

**MKSSS**  
**Shri Siddhivinayak Mahila Mahavidyalaya**  
**IQAC POLICY**

**Women Empowerment Policy**

- Objective of the Policy –In keeping up with the Vision and Mission of our mother institute, the College works with the vision of empowering women through Education, Skills development and imbining values in them. Their overall personality development is a part of empowerment. This policy would focus on implementing this vision of the college. Nurturing their physical and mental health is also an aim of this policy.
- Short Description of the Policy – Providing formal education is the primary duty of the college and faculty. We are bound to perform this duty effectively. Using Learner-centric methods, ICT tools, Counseling, Making and following Time table, Carrying out internal and external examinations, etc. are part and parcel of this duty.

Along with this, Skills, Entrepreneurship and Personality Development programs are integral elements of this policy.

- SOP (Standard Operating Procedure)-
  1. To arrange guest lectures/ workshops/ lecture series on-
    - Soft Skills( Life Skills) development
    - Entrepreneurship development
    - Employability skills development
    - Value Education courses/ Programmes
    - Health and Nutrition courses/ Programmes
    - Mental health awareness courses/ Programmes
    - Gender sensitization / Awareness courses/ Programmes
  2. To organize Film shows, theatre workshops, interactions with eminent personalities, field visits, project work for the above – mentioned purposes would be carried out.
- Since this policy is core to the college, all the faculty members along with the Principal, Vice Principals and IQAC coordinator would be responsible for carrying out the policy.

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**Zero tolerance against Anti – ragging and Sexual Harassment Policy**

- Objective of the policy – Ragging and Sexual harassment are heinous crimes that leave a deep scar on the psyche of the sufferers. It may lead to drastic steps such as suicide wasting a talent. The college stands committed to prevention of this crime.
- Short description of the Policy-Though ours is a women's-only campus, the possibility of girl students bullying or harassing each other cannot be ruled out. Awareness about it would be created among the students, neither to do it nor to tolerate it.
- SOP (Standard Operating Procedure)-
  1. An Anti –ragging and Sexual harassment committees would be established in the college following UGC and SPPU norms.
  2. Vishakha committee as per government would be formed.
  3. A suggestion box would be kept in the college building in which students can drop complaint regarding these issues anonymously. This box would be opened at regular intervals and action could be taken accordingly.
  4. Hostels would be visited as per the norms of the committees.
  5. Boards explaining the repercussions for the same would be displayed in prominent areas.
  6. Guest lectures about these issues would be arranged.
- The Principal, Vice principal, IQAC coordinator and the committee members would be responsible for carrying out this policy.

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**Admission policy**

- Objective of the policy – This policy aims at bringing the eco- socio- culturally deprives girlstudents into the main stream of Education.
  
- Short description of the policy - this policy would ensure admission to all those deserving women candidates who want to educate and empower themselves. This policy would make sure that all the Government as well as the University norms are meticulously followed in the process of admission.
- SOP (Standard Operating Procedure)-
  1. Scholarships, free ships given by the government, Donations from the Samstha (our mother institute) such as Bhaubij Nidhi, other funds generated from CSR and NGOs, would be made available to the students seeking admission in the college.
  2. A Counseling team would be organized at the time of admissions consisting of teaching and non- teaching faculty to promote admissions as well as guide the students about various academic, economical and personal problems.
  3. Publicity of the college including the curricular and co -curricular activities run by the college would be made as per the guidelines of the Samstha.
  
- The Principal, vice principal, IQAC coordinator and the committee members would be responsible for carrying out this policy.

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**Examination Policy**

- Objective of the policy- to ensure continuous evaluation of the students in free and fair atmosphere is the aim of this policy.
- Short description of the policy- evaluation is the best method to gather feedback from the students about their understanding of a subject. It is also a tool to make the teaching process more learner- centric. An internal and external examination using conventional and non -conventional methods is not only a duty given to the staff by the affiliating university but also a moral responsibility of a teacher.
- SOP (Standard Operating Procedure)-
  1. SPPU examinations would be carried out as per the time table given.
  2. Internal evaluation would be carried out following norms given by SPPU norms. Assignments, project work, class tests, group discussions, practical exams, Power point presentations etc. would be used for internal assessments by keeping within the framework of the norms.
  3. Internal supervisors, junior supervisors and squad committee would be appointed during written internal exams and it would function as per the university rules and regulation.
  4. Examination committee in the college would prepare a timetable for internal exams, would display in on the notice boards and make sure that exams are conducted smoothly.
- The Principal, vice principal, IQAC coordinator and the committee members would be responsible for carrying out this policy.

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**Placement policy**

- Objective of the policy- There is a scope for improving the placement ratio of the students. The policy aims at organizing programs for this purpose.
- Short description of the policy- Most of the students in the college come from economically deprived background. Some of them are still the first generation learners of the family. The number of students coming from mehusil area is considerable. Many a times, girls are looked upon by their family as a responsibility or a burden which the parents want to get rid of by marrying them at early ages. Whereas some of the students take a small, part time job to support their family or pay for the education. All these factors add to the lower number of the placements through the college. The policy would aim at dealing with these aspects.
- SOP (Standard Operating Procedure)-
  1. To organise Employability development programmes
  2. To organise Parents – teachers meet in which the need to make a girl financially independent would be addressed to
  3. To create awareness among the students about being economically independent
  4. To organise programmes on various career options available to them
  5. To Set up a Competitive Examination guidance cell in the college
- The Principal, Vice principal, IQAC coordinator, Placement officer and the committee members would be responsible for carrying out this policy.

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**Research Policy**

- Objective of the Policy- Teaching, Research and Extension work frame the trinity of a teacher's responsibility. This policy aims at strengthening the Research among the teaching faculty.
- Short Description of the Policy- In addition to the faculty, the policy also aims at inculcating Research aptitude in the students so that they can contribute in the development of nation building by producing quality research, getting patents and so on after completing graduation ,post-graduation and starting their career.
- SOP (Standard Operating Procedure)-
  1. In- house research publication facility would be made available to the faculty
  2. A similar facility would be made available to the students also
  3. Research paper writing competitions would be arranged for the students
  4. Workshops, guest lectures, seminars, projects, etc. would be organised at different levels for students and faculty.
  5. Faculty would be encouraged to apply for various government/ NGO funded research projects.
  6. Senior faculty in the college who have done such MRPs would conduct sessions for those who wish to apply for research projects.
  7. A separate committee would be formed for the purpose.
- The Principal, Vice principal, IQAC coordinator, Senior faculty who have done MRP and the committee members would be responsible for carrying out this policy.

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**Environment Awareness Policy**

- Objective of the Policy- this policy aims at creating awareness about Environment related issues and preventions regarding the same among students.
- Short Description of the Policy- Environment awareness is the key aspect of modern life and times and it is essential to sensitize the students about it. Simple measures such as switching off fan and lights when not in use, saving water, limiting use of plastic, thermocol and similar material would make positive difference in the long run.
- SOP (Standard Operating Procedure)-
  1. Awareness programs, workshops, lecture series, skits, film screenings would be arranged.
  2. Poster competitions, Slogan competitions, Photography competitions based on this topic would be arranged.
  3. Field trips to Eco- friendly places would be organised.
  4. Samstha has installed Solar Panel, Bio gas plant, Rain Water harvesting plant, Vermiculture plant etc. on the Campus. During Induction, students would be taken to these spots and the importance would be explained to them.
  5. Drives such as E –Waste collection, Plastic -Waste collection in collaboration with Samstha and other NGOs would be arranged.
  6. MoU with NGO would be made to arrange some of these activities.
  7. Indian culture and festivals are closely associated. On days like Vat Pournima, Naag Panchami, for example, the environment angle would be highlighted through lectures, posters exhibition etc.
- The Principal, Vice principal, IQAC coordinator and the committee members would be responsible for carrying out this policy.

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**Sports Policies**

**A) Instructions to avail of Mini Gym & Indoor hall facilities**

- Timing - 10:00 am to 04:00 pm
- College ID is Compulsory while using all sports related facilities.
- Students will be allowed into the Gym only during their respective breaks or if they have a free lecture.
- Students must register in the register book before using any of the Gymkhana facilities.
- Footwear is not allowed in indoor hall.
- The equipment used must be handled with care & kept in the allotted space after use.
- Students are responsible for their own safety & loss or theft of personal belongings.

**B) Sports Talent Search**

- Sports Department find out sports talent from all F.Y. classes through admission application form, Lectures, notices and selection trials.
- Motivation to participate in various games at different level competitions.

**C) Coaching Camps & Team Finalisation**

- Sports talent finds through above process of searching talents provided training and special coaching camps according to their events.
- Sports department provides good quality sports materials to the players.
- Through the selection trial team finalised for competition.

**D) Incentives for outstanding sports person**

- Motivational Incentives - Outstanding students are given sports kits, blazers, T-Shirts, Track suit, Kit bags, Shoes, trophies, cups, medals & Certificates.
- Financial Aid- College support economically backward student players through various samstha donors. Reimbursement in Cash for T.A., D.A., & refreshment etc.
- Publicity – Sports events and news were highlighted in the Newspapers and in the College annual Magazine. Sometimes they are shown on television channels and also aired on Radio channels.
- Priority in hostel accommodation.
- Re-exam- Due to Sports Competitions dates of practical (if any) & Written Exams will be rearranged for players & compensate for their academic loss, if any.
- Grace marks, Credit & Sports Scholarship- Students who have participated in inter University, National or International Tournaments/competitions as representatives of state of Maharashtra / India gets grace marks, credit & also Sports Scholarship.



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**E) Competition which student can take part**

- Inter Class Competitions
- Inter college PCZSC/Zone/ State University /All India Inter University/ Khelo India
- Inter institutional sports competition (Damini)
- Invitational
- Associational

**F) Physical Education Scheme**

- Physical Education Scheme Syllabus is compulsory (Guideline by SPPU) for all First Year Students.
- The Sports Department will be responsible for carrying out physical education examinations for all registered F.Y. students in the college.
- Assignment on specific sport & physical fitness test will be conducted of following Tests – 12 min run & walk, Bent Knee Sit-ups, skipping rope, Sit & reach, BMI.

**G) Inter Class Sports Competition**

- The aim of the organization inter class sports competition is to encourage more students, to take part in sports activities to develop quality players. It will be a three day event includes indoor and out-door sports events.
- College encourage student by prizes on annual prize distribution program.

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**“Aadya” Kala Mandal (Arts Circle) Policy**

- **Description:**  
Being a women’s college, Arts Circle was named ‘AADYA’ depicting women’s strength. The policy will provide various platforms and areas for the students to bring out their hidden talent in the college.
- **Scope:** All college students
- **Approved By:** Principal and IQAC
- **Objectives:**
  - To provide a platform for students to express themselves through various art forms and thereby develop their personalities.
  - To organize various programs, competitions, and workshops to nurture the culture in the college.
- **Policy Statement**  
Arts Circle policy ensured that the students can grow in a better healthier environment. The policy provides a cultural platform to show their hidden talent.
- **Procedure**
  - Art Circle committee formed by the Principal
  - Various types of activities and competitions are organized in the college and guidance given to nurture talent.
  - Workshops for dramatics, dance, and poetry are conducted.
  - Students are regularly informed about intercollegiate and other cultural competitions like debate, street play, drama, loksatta and lokmat ekankika competitions.
  - Formal and Informal discussions with students for cultural improvement.
  - Feedback is collected from the students and their suggestions are considered.
  - Various Kalamandal programs, days and events are planned.
  - Conducted various programs, seminars, and workshops to develop the culture in the college.