K.R.E. Society's

R.V BIDAP LAW COLLEGE BIDAR

(Approved by BCI Delhi & Permanently affiliated
to karnataka State Law University, Hubballi)

Internal Quality Assurance Cell (IQAC)

STANDARD OPERATING PROCEDURE

Index

1. Policy for Effective Curriculum Planning and Delivery

Introduction:

KRE Society's R V Bidap Law College, Bidar (referred to as "the College" hereafter) is dedicated to providing high-quality education and fostering holistic development among its students. The Effective Curriculum Planning and Delivery Policy outlines the principles and practices that guide the development and delivery of the curriculum to ensure academic excellence and meet the evolving needs of the students and society.

Vision and Mission:

a. The College's curriculum planning is aligned with its vision of creating well-rounded and competent graduates who are prepared to excel in their chosen fields and contribute positively to society.

b. The mission is to design a dynamic curriculum that encourages critical thinking, creativity, and lifelong learning while promoting ethical values and cultural appreciation.

Learning Outcomes:

a. The curriculum emphasizes clearly defined learning outcomes for each course, delineating the knowledge, skills, and attitudes students are expected to develop.

b. Learning outcomes are aligned with the program-level educational goals and the College's overall mission.

Multidisciplinary Approach:

a. The College fosters a multidisciplinary approach to learning by offering courses that encourage cross-disciplinary collaboration and exploration of diverse subjects.

b. Interdisciplinary projects and activities are integrated into the curriculum to enhance students' ability to address complex real-world challenges.

Technology Integration:

a. The use of technology in curriculum delivery is encouraged to enhance learning experiences and foster digital literacy among students.

b. Online learning resources, virtual labs, and interactive tools are incorporated to supplement traditional classroom teaching.

Innovative Teaching-Learning:

a. The curriculum emphasizes experiential learning opportunities such as internships, fieldwork, and community engagement to bridge theory and practice.

b. Practical experiences outside the classroom help students develop practical skills and a deeper understanding of their chosen disciplines.

Student Support:

a. The College provides academic counseling and support services to help students navigate the curriculum successfully and overcome challenges, if any.

b. Individualized attention is given to students with special learning needs to ensure their academic progress.

Assessment and Feedback:

a. Assessment methods are designed to align with learning outcomes and measure students' mastery of knowledge and skills.

b. Regular feedback on the curriculum's effectiveness is collected from students, faculty, and employers to drive continuous improvement.

Conclusion:

The Effective Curriculum Planning and Delivery Policy of College, Bidar, is committed to fostering a stimulating and inclusive learning environment. By consistently reviewing and enhancing the curriculum, the College aims to equip its students with the knowledge, skills, and values essential for their personal and professional growth, enabling them to contribute meaningfully to society and meet the challenges of the future.

2. Policy for Add-on Courses

Introduction:

To complement the existing curriculum and enhance the learning experience, the College introduces Add-On Courses. These courses are designed to offer specialized knowledge, skills, and practical exposure beyond the regular academic programs. The Add-On Course Policy outlines the framework for implementing these courses effectively.

Objective:

The primary objective of the Add-On Course Policy is to offer students an opportunity to acquire additional knowledge and skills in diverse areas, thereby enabling them to broaden their horizons and enhance their employability. These courses aim to bridge the gap between theoretical learning and real-world applications, preparing students for challenges beyond their core subjects.

Course Offerings:

a. The Department shall identify and offer a range of Add-On Courses, covering various domains such as entrepreneurship, communication skills, digital marketing, data analytics, foreign languages, environmental sustainability, leadership development, and more. The prior permission of the management should be taken through the proper channel.

b. The courses may be of varying durations, ranging from short-term workshops to semester-long programs, depending on the complexity and depth of the subject matter.

Eligibility:

a. All currently enrolled students at the College are eligible to enroll in Add-On Courses.

b. Students may choose to undertake multiple Add-On Courses based on their interests and availability.

Course Registration and Enrollment:

a. At the beginning of each academic year, the department shall publish the list of available Add-On Courses, along with the respective registration timelines.

b. Students interested in enrolling for any Add-On Course must complete the registration process within the specified period.

c. In case the number of applicants exceeds the available slots for a particular course, selection will be based on a first-come-first-served basis.

Course Delivery:

a. The department shall engage qualified and experienced faculty members or industry experts to conduct the Add-On Courses.

b. Courses may be delivered through lectures, workshops, seminars, practical sessions, online platforms, or any other appropriate means, as per the course requirements.

Assessment and Certification:

a. Add-On Courses shall have a separate assessment framework that aligns with the course's learning objectives.

b. Students who successfully complete the course requirements will be awarded a certificate of completion, indicating their participation and performance.

Integration with Regular Curriculum:

a. The College encourages students to apply the knowledge and skills gained from Add-On Courses to their regular academic pursuits whenever possible.

b. Wherever relevant and feasible, connections between Add-On Courses and core subjects shall be highlighted to facilitate cross-disciplinary learning.

Course Fee:

a. The department may charge a nominal fee for Add-On Courses to cover expenses related to course material, faculty remuneration, and infrastructure after getting the prior permission from the management.

b. The fee structure for each course will be communicated during the registration process.

Conclusion:

The Add-On Course Policy aims to create a stimulating and enriching learning environment at the College. By offering a diverse range of Add-On Courses, the College strives to equip its students with valuable skills and knowledge that complement their academic journey and prepare them to excel in their chosen careers or pursue further studies.

3. Policy for Collection and Analysis of Feedback

(Feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Judges, Advocates, Alumni)

Objective: The primary objective of this exercise is to accurately assess the impact of institutional efforts on various stakeholders, including students, teachers, employers, and alumni. The institution aims to ensure that the benefits of these efforts reach all stakeholders. Feedback is collected through an online system, and trends are analysed through statistical methods to inform further action by the administration.

Methodology:

Student Feedback:

- Students provide their feedback on the curriculum through online forms available on the institutional website.
- The Feedback Committee collects and analyses the data, and relevant suggestions are incorporated by departments, the College Council, and the governing body.

Teacher Feedback:

- Teachers provide their feedback through google forms, which is then forwarded to the relevant authorities.

Alumni Feedback:

- Alumni provide their feedback during alumni meetings and through online channels.
- The filled-in forms are collected and processed for further action.

Employer Feedback:

- Feedback from employers is obtained either in person or through online channels for further evaluation.

Analysis:

- The collected data is compiled and analysed by committee members.
- Deliberations take place with the IQAC, College Council, and the Governing Body.
- A General Action Plan is formulated based on the analysis.
- An Annual Feedback Action Taken Report is generated to document the outcomes and actions taken.

Actions Taken Based on Feedback:

- Department-level, College Level and Governing Body meetings are conducted to discuss feedback suggestions and their feasibility for implementation.
- Measures to enhance the curriculum include the introduction of Add-On courses and additional activities to promote holistic development.
- Infrastructure improvements, such as a renovated cafeteria, improved internet facilities, and extended library hours, are implemented.

Conclusion: The institution's systematic approach to collecting and analysing stakeholder feedback ensures continuous improvement in the curriculum and overall experience. By actively involving various bodies in the decision-making process, the institution strives to meet the needs and expectations of all stakeholders and foster an environment of growth and development.

4. Policy for Internal Examination

INTRODUCTION

Exams play an important role in determining students' academic performance and future career choices. In order to face competitive forces, ever-changing technology, and changing needs of industry and service sector, students must be equipped with the necessary skills and decision-making abilities. Hence, Internal examination policy aims to cover various types of assessments to evaluate students' various abilities, such as application and presentation skills, analysis, evaluation, and so on.

Goals of the Policy:

- To ensure that internal examinations are conducted in an efficient and transparent manner in the best interests of students.
- To provide students and faculty with clear guidelines regarding internal examination procedures

For the effective assessment of the programme the following procedures shall be followed:

- Student assessment should be as comprehensive as possible and provide meaningful and constructive feedback to faculty and student about the teaching-learning process;
- Assessment tasks need to evaluate the capacity to analyze and synthesize new information and concepts rather than simply recall information previously presented;
- The process of assessment should be carried on in a manner that encourages better student participation and rigorous study;
- Assessment should be a combination of continuous formative evaluation and an end-point summative evaluation;
- A range of tools and processes for assessment should be used (e.g. open book tests, portfolios, case study/assignments, seminars/presentations, field work, projects, dissertations, peer and self-assessment) in addition to the standard paper-pencil test. The teachers concerned shall conduct test/seminar/case study, etc. The students should be informed about the modalities well in advance. The evaluated courses/ assignments shall be immediately provided to the students;

- Paper-pencil tests should be designed rigorously using a range of tools and processes (e.g. constructed response, open ended items, multiple-choice with more than one correct answer). Faculty may provide options for a student to improve his/her performance in the continuous assessment mode.

CONDUCT OF EXAMINATIONS:

- A candidate shall register for all the courses/papers of a semester for which he/she fulfills the requirements, when he/she appears for examination of that semester for the first time.
- There shall be Theory and Practical examinations at the end of each semester, ordinarily during November-December for odd semesters and during May-June for even semesters, as prescribed in the Scheme of Examinations;
- Unless otherwise stated in the schemes of examination, practical examinations shall be conducted at the end of each semester. They shall be conducted by two examiners, one internal and one external and shall never be conducted by both internal examiners. The statement of marks sheet and the answer books of practical examinations shall be sent to the Registrar (Evaluation) by the Chief Superintendent/Principal/Head of the respective Colleges immediately after the completion of practical exam illations;
- The candidate shall submit the record book for practical examination duly certified by the course teacher and the H.O.D/staff in-charge. It shall be evaluated at the end of the Semester at the practical examination.

SEMESTER END EXAMINATION:

The semester-end examination, for 80% (theory) and 20% (Internal) of maximum marks allotted for each paper, shall be conducted by the University after 16th week of the commencement of the semester. The University shall conduct the semester end examination for either odd or even semesters but not both simultaneously, unless otherwise specified:

- Each BUS, in consultation with the concerned Faculty, shall decide the pattern of question paper for uniformity for all the core courses and elective courses;
- Question papers shall be prepared by respective Board of Examiners (BoE);
- Preparation of Panel of Examiners, Constitution of Board of Examiners (BoE), Evaluation and Gracing of Marks under the Semester Scheme (CBCS) shall be as per the existing ordinances and rules of the University;
- There shall be a single valuation for theory papers by the examiners from the panel examiners approved by the concerned BoS under the supervision of moderator who is in turn under the supervision of Chairman of BoE and
- Practical/evaluation of project/dissertation work/Field Work assessment shall be conducted before the commencement of theory examination at the concerned colleges by two examiners; one from the same college as internal examiner and other from other colleges appointed by University as external examiner. There may be two external examiners but not two internal examiners to conduct the examination. A pair of examiners shall conduct practical examinations for two batches per day having a maximum of 12 students in each batch.

MINIMUM FOR A PASS:

- No candidate shall be declared to have passed the Semester Examination as the case may be under each course/paper unless he/she obtains not less than 35% marks in written examination/practical examination and 40% marks in the aggregate of written / practical examination and internal assessment put together in each of the courses and 40% marks (including IA) in Project work and viva wherever prescribed.
- A candidate who passes the semester examinations in parts shall be eligible for only Class, CGPA and Alpha-Sign Grade but not for ranking.
- The results of the candidates who have passed the last semester examination but not passed the lower semester examinations shall be declared as NCL (Not Completed the Lower Semester Examinations). Such candidates shall be eligible for the degree only after completion of all the lower semester examinations.
- If a candidate fails in a subject, either in theory or in practical, he/she shall appear for that subject only at any subsequent regular examination, as prescribed for completing the programme. He/she shall obtain the minimum marks for a pass in that subject (theory and practical separately) as stated above.

5. Examination Related Grievance Redressal Policy

Introduction: College acknowledges evaluation as a benchmark for an effective teaching-learning process, which should encourage learners to think creatively and critically to achieve measurable objectives. The evaluation procedure must be encouraging and focused on the kids in order to give them a stress-free environment. In order to address complaints related to exams in a transparent, timely, and effective manner, the college has devised a structured mechanism.

The college has established College Examination Committee and appointed Officer-in charge for university examinations to provide support to the students. The Committee comprises Principal, Senior Faculty Member as Examination Committee In-charge, Couple of Junior Faculty Members, Non-teaching Staff, Support staff.

Objectives:

- To effectively implement and Monitor the Internal and External Examinations as per affiliating University Guidelines

- To solve the student's grievances related to Internal and External Examinations immediately

- To Timely conduct of test / distribution of answer scripts/ issue of mark sheets/ provisional and degree certificate for the needy based on the guidelines.

- To prevent the error in examinations official procedures

Grievances Related to Continuous Internal Assessment (CIA)

There is complete transparency in the internal assessment process of the institution. Academic calendar issued by the affiliating university is strictly followed by the college examination committee. College Examination Committee issues the guidelines for conduct of internal examination and evaluation time to time. The student's grievances related to internal examination are solved by concerned subject teacher and head of the department.

The procedure for reporting and resolving grievances related to Internal Examination is as given below:

- Student can report any kind of grievance related to Internal examination such as:

    1. Re-totaling

    2. Re-evaluation

    3. Out of the Syllabus Question

    to subject teacher directly when he/she receives the valued answer script with the written format available in college.

- If issue is not resolved at the level of subject teacher student can report the grievance to Head of the department and necessary action will be taken based on the judgment of the grievance reported.

- Any issue related to internal examination should be reported within 24 hours of display of internal marks on notice board and upon receiving of valued answer script.

- After reporting of such kind of any grievance related to IA should be resolved within 48 hours.

- Any serious issue which not resolvable at the department level should be reported to Principal and it should be resolved within one week after reporting.

- The compliance should be communicated to the student immediately after action taken on the reported issue.

Grievances Related to External Examination (End Semester)

College maintains full transparency in external examinations conducted by the University. Time table received from university is displayed on notice board/college website and communicated through social media well in advance. College Examination Committee issues the guidelines for conduct of external examination to all faculty members those are appointed an invigilator. The student's grievances related to external examinations are resolved by examination committee.

The procedure for reporting and resolving the grievances related to external examination is as given below:

- The grievances related to external examination such as:

    o Problem in submission of examination forms

    o Queries related to mistakes in hall tickets

    o Name Correction in Marksheet

    o Revaluation of obtained marks

    o Retotaling of obtained marks

    o Getting the Photocopy of Answer sheet

- Any of the above grievance related to external examinations conducted by affiliating university to be communicated to the examination in-charge office in written format with supporting documents required if any, within the given window period by the affiliating university.

- Within the 48 hours action has to be taken by the examination office by communicating the grievance through proper channel to Examination authorities of the Affiliating university.

- The compliance on the issue reported should be communicated to the students within one week.

- After getting issues resolve from the affiliating university the compliance should to communicated with concerned student within 48 hours.

6. Teaching-Learning Policy

1. Introduction

The Teaching-Learning Policy of the College outlines the college's commitment to fostering a vibrant and effective teaching-learning environment that promotes academic excellence, personal growth, and lifelong learning.

2. Guiding Principles We are guided by the following principles:

•**Student-Centered Approach:** We prioritize students' diverse needs, aspirations, and learning styles in all teaching practices.

•**Innovation and Flexibility:** We encourage innovative teaching methodologies and adaptability to changing educational trends.

•**Collaborative Learning:** We promote collaboration among students, faculty, and stakeholders to enhance learning outcomes.

•**Continuous Improvement:** We are dedicated to continuous professional development, reflective teaching practices, and enhancing the quality of education.

3. Curriculum Planning and Delivery

•**Alignment with Vision:** Our curricula are designed to align with our college's vision, industry requirements, and societal needs.

•**Interdisciplinary Approach:** We encourage cross-disciplinary connections to broaden students' horizons and critical thinking abilities.

•**Holistic Development:** Our curricula integrate academic excellence with values, skills, and practical experiences.

4. Teaching Methodologies

1. Experiential Learning

- ❖ Project work
- ❖ Internship
- ❖ Hand-on Training
- ❖ Participation in competitions
- ❖ Field Visits
- ❖ Self-Directed Learning (Library Visit)
- ❖ Student paper presentation and publication

2. Participatory Learning

- ❖ Brainstorming
- ❖ Role play
- ❖ Debates
- ❖ Group Activity
- ❖ Workshops
- ❖ Quiz
- ❖ Peer Assisted Learning
- ❖ Preparation of Department Journal, Album, Magazine
- ❖ Assignments through Google Classroom
- ❖ Just a minute (summarizing what the teacher has taught and presenting it orally or in writing)

3. Problem solving Methodology

- ❖ Case Studies
- ❖ Analysis and Reasoning
- ❖ Discussion
- ❖ Poster Presentation
- ❖ Video/Short film making
- ❖ Mind mapping
- ❖ Flipped classroom
- ❖ Simulation

4. ICT Enhanced Teaching Learning

- ❖ Simulations
- ❖ Use of Multimedia
- ❖ Use of MOOCS: NPTEL, Coursera, e-PG Pathashala
- ❖ Mobile Apps
- ❖ AI Applications
- ❖ Social Networking Sites

5. Faculty Development

•**Continuous Learning:** We provide regular faculty development programs to enhance pedagogical skills, research abilities, and domain knowledge.

•**Innovative Teaching Practices:** We encourage faculty members to experiment with innovative teaching techniques and share best practices.

6. Assessment and Evaluation

•**Assessment Diversity:** We use a variety of assessment tools such as quizzes, assignments, projects, presentations, and examinations.

•**Formative and Summative:** Both formative (ongoing) and summative (final) assessments are employed to measure student progress as per the affiliating university norms.

7. Student Support Services

•**Academic Advising:** We offer personalized academic advising to assist students in setting and achieving their academic goals.

•**Counseling Services:** We provide counseling and support services to address students' emotional, psychological, and career-related needs.

8. Technology Integration

•**Digital Resources:** We integrate technology to provide access to online resources, interactive platforms, and virtual learning environments.

•**Digital Literacy:** We ensure that students and faculty are equipped with the necessary digital skills for effective learning and teaching.

9. Research and Innovation

•**Research Culture:** We cultivate a research-oriented environment that encourages faculty and students to engage in scholarly activities.

•**Innovation Hubs:** We establish innovation centers to foster creativity, problem-solving, and entrepreneurial skills.

10. Learning Resources

•**Library Services:** We maintain a well-equipped library with a diverse collection of books, journals, and digital resources.

•**Online Databases:** Access to online databases and e-resources supports research and learning.

11. Continuous Improvement

•**Feedback Mechanisms:** We collect feedback from students, faculty, and stakeholders to continually enhance our teaching-learning practices.

•**Actionable Insights:** Feedback is analyzed and used to make informed decisions for improvements.

12. Quality Assurance

•**IQAC Oversight:** The Internal Quality Assurance Cell (IQAC) monitors and ensures the implementation of quality teaching-learning practices.

•**Benchmarking:** We benchmark our practices against national and international standards to maintain high quality.

13. Ethical Considerations

•**Academic Integrity:** We uphold academic integrity and ethics in all teaching and learning activities.

•**Respectful Environment:** We foster a respectful and inclusive learning environment that values diversity and promotes mutual respect.

This Teaching-Learning Policy reflects our commitment to providing an enriching educational experience that empowers students to become responsible global citizens, critical thinkers, and lifelong learners.

7. Research and Innovation Policy

Introduction:

The transmission of knowledge and the pursuit of scholarly inquiry form the core and interconnected functions of Higher Educational Institutions (HEIs). However, the effectiveness of these functions relies on the assurance of academic freedom for teachers and researchers, coupled with the acceptance of corresponding responsibilities. The reputation of HEIs hinges on two pivotal outcomes: research outcome and graduation outcome, both deeply rooted in the fundamental values of scholarship, innovation, and research productivity. These outcomes directly reflect the competence of the institution's alumni, acting as torchbearers, in their professional endeavors and the research landscape. Attaining these milestones necessitates aligning the dynamics of the teaching-learning process towards these desired outcomes.

The Collge recognizes the complementary relationship between teaching-learning and research, with research serving as a vital complement to its central functions. However, the successful execution of research endeavors at the college depends on fostering an environment that upholds and safeguards the freedom of inquiry, thought, expression, and publication. This policy document aims to delineate the comprehensive principles that govern the research enterprise at the College. By assuring the integrity of scholarly inquiry, these principles empower the college's faculty and scholars to strive for excellence and contribute meaningfully to societal development.

Principles:

The Research Committee of the College, affirms the following principles in relation to research:

Freedom of Inquiry:

Individual scholars are entitled to exercise freedom in selecting the subject matter of their research, seeking support from diverse sources, and forming their own findings and conclusions.

Transparency and Openness:

The findings and conclusions derived from research should be subject to scrutiny and criticism, adhering to the college's policy on openness in research. This ensures accountability and promotes a culture of constructive discourse.

Ethical Considerations:

Research procedures must adhere to established professional ethics, particularly regarding the protection of human rights such as health, safety, and privacy. Violation of these ethical principles is strictly prohibited.

Resource Allocation:

The College, Bidar endeavors to create a conducive research environment. However, due to limited resources, it may not be able to support all research demands. Allocation of space, facilities, funds, and other resources for research programs will be based on the scholarly merits of proposed research.

Support for Researchers:

The College is committed to providing opportunities and support for researchers in various aspects, including assistance with research proposals and reports, facilitating publications, patent filing, and other scholarly endeavors.

Freedom of Access:

The principle of freedom of access is of paramount importance, ensuring that all interested individuals have the right to access the underlying data, research processes, and final results. This promotes transparency, collaboration, and the advancement of knowledge.

By upholding these principles, College fosters an environment that encourages independent research, upholds ethical standards, allocates resources judiciously, and promotes transparency and accessibility in the research endeavor.

Objectives of the Policy:

This policy document establishes a comprehensive framework to guide research and ensure the integrity of scholarly inquiry at College. The objectives of this policy are as follows:

Promotion of Research, Innovation, and Intellectual Capital:

To foster a culture of research and innovation within the institution and encourage the creation and dissemination of intellectual capital.

Incentive to Intellectual Capital Generation:

To provide incentives and recognition for faculty and scholars who actively contribute to the generation of intellectual capital through their research endeavors.

Integration of Teaching and Research:

To facilitate the seamless integration of teaching and research, recognizing the synergistic relationship between these two vital components of academic pursuit.

Promotion of Socially Relevant Research Aligned with Human Values and Scholarship:

To encourage and support research initiatives that address socially relevant issues and align with human values, thereby making meaningful contributions to society.

Promotion of Multidisciplinary Research:

To foster multidisciplinary research, encompassing both fundamental and applied areas of sciences and humanities, in order to address complex challenges and promote holistic knowledge development.

Networking with Larger Community:

To establish and nurture collaborations and partnerships with industries, universities, and other institutions of higher learning, thereby facilitating knowledge exchange, research collaboration, and community engagement.

Ensuring Integrity, Quality, and Ethics in Research:

To uphold the highest standards of integrity, quality, and ethics in all research activities conducted within the institution, ensuring the credibility and trustworthiness of the research outcomes.

Promotion of Research:

The College upholds the freedom of researchers to choose their research subjects, seek support from various funding sources, and report their findings and conclusions. However, research should be open to scrutiny by faculty/advisors and constructive criticism from peers. The following measures are implemented to promote research at the College

1. Infrastructure Support and Incentives:

The College pledges its human and physical infrastructure to support research projects. Principal Investigators of funded projects are eligible for cash incentives.

2. Recognition of Research Outcomes:

The college places high importance on the outcomes of research, such as Ph.D. degrees, publications, patents, and other acknowledgments. Publications in peer-reviewed/indexed journals and presentations at conferences/seminars/symposia resulting in ISBN/ISSN numbered proceedings attract cash incentives.

3. Research Advisor Incentives:

Research Advisors whose scholars successfully obtain a Ph.D. degree and publish two international papers (with UGC Care) are eligible for incentives.

4. Seed Funding for Faculty:

Faculty members who propose successful research projects are provided with seed money to support their research endeavors.

Thrust Areas:

While researchers have the freedom to choose their research topics, the College encourages research that is socially relevant. The various schools, centers, and departments are expected to identify trends and focus areas for research.

Minor & Major Research Projects:

Research projects supported by government agencies and sponsored extramurally contribute to infrastructure enhancement and professional recognition for faculty members and the college as a whole. The College's Committee on Research identifies funding agencies, both governmental and industrial, and develops schemes to provide financial assistance in the form of seed money for research ideas and project realization. The college allocates an annual financial budget for this purpose. The Minor Research Project Scheme supports young faculty in preparing proposals, conducting research, and initiating publications. It also assists in proposal preparation for major research projects.

Campus Publications:

Research and publication play a crucial role in the effectiveness of teaching and learning at the institution. College also encourages the in-house publications for budding researchers

Patent and Intellectual Property Rights (IPR):

The college supports innovation in research and encourages researchers to file patents, providing technical and financial assistance. The institution bears all expenses related to patent application filing. In case of commercialization, the earnings are shared between the researcher and the college on an 80:20 ratios. The college actively raises awareness about intellectual property rights among faculty, researchers, and scholars.

8. Maintenance Policy

Physical and academic facilitates provide the base for equal allocation and utilization of facilities based on the necessity of the educational, research and administrative activities. Effective and optimal utilization of facilities need to be centrally co-ordinated.

Policy may help

1.   To organize different activities systematically without any difficulties

2.   To improve the communication skill and personality development among the stakeholders, alumni

      and care takers.

3.   To setup a process for the effective use of academic flexibilities and infrastructure facilities.

This policy is mainly adapted to execute the following types of facilities available in the college

a)   Administrative Office

b)   Auditorium/Conference Hall/Classrooms

c)   Improved Sports Pavilion

d)   Library and Study Room

e)   Research Laboratories

Administrative Office

Well Established fully automated administrative office is the crown to the college. Office is equally accessible academically to all the staff members. The Principal allocate the time to access the office.

Auditorium & Conference hall are also accessible to the external users with prior permission of the authority.

g)   Lectures by NGo's

h)   Election meeting etc.

Sport pavilion:

College authority laid down the rules for the efficient use of Sports facility available in the college sport pavilion. Guidelines for the use of Sport pavilion is displayed in the sports pavilion. College authority has got all the rights to change the guideline. Sports facilities available in the college are mainly used to carry the competition, sports education and recreations by college students.

Class Room Assignment:

Time table committee and Principal look after the efficient use of classrooms based on the strength of the subjects. Appropriate classrooms are allocated to the students; time table committee also allocates the "ICT" based classrooms for student's seminars, interaction and Quiz. Grievances given by the students or faculty is brought to the notice of time table committee and problem is resolved satisfactorily. Classrooms can also be used by external users such as conducting the competitive examination, civil service examination etc without affecting the academic calendar of event. However, prior permission is need by the authority to use the class rooms.

Laboratory use:

Vice Principal and time table committee allocate the laboratory classes without causing any hindrance to the student. Care is taken to ensure that whether the student is using the laboratory efficiently or not. We notices regularly the activities of the students through the login register of the Libratory.

Library

Student has to fill the membership form to become the member of the library. Student ID card is issued

by the librarian in consultation with Principal. Students are given two books on ID and same may be returned within a week. Library is fully automated and the information about the availability of book, journals, magazines etc. can be accessed from the Department itself. Library committee looks after the purchase of new book, maintenance of book etc. by conducting the meeting.

9. Institutional Scholarship Policy

Introduction: The college is a premier institution and was founded to educate the local people of this Kalyan Karnataka area for their overall growth. The college's administration has decided to put in place a reward system for learners who exhibit a high level of merit during the course of their academic careers at college.

Additionally, College also offers the government scholarships through various schemes of central and state government.

Scope: This policy is applicable to students of the College

Scholarship Schemes Available

Government Schemes:

- **Scholarship from Social Welfare Department of Govt of Karnataka**

Students are advised to go through the instructions given before filling the application online. Therefore, students are advised to take time to read and understand every step properly and then begin to submit the application. Students can apply for post matric scholarship disbursed by various departments under government of Karnataka in the State Scholarship Portal (SSP). To visit the Portal, click on the URL: https://ssp.postmatric.karnataka.gov.in/.

- **Scholarship from Ministry of Social Welfare Govt. of India**

Students are advised to go through the instructions given before filling the application online.

Therefore, students are advised to take time to read and understand every step properly and then

begin to submit the application. Students can apply for post matric scholarship disbursed by various

departments under government of India's National Scholarship Portal. To visit the Portal, click on the

URL: https://scholarships.gov.in/

10. POLICY FOR E-GOVERNANCE

INTRODUCTION

The College aims to promote technology-enhanced governance and management practices for a transparent and efficient governing mechanism. It is attempting to facilitate all administrative and academic facilities through the college's e-portal developed under KSLU. This will contribute to greater transparency and information availability for effective decision making.

PURPOSE

This document is designed to provide guidelines all academic and administrative heads, teaching, non-teaching staff and students of the college.

SCOPE

This policy document applies to all department, cells and committees of the College.

OBJECTIVES

•   Maintain and strengthen the leadership through e-governance

•   Availing the various services online

- Functioning of Administrative Office more effectively

- College Website as single point of information

- Student Admission and Support

- Academic and Administration

- Internal and External Examination

- Internet Based Communication System

- Finance & Accounts

- Library

PROCEDURES

- **College Website:** College website will serve as single point for information to be displayed publicly about the college and its functioning. The details about important notices, events, committees, cells and departments, Research Publications, Policy Documents etc. will be displayed on the website. The web development service will be outsourced by the management.

- **Student Admission and Support:** Student admissions are carried out thought the KSLU Portal. Learning Management System integrated in Google classroom serves as dedicated point of contact for academic course content access.

- **Academics and Administration:** Academic and Administration modules facilitate the planning of curriculum and monitoring attendance through Google Classroom.

- **Internal & External Examinations:** For the purpose of examination management college uses the KSLU's examination Module provided by the KSLU, Hubballi.

- **Internet Based Communication System:** College have created institutional email for easy and effective online communication through the email, all official communications are to be carried out through email id.

- **Finance & Accounts:** The financial modules of college ERP/ Tally ERP to be used for maintenance of financial records effectively and efficiently. Profit and loss, receipt and expenditure and all other reports are generated automatically or effective resource mobilization and utilization.

- **Library**: Automation in library is introduced through e-lib ILMS software. All library related Information to be maintained throughout this server-based system. The OPAC system to be used for information searching and retrieval related to books availability.

11. Policy for Performance Appraisal

Introduction: The College ensures that all employees receive regular feedback on their performance based on the strict evaluation of their performance by the experts and respective head of the department. IQAC should conduct periodical and annual performance appraisals with all staff members in accordance with the guidelines issued by the government authorities and management.

Performance Appraisal for Teaching Staff is based on Academic Performance Indicator (API) Scoring System of UGC, the college has developed the model to evaluate each faculty and based on the results, promotion and increments are awarded to the faculty. Performance Appraisal for non-teaching staff is based on punctuality, completion of work in given time, behavior in office and with students, extra-time given to complete the task in time, readiness shown for new assignments.

Objectives:

- To help an employee to grow in his/her position

- To guide for the future progress

- To get employee aware about the performance in that calendar year

Scope and Applicability: This policy applies to all full-time, part-time, term, and temporary employees (including teaching, non-teaching and support staff) of KASCC.

Procedure for performance appraisal:

- IQAC should notify the schedule of issuing of performance appraisal forms.

- Every staff should submit the appraisal reports as per the format given by IQAC within the stipulated time with supporting documents.

- Different performa are in place for teaching and non-teaching staff.

- The peer review has to carried out by IQAC based on the set benchmarks

- IQAC should forward the consolidated report after data validation and verification to the higher authorities such as Principal in sealed envelope for necessary action.

- Individual staff members should be communicated with outcome report and recommendation for future growth within 30 days after completion of the process.

Performance outcome Indicator

Score	Grade	Outcome	Descriptor
9.1 to 10	A+	Outstanding	Performance is exemplary
7.1 to 9.0	A	Very Good	Performance is proficient
5.1 to 7.0	B+	Good	Performance is evolving
4.0 to 5.0	B	Satisfactory	Performance is call for concern
Below 4.0	C	Unsatisfactory	Performance is unacceptable

12. Policy for Financial Assistance to Teaching Staff to Participate in Seminar/Conference/Workshop etc.

Introduction

The institute encourages the faculty members to attend the seminar/conference/workshop and other training programs. To share their knowledge, academic growth and collaborations that would facility quality research and academic ambience. Based on the availability of resources with the institution that following guideline has been framed:

Objectives

- Provide financial support to teachers for participating in seminar/ conference/ workshop and training programmes.
- Providing support for staff exchange programme
- Providing support for attending faculty development programme

Fulltime employees, whose probationary period is completed, will be eligible for travel grant. if:

- Invited to deliver keynote speech
- Those who presenting the paper.
- Those who are attending such programmes to enhance their knowledge.

Pattern of Assistance:

a. Each Eligible Teacher will be provided maximum of Rs. 5,000/-

b. In case of if amount is in sufficient teacher must search for the external funding or go in self-financed mode.

c. TA/DA as per the admissible rule.

Application Procedure

Teacher shall apply in provided format (Annexure 1.) to the Principal at least 20 days before.

The Application should be submitted through the Head of the department with recommendation.

Procedure for Approval

1. Application should be submitted to the principal's office

2. Principal will scrutinize the application and will forward with recommendation to Management for necessary approval.

3. The management will verify the suitability of the application based on the merit of research and relevance to the requirements of the institution.

4. The decision of the management will be final.

5. The sanction of the grant depends upon the availability of funds.

Leave Facility

1. Invited Talk: 2 Days

2. International conference: 4 days

3. For National conference: 4 days

4. For Faculty development programme 7 days

Processing of the application:

After the submission of application to the office, it will take minimum 7 days to process. The final decision will be intimated to faculty member within 15 days

13. Standard Operating Procedure (SOP) for Account Settlement and Bill Submission to Principal's Office

1. Purpose: This SOP outlines the procedure for staff members to settle their accounts and submit bills to the Principal's Office for financial assistance received from the college to organize various academic activities. The aim is to ensure transparency, accountability, and efficient financial management.

2. Scope: This SOP applies to all staff members who have availed financial assistance from the college for organizing the following academic activities:

- Field Visit/Field Work
- Educational Tour
- Participation in Sports and Cultural Activities
- Participation in Seminar/Conference/Workshop
- Organizing Guest Lectures
- Organizing Conference/Seminar/Workshop
- Organizing Literary/Cultural/Sports Competitions
- Celebrations of Important Days
- Extension and Outreach Programmes

3. Responsibilities:

3.1 Staff Members:

- Ensure proper documentation and record-keeping of all expenses related to the respective academic activity.
- Adhere to the financial guidelines provided by the college for expense reimbursement.
- Prepare the necessary bills and supporting documents for submission.

3.2 Principal's Office:

- Review and approve the submitted bills and supporting documents.
- Coordinate with the college's finance department for fund allocation and disbursement.
- Ensure compliance with financial policies and procedures.

Procedure:

4.1 Prior to the Activity:

4.1.1 Obtain Permission: Staff members must obtain prior permission from the concerned authority for organizing the academic activity and seek financial assistance from the college.

4.1.2 Budget Planning: Prepare a detailed budget plan for the proposed activity, including estimated expenses for transportation, accommodation, meals, registration fees, equipment rental, and any other relevant costs.

4.1.3 Financial Assistance Request: Submit a formal request to the Principal's Office, providing details of the academic activity, the purpose, estimated expenses, and justification for financial assistance.

4.2 During the Activity:

4.2.1 Expense Documentation: Maintain a record of all expenses incurred during the activity, including receipts, invoices, bills, and any other relevant supporting documents.

4.2.2 Timely Recording: Ensure that all expenses are promptly recorded in the designated expense tracking format, clearly indicating the date, nature of expense, vendor name, and amount.

4.2.3 Adherence to Budget: Monitor expenses closely to ensure they remain within the approved budget. Any deviations must be justified and communicated to the Principal's Office.

4.3 After the Activity:

4.3.1 Account Settlement: Complete the activity and finalize all expenses related to it.

4.3.2 Bill Preparation: Prepare a comprehensive bill, including all supporting documents, such as receipts, invoices, and expense records. Ensure that the bill includes accurate details of expenses incurred.

4.3.3 Report Preparation: A systematic report has to be prepared with Geotagged Photographs and self-expandable caption. (As per the format given by IQAC given in Annexure 1)

4.3.4 Approval and Submission: Submit the bill and supporting documents to the Principal's Office within the specified timeframe, as per the college's guidelines. Ensure that the submission is complete and in the required format.

4.3.5 Review and Approval: The Principal's Office will review the submitted bill and supporting documents for accuracy, compliance with guidelines, and adherence to the approved budget. Upon approval, the bill will be forwarded to the college's finance department for further processing.

4.3.6 Payment Disbursement: The college's finance department will process the payment as per the approved bill and disburse the funds accordingly. If received the advance, then account will be settled.

Compliance and Monitoring: The Principal's Office will monitor the implementation of this SOP to ensure compliance with financial policies and procedures. Any deviations or issues should be promptly reported for appropriate action.

Conclusion: This SOP provides a standardized procedure for staff members to settle their accounts and submit bills to the Principal's Office for financial assistance received from the college. By following this SOP, transparency, accountability, and effective financial management can be maintained, ensuring the efficient organization of various academic activities.

14. Staff Welfare Policy

INTRODUCTION

The College offers various initiatives towards the welfare of employees. These welfare measures help the institution to keep employees motivated toward overall development of the institution. This policy document is prepared by considering the various needs and available resources with the institutions for the welfare of the fulltime teachers and non-teaching staff of the institution.

PURPOSE

This document is designed to provide guidelines about welfare measures offered by the college for its staff members during the employment period at the institution.

SCOPE

This policy document applies to both Teaching and Non-Teaching staff of the all departments of the college.

OBJECTIVES

- To enhance the staff motivation

- To provide financial assistance to attend professional development programs

- To provide opportunity to pursue higher education while continuing service

- To facilitate innovative ecosystem to carry out research activities

WELFARE MESAURES FOR STAFF

1. Employee Provident Fund (EPF) —Provident Fund will be paid as per Employee Provident Fund Act 1952 to all regular full-time staff members.

2. ESI: As per the state government norms of management is providing ESI facility to all its staff members.

3. Advance Salary: The Advance Salary facility is available to meet urgent medical expenses for self & dependent family members / marriage / education of children etc. This given amount will be recovered from the employee's monthly salary without any additional cost.

4. Bonus to Non-Teaching Staff: Yearly bonus scheme is available for the non-teaching staff members of the college.

5. Concession in fees to children of employee

6. Cafeteria: Cafeteria facility with concessional rates is provided to staff members of college

7. Casual Leave/ Special Casual Leave/OOD facility: Staff members are given CL, SCL and OOD facility for the personal and professional purposes.

8. Uniforms are provided to non-teaching staff

9. Financial Assistance to attend seminar/conference/workshop: The fulltime staff members are provided with financial assistance to present their research finding during seminar/conferences and workshops.

10. Indoor Sports and Gym: Indoor Sports and Gym Facility is provided to staff members free of cost from the college

11. Compensatory appointment (vary case to case: decision reserved by management and Government of Karnataka), In case of sad demise of any staff member before the age of retirement.

12. Human Resource: For timely completion of sponsored/extramural research project management provides the support staff for any kind of clerical and laboratory work.

15. Divyangjan Policy

Introduction: Individuals with physical and mental disabilities are protected under the Rights of Persons with Disabilities Act of 2016. The College is opposed to all forms of discrimination, including disability discrimination. The Institute seeks to foster an inclusive learning, teaching, and working environment in which disabled students and staff are not discriminated against or treated unfairly. We strive to make all of its programmes, services, and activities accessible and usable to people with disabilities. All college stakeholders share responsibility for assisting people with disabilities in gaining access to campus programmes, services, and activities.

Scope: These guidelines apply to all teaching staff, non-teaching staff and students.

Objectives:

- To create an inclusive culture in order to avoid discrimination, exploitation, and exclusion of disabled students and staff from all aspects of work and education.

- To develop a suitable regulatory framework for the effective delivery of services to the college's disabled students and staff.

- To ensure that all laws pertaining to people with disabilities are followed.

- To provide accessible and inclusive education to differently abled people in the institute.

- To equip the institute with facilities to allow differently abled people access.

Disability: Disability is a term that includes motor and sensory limitations (e.g., mobility, vision, or hearing impairments).

Implementation

Support System: A support system allows people with disabilities to move around safely and freely, as well as use the facilities in the built environment. The purpose of disabled-friendly equipment is to create an environment that encourages individuals' independence so that they can participate in daily activities without assistance. The ramp must be wide enough to accommodate a wheelchair user. The institution also provides a wheel chair.

Disabled friendly Washrooms: Separate washrooms with Western Waters Closet and grab bars are arranged in the ground floor. Toilets shall be wide enough for free movement of differently abled students.

Scribes for Examination: The institution shall provide or allow scribes for those students who are in need while writing exams. (The Ministry of Education, Govt. of India Policy is adopted for all matters related to providing scribes during examination).

Technology for Disable Friendly: Disable Friendly website with accessibility and screen reading features. Screen reading software for visually impaired students.

16. Green Campus Policy

Introduction: A "green campus: Go Green RVBLC" is a place where environmentally responsible behaviour and education are used to promote sustainable and eco-friendly activities. By adopting the concept of a "green campus," a college has the opportunity to take the lead in reforming its environmental culture. and creating new paradigms through creating sustainable solutions to the social, economic, and environmental needs of humanity.

Go Green KASCC: The Go Green Program's initial stage entails forming a functional Green-Campus Committee inside the Institute's administrative framework. Consequently, we are also releasing a POLICY DOCUMENT to provide greater legitimacy and clarity to this project.

laying out the strategy, goals, and related actions needed to formally implement this programme.

The college believes that the key to greening the campus is to reduce inefficient waste, use conventional energy sources for daily power needs, appropriately handle various types of waste, purchase eco-friendly items, and have a robust recycling programme. The management of the college believes that everyone should create time-bound plans for implementing green campus initiatives. These methods must be incorporated into the institutional planning and budgeting processes in order to produce a clean and green campus. Students, faculty, and support staff must all work hard to develop a campus that is environmentally sound and sustainable.

Green Initiatives to taken:

Energy Saving Tips

- Activate power management features on your computer and monitor so that it will go into a low power "sleep" mode when you are not working on it.

- Turn off your monitor when you leave your Table.

- Activate power management features on your laser printer.

- Whenever possible, shut down rather than logging off.

- Turn off unnecessary lights and use daylight instead.

- Avoid the use of decorative lighting.

- Use LED blubs

- Keep lights off in conference rooms, classrooms, lecture halls when they are not in use.

- Use the fans only when they are needed.

Waste Management

- Systematic Waste Management Mechanism for bio- degradable and non-biodegradable waste is introduced in the campus.

- Established the vermicomposting unit for biodegradable waste management.

- Non-degradable waste is handed over City Municipality Van after collecting at one place from college campus.

- Soak pit is prepared for biomedical waste generated form Biotechnology and Chemistry Department.

- E-waste is handed over to Bhavani Industries (electrical and electronics waste) and MS Graphics (computer parts) for necessary disposal.

Water Harvesting

- Construction of the tanks and bunds in the college campus for water harvesting

- Natural Water Bodies are maintained in the campus such as open well

- Rain water harvesting mechanism also introduced.

Gardening and Tree Plantation:

- Garden with medicinal, aromatic and important species is maintained by botany department.

- Beautification of the campus is made through tree plantation and systematic landscaping

- Vertical Gardens are also to be established in open places in corridors

- Potted plants are also maintained throughout the college building.

Restricted Entry to external vehicle in campus

Ban on use of Single use plastic and polythene bags in campus

Environment Audits:

College should get assess its green campus initiatives and eco-friendly campus thought the registered and authorized agencies for various types of audits such as:

1. Green Audit

2. Energy Audit

3. Environment Audit

The college is dedicated to make the campus is eco-friendly and sustainable.

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Date: 16 November, 2021