



Navnirman Shikshan Sanstha's

S. P. Hegshetye College of Arts, Commerce & Science

(Affiliated to University of Mumbai & Reco. by Govt. of Maharashtra)

S. M. Joshi Vidyaniketan, P 63, MIDC, Mirjole, Ratnagiri 415 639

Phone: (02352) 228977 / 230812 / 9420250977 E-Mail: navnirmancollege@rediffmail.com

Policy of Institution

The institution follows policy of decentralisation and the roles and responsibilities of various members are clearly defined. The decision making process flows from principal to the last member of the committee.

The College Development Committee is the apex body of the administrative set up. This committee is constituted as per the guidelines and norms of University of Mumbai, UGC and Government of Maharashtra Public University act 2016. The meetings are organized in the college twice in a year. In the CDC meetings major issues are discussed and resolutions are passed regarding introduction to the new courses and annual budgets, infrastructure, any developmental programs etc.

In the Academic set up, Internal Quality Assurance cell (IQAC) is the apex body of decision-making process. The chairman of the committee is principal. This committee is formulated as per the guidelines and norms of National Assessment and Accreditation Council, Bangalore. All academic and non-academic committees work under the guidance Of IQAC. In fact IQAC monitors all the committees functioning in the introduction.

Salient Features

- Instituted has Benevolent management, decentralized democratic approaches and decision making; emphasis on faculty development and welfare, thrust on perspective planning and auditing.
- Instituted offering courses at UG level – BSc.IT, BSc. CS, B.Sc. Hospitality Studies. BBI, BMS. And Batchelor of Arts and Batchelor of Commerce.
- The institution is affiliated to University of Mumbai, recognized by Government of Maharashtra.
- State- of- the- art infrastructure with well ventilated & spacious classrooms, auditorium with projector, well equipped training kitchens (basic kitchen, quantity kitchen & (advanced kitchens), bakery, central store, training restaurants & bar with specialized equipment's, front office lab, housekeeping lab and laundry room, dining hall for students, guest rooms with amenities,
- Computer lab, administrative block, rooms for various cells, board room etc. and other support facilities for all the stakeholders.
- Library with OPAC and E-granthalaya with 14959 books, 9243 titles.
- The institute has dedicated, experienced and competent faculty with varied industrial exposure in international and national chains of hospitality organizations.
- Emphasis on learner centric ICT based teaching-learning approaches and pedagogic innovations (use of simulations, narrative teaching, needs based teaching).
- Principal appoints Department head and Committee head of various committees.
- The Institution has Proactive approach, active CDC and IQAC committee of quality measures, innovations and best practices.



[Signature]
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Roles and Responsibilities of various committees:

Committees	Responsibilities
Management Board – College Governing Council	Policy Decision making Body
College Development Committee	Formulation and execution of student developmental activities for academic and extracurricular development of students as well as the institute
Internal Quality Assurance Cell	Improvisation and enhancing of academic/research/student support practices for achieving academic excellence, administrative affairs and Research activities.
Academic Staff Council	Planning day to day administration, consultations/suggestions for quality sustenance and Assurance.
Examination Committee	Planning, execution, Assessment, Monitoring, supervising, result preparation internal and External assessment.
Disciplinary Committee	Enforcing the students to follow the code of conduct initiated by the institution
Anti-Ragging Committee	To create awareness on Anti-Ragging and maintain the campus Ragging Free zone
Internal Complaint Committee	The cell takes consistent action by preventing sexual harassment and gender discrimination of women staff and girl students in the institution.



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The institution has shown a significant up gradation and sustained growth in various factors leading to academic excellence:

Report on sustainable institutional growth:

The institution has achieved significant growth in various parameters:

- **Students Admission Quality / Academic Progress:**

The quality of courses and its sustainability is highly maintained through academic monitoring. The courses offered by each department are in the best integration of industry demand, University norms and recent trends.

- **Enhancing the quality of Teaching – Learning:**

The teachers are motivated to attend several seminars, national and international conferences which enhance the knowledge and teaching skills. Also teachers are encouraged to use modern teaching aid.

- **ICT based learning:**

Apart from the classroom lectures, teachers make use of modern visual, audio-video aids is implemented with use of projectors and flat screen television.

- **Placements & Higher Studies:**

The experts, industry are being invited for career guidance sessions. The students need to be motivated through Incubation cell for placements which can help students to seek job in various domains.

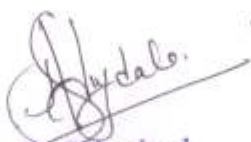
- **Innovation & Entrepreneurship:**

The budding entrepreneurs are created to start their own business. Students will be guided to work on innovative ideas through research projects through model making. They are motivated to participate in several competitions. Competition like QUIZIT, Debate competition, Elocution competition, Business presentation are organised to create platform to the young minds.

- **Outreach:**

Improving relations with community and society by taking up social relevant research projects, community programs, social camps etc. The department in association with NSS contributes to societal activities.




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➤ **Report on CDC/IQAC committees for the enhancement and improvisation of functioning institute :**

Response:

Academic programs of our college are monitored by the IQAC as mandated by the UGC. IQAC and Academic staff council having representations from the senior faculty of all the departments coordinate and evaluate the outcomes of all programmes. Since our institution is affiliated to the University of Mumbai, our curriculum structure is defined by the norms of the University of Mumbai. However, periodic representation from the institution is given from time to time in areas like syllabus pattern, any update in syllabus, question paper corrections (if any) and valuation of the answer scripts. Some of our faculty members are also representing Board of Studies at University of Mumbai. Suggestions were also given by our faculty members to impart career oriented curriculum.

IQAC effectively intervenes in the teaching-learning process through various measures such as in the preparation of teaching materials, submission of semester-wise reports from each department, result analysis, feedback collection, from students and alumni about teaching-learning, syllabus content, infrastructure facilities etc. Question paper setting for Internal Assessment Test is based on University Questions as per University pattern, which enables the students to face the University examinations confidently. Every semester, Internal Assessment Scores of each student, based on internal tests, assignments, seminars, viva-voce, projects, peer-team teaching, quiz, field visits etc., as per University framework is recorded by the Examination Cell.

Moreover, after the completion of Internal Assessment Test, performance of each student in Internal Assessment Test is analysed in departmental meeting, organised by the Head of the Department. Based on the internal examination performance, slow learners are identified. They are given extra care in terms of special coaching. Similarly, Semester end University Examination results are analysed for each department by the Academic Staff Council and reported to the Principal. Based on these findings, the slow learners are identified by both programme-wise as well as course-wise. Remedial coaching classes are arranged for these students. IQAC insists to conduct Career-oriented Certificate courses as well as value added courses by each Department.





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The CDC conducts various programmes and activities for the development of institute and students. The IQAC is involved in improvisation of academic practices, syllabus upgradation and improvement of overall academic excellence. In the pursuit of academic progression and excellence important decision was taken regarding commencement of degree Bachelor of Banking and Insurance course from academic year 2020-21.



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Policy of Participative Management:

The institute always promotes the culture of participative management by involving staff and students in various activities. All decisions of the institution are governed by management. The students and faculties are allowed to express themselves for any suggestions to improve the excellence in support of the Institute.

The participative style of management is reflected at various levels:

1. Strategic Level:

The Principal, HODs, and staff members are involved to defining the policies and procedures, making guidelines and rules/regulations pertaining to admission, placement, discipline, grievance, counselling, training & development, and library services etc., Staff members are also involved in structuring academic activities and examinations to be conducted in institute.

2. Functional Level:

At functional level the faculty members participate in sharing the knowledge by discussing on latest trends/technology during faculty meetings. Some Staff members are involved in preparation of annual budget of the department and institute.

3. Operational level:

The Principal of the institution is a member of the Governing body council. The Governing council gives suggestions and monitors the procurement, introduction of new programs and welfare activities. All the staff members actively participate in implementing the policies, procedures, and framework designed by the management in order to maintain and achieve the quality standards and achieve vision and mission of the institution. Office staff and admin staff is involved in executing day to day support services for students and faculties.



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The institution has well in place and strong policies which reflect the participative style and decentralization:

Policy of Decentralization:

Navnirman Shikshan Sanstha's S. P. Hegshetye College of Arts, Commerce and Science, the policy of decentralization is as aforesaid;

The institute supports decentralised governance system with proper well defined interrelationships.

- The Institute reflects transparency in all the activities as well as the policies implemented in the institution.
- The management of the institute has basic committees, governing body council (GC), CDC, principal, IQAC and HOD.
- Regular meetings of these committees are held for the effective and smooth functioning of the institute.
- There are three levels of administrative structure under which all the activities of the institute are carried out.

The decentralization is implemented out at various levels;

1. **Department level** - The Department Heads are responsible for to look day-to-day administration of the department and report to the Principal. In addition, any institute staff member can give suggestions and idea for improvement. Students also participate through different formal and informal feedback mechanisms. Suggestion box is kept in every department for suggestions from students. Management and Trustees are approachable and accept all suggestions.
2. **Institute level** - All the main decisions related to the institute are taken by the Principal in consultations with the Head of departments. Principal is the academic and administrative head of the Institute and the Member of the Governing Body. Financial decision is taken by the principal for the development of the institution.
3. **Society level** - The management of the institute is governed by the Governing Body, consisting of Chairman, the founding president, Secretary, treasurer and other members who are appointed in accordance with the guidelines provided by the UGC, Education policy and University norms.




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The institution has shown a significant up gradation and sustained growth in various factors leading to academic excellence:

Report on sustainable infrastructural growth, academic, student support, performance and achievement

The institution has achieved significant growth in various parameters:

The institute has shown significant growth in various infrastructural growth, leading to academic excellence. The infrastructural development shows various classrooms, store rooms, laboratory, college canteen, administrative office, cafeteria, and counselling rooms, incubation centre, Jidnyasa research centre. For development of different departments wings, we purchase various sports equipment's, sports materials, Invertor, projector screen, kitchen equipments, Printer, Utensils, Invertor batteries. For academic support and excellence the students and teachers are motivated to attend several seminars, National and international conferences which enhance the knowledge and teaching skills. Also teachers are encouraged to use modern teaching aid.

Apart from the class room lectures, the institution use of modern visual, audio-video aids is implemented with use of Projector and flat screen television. The quality of courses and its sustainability is highly maintained through academic monitoring. The courses offered by each department are in the best integration of industry demand and recent trends. Besides there are various faculty development programmes, there are various workshops on career progression for students, workshops on competitive examinations, expert guidance through various professionals.



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