



R. C. Patel Educational Trust's
R. C. Patel Arts, Commerce and Science College
Shirpur-425405, Karvand Naka, Dist.- Dhule (Maharashtra)
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Affiliated to: K. B. C. North Maharashtra University, Jalgaon-425001

Self Study Report (SSR): 2024 (4th Cycle)



Criteria - 6
Governance, Leadership and Management

Key Indicator - 6.2
Strategy Development and Deployment

Metric No. - 6.2.1 (QIM)

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.

Submitted to
National Assessment and Accreditation Council, Bangalore



R. C. Patel Educational Trust's

R. C. Patel Arts, Commerce and Science College

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Hon. Bhupeshbhai Patel

Principal

Dr. D. R. Patil

Date: 15/06/2024

Declaration

This is to declare that, the information, reports, true copies of the supporting documents, numerical data etc. submitted in these files is verified by Internal Quality Assurance Cell (IQAC) and it is correct as per the office record.

This declaration is for the purpose of NAAC accreditation of the HEI for the 4th cycle assessment period 2018-19 to 2022-23.

Place: Shirpur

Date: 15/06/2024

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IQAC Co-ordinator

IQAC Coordinator

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R. C. Patel Arts, Commerce and Science College

Shirpur, Dist.-Dhule (M.S.) 425405

6.2.1 The Institutional Perspective Plan is effectively deployed and functioning of institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures etc.

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R. C. Patel Educational Trust's
R. C. Patel Arts, Commerce and Science College
Shirpur-425405 (MS)

Perspective Plan
For
Academic Year 2018-19
To
Academic Year 2028-29

Introduction:

The College has prepared a Perspective Plan for the period of ten years commencing from the academic year 2018-2019 to the academic year 2028-2029 by taking into consideration the quality indicators of seven criteria determined by NAAC.

The IQAC plays a vital role in maintaining and enhancing the quality of the institution and suggests quality measures. Feedback from all the stakeholders and the recommendations of the IQAC are taken into consideration and innovations are incorporated into the perspective plan.

Among the steps taken to prioritize quality sustenance and enhancement as a strategy are the establishment of staff academies, faculty improvement programs, teacher self-evaluation, teacher training programs, and encouragement for teachers to pursue research. The draft of the Perspective Plan has been discussed, reviewed and approved by the local managing committee of the college and the Board of Executives of R. C. Patel Educational Trust.

Our earnest activities aim to set the stage for our joint actions focused on achieving our targets and objectives while maintaining our advantage over our peers.

Curricular Aspects

Appointment of Qualified Teachers

Teachers with experience and qualifications will be appointed by the college. Before their appointment, teachers will undergo a rigorous interview process that includes technical and personal questions. They will also participate in demo lectures and faculty development programs.

Conduct of Academic Audit

The university will conduct an academic audit of the college about the performance in academics, curricular, co-curricular, extra-curricular, research and extension, augmentation of academic infrastructure, student progression and innovative practices by a peer team of expert educationalists and action will be initiated on their recommendations.

Strengthening of Existing Programs

Quantitative Strengthening of Existing Programs

Introduction of Additional Divisions

Taking into account the students' demand and need for career-oriented specialty programs, we will strengthen the following programs by introducing additional sources

Existing Undergraduate Degree Programs

- B.A.
- B.Com.
- B.Sc. (Physics, Computer Science, Chemistry, Mathematics, Botany, Zoology, Microbiology, Biotechnology)
- B.C.A.
- B.B.M(e-Com)

Existing Post-graduate Degree Programs

- M.Sc.(Computer Science)
- M.Sc.(Chemistry)
- M.Sc.(Physics)
- M.Sc.(Mathematics)
- M.Sc.(Botony)
- M.Sc.(Zoology)
- M.Sc.(Microbiology)
- M.Sc.(Biotechnology)

Introduction of New Programs

The institute will introduce the following new programs-

Undergraduate Degree

B.Sc.(Data Science)

B.Sc.(Actuarial Science)

Postgraduate Degree Other

M.Sc.(Data Science)

M.Sc.(Actuarial Science)

Augmentation of Academic Infrastructure

Incommensurate with the quantitative expansion of programs, we will augment our academic and physical infrastructure such as the Central Library, classrooms, laboratories, Research Centre, the extension of Computing Laboratory, Language Laboratory, Gymkhana, Gymnasium, offices for N.S.S., etc.

Qualitative Strengthening of Existing Programmes

Use of ICT in Teaching Learning System

Innovative teaching and learning tools such as LCDs, PPTs, models, internet access, smart classrooms, Interactive Language Laboratories, Computing Laboratories, and Computer Resources for Teaching Staff will be used more frequently.

Seminars and Workshops Organizations of Seminars and Workshops

Resource persons, academicians, businesspeople, and subject matter experts from other organizations and universities will be invited. They will try to familiarize themselves with the newest methods and trends in the relevant industries and subject areas.

Deputation to Seminars and Workshops

The college will depute the faculty to participate in seminars and workshops.

Development of Linkages

We intend to establish connections with academic institutions and industries to implement curricula.

Curriculum Design and Development:-

Active Participation in Curriculum Design and Development at the University Level

Our faculty will participate in curriculum design and development of courses/Programmes, in the Board of Studies of respective subjects.

Active Participation in Curriculum Design and Development at the College Level

Faculty will actively participate in curriculum designing and development of affiliated and autonomous certificates, diplomas, bridge, and remedial programs.

Effective Communication of Curriculum Design and Development to Faculty

The College will arrange seminars and workshops, assign faculty members to attend, and use these events as an effective means of communicating curriculum design and development.

Sensitization of Curriculum

Our faculty will sensitize, course design and development, to learners systematically and objectively.

Academic Flexibility

By beginning a multifaceted, thorough, well-designed curriculum that encourages excellence, value addition, and contextual relevance by offering utility, access, relevance, service, and the preservation and promotion of heritage, we will accept competence-enhancing curricular strategies.

Additional options for courses, program options, course combinations, applied component groups, certificate and diploma programs, bridge and remedial programs, and several applied

component groups will be available. With UG and PG programs, colleges will therefore provide the greatest amount of flexibility.

Feedback on Curriculum

We will have a mechanism to obtain feedback on the curriculum, its scientific, systematic analysis, and interpretation and we will enhance this for effective communication to concerned authorities for revision and restructuring of the curriculum.

Curriculum Update

The college will actively participate in the curriculum update process at the University level, by representing different academic authorities. Faculty will also be involved in curriculum updating at the college level. We will evolve an effective system of communication of curriculum updates and aspects of its execution to the concerned stakeholders.

Teaching-Learning Process:-

Innovations to be Introduced in Admission Process and Student Profile

Transparent Admission Process

We will strengthen well defined, transparent admission process based on merit coupled with a reservation policy and will continue the same process in the future.

Monitoring of the Teaching-learning Process

We will establish and monitor the academic and administrative process having a chain of command from students – teachers - the head of the department - The vice principal - The principal and vice versa which will facilitate two-way effective communications.

Dual Programme System

We have traditional programs such as B.A. / B.Com. / B.Sc., where basic knowledge along with the desired level of skills is inculcated mainly with in-house faculty. These programs will be strengthened by introducing different complementary systems such as certificate programs, diploma programs, add-on programs, and value-added programs to facilitate focused study, additionally, students can enroll for courses offered by open university YCMOU.

Introduction of Speciality Programmes

We want to be the pioneer institution to commence innovative unaided speciality Programmes leading to degrees, commensurate with the needs of students in focused academic areas having employment potential. We will commence the innovative unaided

specialty programs leading to post-graduate degrees in many other subjects.

Centre of Institute of Distance and Open Learning, YCMOU, Nashik

We will strengthen the center of YCMOU, Nashik, where the candidates who cannot take admissions in the regular programs, can enroll themselves in different programs in Arts, Commerce, Science, and Management faculties. We will offer learning support including infrastructure facilities to them by providing contact periods, library facilities, and counselling sessions.

Recording of Attendance

Everyday attendance of students shall be maintained and reported to the designated committee. The students having less than 80% absentee shall be identified and their attendance report shall be communicated to the parents and necessary action shall be taken against them according to the rules.

Recognition of Merits

Institute-level API is filled by each faculty at the end of every academic year, in which based on marks obtained faculty is awarded by the institution.

The academic performance of students shall be recognized by organizing the felicitation ceremony. This will result in the strengthening of a healthy and positive environment essential for the effective teaching-learning process.

Catering to Diverse Needs:-

Supporting Academic Programmes and Policies Proportionate to the Needs of Students

The college will conduct bridge and remedial courses for educationally disadvantaged students. The college will support advanced learners and concentrate on enhancing aspects like knowledge, attitude, and skill.

Encouragement to Students

Students will be encouraged to participate in co-curricular and extra-curricular activities. Interactions with students at various levels will help to assess students' knowledge and skills.

Guest Lecture Series

Lectures of guest faculty will be organized to broaden the knowledge horizon of learners.

Conduct of Revision and Interactive Sessions

At the end of the term or the semester, revisions and interactive sessions will be conducted to create confidence among students to prepare for the examination.

Parent Meetings

Meetings of the parents will be conducted regularly, where, we will discuss the attendance and performance of the students with the parents and will appeal to them to participate in improving the academic performance of their wards.

Invitation of Parents' Views

Parents are invited to provide insightful suggestions regarding the college's curriculum, teaching-learning approach, and extracurricular activities. These suggestions will be considered for future policy changes about the college.

Access for Information

The college will keep offering convenient access to the internet, periodicals, journals, and daily newspapers in the reading halls and library. This will improve students' and teachers' reading habits and increase their knowledge. To improve the reading materials, we will subscribe to more journals and periodicals.

Strengthening of Innovations and Discipline in the Teaching-Learning

Process:-

Academic Calendar

The academic, co-curricular, and extra-curricular activities for the academic year will be planned in the academic calendar before the beginning of every academic year.

Faculty Academic Diary:-

Faculty academic Diary shall be provided to each faculty containing planning of the workload, timetable, lectures available, and synopsis of every lecture/practical. It will also include certification of completion of the syllabus at the end of the term/semester and academic year. The academic work including lectures, practicals, tutorials, etc. shall be allocated as per the norms and discussion in departmental meetings.

The faculty handbook shall be checked by the Head of the department and endorsed by the Principal, periodically normally weekly.

Allocation of Academic Work

Academic and co-curricular and other related work will be allocated among the staff by constituting different committees and associations.

Student Centric Teaching

The college will strengthen the student-centric teaching system, where academic as well as other activities will be focused on the overall development of students.

ERP system is planned to be deployed to keep track of the teaching-learning process. So that teaching teaching-learning process can run smoothly.

Strengthening of Academic Programmes

Skill-oriented graduate, and postgraduate programs; diploma and certificate courses in faculties of Arts, Science, and Commerce will be strengthened concerning its teaching learning and evaluation aspects.

Extensive Use of ICT in Teaching

The faculty will be promoted to use various teaching techniques and aids. Special efforts will be made to improve the learning and communication skills of learners.

Motivation for Research

The teachers and students will be motivated to undertake research activities such as preparation of projects, publication of research papers in reputed journals, and participation and present the research papers in seminars/workshops/conferences.

Students and teachers will also be encouraged to go for research degrees like Ph.D. and Post-Doctoral Programs. Computers with internet facilities will be made available for research students and staff members for the completion of their projects and research work.

Students' Friendly Environment

As a policy, the creation of students student-friendly environment within campus will be the priority for the benefit of the students particularly those having rural backgrounds Moreover many may be the first learners from their families to develop their confidence level.

Strengthening of Innovations in Teachers' Quality

Appointment of Qualified Teachers

The college will make continuous efforts to appoint qualified teachers as per UGC norms and if such candidates are not available teachers will be appointed temporarily to avoid the academic loss of students.

Seminars / Workshops / Faculty Development Programmes

Organization of Seminars / Workshops / Faculty Development Programmes

The college will continue its efforts in organizing seminars/workshops/faculty development programs collaborating with UGC, DST, DBT, NGOs, GOs, etc. for improvement of the quality of faculty.

Deputation to Seminars / Workshops / Faculty Development Programmes

The college will continue the policy to depute faculty for seminars/workshops/faculty development programs organized by other institutions at different levels.

Evaluation of Teachers by Students

The college will strengthen the system of evaluation of teachers by students by filling in the questionnaire, which enables teachers to develop a sense of accountability, confidence, readiness to receive criticism, openness, a sense of introspection, and accept the situations to improve their performance in teaching. Review of feedback of students' evaluation of teachers will be considered and suggestions will be given to the teachers for their improvement.

The teacher-evaluation system will benefit students in the development of listening and observation skills, analytical ability, understanding of the aspects of teaching and learning, social responsibility, critical approach, consciousness about the process of teaching and learning, and development of confidence and self-esteem.

The teacher feedback system will also be converted to automation so that the feedback system will help to do a SWOT analysis of the teacher.

The informal feedback from students will also be taken about the teaching-learning system of the college.

Self-Appraisal of Teachers

We will strengthen the self-appraisal system of teachers, which will enable them to realize their academic standards and engage them in various activities to excel in their academic performance.

Periodical Meetings

Meetings of faculty will be conducted periodically to take feedback about teaching and evaluation and check its adherence to the lecture plan.

Suggestion Box

We have suggestion boxes, where students deposit their suggestions. These suggestions will be scrutinized, periodically, and taken into account for further improvement.

Monitoring Mechanism for Arrival and Departure Time

To record the time of arrival and departure of teachers, which will develop a sense of regularity and punctuality the college has a biometric attendance system. Apart from recording in and out the timing of teacher, will also plan to apply in and out time for students to improve discipline in the teaching-learning process.

Democratic and Participative Working

We will strengthen a democratic and participative working system that facilitates to take the right decisions for effective implementation of the teaching-learning process.

Recognition of Achievements

The college will continue the policy of felicitating and rewarding the faculty on their achievements in academics, social as well as personal life.

Staff Academy

The Staff Academy of our college will organize various lectures on different issues and relevant topics by eminent personalities and staff.

Introduction of Innovations in the Evaluation Process

- The college will continue to strengthen the evaluation process, where student's academic performance will be evaluated continuously by conducting tests, assignments, presentations, projects, viva- voce, term/semester examinations, etc.
- The Discipline Committee of the college will monitor students' movements and behavior to maintain a conducive environment within the campus.
- Examination results will be analyzed subject-wise in the meetings and discussions shall be made for future improvement.
- The college will strengthen and evolve the system of categorization of students based on their performance and related aspects into slow, medium, and advanced learners.
- Students with poor performance in terminal/preliminary examinations will be counseled and special lectures will be arranged to bring them into mainstream.
- Meetings of the Students' Council and Students' Welfare Committee will be conducted regularly to discuss the innovation in the teaching-learning and evaluation system and planning of cultural, sports, and other activities in a decentralized manner.
- Thus, the combined effect of traditional, specialty, and non-formal programs and the sub-center of YCMOU, Nashik will enhance the comprehensiveness of the academic system with strengthening of our academic proceedings and will enrich the ambiance of our college. Along with the regular teaching methods, teachers will also use audio-visual aids and encourage students to participate in various workshops, seminars, campaigns, group discussions, and various competitions like quizzes, elocution, essays, debates, posters, etc. Opportunities will be given to the students to organize these programs and competitions to improve their organizational skills and leadership quality with values like hard work, equity, cooperation, and coordination through assigning responsibilities like reception, registration of delegates, compeering, stage decoration, board writing, hall arrangement, etc. The aim of this innovation will not simply impart an isolated and marketable skill but will be total training to extend a skill-oriented value based on a holistic approach.

Research, Consultancy, and Extension

Our college is a multi-faculty, undergraduate with postgraduate programs. We have a plan of promotive policy to inculcate research elements amongst learners and faculty by evolving micro-level supporting, incentive-based systems.

Research

- The college will conduct regular meetings of the Research Committee to identify the research potential, promote the research, and prepare the research proposals. The college will make continuous efforts to obtain research grants from funding agencies such as UGC, DBT, DST, University, etc.
- We will continue to organize workshops/seminars/training programs for the preparation of proposals for minor and major research projects.
- Academic infrastructure such as instruments, laboratories, ICT facility, Library, INFLIBNET, and other requirements, as per needs for carrying out research activity will be provided. We will continue to make an effort to promote research association with universities, industries, and institutes.
- Exposure of students to various research areas where they will be guided to handle research projects independently.
- We will continue to appreciate and recognize the teachers for the successful completion of research projects, research degree programs, and research publications.
- We will continue to appreciate and recognize the students who achieve meritorious places at District, University, State, and National level research competitions/research activities.
- We will continue to depute the teachers for research seminars/workshops and training. We will make an effort to commence Ph.D. degree programs at our college by establishing a Research Centre in different departments.
- The college will encourage faculty to submit proposals for research grants from UGC, DBT, DST, University, etc.

Consultancy

The college will organize expert lectures to promote the consultancy aspect. The college will share the funds realized from consultancy with faculty. We will continue to appreciate and recognize the faculty who provide consultancy services.

Extension

- We will strengthen our NSS units.

- we will try to establish an NCC unit.
- Library facilities will continue to be extended to alumni as well as needy students in the nearby areas.
- Sports facilities will be extended to NGOs and other associations.
- The gymnasium will be made available to the people of the nearby vicinity.
- Physical training for the alumni and candidates appearing for police examinations will be made available by the Department of Physical Education.
- A variety of outreach programs will be organized by different departments. Blood Donors' directory shall be prepared. In times of emergency, the blood will be donated to needy patients free of cost.
- College premises will be always made available to conduct the examinations competitive examinations of various boards and for organizations of functions of NGOs / GOs.
- The playground will be made available for the sports and training activities of NGOs, GOs, associations, other neighboring institutions and organizations, etc.
- Training programs will be organized on communication skills and another related topics for stockholders and staff by the Department of English.
- Programs shall be organized for awareness programs on health hygiene and personal sanitation, electrical safety, soil testing, environment, cleanliness campaign, energy and environmental conservation campaign, and tree plantation, at the adopted village under the NSS program and another department at the college campus and nearby.
- Computer literacy programs for disadvantaged School Students will be organized with the help of the Department of Computer Science as well as the Department of Computer Application
- The career fair will be organized with the help of the department of training and placement department, every year.
- Road safety programs in Shirpur City in collaboration with the Police Station, Shirpur will be organized with the help of the Student Well Fair Cell/NSS.
- A cleaning awareness rally will be organized with the help of the NSS of our college.

Infrastructure and Learning Resources

- The Perspective Plan as regards Infrastructure and Learning Resources will be based on
- the following strategic policies-
- Continuous improvement of infrastructure and learning resources.

- Development of additional infrastructure and learning resources.
- Availability of adequate average area of infrastructure per student.
- Optimum utilization of available infrastructure and learning resources.
- Maintenance of infrastructure and learning resources.
- Continuous efforts to obtain grants for infrastructure development.
- More specifically, practices of institutions concerning the provision of infrastructure and
- Learning Resources will be as follows-
- An adequate number of spacious and ventilated classrooms, with innovative teaching aids.
- An adequate number of spacious well-equipped laboratories, with innovative teaching aids.
- Spacious and fully computerized Central Library with ever-increasing holdings and user
- friendly and comprehensive Library services.
- Seminar hall with audio-visual facilities.
- Good quality furniture
- Departmental faculty rooms with departmental libraries, computers, and internet facilities.
- Drinking water facilities with coolers and water purifiers.
- Adequate number of toilet blocks for girls and boys students and staff.
- Well-furnished Conference Room.
- Well-furnished and fully computerized Administrative Office.
- Spacious, well-furnished, well ventilated Cafeteria.
- Boys and Girls Common Rooms.
- Interactive Language Laboratory with innovative learning resources.
- Playground with all possible indoor and outdoor sports facilities.
- Well-equipped Gymkhana and Gymnasium.
- Spacious and dedicated N.S.S. office.
- Maintenance and cleanliness of infrastructure with in-house as well as outsourced systems.
- Supply of electricity power with the establishment of renewable energy sources, high power stations coupled with generator facility ensured continuous and uninterrupted flow of

- Electricity with the help of batteries.
- Well-maintained gardens.
- Well-developed botanical garden.
- Well-secured firefighting facilities.
- Effective internal communication through intercom facilities.
- Partial automation of Library Services.
- Computers at laboratories, offices, Library, staff rooms, and departments with LAN facilities.
- Spacious vehicle parking facility.
- Efforts to obtain infrastructure development, moderation, up-gradation grants from UGC,
- DBT, DST, etc.

Student Support and Progression

For Students

- All the meritorious students from academic, NSS, cultural, sports, and research activities will be felicitated by offering cash prizes, mementos, and certificates.
- Additional library cards shall be provided to meritorious students and postgraduate students.
- Sports shoes, kits, and other essential articles will be provided to the students who will be involved in sports activities.
- Preference will be given in admission to the students who have good performances in social, sports, cultural, NSS, and research activities.
- Special coaches shall be invited for different games to train the students and promote the sports.
- Professionals from the cultural field like choreographers, directors, musicians, and artists will be invited to guide the students in the promotion of cultural activities.
- The college will establish a Health Centre where first aid and basic medical facilities will be made available for the students. The services of a doctor will be made available in an emergency. First aid boxes shall be made available at the Gymkhana, administrative office, and all science laboratories.
- All the students will be insured under the Group Insurance Scheme.
- The college will have a Centre for Career Guidance, Placement and Counseling which will provide career guidance and placement facilities to the students with the help of the Training and Placement department.

- The college will organize a welcome ceremony for the freshers and a farewell to the outgoing graduating students.
- Student-friendly environment shall be created within the campus to help the students having rural backgrounds to build their confidence.
- A lift facility will be provided to all faculty as well as needy students to move from the bottom floor to any upper floor up to the topmost floor.

For Alumni

- Library and reading room facilities will be extended to the alumni.
- Career guidance and placement services will be provided to the alumni.
- College grounds and gymnasium facilities will be provided for the physical fitness of alumni.
- Alumni will be invited to social, cultural, and academic programs of the college.

Governance and Leadership

Institutional Vision and Leadership

- The vision and mission of the institution will be communicated effectively to all stakeholders.
- The management and employees will work together in the progress of the institution.
- A democratic and transparent organizational structure will be provided to direct access to the free flow of ideas.

Organizational Arrangement will be made to facilitate

- Decentralized administrative mechanism with accountability.
- Participative functioning of the institution involving all members of the staff.
- Equitable allocation of responsibilities.
- Extensive committee structure with clearly defined roles, responsibilities, and objectives.
- Efficient Students' Council Students' Welfare Committee and Women Development Cells' Council have wide representation of students in decision-making, execution of policies, and developmental aspects of the college.
- Minimal interference by the management in the daily functioning of the college.

Strategic Development and Deployment

The perspective plan shall be formulated collectively having a thorough review of the academic programs and analysis based on feedback and SWOT analysis.

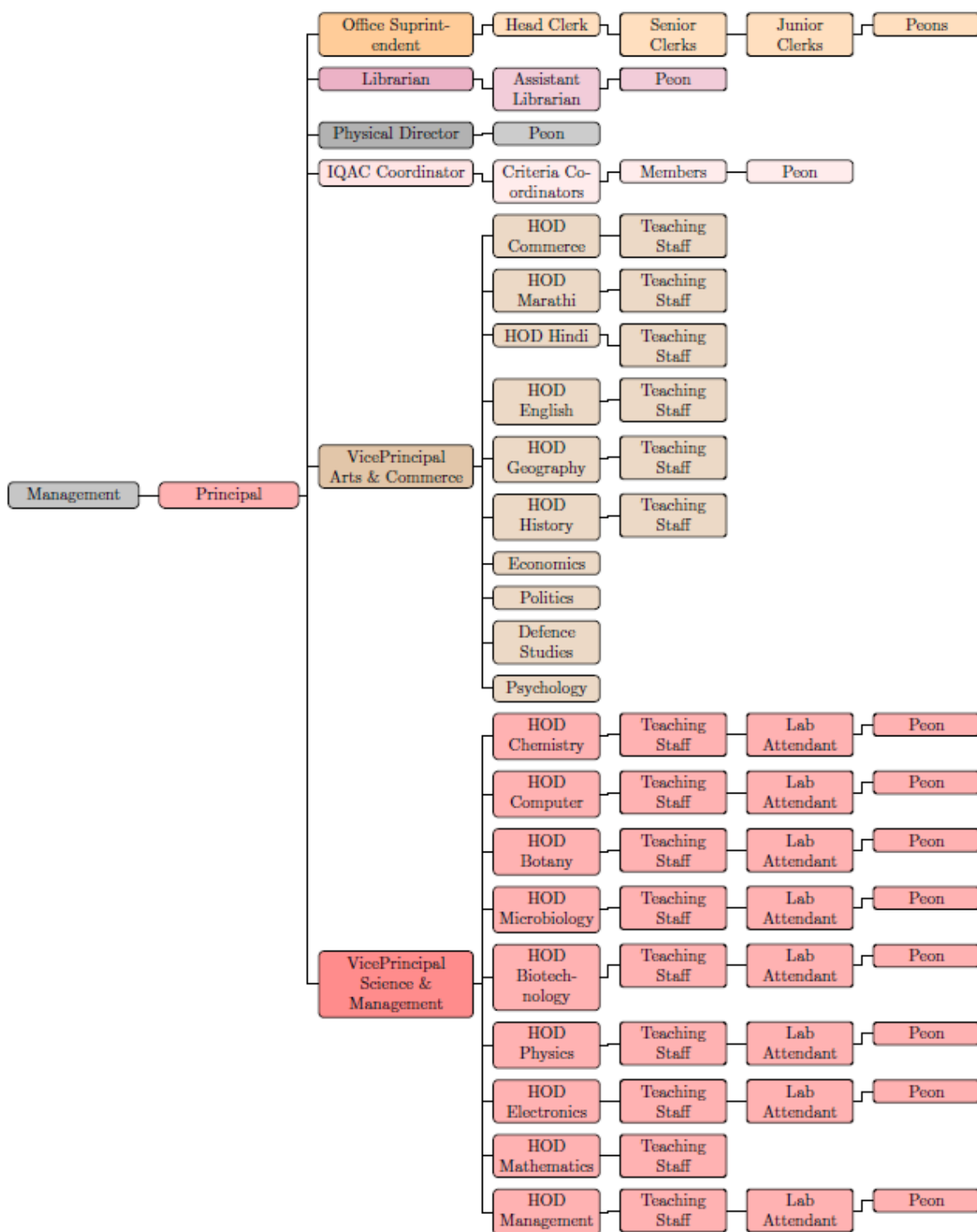
Human Resource Management

- For effective Human Resource Management following steps shall be taken-
- Strategic policy and time-bound implementation plans for filling in the vacancies with qualified faculty and staff.
- Periodical faculty and staff development programs.
- Comprehensive and effective performance appraisal of faculty and staff.
- Team building, initiatives, and good interpersonal relations.
- Conducive work environment.
- Liberty for the use of innovative ideas and ICT in the teaching-learning system.
- Various staff welfare schemes.

Financial Management

- For effective Financial Management following steps shall be taken-
- Growth-oriented budgetary allocation.
- Financial freedom within the allocated budget.
- Effective internal control, monitoring mechanism, and timely statutory audit of the accounts.
- Continuous efforts to obtain development grants from funding agencies such as UGC, ICSSR, DBT, DST, University, etc.

Organogram of Institute



Policy and Procedure for Appointment of Principal and Faculty

This policy is decided at the university level.

- **APPOINTMENT OF THE PRINCIPAL /DIRECTOR IN AFFILIATED COLLEGES/ RECOGNIZED INSTITUTIONS**

The appointments of Principals of affiliated colleges and Directors of recognized institutions are made as per provisions under Statute 413 (B) (2). These appointments are made subject to the approval of the university

- **PROCEDURE FOR GRANTING APPROVAL TO THE APPOINTMENT OF PRINCIPAL**

- The drafts of advertisements for the posts of Principals/ Directors are necessary to be sanctioned by the University as per the rules & regulations of the University Grants Commission/ State Government/ University.

- As per the provisions of the statute, the Hon'ble Pro-Vice-Chancellor nominates suitable persons as his nominees for conducting interviews in the affiliated colleges and recognized institutes.

- After receipt of the proposal for approval from the colleges/ Institutes the University scrutinizes the proposals & after scrutiny, the same is put up before the Hon'ble Pro-Vice-Chancellor for granting necessary approval.

- The letters of approval are communicated to the concerned colleges/ Institutions under intimation to the concerned.

- **APPOINTMENT OF TEACHERS IN AFFILIATED COLLEGES AND RECOGNIZED INSTITUTIONS**

As per provisions of the Statute under section 415 (1), the appointments of teachers in the affiliated colleges and recognized institutions are made on the recommendations of the duly constituted selection committee

- The concerned colleges and recognized institutes must get the Roster of the college/ institute verified by the university and competent authority of the Government.

- After verification of the roster, the draft of the advertisement is necessary to be sanctioned by the University.

- As per the provisions of the statute and orders of the UGC and State Government, it is necessary to publish the advertisement in the Newspaper widely through the University for Centralized publication of the advertisement.

- As per guidelines of the UGC & State Government, Selection Committees for conducting the interview are communicated by the university to the concerned colleges and recognized institutes.
- After receipt of the proposal for approval from the concerned colleges and recognized institutions, the same is scrutinized by the university and the proposal for approving the appointment of the concerned candidates.

- **TEMPORARY APPOINTMENTS OF TEACHERS IN AFFILIATED COLLEGES & RECOGNISED INSTITUTES (As per statute 415-(3))**

In emergent situations if a post of teacher has fallen vacant it is filled in temporarily for one term such appointments are approved as per guidelines of state government vide letter dated 17/09/2013

Ref:- <https://nmu.ac.in/en-us/Administration/University-Sections/Approval-Section>

Rules, regulations, instructions, and records for discharging functions at

R. C. Patel Arts, Commerce and Science College, Shirpur affiliated with KBC North Maharashtra University, Jalgaon

Sr.No	Name of the Act, rules, regulations, etc.	Brief gist of the contents
01	The Maharashtra Public Universities Act, 2016	All Universities in the State of Maharashtra and all affiliated colleges are governed by the Maharashtra Public Universities Act, 2016. https://www.indiacode.nic.in/bitstream/123456789/16664/1/48_the_maharashtra_public_universities_act%2C_2016.pdf
02	Maharashtra Civil Services Rules	Recruitment, appointment, service conditions, leave rules, rules regarding conduct and disciplines, etc., of Non-Teaching employees of the University.
03	Teachers Statutes	Recruitment, appointment, service conditions, leave rules, rules regarding conduct and disciplines, duties and responsibilities, etc.
04	Ordinances and Statues	Subject matters as prescribed under Section 71 to 75 of Chapter-V of the Maharashtra Public Universities Act, 2016 such as tuition fees, student's disciplines, conduct of examinations, and such as establishment and such other matters required by or under the Maharashtra Universities Act, 2016 or statutes. Maintenance of Departments, conduct of elections, procedures at meetings of various authorities of the Universities, etc., and any other matter which is to be prescribed or which is necessary to give effect to the provisions of the Maharashtra Public Universities Act, 2016. College governed by ordinance prepared by KBC North Maharashtra Univesity, Jalgaon. https://nmu.ac.in/portals/0/Acts%20and%20Statutes/NMU%20ORDANCE.pdf

05	Government Resolutions/Directives	Directives/Resolutions issued by the State Government, from time to time, as per Section 5(81) of the Maharashtra Public Universities Act, 2016
06	Rules/Regulations	Rules relating to admission to a Ph.D. degree, rules prescribing the eligibility criteria for admission to various courses, and any other matter which by or under Section 75 of the Maharashtra Public Universities Act, 2016, Statutes or Ordinances, are to be provided by the regulations.
07	Guidelines of UGC/AICTE/University etc.	Issued by UGC/AICTE/University etc., from time to time, regarding the conduct of professional courses, norms of standards of education, etc. https://www.ugc.gov.in/pdfnews/4033931_UCG-Regulation_min_Qualification_Jul2018.pdf

APPOINTMENT OF NON-AIDED TEACHERS (Institute level):

- At the end of every academic year, a requirement from the Head of the Department is taken regarding the total number of teaching staff and non-teaching staff required concerning workload, No. of teaching and non-teaching staff working, and additional requirements of teaching staff and non-teaching staff, as shown below.

R. C. Patel Arts, Com & Sci. College, Shirpur, Dist. – Dhule.

Dept. of Computer Science

Workload for BSc and M.Sc. Computer Science 2021-2022

Year	Class	No. of Students	Subject	No. of Theory Papers	No. of periods per Theory paper	Lecture workload of Theory	No. of Practical Subjects	No. of Periods Practical x no. of period (4)	No. of Batches of practical	Total workload of Practical	Grand total Workload of Theory + Practical
2021-2022	F.Y.BSc	100	Computer Science	02	03	06	01	04	05	20	26
	S.Y.BSc	70		03	03	09	01	04	04	16	25
	T.Y.BSc	55		06	04	24	03	04	03	36	60
	M.Sc.-I	30		04	04	16	02	04	02	16	32
	M.Sc.-II	30		04	04	16	02	04	02	16	32
Grand Total Workload										175	

- Total workload for Computer Science = 26 + 25+ 60+32+32=175
- Existing Faculty working in A.Y. 2021-2022

Sr.No.	Faculty Name	Subject	Educational Qualification	Date of Appointment
01	<u>Bhanudas Suresh Panchbhai</u>	Computer Science	M.C.S. M.Phil.	18-10-1994
02	<u>Sunil Dhondu Mone</u>		M.C.A., M.Phil., SET	18-10-1996
03	<u>Anand Jayantialal Maheshwari</u>		M.Sc., SET	19-08-2004
04	<u>Dipak Eknath Chavan</u>		M.Sc., NET	06-08-2009
05	<u>Puja Baban Hajare</u>		M.Sc.	22-07-2019
06	<u>Gitanjali Kailas Patil</u>		M.Sc.	22-07-2019

- Employees left from Department Miss. Megha R. Sonawane
- Requirement

Subject	Existing Faculty	Required faculty	Working Faculty	Vacant Position
Computer Science	06	08	06	02

The cumulative requirement of teaching staff and non-teaching staff is computed by the principal.

- Accordingly in an interview, an advertisement is given in a leading newspaper.
- Teaching Staff is selected through the following steps
- Written test (30 marks)
- Teaching demo (20 marks) concerning parameters confidence, presentation skill, content, and question-answering.

- The merit list is prepared based on written tests and teaching demos total of 50 marks.
- Candidates are shortlisted for further technical and personal face-to-face interviews.
- This face-to-face interview is conducted by a predefined panel which includes the Honourable President / Chairman, Principal, concerned head of department, and subject expert who will be senior faculty of our institute.

R. C. Patel Arts, Commerce and Science College, Shirpur, Dist Dhule

Rules and Regulations for Teaching and Non-Teaching staff at Institute level

Assistant Professor:-

1. While in the employment by the college, including a period of your leave, you will not take either part-time or full-time employment or engage in any private coaching classes, or tuition without written permission of the management.
2. All works such as study material, research, development, manuals, products, surveys, etc. carried out for the college during your employment shall be the property of the college.
3. You will apply and maintain the highest standards of personal conduct and integrity and deal with the college's money, materials, documents, equipment reputation, etc. with utmost honesty and diligence.
4. You will be governed by the rules and regulations of management of RCP Educational Trust Shirpur which are in force and which may become effective from time to time.
5. During the period of your employment with our educational trust, your service can be transferred to any other Department or any of the associated Colleges.
6. Upon your separation from the college on account of either resignation or termination, you need to immediately return to the college all the assets and property [including any leased property of the college including documents, files, books, papers, memos in possession or custody.
7. You should join us within one week after receiving our order. And report to Principal, R. C. Patel ASC College Shirpur.
8. Kindly sign the attached copy of this letter as a token of your acceptance.
9. Ph.D. registration in the current academic year is compulsory to continue your service

Non-Teaching (clerical Job)

1. While in the employment by the college, including the period of your leave, you will not take either part-time or full-time employment or engage in any private coaching classes, or tuition without written permission of the management.
2. All works such as study material, research, development, manuals, products, surveys, etc. carried out for the college during your employment shall be the property of the college.
3. You will apply and maintain the highest standards of personal conduct and integrity and deal with the college's money, materials, documents, equipment reputation, etc. with utmost honesty and diligence.
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5. During the period of your employment with our educational trust, your service can be transferred to any other Department or any of the associated Colleges.
6. Upon your separation from the college on account of either resignation or termination, you need to immediately return to the college all the assets and property [including any leased property of the college including documents, files, books, papers, memos in possession or custody.

IT Support Engineer:-

Job Responsibilities and Key Result Area :

1. End-user support including Hardware, software, and network connectivity.
2. Installing and integrating new hardware and applications
3. Installing and configuring computer networks and systems.
4. Installation, repair, and maintenance of printers, scanners, surveillance systems, and all IT devices/equipment.
5. Planning, implementation/expansion, maintenance, and troubleshooting network.
6. Prepare and maintain documentation. Preparing accurate and timely reports.
7. Call logging and follow-up with OEMs. Escalation of all the problems to OEMs and making sure that it is corrected in time.
8. Install, configure, and maintain the wireless connectivity infrastructure and supporting systems.
9. Budgeting for equipment, appliance, and assembly costs.

10. Maintaining existing software and hardware and upgrading any that have become obsolete
11. Keep an eye out for needed updates.
12. Ensure every IT device is running and has applied proper security policy.
13. Set up user accounts, permissions, and passwords.
14. Resolve problems reported by end users.
15. Maintain network policies and other standard operating policies.
16. Ensure proper working and connectivity of time attendance devices on high priority.
17. Specify system requirements.
18. Your work schedule will be flexible, therefore you will be handling customer inbound calls, chats, and tickets sometimes during evenings, weekends, or holidays.
19. Executing the tasks assigned by authorities.
20. Coordinate with schools, colleges, ISPs, and vendors for network operations and maintenance.