhosale	HoD (Department of Geography)	Member
3.	Asst. Prof. Rasika Sakpal	HoD (Department of Economic)	Member
4.	Asst. Prof. Priyanka Pawar	HoD (Department of Sociology)	Member
5.	Asst. Prof. Dipti More	(Department of Marathi)	Member
6.	Asst. Prof. Nilesh Sarakte	HoD (Department of Commerce)	Member
7.	Asst. Prof. Sunita Dhumal	HoD (Department of Sceince)	Member
8.	Dr. Vinod Hole	Librarian	Member-Secretary

10.7. Library Budget

Library budget means the financial allocation to procure documents and provide access to the information Resources.

The present annual library budget of the library has the following components:

1. Library Fees from Student.
2. Revenue Generated by Library.





10.8. Purchase of Learning Resources

Procurement of learning resource constitutes the primary responsibility of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. Whether its a book, journal or an online database, any learning resource that gets added goes through a rigorous selection process. And since this collection building requires huge sums of money and has long-lasting repercussions, it is very much essential that libraries have a well thought out collection development policy.

10.8.1. Procurement of Books

Circulate notice to head of the departments to submit books requirement for the academic year. Verify and submit the books & e-journals requirement as per the syllabus. Find out the book price from publishers book catalogue. Consolidate the books requirement, compare with available books and prepared the list of books to be purchased. Update and finalize the list with library committee members and approved from Principal. Submit the approved book list to Admin. / purchase office. Call and compare quotation from various books vendor. Arrange short meeting of vendors for negotiation and issue P.O. to the selected vendor. If the books are not available as per the requirement in the market with the approved suppliers, required books can be purchased from other non-approved suppliers.

10.8.2. Procurement of periodicals

Circulate notice to head of the departments to submit periodicals requirement for the academic year. Consolidate the requirement, compare with available periodicals and prepare the list of required periodicals. Update and finalize the list with library committee members and get it approved from higher authority. Submit the approved Periodical list to higher authority for approval. Receive the periodicals and check as per the purchase order. Display all the Periodicals on Periodical stand.

10.9. Invoice Processing

Cross Check the received book with Invoice as well as purchase order for quantity, title, author and physical condition. Also verify the condition of the books received. If damaged or short quantity of books is received, put remarks of same on the supplier's invoice. Take replacement of these books from the supplier. In Case of discrepancy in received books, get corrected invoice from vendor. Stamp the receive books on title page, secret page, last page, spine of the book and if blank page will be available before Title page. Pasting Due date slip and book pocket in each book. Arranging the books as per the invoice, entering accession number, Class Number in Accession Register. Enter the book details in Library management Software. Making the Book cards Printing Barcode labels and spine labels from library management software. Pasting Barcode label on cover page of book. Inserting Book card in book pocket. Shelving the books on rack as per the branch.





10.10. Classifying

- Classify Books/Thesis/Dissertations as per the Dewey decimal classification (DDC) Schedule
- Write the Class No and Collation on the back of Title page.

10.11. Cataloguing:

- Bibliographic Details of each book is entered into Cataloguing Module database according to AACR2 Standards.

10.12. Library Membership

A. For Staff

Issue of Library Membership form to the Staff after joining the institute. Creating membership in Library Software/ soft copy and issuing borrower's card Stamp Library stamp on card & authenticating Library Borrower cards to make ready to issue the books

B. For Students

Creating students Library card number by department wise. Issuing two borrower's card after entering students name in department wise borrowers Issue Register. Stamp Library stamp on card & authenticating Borrower cards to make ready to issue the books.

10.13. Book Circulation

Library members have free access to the library after entering in library log register. To collect book from shelf, fill up the book card and submit it to circulation counter with borrower card. Verify the filled information and enter the details on borrowers card/software account in ILMS. (Integrated Library Management System) Issue book to the library member by entering date of the return on due date slip after submission of borrower's card. Period of book return: For student: Within a week For staff: Before end of the on-going semester While returning the book, manually/scan the barcodes of the book. And maintain record in ILMS. If books are not returned in time, fine to be charged for delayed return.

10.14. Library Collection development Policy

- The library buys books and other learning materials which are related to syllabi. Library also acquires reading materials which are useful for competitive examinations. Inspirational books and fiction books are also procured.
- Library will buy textbooks, reference books and handbooks on relevant subjects.
- Library will also buy printed periodicals and online database for accessing scholarly content.





- Staff and students can recommend the books, which have to be approved by the Heads of the Department.
This will further be approved by the Principal.

10.15. Weeding Policy

A committee will be formed whenever there is a need for weeding out obsolete books. Weeding of books will be approved by the Principal.

