



Shriram Gram Vikas Shikshan Sanstha, Nagpur
SMT. RAJKAMAL BABURAO TIDKE, MAHAVIDYALAYA

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(Junior / Senior)

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Principal Dr. Vinod K. Gawande

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Date: _____

ALL POLICIES

SR. NO.	NAMES OF POLICY
1	INTERNAL ASSESSMENT MECHANISM POLICY
2	RESEACRCH AND DEVELOPMENT POLICY
3	STUDENTS' WELFARE POLICY
4	EMPLOYEES WELFARE POLICY (KARMACHARI PATHSANSTHA)
5	NSS POLICY
6	ZERO TOLERANCE POLICY ON SEXUAL HARRASMENT & RAGGING
7	POLICY DOCUMENTS OF IDENTIFICATION OF SLOW LEARNERS & ADVANCED LEARNERS
8	GREEN INITIATIVE POLICY
9	POLICY OF E-GOVERNACE /ERP ADMINISTRATION
10	POLICY OF FREE-SHIP/ASSISTANCE/ SCHOLARSHIP
11	LIBRARY POLICY
12	EQUAL OPPORTUNITY POLICY





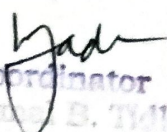
POLICY DOCUMENT INTERNAL ASSESSMENT MECHANISM

Since the Rashtrasant Tukadoji Maharaj Nagpur University has introduced the semester pattern; the internal assessment has become mandatory and necessary. Now the question paper has been divided 80:20 pattern the responsibility of the teacher has increased considerably. Now the teacher has to give 20 marks by seeing his all round performance. These twenty marks have been divided into four sections.


1. Students regularity/punctuality 5 marks
 - a) more than 60% but less than 65% (1 marks)
 - b) 65% or more but less than 70% (2 marks)
 - c) 71% or more but less 75% (3 marks)
 - d) 76% or more but less than 80% (4 marks)
 - e) more than 80% (5 marks)
2. Assignment/viva-voce 5 marks
 - i) Assignments (2.5 marks)
 - ii) Viva-Voce (2.5 marks)
3. Performance in Unit Test 5 marks
 - * First Unit Test (2.5 marks)
 - * Second Unit test (2.5 marks)
4. Behavior & Discipline 5 marks

Sometimes the students fail to fulfill all the above four criteria; this time his/her extracurricular activities such as in sports and cultural events are taken into consideration

The syllabus is divided into two Semesters of each subject. Each subject's teacher takes two unit-tests in each semester in order to assess the students learning. In this way he is prepared


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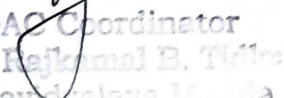
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for the final examination. After the examination is over the answer sheets are evaluated and they are shown to the students in order to check where they are weak. In the meantime the assignment has been given and checked by the subject teacher.

- In keeping with the university guidelines the college has set up an efficient Internal Assessment Monitoring committee chaired by the Principal which includes the members of the teaching faculty and the administrative staff. The committee is responsible for the entire process of Internal Assessment in the college, including the redressal of grievances, if any.
- Individual departments monitor overall assessment for individual subjects taught including the redressal of grievances, if any.
- The teachers shall be fair and unbiased while evaluating the assignments/viva-voce of students




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Research and Development Policy

From 2019-20 to 2023-24

Introduction:

Research can enlighten and provide efficiency of critical observation. Research extends innovation in process of education and education through experiences. It can help to develop views relevant to inter-faculties, oratory and efficiency in communication. It develops the efficiency in research. It extends necessary culture which is compulsory and approved for the post of the teacher. Research can help to grow cooperativeness, creativity and boldness. It enables to comprehend social code of conduct in daily life of the people and the society. Therefore, extensive development in research culture in every branch is to be encouraged.

Objectives of the Research:

- 1) To provide extensive research and environmental atmosphere in the college.
- 2) To implement strategy full of experience in order to adopt research in education process.
- 3) To encourage the pupils for research or article in various research journals.
- 4) To present them study of research articles. To employ theorems of research, its systems, imitation and discussion in the society and colleges.
- 5) To bring curiosity among the students to raise questions and critical views through research.
- 6) To publish research papers by organizing seminars, workshops and conferences frequently.
- 7) To look for financial aids for research by various means.
- 8) To make efforts for patent or possessions.
- 9) To motivate the professors to be research guides.
- 10) To motivate the professors to get financial aids through various state and central government schemes.
- 11) To encourage qualitative research of the professors rather than quantitative research.

Research and Development Policy:

- 1) To organize at least one workshop or seminar in a session.

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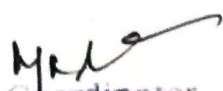
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- 2) Every professor should present at least one research article in workshop, seminar and conference in every session.
- 3) Professors should perform as a guest lecturer in every session.
- 4) They should publish at least one research article in UGC listed journals, magazines and annual journals.
- 5) They should publish at least one article in conference processing in a session.
- 6) They should attend only one (in a session) Short Term Course, Refresher Course and Orientation Course.
- 7) There should be at least one copy right of a book in a year.
- 8) They should participate in other institutes, organizations and colleges as guest lecturers, presiding officers, orators, anchors or organizers.
- 9) Research professors should publish at least one book through approved publisher including ISBN/ISSN number and the publishers should have status of state, national or international level.
- 10) The professors should be the editors of the book in which their own research articles/chapters should be included.

Thus the college implements its Research and Development Policy as above.


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STUDENT WELFARE POLICY

Policy Statement:

Smt. Rajkamal Baurao Tidke Mahavidyalaya recognizes that all students have an entitlement to a coherent high quality student support and welfare offer that identifies concerns and puts in place appropriate support mechanism in order to facilitate the achievement of their goals. The College is committed to keeping students safe and removing the barriers to learning, ensuring that all students can achieve their full potential through the provision of appropriate care, guidance and support interventions that are recorded and monitored for effectiveness thereby living the mission and vision of the college. The college acknowledges that student welfare and student learning outcomes are inextricably linked. The College in supporting student welfare promotes high standard of discipline and behavior of students by ensuring that they follow a code of conduct that fosters and maintains a positive image of the college. The code of conduct treats behavioral problems in a manner that relates to the educational purposes of the College.

1.1. Purpose

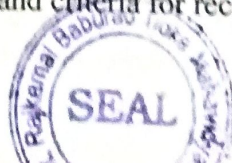
The main purpose of this policy is to provide a framework for attending to students' welfare needs individually and collectively by creating an environment in the college in which all can live, work, and learn together in peace and harmony. The policy is designed to provide assistance and guidance that develops students into good and honest citizens while at the same time dealing with behavior or actions that may be inconsistent with college policies.

1.2. Policy Objectives

This policy aims at addressing students' needs and behavioral issues at college

- by: a) Ensuring that students behave within the standards set out in the Students Code of Conduct.
- b) Promoting an equitable, quality learning environment in which students are able to perform to the best of their ability
- c) Creating an environment where students relieve their commitment to treat staff and fellow students with courtesy, respect and care.
- d) Promoting adherence to the highest standards of behavioural and discouraging all forms of "misconduct".
- e) Establishing and outline an objective, unbiased process for the application, evaluation, approval and disbursement of the benevolent assistance
- f) Providing eligibility requirements and criteria for receiving assistance for concession.

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1.3. Legal and Regulatory Framework

Policy is formulated within in the ambit of the following policies of the Government, UGC, University and the College policies

2. POLICY PROVISIONS

- 2.1. The Code of Conduct
- 2.2. Students Representation
- 2.3. Student Counselling
- 2.4. Students Career Guidance
- 2.5. Sports and games facilities
- 2.6. Health care Services
- 2.6. Security
- 2.7. Student Entertainment

Students' Welfare Committee

Sr. No.	Name of Members	Position hold
1	Dr. Abhay Y. Bhakte	Chairperson of Commoittee
2	Dr. Harish Mohite	Coordinator of Commoittee
3	Dr. Dilip S. Chavhan	Member of Committee
4	Dr. Sandhya O. Wankhede	Member of Committee
5	Dr. Ishwar J. Wagh	Member of Committee
6	Prajwala U. Meshram	Student Representative
7	Vaishnavi Pahade	Student Representative

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Karmachari Patsanstha Policy

Shriram Gram Vikas Shikshan Sanstha Karmachari Patsanstha Mouda Dist. Nagpur Reg. No. 1518 has been established in Smt. Rajkamal Baburao Tidke Mahavidhyalaya, Mouda Dist. Nagpur since 2003-2004. The aim of the institute is to provide regular loan for 5 years, immediate loan for 01 year and incentive prizes for qualitative students who are the sons/ daughters of the permanent members of the society. Moreover, financial assistance to the family of the members after the sudden death of any member is provided by the society. The society provide such financial assistance to members for their welfare.

With regards!

Principa

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National Service Scheme Policy

The students who are in learning process, are the most crucial part of the society. The aim of the institute is to inculcate social values among the students. Hence, the unit is run by following policy.

- To assure the pupils motif of NSS.
- To prepare the students through work management.
- To enable the students to comprehend the social structure.
- To enlighten them about various social issues and enable them to overcome social problems.
- To bring social awareness among the students by including them in various NSS activities.
- To enrich the students' overall personalities.
- To organize various activities regarding social issues.
- To spread the message of being societal among the citizens through activities.
- To introduce disaster management to the students.
- To cultivate the feeling of self-dependence among the students.
- To organize the activities regarding empowerment of women.
- To enrich the students with sense of nationality.
- To spread the message of cleanliness and hygiene in the community.

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Zero Tolerance Policies on Sexual Harassment & Ragging

Preamble:

India's first legislation specifically addressing the issue of workplace sexual harassment is the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as "POSH Act") which was enacted by the Ministry of Women and Child Development, India in 2013. The said Act aims at providing protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009 were passed by the University Grants Commission in the year 2009 to curb the menace of ragging in the Universities in India.

II. Definitions (Key Terms)

- a) "Aggrieved woman" as under the POSH Act means— (i) in relation to workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment; (ii) in relation to dwelling place or house, a woman of any age who is employed in such a dwelling place or house;
- b) "Employer" as under the POSH Act means— (i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf; (ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.

Explanation. —For the purposes of this sub-clause "management" includes the person or board or committee responsible for formulation and administration of policies for such organisation; (iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees; (iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

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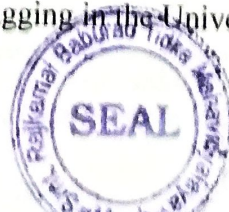
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- c) "Sexual harassment" as under the POSH Act includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely: — (i) physical contact and advances; or (ii) a demand or request for sexual favours; or (iii) making sexually coloured remarks; or (iv) showing pornography; or (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;
- d) "Workplace" as under the POSH Act includes— (i) any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a corporation or a co-operative society; (ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service; (iii) hospitals or nursing homes; (iv) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto; (v) any place visited by the employee arising out of or during the course of employment including transportation by the employer for undertaking such journey; (vi) a dwelling place or a house;
- e) "Ragging" as under the UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009 means any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.

III. Scope:

POSH Act was enacted by Parliament to give effect to the Convention for protection of women against sexual harassment at workplace. The POSH Act covers sexual harassment resulting in any violation of the women's fundamental rights to equality under articles 14 and 15 of the Constitution of India and her right to life and live with dignity under article 21 of the constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to safe environment free from sexual harassment. The UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009 were passed by the University Grants Commission in the year 2009 to curb the menace of ragging in the Universities in India. The best part of these

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regulations is that they shall apply to all the institutions including: (i) Universities under the Central/provincial/state act (ii) Deemed university under the UGC Act,

1956 (iii) All other educational institutions The guidelines extend to all the premises, whether located in the campus or outside and also in means of transportation whether public or private. The objective of these guidelines is to ensure completely wiping and prohibiting the activities of ragging

IV. Need of the policy:

The zero-tolerance policy on sexual harassment at workplace provides protection against sexual harassment of women at workplace and the prevention and redressal of complaints of sexual harassment and matters related to it. The need for a zero-tolerance policy on ragging is to ensure that the campus is free of the menace of ragging.

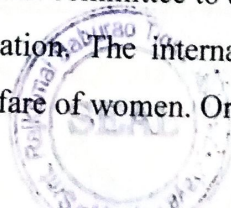
V. Objectives of the Policy:

The POSH Policy is meant to promote a healthy work environment that is free from harassment of all kinds for all those covered. To provide a safe and respectful work environment / establish an atmosphere for employees that is free from Harassment or discrimination against employees on the basis of race, colour, creed, religion, gender, national origin, age, sexual orientation or gender identity, or physical or mental disability and outline the company's policy to protect all categories of employees (Direct and indirect) against sexual harassment in particular. The main objectives of the anti-ragging policy shall be to generate awareness amongst the students of dehumanizing effect of ragging inherent in its perversity, to keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence, to promptly and stringently deal with the incidents of ragging brought to the notice and to generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

VI. Policy: Guidelines for implementation of the policy

With respect to the zero-tolerance policy towards sexual harassment, all organisations with more than 10 employees need to conduct an awareness programme for the employees of the organisation. The organisation has to constitute an internal committee to address the issues and complaints related to sexual harassment within the organisation. The internal committee will also include external members from NGOs working for the welfare of women. Organisations with fewer than 10

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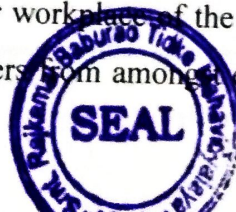
employees can approach the Local Committee set up at District Level by the State Government. With respect to the zero-tolerance policy towards ragging, the institutions are required to publish that the ragging is totally banned in the institution and anyone found doing/abetting ragging would be suitably punished. The college brochures are required to mention these guidelines in full. The prospectus would include all directions of Supreme Court/Central and State Government as applicable. The application/enrolment form for admission will have an undertaking in English and Hindi and preferably one in regional language to be signed by parent/guardian. Every institution shall constitute a committee to be known as the Anti-Ragging Committee. To be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.

VII. Procedure:-

(Setting up of committees, working of committees, Responsibilities of the committee members, consequences of non- adherence to the guidelines)

- 1) With respect to the zero-tolerance policy towards sexual harassment, there shall be constitution of an Internal Complaints Committee
- 2) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee": Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.
- 3) The Internal Committees shall consist of the following members to be nominated by the employer, namely: — (a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees: Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section (1): Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization: (b) not less than two Members from amongst employees preferably committed to the

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cause of women or who have had experience in social work or have legal knowledge; (c) one member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment: Provided that at least one-half of the total Members so nominated shall be women.

4) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

5) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

6) Where the Presiding Officer or any Member of the Internal Committee, — (a) contravenes the provisions of section 16; or (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or (c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or (d) has so abused his position as to render his continuance in office prejudicial to the public interest, such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

As per S. 26 of the Act, Non-compliance with POSH can cost an employer a monetary penalty of Rs. 50,000. An employer can be subjected to a penalty of up to INR 50,000 for: Failure to constitute Internal Complaints Committee• Failure to act upon recommendations of the Complaints Committee; or• Failure to file an annual report with the District Officer where required; or• Contravening or attempting to contravene or abetting contravention of the Act or Rules.●

With respect to the zero-tolerance policy towards ragging, every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender. b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force.

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श्रीमती राजकामल बाबुराव तिटके महाविद्यालय

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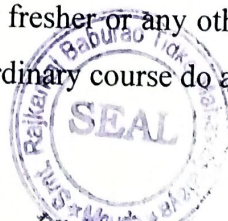
concerning ragging; and also, to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution. c) Every institution shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following- Suspension from attending classes and academic privileges, withholding/Withdrawing scholarship/fellowship and other benefits, debarring from appearing in any test/examination or other evaluation process, withholding results, debarring from representing the institution in any regional, National or International meet, tournament, Youth festival, etc, suspension/ Expulsion from the hostel, cancellation of admission, expulsion from the Institution and consequent debarring from admission to any other institution for specified period, fine ranging between Rs. 25,000/- and Rs. 1 lakh.

VIII. Beneficiaries

Women employees of any age, students, departments, organisations, undertakings, establishments, enterprises, institutions, offices.

IX. UGC Guidelines pertaining to that policy in appendix UGC Regulations emphasized the responsibility of Higher Educational Institutes to act decisively against all gender-based violence against employees and students of all sexes, including the third gender. The regulation states that sexual harassment is gender-neutral, and educational institutes should act upon complaints of both male and female employees and all students, male, female, and third gender. These regulations of the UGC have taken a revolutionary initiative by adopting a gender-neutral approach which means that irrespective of the gender, the victim can lodge a complaint, and the UGC POSH regulations shall protect the rights of students enrolled at the institute and ensure that they are all safe from sexual abuse regardless of the gender. UGC regulations on curbing the menace of ragging in Higher Educational Institutions, 2009 intends to prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or

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generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it.

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POLICY DOCUMENT TO IDENTIFY SLOW LEARNERS & ADVANCE LEARNERS

2022-23

In our college students come from various junior colleges and from diverse background. They belong to various streams. Since there is flexibility in choosing favourite streams; it is very necessary to identify the slow learners and the advance learners in order to bring all the students at same level. For this the college arranges Bridge Course particularly for the students who change their streams.

Then the college arranges the Unit Test Examinations. Generally the Unit Test begins in September. After the First Unit Test the concern teacher is able to identify the slow learners and advance learners. Then the teacher divides the students between slow learners and advance learners.

Tools for Slow & Advance Learners

- 1) Oral Test
- 2) Unit Test

After finding the slow learners the college arranges the following type of classes

Tools for Slow Learners

- 1) Remedial Coaching
- 2) Quiz Test

Tools for Advance Learners

- 1) Project
- 2) Quiz Test

The above two things would be given to the Advance Learners as per their standard or level


Although this policy is adopted for the First year or for fresh students; the same policy is adopted even for Second Year and Final Year Students.

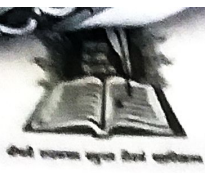
Topic for Advance Learners

1. Commerce Department

- i) Advanced Financial Accounting
- ii) Advanced Statistics
- iii) Advanced Cost Accounting
- iv) Advanced Management Accounting




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2. Humanities/Arts Department

- i) Advanced English Grammar for Communication Skill
- ii) Mass Economics & Statistics
- iii) Modern History & History of Marathas and Mughals
- iv) Research Method in Sociology & Social Thinkers
- v) Political Theories & International Theories

3. Science Departments

- i) Advanced Chemistry
- ii) Advanced Physics
- iii) Advanced Zoology
- iv) Advanced Botany

Syllabus for Bridge Course

A) Commerce Department

- i) Rules of Accountancy & Principles of Accountancy
- ii) Journals & Ledger Accounts
- iii) Preparation of Cashbook & Trial Balance

B) Humanities/Arts Department

- i) Theories of Sociology, Principles, Importance and Special Characteristics
- ii) Theories of Political Science Principles, Governance & Politics
- iii) International Relationship and policy of External Affairs
- iv) Health Economics its importance, Function of Currency its kinds and online banking
- v) The importance of Ancient history, importance and the importance of Shivaji Maharaj's Forts.

C) Science Department

- i) Blending Chemical Formula, Modern Periodic Table and their Armoire No.
- ii) Organic Chemistry
- iii) In Physics semi conductor, salt Bridge, resource tube.
- iv) In Zoology study of Animals and their parts.
- v) In Botany the study of plant and their parts.

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Date: 12/01/2019

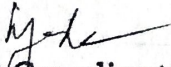
GREEN CAMPUS POLICY

The green campus concept offers the opportunity to take the lead in redefining environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind.

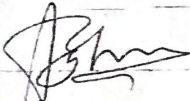
Greening the campus is about the correct disposal handling, using environment friendly supplies and effective recycling of waste. processes with the aim of developing a clean and green campus.

The green ground idea offers an organization the chance to lead the pack in reclassifying its natural culture and growing new ideal models by making practical answers for ecological, social and monetary needs of the humanity. The following initiatives are taking:

- **Cleanliness** in and around the campus and waste minimization.
- **Water Conservation** and management including rain water harvesting etc.
- **Planting trees** for preserving environment in campus.
- Complete **Ban on single use plastic** at campus.
- We are **providing dust bins** in different locations of our campus. The waste which is collected is separated as plastic waste, paper waste and food waste.
- Used more read out material in soft form. Reduced the hard read out material. Used more of Email for officially communicating the information needed, online reading etc.
- Annually green audit, energy audit and environment audit are done.


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Date: 12/11/2019

Circular

Guidelines for Ban of Single Use Plastic in college Campus

The College follows the following guidelines as per University Grants Commission:

Guidelines

1. Scope of guidelines:

(a) The guidelines are applicable to all the students & staff of SRBTC.

(b) The college adopts policies and practices towards cleaner and plastic free campuses.

2. The college strives to make their campuses 'plastic-free' by systematically banning use of plastics and replacing the same with suitable environmental friendly substitutes.

3. The college shall:

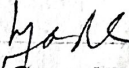
a. Ban use of single-use plastics in canteens.

b. Carry out awareness drives and sensitization workshops on the harmful impacts of single use plastics.

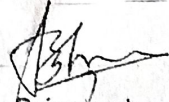
c. Avoid bringing non-bio-degradable plastic items to the institution.

d. Encourage students to sensitize their respective households about harmful effects of plastics and make their households 'plastic free'

e. Encourage use of alternative solutions like cloth bags, paper bags etc., instead of plastic bottles, bags, covers and other goods on campuses.


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POLICY DOCUMENT ON E-GOVERNANCE/ERP ADMINISTRATION

Smt. Rajkamal Baburao Tidke Mahavidyalaya, Mouda Dist. Nagpur has been using the Cloud based software provided by MasterSoft ERP Solutions Pvt. Ltd Nagpur. since 2006

The objective is to make immediate availability of data in required formats, facilitate ease of work and paperless work for staff and management, and to enhance transparency, accessibility and accountability in administration.

The Cloud based software contains the following modules

- 1) Online Registration
- 2) Online & Offline Admission
- 3) Online & Offline Fees Collection
- 4) Student Administration
- 5) Finance
- 6) Library Management System
- 7) Mobile Apps
- 8) Examination

Using these packages it will get easier to handle all the activities of Student Life Cycle from Online Registration, Preparation of Merit List, student's Admission fees, issue of various Certificates, Attendance List, generation of TC etc.

Administration and Finance reports can also be created. The Store Module makes it easy to maintain the records of the items in stock and their issue to the Departments /individuals. The College pays the mutually agreed yearly subscription every year. T

The extensive training of all the packages was given by the team of the MasterSoft ERP Solutions Pvt. Ltd. Regular support is provided to the Institution. All the packages have been created successfully & co operation of user is appreciated.

Being a college in rural area the students of this college are from poor economical background, hence may not be in a position to use the online facility of this software. Hence gradually we may promote the use of this ERP software by college staff and students.

Training program on this software to be organised every year for increasing proficiency.

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श्रीमती राजकाम बाबुराव तिटके महाविद्यालय

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Principal Dr. Vinod K. Gawande

Mob.: 9422125200

E-mail-vinod.gawande@yahoo.co.in

Ref.:.....

Date:.....

Institution's Policy for Offering Institutional Scholarship/Free ship/Assistance

In line of vision of the institute and to help and motivate the students coming from rural and weaker economic background to pursue higher education. Institute has adopted a policy to offer financial assistance to deserving students.

In order to promote an outstanding or excellent academic performance, excellence in a given course , social service, games and sports, cultural activities, participation constructive leadership and all-round overall performance, the Institute may award scholarship, prizes and awards from its own funds.

In order to promote the study at the postgraduate level, the Institute may award scholarships/assistantships to its student from its own funds.

Institute may also accept scholarship from any other Non-government organisation, provided there should not be any vested interested or obligation demand from the awardee organisation.

These scholarship/ awards/free ships/financial assistance should be recommended by the college staff, Sarpanch of gram panchayat or tehesildar or any local administrative officer and will be in the control of the management and the principal. As has already been mentioned above such assistance/scholarship is given only to the students especially girl students who are from weaker economical class. The only purpose of this assistance/

scholarship/free ship to encourage the students to aspire higher education.



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Department of Library Policy

Most of the poor, studious and backward students have been benefitted through Book Bank Service for their academic progress. The following policy is implemented.

- The students should be admitted in the college.
- The students must achieve 60% marks in H. Sc. (XII Std.)
- Income of the parents should be less than 80,000 Rs. P.A. (Income Certificate is to be provided)
- The student should submit his biodata to librarian.
- The student should be sincere and honesty.

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Equal Opportunity Policy

Date

Equal Opportunity Centre has been commenced in the college under XII Plan of UGC and according to Paragraph no.46 in the constitution. The responsibility of welfare of the schedule caste and schedule tribe is on the shoulder of state government and accordingly, Equal Opportunity Centre has been established in colleges. The objectives are achieved by following policy.

- To make convenient for scholarship holder students to pay state government education and examination fee at State and Central Govt. MH. B. T. portal.
- To provide information to the students about abroad and home scholarship.
- To establish district committee at deputy commissioner level to orient and provide information about welfare schemes for SC, ST, VJ, NT, OBC, women, disabled and discarded community.
- To provide educational and career counselling and to act in order to inform social and economic issues to the weaker section.
- To act and implement guidance of social inclusion in order to create equality and equal opportunities.
- To create opportunities for the development of students according to NEP 2020 and to destroy preconception of educated and non-educated class.
- To enhance educational, healthy and interrelated interaction for equal opportunities to the students.
- To solve and remove complaint of weaker community in order to create adequate atmosphere.
- To inform about welfare schemes, notices, government orders and related institutes to the weaker section.
- To organize outreach programmes to enhance weaker section.
- To coordinate with govt. offices and other institutes for assistance to make educational and financial resources available.

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