



Rayat Shikshan Sanstha's

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur

INTERNAL QUALITY ASSURANCE CELL

Policy Documents



Rayat Shikshan Sanstha's

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur
Internal Quality Assurance Cell
Policy Documents

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Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur

E-Governance Policy

Laxmibai Baurao Patil Mahila Mahavidyalaya is committed to integrating technology not only in teaching and learning but also in the administration and governance of the institution. This E-Governance Policy supports the IT policy of the institution and aims to enhance the efficiency and transparency of all operations.

Scope

The policy applies to the following areas:

- General Administration
- Student Admission
- Examination
- Library Services
- Accounts and Finance
- ICT Infrastructure
- E-Waste Management

Objectives

- To implement e-governance across all functions of the institution, ensuring a simpler and more efficient system for all stakeholders.
- To enhance transparency and accountability in all college functions.
- To achieve a paperless work environment.
- To provide easy and quick access to information.
- To offer ICT facilities to students, faculty, and other stakeholders.
- To make the campus Wi-Fi enabled.
- To establish fully automated processes for administration, finance, accounts, student admission, and support services such as the library and examination.



Policy

The college will implement e-governance in all operational areas, including academic departments, student admission, library, finance and accounts, teaching-learning and evaluation, and support service centers. This policy aims to ensure transparency and accountability in all functions.

Website as a Source of Information

The website will serve as the primary source of information for stakeholders, reflecting the institution's operations. It will include details on activities, important notices, courses offered, admissions, upcoming events, circulars, IQAC, NAAC, departments, support services, and more. The Website Vigilance Committee will oversee the maintenance and updating of the website regularly, ensuring it meets current needs and showcases the college's achievements and activities.

Student Admission

An admission portal is available on the college website to ensure transparency in the admission process, adhering to the ethical practices and regulations of Punyashlok Ahilyadevi Holkar, Solapur University Admission guidelines, including schedules, counseling sessions, and procedures for cancellation, will be displayed on the website. Admission forms will be uploaded to the university web portal for online eligibility checks. Transfer certificates (TC) will be issued online for PG progression and higher studies. Fees for admission, library, laboratories, and other services will be collected via QR codes.

Finance & Accounts

- The college will use Tally software for accounting, ensuring the latest version is purchased and utilized.
- Attendance management for administrative and teaching staff will be handled through software
- Administrative staff will use advanced Excel and file management tools for database maintenance.
- The goal is to provide a hassle-free, smooth, and paperless administration process.
- Most student services, including notices, timetables, examination circulars, and scholarships, will be accessible online.
- Automation of administrative tasks will be prioritized.
- Administrative staff will receive adequate training to adapt to new technologies.



Examination

The college is affiliated to solapur university hence adopted MKCL software for examination related matters. Teachers enters internal assessment marks at the end of each semester and report any discrepancies. The semester examination process is regulated by the university, and the e-governance policy of the affiliating university will be followed. University examination forms and hall tickets, as well as results, will be available through the online portal.

Waste Management and Green Campus Initiatives


The college is committed to effective waste management, including the disposal of biodegradable, non-biodegradable, e-waste, and biomedical waste, to minimize environmental impact. The institution promotes environmental sustainability with initiatives such as rainwater harvesting, solar energy use, plastic-free zones, and plantation drives.

Hardware and Software Infrastructure

The college will ensure adequate hardware and software resources are available for staff and students:

- Computers and printers will be provided for staff use.
- Multimedia devices and projectors will be installed in classrooms, auditoriums, laboratories, seminar halls, and conference rooms.
- Infrastructure will include scanners, printers, photocopiers, and interactive boards.
- Adequate configuration will be maintained to facilitate fast data transmission.
- Accounting, statistical, and scientific software will be provided for effective management.
- Office automation tools, including MS Office and antivirus software, will be purchased and updated regularly.

This policy is designed to ensure that Laxmibai Baurao Patil Mahila Mahavidyalaya remains at the forefront of technology integration in education and administration, fostering a more efficient and transparent environment for all stakeholders.


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Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur **Financial Audit Policy**

Laxmibai Baurao Patil Mahila Mahavidyalaya is committed to establishing and maintaining a robust financial and accounting system to safeguard the interests of all stakeholders. This policy aims to ensure the efficient administration of the institution's financial system and the smooth functioning of budgetary matters.

Policy Overview

- **Training and Orientation:** Periodic orientation and training programs will be organized for staff in the accounts section to ensure they are up-to-date with financial procedures and best practices.
- **Audit Mechanism:** A well-defined mechanism for financial audits will be adopted to ensure discipline and transparency. The institution's accounts will be subjected to both internal and external audits.
- **Internal Audit:** The college will conduct internal audits annually through Kirtane and Pandit, who will review all fiscal matters to ensure compliance and accuracy.
- **External Audit:** Government assessments and audits will be carried out by the Joint Director of Higher Education, Kolhapur, and the Auditor General, Mumbai. Any issues raised during these audits will be rectified, and compliance reports will be prepared.
- **Certification and Accreditation:** The college will undergo ISO Certification by TUV Rheinland, & AQC Middle East LLC an academic audit by P A H S University, Solapur, and an academic and administrative audit by Rayat Shikshan Sanstha, Satara. These certifications and audits will ensure adherence to quality and regulatory standards.
- **Participation in National Initiatives:** The college will participate in national initiatives such as AISHE (All India Survey on Higher Education), NIRF (National Institutional Ranking Framework), and NPTEL (National Programme on Technology Enhanced Learning) local chapter to stay aligned with national educational standards and best practices.


Implementation



The Financial Audit Policy will be implemented under the guidance of the Principal of Laxmibai Baurao Patil Mahila Mahavidyalaya. This policy is designed to promote financial integrity, transparency, and accountability within the institution.


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Rayat Shikshan Sanstha's

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur

Anti-Ragging Committee Policy Statement

About the Anti-Ragging Committee

Laxmibai Bhaurao Patil Mahila Mahavidyalaya has established an Anti-Ragging Committee to prevent harassment and address any criminal activities that may occur on campus. The committee is chaired by the Principal and includes senior teachers, as well as representatives from the NGO and legal field in line with the guidelines provided by the University Grants Commission (UGC).

Objectives

1. To foster a healthy and respectful atmosphere on campus.
2. To prevent ragging activities and ensure a safe environment for all students.
3. To promote friendly relations among students.

Measures to Prevent Ragging

1. **Quarterly Reviews:** The Principal reviews the Anti-Ragging Committee's activities and addresses grievances on quarterly basis to resolve any issues promptly.
2. **Student and Parent Undertakings:** At the time of admission, students and their parents are required to sign undertakings agreeing to adhere to anti-ragging norms. The college collaborates with the police and the Damini Squad to enforce strict actions against violations.
3. **Ragging Prohibition:** Ragging is strictly prohibited both within and outside the campus. Individuals found guilty of ragging or abetting ragging will face severe penalties.

Monitoring Mechanism

1. **Consultation and Representation:** Effective monitoring is conducted in consultation with the Block Development Officer of Solapur and the Police Inspector. The committee also includes student representatives to ensure comprehensive oversight.
2. **Identity Card Requirement:** Students must carry their identity cards while on campus to maintain discipline and accountability.




3. **Awareness Programs:** The committee organizes awareness programs on anti-ragging policies to educate students and staff about the implications and prevention of ragging.
4. **Surprise Raids:** The Anti-Ragging Committee is authorized to conduct surprise inspections of college campus vulnerable to ragging. The committee has the authority to inspect these locations and address potential issues.
5. **On-the-Spot Enquiries:** The committee can conduct immediate inquiries into any reported incidents of ragging, as referred by the Head of the Institution, faculty members, or staff.

Actions Against Students Involved in Ragging


1. **Decision on Punishment:** The Anti-Ragging Committee will make appropriate decisions regarding punishment based on the facts and gravity of each incident.
2. **FIR Filing:** An FIR will be filed with local police authorities for every reported incident of ragging, without exception.
3. **Possible Punishments:** Depending on the nature and severity of the offense, the following actions may be taken:
 - Suspension from attending classes.
 - Rustication from the institution for a specified period.
 - Cancellation of admission.
 - Withholding or withdrawing scholarships, fellowships, and other benefits.
 - Prevention from appearing in tests, examinations, or other evaluation processes.
 - Debarment from representing the institution in regional, national, or international events, tournaments, or festivals.

Action Taken Report

The institutional authorities will provide periodic reports to the Council detailing incidents of ragging that occurred on campus and the actions taken in response.


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Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur Grievance Redressal Policy

About the Grievance Redressal Cell

Laxmibai Bhaurao Patil Mahila Mahavidyalaya has established a Grievance Redressal Cell to address concerns and complaints related to academic activities, physical facilities, administrative services, library resources, and other support services. This cell aims to resolve individual and collective issues effectively. The committee handles grievances and suggestions received through a suggestion box as well as through direct oral communication with the administration. If individuals prefer not to present their grievances in person, they may submit their complaints anonymously via the suggestion box. These boxes are opened at the end of each semester in the presence of the committee chairman and members, and the complaints are documented and reviewed.

Aims and Objectives

Aims:

- To ensure transparency in educational processes, including admissions, and to prevent unfair practices.
- To provide a mechanism for students, faculty, and staff to address and resolve their grievances.

Objectives:

- To maintain a healthy and conducive atmosphere within the college.
- To encourage students and faculty to express their grievances openly and honestly.
- To advise and promote mutual respect and the dignity of all individuals.
- To strictly prohibit ragging in any form.

Implementation and Procedure

1. Collection of Grievances:

- Complaints and suggestions can be submitted either through the suggestion box or directly communicated to the office administration.

2. Review and Action:



- At the end of each semester, the suggestion boxes are opened by the Grievance Redressal Committee. The committee, comprising the chairman and members, records and reviews all complaints.

3. Resolution Process:

- The committee investigates the grievances and works towards resolving the issues in a timely manner. Feedback is provided to the complainant, and actions are taken as necessary.


4. Encouragement of Reporting:

- Students and faculty are encouraged to report their grievances freely. The institution aims to foster an environment where concerns can be addressed without fear of retribution.

5. Advisory Role:

- The committee also provides guidance on respecting the rights and dignity of others and actively works to prevent any form of ragging within the institution.


This policy is designed to ensure that Laxmibai Bhaurao Patil Mahila Mahavidyalaya remains a supportive and fair environment for all its stakeholders. The Grievance Redressal Cell is committed to addressing and resolving issues promptly and effectively.


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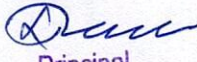



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Type of the Grievances	Specifications	In-charge
Academic Issues	Admission, Examinations, Evaluation, Laboratory Facilities, Library Services, Research & Development	Faculty In-charge
Amenities and Maintenance	Hostel, Canteen, Wi-Fi, Computer facilities, Pure Drinking Water. Sanitation & Hygiene, Sports, Primary Healthcare facilities etc.	Office superintendent
Placement, Internship & Skill Development	On and off campus, soft skill training, internships, human rights, social & moral values, art circle etc.	Placement Officer
General Administration	Collection of fees: Online/ offline fees payment, Scholarships, free ships etc.	Principal and Office superintendent
Other issues	Discipline, Safety, Security, Emergency Services etc.	Discipline Committee


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Rayat Shikshan Sanstha's

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur **Intellectual Property Rights Policy**

Introduction

The Intellectual Property Rights (IPR) Policy of Laxmibai Bhaurao Patil Mahila Mahavidyalaya is designed to facilitate the protection and management of intellectual property generated within the institution. This policy aims to ensure coherent management and potential commercialization of intellectual property (IP), while providing unbiased mediation between various interests involved.

Scope

- The IPR policy applies to all faculty members (both permanent and temporary), visiting scholars, fellows, research scholars, students, and other stakeholders associated with Laxmibai Bhaurao Patil Mahila Mahavidyalaya.
- Intellectual property under this policy includes, but is not limited to, patents, copyrights, trademarks, geographical indications, and product/process patents.

Ownership of Intellectual Property

- If an invention is developed using Laxmibai Bhaurao Patil Mahila Mahavidyalaya's resources (such as space, equipment, and infrastructure) and financial support for professional and statutory fees is provided, the institution will hold the IP rights.
- Individuals who develop a patent or other IP without using the institution's resources, outside their official duties, and without substantial involvement from the college, will retain full IP rights.

Copyrights

- Original works of intellectual nature are protected under copyright law. Ideas alone are not copyrightable, only their expressed forms.
- For pedagogical, scholarly, conceptual, and other literary and artistic works created for the college, the author retains ownership while granting the institution the right to revise, modify, and create derivative works.



- If the college seeks to benefit financially from copyrighted works, it may file for protection and share financial rewards with the creator under specified terms.
- Copyrights on books and publications authored by college personnel will be held in the name of the respective authors.

Inventions and Patents

- Patents are granted for ideas that are non-obvious, commercially applicable, and novel (including new products, processes, or improvements).
- Inventions developed at the college that meet these criteria and qualify for patent protection will be owned by the institution. The filing of patent applications will include the researcher as the named inventor.
- Patents resulting from research sponsored by external parties will be subject to agreements between the institution and the sponsors.

Royalty Sharing

- Revenue generated through the sale, licensing, or technology transfer of IP will be shared as follows, unless otherwise specified:
 - Inventor: 70% (reviewed every 3 years)
 - Inventor's Department: 20%
 - College: 10%
- For IP jointly held by constituent institutions, the distribution must be communicated by the lead investigator, ensuring the inventor's share does not exceed 20% of the total allotted share.
- If multiple inventors are involved, royalty will be equally distributed among them, contingent upon the IP being sold, licensed, or transferred. No royalty will be claimed for patents that do not generate interest.

Conflict of Commitment and Interests

- All potentially patentable inventions created using college resources must be disclosed to the college promptly.
- Inventors must disclose any conflicts of interest to the respective Head of Institutions.
- The college discourages legal disputes regarding IP policy and aims to resolve issues through arbitration or suitable mechanisms. Decisions by the competent authority or through arbitration are final and binding.

Infringement

- The college may choose to engage in or abstain from legal actions related to patent or license infringements.



- Faculty involved in technology transfer or licensing should ensure that insurance clauses are included in agreements with licensees.

Procedure

1. Patent Applications:

- All patent applications must be submitted to the Head of Institution, regardless of whether the inventions arise from in-house research or sponsored projects.
- The Head of Institution must ensure that IP-related discussions are kept confidential.
- Applications will be reviewed by the Internal Academic Monitoring Committee and Research Advisory Committee.


2. Presentation and Review:

- Inventors must present their inventions to the Research Advisory Committee.
- Based on the committee's discussion and the CDC members' feedback, application fees may be reimbursed, and further processing will be initiated through an approved agency.


3. Abandonment of Application:

- If an inventor decides to withdraw or abandon a patent application at any stage, prior approval from the Research Advisory Committee is required.

This policy is designed to ensure that intellectual property generated at Laxmibai Bhaurao Patil Mahila Mahavidyalaya is managed effectively, with respect to the rights and contributions of all involved participants.


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Rayat Shikshan Sanstha's

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur **Research Promotion Policy**

(Laxmibai Bhaurao Patil Mahila Mahavidyalaya reserves the right to modify this policy as deemed appropriate from time to time.)

Vision

Laxmibai Bhaurao Patil Mahila Mahavidyalaya is dedicated to providing quality education that aligns with global standards to address educational, social, cultural, and economic needs. Our vision focuses on the all-round development of students and stakeholders, underpinned by ethics and accountability.

Mission

- To deliver quality education that generates a skilled human resource of high calibre.
- To provide educational opportunities to all societal classes, with a special focus on economically and socially disadvantaged groups.
- To instill values such as gender equality, social equity, cooperation, sportsmanship, and dignity of labour for the comprehensive development of students.
- To foster a sense of national integration, social justice, and secularism among students and act as a catalyst for socio-economic transformation and national development.
- To initiate and offer timely and innovative programs that utilize advanced technologies and promote continuous upgrading.

Introduction

Laxmibai Bhaurao Patil Mahila Mahavidyalaya promotes both basic and applied research to create a research-oriented environment within the institution. The management is committed to supporting research and development activities by providing financial assistance and encouraging faculty to seek external funding. The policy aims to establish a



research ecosystem involving staff, research scholars, UG and PG students, and collaborators.

Purpose

This policy aims to create a conducive environment for research among faculty, students, and researchers. It provides a framework that facilitates high-quality research activities within the college.

Scope

The policy applies to all departments within the college, promoting research across various fields.

Aims and Objectives

The specific objectives of this policy are to:

- Promote research in emerging areas of science, humanities, and commerce.
- Encourage faculty to seek grants from government and non-government funding agencies and publish research in reputable national and international journals.
- Strengthen the institute's knowledge base and reputation at national and international levels through MoUs and collaborations.
- Organize national and international workshops, seminars, and training programs to enhance research and development capacities.
- Monitor and evaluate the effectiveness of the policy, addressing any shortcomings to ensure high-quality research activities.
- Establish Advisory Committees and other committees under the Research and Development Cell to promote research.

Grants for Research Projects

Grants for research projects by faculty members will be allocated following a proposal review by the Research Advisory Committee. The selection of proposals and funding amounts will be decided by the Principal and the Research Advisory Committee, subject to approval by the College Development Committee.

Planning of Research Projects

Research projects should adhere to the following quality measures:

- Maintain comprehensive documentation of records and experimental evidence in laboratory notebooks or project files.
- Follow laboratory protocols and safety measures for all experiments.



- Regularly review research progress to identify new findings and adjust the project plan as necessary.
- Submit utilization reports and a copy of the research project in the prescribed format.

Study Leave


Study leave may be granted for activities such as library research, participation in conferences, field visits, and research laboratory work. Such leaves are provided in accordance with the policies of the affiliating university and the office of the Joint Director or Department of Higher Education, Maharashtra.

Financial Assistance


Financial assistance will be provided to teachers for membership in academic, research, or professional bodies and for attending faculty development programs. This includes:

- Orientation, refresher, and short-term courses (STCs).
- Conferences, seminars, and symposiums.
- Hands-on training to enhance knowledge and skills.
- Membership in academic and professional bodies.

This policy is designed to support and enhance research activities at Laxmibai Bhaurao Patil Mahila Mahavidyalaya, fostering an environment conducive to academic and professional growth.


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Rayat Shikshan Sanstha's

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur **Staff Welfare Policy**

Introduction

Laxmibai Bhaurao Patil Mahila Mahavidyalaya is dedicated to fostering a positive work environment and culture on campus. To support this goal, the college has established a comprehensive Staff Welfare Policy encompassing various statutory and non-statutory measures. These provisions are designed to benefit all academic and administrative employees, as well as students. The following sections outline the key components of the policy:

1. Leaves

The college provides a range of leave options to accommodate various needs:

- **Casual Leave:** For short-term, personal reasons.
- **Medical Leave:** For health-related issues or medical treatments.
- **Duty Leave:** For official duties or responsibilities outside regular work.
- **Maternity Leave:** For female staff members expecting a child, in accordance with statutory requirements.
- **Paternity Leave:** For male staff members supporting their partners during childbirth.
- **Encashment of Earned Leaves:** Option to encash accumulated earned leaves as per the college's policy.
- **Study Leave:** For pursuing higher education or research activities.

2. Health and Fitness

To promote overall well-being and health:

- **Regular Health Check-up Camps:** Organized periodically on campus for early detection and prevention of health issues.
- **Health and Fitness Club:** Facilities and programs to encourage a healthy lifestyle.
- **Health Care Centre Facility:** On-campus medical facility to address health concerns.
- **Practice of Yoga:** Regular yoga sessions to enhance physical and mental health.



- **Staff Academy Lectures on Health Care:** Educational sessions on health and wellness topics.

3. Financial Relaxation

To ease financial burdens for staff members:

- **Fee Installment Facility:** Option to pay admission fees for their wards in installments.


4. Financial Assistance and Provision

To support staff in various financial matters:


- **Festival Advance:** Advance payment provided to staff in need during festivals.
- **Loan Facility through Rayat Co-operative Bank:** Access to loans for personal or professional needs.
- **Advance Payment (Subject to Grant Approval):** Provision for advance payments based on approved grants.
- **Annual Dividend by Rayat Co-operative Bank:** Share of annual dividends distributed to staff.
- **Timely Channelization of Medical Bill Reimbursement:** Efficient processing and reimbursement of medical expenses.
- **Financial Assistance for Seminars and Conferences:** Support for staff participation in professional development events.
- **Research Promotion through Seed Money:** Provision of initial funding to support research initiatives.

Conclusion

The Staff Welfare Policy of Laxmibai Bhaurao Patil Mahila Mahavidyalaya is designed to create a supportive and enriching environment for its employees. By addressing various aspects of staff welfare, including leaves, health, financial support, and professional development, the college aims to enhance staff satisfaction, well-being, and overall work experience.


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Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur **Student Mentoring Policy**

"Mentorship for Integrated Development of Mentees"

Introduction

Mentoring is a fundamental component of enhancing student performance across various aspects of their academic and personal lives. The role of a mentor involves understanding and addressing the academic, economic, emotional, physical, social, and spiritual needs of mentees. This holistic approach is essential for their overall development and helps in identifying and working on their strengths and weaknesses to achieve their educational goals. The Internal Quality Assurance Cell (IQAC) at Laxmibai Bhaurao Patil Mahila Mahavidyalaya has established a robust Mentor-Mentee Scheme (MMS) to support and guide students throughout their academic journey. At the start of each academic year, the IQAC allocates mentors to students and ensures continuous monitoring and support to facilitate their growth and address any issues they may face.

Aims and Objectives

- **Academic Improvement:** Enhance student performance to achieve their educational objectives.
- **Psychological Counseling:** Provide emotional and psychological support to students.
- **Career Guidance:** Offer career counseling and guidance sessions to help students plan their future.
- **Problem Solving:** Address and resolve personal, academic, economic, and emotional issues.
- **Learning Support:** Cater to the individual learning needs of students and foster academic interest.
- **Scientific Approach:** Encourage a scientific and analytical approach towards learning.

Key Factors in the Mentoring Program



- **Identification of Capabilities:** Recognize the strengths and abilities of each learner.
- **Socioeconomic Status:** Consider the economic background and its impact on student performance.
- **Understanding Expectations:** Comprehend the expectations and aspirations of the mentees.
- **Intensity of Issues:** Assess the severity and nature of the issues faced by mentees.
- **Rational Solutions:** Provide thoughtful and effective solutions to address mentee issues.

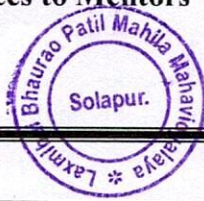
Role and Responsibilities of Mentors

- **Information Collection:** Gather and maintain comprehensive information about each mentee.
- **Meeting Organization:** Schedule and conduct regular mentor-mentee meetings.
- **Support Provision:** Offer support to enhance the mentee's academic performance.
- **Issue Identification:** Identify and address the needs and challenges of mentees.
- **Proctoring:** Act as a guide for the integrated development of mentees.
- **Encouragement:** Motivate mentees to participate in curricular, co-curricular, and extra-curricular activities.
- **Facility Utilization:** Advise on effective use of college facilities for holistic development.
- **Guidance:** Understand mentees' strengths and weaknesses and provide tailored guidance.

Role and Responsibilities of Mentees

- **Meeting Attendance:** Regularly attend scheduled mentor-mentee meetings.
- **Self-Improvement:** Work on self-improvement based on mentor feedback.
- **Loyalty and Sincerity:** Maintain honesty and dedication in the mentor-mentee relationship.
- **Effective Communication:** Engage in open and effective communication with the mentor.
- **Understanding Expectations:** Comprehend and strive towards the expected outcomes of the mentoring scheme.

Mechanism of Allotment of Mentees to Mentors




- **Allocation Timing:** Mentees are assigned to mentors at the beginning of each academic year.
- **Notification:** A notice is issued to inform all faculty members about mentee allocations.
- **Finalization:** After discussions, the final list of mentors and mentees is prepared and confirmed.

Frequency and Schedule of Mentor-Mentee Meetings

- **Meeting Schedule:** Meetings are arranged based on the needs and issues raised by mentees.
- **Average Meetings:** Each mentor is expected to conduct 3-4 meetings with their mentees.
 - **Initial Meeting:** Conducted after the allocation of mentees at the start of the academic year.
 - **First Semester Meeting:** Held before the end of the first semester.
 - **Second Term Meeting:** Scheduled after the commencement of the second term and declaration of first-term results.
 - **Final Meeting:** Organized before the end of the academic year to review progress and outcomes.

Conclusion

The Student Mentoring Policy at Laxmibai Bhaurao Patil Mahila Mahavidyalaya is designed to support students' holistic development through a structured and supportive mentoring process. By focusing on various aspects of student growth and providing dedicated guidance, the college aims to foster an environment conducive to academic success and personal development.


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Continuous Internal Evaluation (CIE) Policy

- **Introduction:**

The evaluation of the students is an integral part of the teaching-learning process. The Continuous Internal evaluation (CIE) helps:

- A. To evaluate the performance of their students in accordance with the course objectives.
- B. To enhance the students' abilities and skills like creative and critical thinking, working in a team, communication skill, etc.
- C. To distribute course work throughout the semester for reducing stress on the students.
- D. Encourages the students to progress continuously in the semester leading to thorough understanding of the course.

Rayat Shikshan Sanstha's Laxmibai Patil Mahila Mahavidyalaya, Solapur is an affiliated college of P. A. H. Solapur University, Solapur and is governed in principle by the acts and ordinances of the affiliating University for conduct of its internal and external examinations. The College offers various Under Graduate and Post Graduate courses as per the curriculum approved by P. A. H. Solapur University, Solapur. The College also follows a semester system of examination as per the commencement and conclusion dates prescribed by P. A. H. Solapur University, Solapur. These examinations are conducted and managed by the college through a well- defined and robust mechanism. The final evaluation and grading of the students in every semester is done based on 30% weightage to Continuous Internal Evaluation and 70% weightage for academic year 2018-19 only and 20% weightage to Continuous Internal Evaluation and 80% weightage for academic year 2019-20 onward to External Evaluation based on Semester End examinations conducted by the End. This examination policy is an important document for the Teaching Learning and Evaluation process adhered to by the college. All the stakeholders are expected to read and understand the policy and take proactive steps for its effective implementation. The examination policy will be reviewed every year by the committee for the purpose and any changes as and when felt necessary, are/a incorporated after due consultation with all the stakeholders. The purpose of this exam



examination policy is...

1. To ensure smooth planning, management and efficient conduct of the Internal and External examination processes in the best interests of the students.
2. To have a streamlined mechanism of Continuous Internal Evaluation.
3. To ensure the operation of an efficient examination system with clearly defined roles for both staff and students.
4. To have a transparent and effective mechanism to address any examination related grievances of the students.

- **Examination responsibilities:**

The affiliating university has introduced CBSC pattern at PG level in the year 2017-18 and at UG level in the academic year 2019-20. In this pattern evaluation is done at college as well as university levels. Continuous assessment is carried out by college and Semester End Examination is carried out by the affiliating university with the help of college. Therefore, examination related grievances may be at two levels i.e. internal examination and external examination.

The College has Examination Committee which ensures smooth and transparent conduct of Internal Evaluation Examinations. The internal tests, home assignments, orals, projects, group discussions, students' seminars and practical examinations are planned and conducted as per the University guidelines. The members of the committee monitor smooth conduct of the examination. The students are free to raise grievances regarding evaluation process if they are not satisfied. The Examination Committee to look into the grievance related to internal examination. Grievance related to internal evaluation is immediately informed to the concerned departments and get them resolved.

- **Examination Committee:**

The college examination committee works for the conduct of UG and PG Internal examinations. The committee is constituted by the Principal of the College from among the teaching faculty and non-teaching office staff of the College. The composition and tenure of the committee is decided by the Principal. The Committee is headed by the College Examination Chairman and

1. Prepares CIE calendar and look after its implementation



2. Communicates regularly with staff and students concerning important deadlines and events.
3. Communicates through the Principal with the affiliating University in all matters relating to examinations.
4. Receives checks and stores and securely transports all examination related material as per guidelines.
5. Advises and settles any grievance related to evaluations both internal and external after due consultation with the Principal.

- **Components of Continuous Internal Evaluation:**

For Internal Evaluation, the College follows a uniform and robust mechanism. The Continuous Internal Evaluation is based on the following components:

1. Mid Term/semester exams aimed at evaluation of the learning progress of the course contents. The guidelines and schedule for the conduct of this examination is formulated by the examination committee. A supplementary examination is to be conducted for the absent and failed students at departmental level.
2. The methods for continuous internal evaluation conducted by individual departments are decided by the concerned departments and are aimed at both summative and formative evaluation of the students. These are in the form of class tests, home/al assignments, multiple choice questions based evaluation, surprise tests, open book tests, seminar presentations followed by question answer session, orals, attendance, group discussions among the students on specific topics moderated by the teachers, etc.

- **Mechanism for Evaluation:**

For the Internal Evaluation, the Department is responsible for smooth and fair implementation of the evaluation process as per the examination policy of the College. Question papers for sessional as well as class tests are set and examined by departments. All members of the faculty are assigned responsibilities for specific subject of the programme. Evaluation and scrutiny of the answer scripts is done by the faculty of the concerned Department. The Head of the Department is responsible for allotment of evaluation duties amongst the departmental faculty as well as ensuring that the process of evaluation is fair and efficient. All issues arising out of and during the process will be taken up by the Department.



The Department is responsible for proper maintenance of records. The process of conducting and monitoring the Continuous Internal Evaluation of the students is the sole responsibility of the Department. Each Department has the flexibility to design and decide on the components of the Continuous Internal Evaluation process as per the subject specific requirements whilst strictly adhering to the broad guidelines of the examination policy of the College and affiliating university. The department is responsible for finalising the grades/marks and maintaining necessary records.

- **Exam Grievance:**

The college has well-structured internal examination grievance redressal mechanism. The college follows the guidelines of the affiliating university for conducting internal examination and redressing grievances.

Candidates have the option of seeking redressal and clarification on their performance by submitting an application to the CIE Chairman through either an online mode or off-line mode. The application is accessed by the CIE Chairman and is forwarded it to the concerned Department to report. The report is shared with the student and if the student is still not satisfied, the grievance is forwarded to the Principal of the College. The Principal in consultation with the concerned faculty make a remark on the application before sending it back to the examination section or reject it. After taking necessary steps, student's grievances will be settled after due consultation at with the Principal of the college. The process is completely transparent.

- **CIE rules and guidelines:**

1. The teachers should inform the students about course curriculum, its objectives, course outcomes, learning activities such as experiential learning and participative learning at the beginning of each semester.
2. The teachers should also inform the students regarding different ways of internal assessment and their weightages through a 'course overview'.
3. All the teachers should prepare their course plan carefully and should share it with the students within first week of the semester.
4. The pattern of question paper for the Unit Tests should be structured by the concerned teacher.
5. The teachers should evaluate the papers of the Unit Tests in time bound manner. The teachers should evaluate the students continuously on the basis of performance in the unit Tests and



other methods of evaluation.

6. The answer scripts of the Unit Tests should be shown to the students after evaluation for their information, providing sufficient transparency and accountability.

7. The faculty members should display the grades/marks on the departmental notice board before submitting the same to the respective Head of the department.

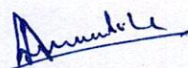
8. The student may appeal for reviewing the grades/marks awarded by the teacher. If still there a grievance exists regarding the revision of the awarded grades/marks, student may appeal to HOD.

9. In the case of student failing to complete the Credit Based Course under extraordinary circumstances, as per university circular, the teacher would arrange additional assignment or any other course related work for such students.


10. The performance of the students in the practical subjects should also be evaluated on a continuous basis.

11. Internal evaluation of the final year Projects and Seminar should also be done on a continuous basis.

12. Faculty members should maintain the proper records of each class of assigned subject.


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Rayat Shikshan Sanstha's

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur

Information and Communication Technology (IT Policy)

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur promotes use of technology into its educational environment to increase the learning experience for students. With this objective, the IT policy has been constituted to provide a responsible effective and secure use of technology resources and services.

- **Purpose:** This policy provides guidance and support for the effective and ethical use of information and communication technology (IT) in teaching, Learning and research within the college.
- **Scope :** The policy is applicable to all members of the college including students, faculty, staff and administrators.
- **Objective of IT Policy :**
 1. To promote the use of IT in teaching, learning and evaluation processes.
 2. To provide easy access to the internet and other communication networks for educational and research purposes.
 3. To provide access to e-learning resources and to content to support teaching and learning using different e-platforms.
 4. To ensure the privacy and security of electronic information and data.
 5. To provide training for professional development.
 6. To promote digital literacy among students and faculty.
- **Code of Ethics for IT :**


This policy includes a code of ethics for the use of IT, which outlines the responsibilities of users to:

 1. Use technology in an ethical and responsible manner
 2. Respect the privacy and security of electronic information and data
 3. Avoid using technology for illegal activities
 4. IT resources must be used for educational and research purpose only.

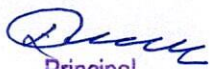
IT Policy :



- **Hardware and Software resources** : The college will provide hardware and software resources to promote the use of IT in teaching, learning, research and Evaluation. The college will upgrade its hardware and software resources as per the changing needs of the user.
- **Network & Internet** : The college will provide free access to internet and other communication networks for educational and research purpose.
- **E-learning and digital content** : The college will provide access to e-learning resources such as N-LIST ,NPTEL etc.
- **Data privacy and security** :The college will implement measures to protect the privacy and security of electronic information and data.
- **Professional Development and training** : The college will provide training and professional development opportunities to support integration of IT in teaching and learning. The college will encourage faculty members to participate in IT related training program.
- **Review and update** : The IT policy will be regularly reviewed and updated as per the latest technological advancement.


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Rayat Shikshan Sanstha's

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur

Disabled Friendly-Barrier Free Environment Policy

Introduction

This policy has been prepared to ensure that all members of Rayat Shikshan Sanstha's Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur are aware of the facilities provided for the people with disabilities. The college takes utmost care in providing the needed amenities and creates an environment of inclusive education for students.

- Assuring that the buildings, toilets, laboratories, libraries, etc. are barrier free and accessible for all types of differently abled persons.
- Ensuring inclusion and effectiveness in the participation of differently abled students' in curricular, co-curricular and extra-curricular activities.
- Adopting suitable medium and method of teaching for the differently abled Students.
- Providing assistance to the students in the learning process apart from regular class hours.
- Providing education and training resources / materials in an accessible format
- Providing assistance or facility needed in taking up examinations.
- Permitting the people with disabilities to use their own personal assistive devices in the campus.
- Updating the facilities available for differently abled in the campus.
- Providing Parents-Teachers Counseling and addressing the grievances through Grievance Redressal System.
- Providing counseling sessions with a psychologist in the campus
- Ensuring that the differently abled persons have equal opportunities for psychologist in the campus.
- Ensuring that the differently abled persons have equal opportunities for sports and games.




- Every member of the college is made aware of the amenities and facilities available for the disabled and support them to access the in-house resources.

Provides barrier-free environment where people with disabilities can move about safely and freely and use the facilities within the built environment. The environment supports the independent functioning of individuals so that they can participate without assistance in everyday activities within the campus. Buildings / places / transportation systems are made barrier free.


RAMP - Ramp-Rails, an inclined plane, are built in addition to staircase. The ramps are carefully designed as per specifications to be used by the differently abled people.

SIGN BOARDS - Sign boards ensure visually impaired persons are able to familiarize with the road and path. Tactile sign on handrails at the ends of a staircase, guide the visually impaired.

WHILCHAIR : Wheelchair is available in the campus for differently abled students.


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Rayat Shikshan Sanstha's

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur **Green Campus Policy**

The initiatives of, Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur are devoted to champion the conservation and promotion of life on earth. Standard Operating Procedure of Green Campus for operational practice developed to control the pollutant discharges by using routine maintenance procedures for mowing and debris control.

1) MAINTENANCE OF GARDEN/GREEN AREA

- STEP 1: Plants/Tree Care: Regular watering of plants. Pruning of trees and plants/shrubs as and when required. Removal of garden refuse from garden to the designated place. Conversion of garden garbage to compost its use as manure. Encourage plantation of seasonal flowers and trees. Report damage/compromise to landscape areas or bare areas void of vegetation that may result in sediment being transported off site; prepare a repair schedule and implement repairs for nightly.
- STEP 2: Care and Signage in Garden proper maintenance of garden benches, if any. Classify trees and plants by proper signage and prepare report monthly.

2) AUDIT

- The intention of organizing Green/Energy Audit is to upgrade the environment condition in and around the institutes, colleges, companies and other organizations.
- Awareness program related to green campus initiative should be conducted.
- The objective of carrying out Green/Energy Audit is securing the environment and cut down the threats posed to human health.
- To make sure that rules and regulations are taken care of
- To avoid the interruptions in environment that are more difficult to handle and their correction requires high cost.
- To suggest the best protocols for adding to sustainable development
- Yearly audit should be done.



3) PLASTIC BAN POLICY

- Ban on the use of plastic in all important parts of College.
- Awareness program related to Ban on use of plastic should be conducted.
- To all teaching and non teaching staff ban on plastic is mandatory.
- Promote to all staff as well as students to use alternate solution on plastic via use of paper folders, jute files, cloth bags, etc.

4) COLLECTION AND SEGREGATION OF GENERATED WASTE

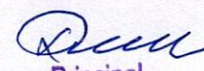
- Say NO to Plastics: The first and most critical element for success of waste management is the rejection of non-biodegradable materials such as plastic covers and plastic bottles etc.
- Say Yes to Plastic Alternatives: Instead of plastic, utilize biodegradable materials such as cloth bags, jute baskets, reusable bags, reusable glass bottles etc.
- Assess the current usage of plastic bottles and bags through a survey form, observation from the collected waste and general usage across the college.
- Deliver a one week notice to everyone in the institution to eliminate all their current non-recyclable plastic bottles and bags as well as to ban the carrying of plastic bottles or bags.
- The Principles of 'Refuse' and 'Reuse' will be promoted for eliminating usage of plastic in the college.

5) WASTE TREATMENT:-

- Vermi-composting is done for solid waste generated in college campus.
- Waste paper sale –Waste papers are given to junk dealer for recycling.
- E-waste is given to the junk dealer for recycling .


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Rayat Shikshan Sanstha's

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Water Conservation Policy

INTRODUCTION

Water, which is vital for sustenance of life and economic development is becoming an increasingly scarce resource. The planning and execution of water resources development have by and large been carried out individually. Water conservation is an integral part of ensuring an adequate water supply across the state, now and into the future. It is the least expensive strategy for meeting our water needs and should be the first choice for communities to protect their local water resources.

OBJECTIVE

The purpose of this policy is to ensure the college operates in a sustainable manner managing water consumption by using water efficiently, wisely and responsibly. This policy contributes to meeting the college authority's commitments and goals with respect to water-related costs.

MAJOR INITIATIVES

1. This policy supports and enhances the college commitment to environmental sustainability and encourages change in individual behaviors, actions, and campus processes.
2. Water use can be managed by all departments, colleges and units through awareness and adoption of the most efficient procedures and practices.
3. Reducing water consumption and protecting water quality shall be the key objectives of college.
4. Student and staff engagement play a major role in our water sustainability strategy. The college is implementing water-efficient fixtures in its new constructions in campuses, ensuring 100% treatment and recycling of sewage and rainwater harvesting.




ACTIONS PLAN

1. Report water leaks to concerned person.
2. Develop engagement and awareness programs with regular publicity campaigns.
3. Provide incentives to students and staff for efficient water use and conservation.
4. Provide training on the water conservation measures adopted by the college to all the students, staffs and other stakeholders of college and nearby community.
5. Ensure awareness about the water conservation policy of the college among all the stakeholders.
6. Establishment waste treatment and recycling centres.
7. Use rainwater effectively.
8. Make effective use of soil water reserves
9. Avoid wasting water through evaporation
10. Reduce water losses through drainage
11. Soak pit for laboratory wastage
12. Refilling of Borewell


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Rayat Shikshan Sanstha's

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur

For Award of Scholarship and Freeship

The vision of Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur is "Quality education to all especially rural, socially & economically deprived students to make them self-reliant i.e., women empowerment through education." As a part of the mission, our college supports the students by way of awarding scholarship and free ship.

Scholarship and free ship are awarded to students not only by college but also by donors as recommended by the college. The policy for awarding scholarship and freeship is as follows:

1. The college has constituted a committee that recommends students who deserve scholarship and free ship during the academic year. The committee makes a budget provision for meritorious scholarship and financial assistance to the needy students through student aid fund.


Government Scholarship :

- Scholarship sanctioned to the students by the government were credited on their saving accounts in Nationalize banks. We are herewith submitting the online portal details of students.
- Government of Maharashtra does not give any sanction letter of scholarship and free ships to any institutions in Maharashtra.
- Manual scholarship correspondence was closed from the academic year 2010-11. Correspondence regarding scholarship is done online from the same academic year. All the information and documents of scholarship of students are submitted online by the students. The amount of scholarship is sanctioned as per the documents attached. The college gets all the details about sanctioned scholarship from online portal. The details of scholarship such as scholarship amount of the students, share of the college and the date of credit amount on the account of students are available on scholarship portal.




- Website of scholarship are as follows:
www.mahaeschol.gov.in was available up to 2017.
www.mahadbt.org.in is available since 2017.
- Types of Government Scholarships availed by the students.

Sr.No.	Name of the scheme
1.	Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulkh Shishyavrutti Scheme to EBC Students
2.	Post Matric Scholarship to OBC Students
3.	Post Matric Scholarship to SBC Students
4.	Post Matric Scholarship to VJNT Students
5.	Post Matric Scholarship to ST Students
6.	Government of India Post-Matric Scholarship to SC
7.	Tuition Fees and Examination Fees to OBC Students (Freeship)
8.	Tuition Fees and Examination Fees to SBC Students (Freeship)
9.	Tuition Fees and Examination Fees to VJNT Students (Freeship)
10.	Post-Matric Tuition Fee and Examination Fee SC (Freeship)


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Rayat Shikshan Sanstha's

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur

Policy for Financial Assistance to the poor students

The college imparts higher education to the wards of farmers, labourers, workers and from the economically weaker section of the society. The college collects funds for poor students from various sectors. Financial assistance is given to poor students from that fund and also from Student aid fund. The college committee approaches the industrialist, philanthropies and alumni for the financial assistance to the selected poor and meritorious students. The college prepares a list of meritorious and needy students and provide to philanthropic alumni.

- The college runs 'Earn and Learn Scheme' through which poor students can work in different sections of the college and earn financial assistance for further education.
- Financial support to sport students is also provided to encourage sports culture among the students.
- In Annual prize distribution function cash prize is given to meritorious students and students in cultural activities.

List of No-Government schemes, philanthropies who offered financial assistance through various scholarships :

Sr.No.	Name of Scheme
1.	Students Aid Fund
2.	Earn and Learn Scheme
3.	Support to Sport Students
4.	Annual Prize for Cultural Students
5.	Annual Prize for Meritorious Students
6.	Late Subhadrabai Sakharam Lokhande Prize
7.	Late Ujjawala Bhosale Prize
8.	Chandak Prize
9.	Scholarship by Shri. Kone Dilip Mahadu
10.	Scholarship by Kamble Minakshi Arjun
11.	Scholarship by Satish Margu Jadhav
12.	Scholarship by Jadhav Bhaktraj Ghalppa
13.	Scholarship by Hon. Shri. Sanjiv Jaykumar Patil Scholarship by Laxmi Sales
14.	Scholarship by Shri. Mahaveer Prasad Kumavat

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