



ANJUMAN KHAIRUL ISLAM'S
POONA COLLEGE
OF ARTS, SCIENCE & COMMERCE
CAMP, PUNE-411001



**POLICY
DOCUMENTS**



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E-Governance

The college is committed to adopt, implement and practice e-governance in order to provide a simpler, robust and efficient system of governance. Extensive use of E-governance has to be incorporated into every sphere of college functioning. It is to be implemented at various levels to provide efficient system of governance within the institution leading to paperless administration at its best.

1. The college subscribes to e-governance in administrative matters, finance and accounts, library and examination related processes.
2. The college staff including administration, faculty, support staff and students to be electronically connected for instant disposal and receipt of messages, notices etc. This can be achieved by using popular workspace application (G-suite), messaging applications (WhatsApp, Telegram) and cloud based video communication applications (Zoom, G-meet) etc.
3. Staff punctuality is to be ensured by electronic attendance (biometric) which is secure from tampering.
4. The website of the college is to be full-fledged and functional. It serves as the focal point of e-governance initiatives. If due to any technical reason, if it becomes non-functional then all out efforts to be made to restore its functionality. The home page of the college website is <https://poonacollege.edu.in/>
5. The college admission process to be carried out from the college website in a user-friendly manner. Proper notices, alerts, links for other procedures such as online fee payment is to be provided on the college website. Separate login for students, teachers and alumni to be available. Students to be able to operate through laptops and mobile phones too.
6. The college finance and accounts are to be maintained with help of the ERP software named Vriddhi and the Tally software wherever possible.
7. The college library is computerized with catalog searching of books made available on OPAC terminals.
8. The college website has incorporated library related data with links to access E-learning facilities such as N- List, e-journals, e-books and periodicals.
9. The college website to provide online form for book recommendation and feedback.
10. A library advisory committee is constituted for the purpose of arbitrating library related issues and forwarding their recommendations/suggestions to the IQAC and Principal.
11. Training sessions for use of digitized library and e-learning resources to be provided to staff and the students.
12. The college website has to also provide facilities to alumni like alumni registration, information/notices of college activities, details of a few selected alumni, feedback and



many other related issues.

13. The college examination process is automated by system using ERP software Vriddhi along with the exclusive examination portal provided by the affiliating university which ensures absolute confidentiality in hierarchical delegation of work, data entry and processing with ease.
14. In examination related matters, a committee headed by college examination officer (CEO) is constituted to supervise and conduct the examination process under the guidance of principal.

Technical team (website maintenance committee) headed by system administrator is to be appointed to handle the technical issues related to digital online operations of the college.

Consultancy and Collaboration

In addition to the traditional teaching and learning process, the college has to promote the faculty in research, consultancy, extension, outreach and development of entrepreneurship cell to support student startups.

1. The college encourages the faculty members to take up research projects by extending all possible support and to file for patents.
2. With the motto of benefitting the society from the expertise available in the college, the college encourages conduct of outreach programs and consultancy services offer to the industry, Government and Non-Government Organizations.
3. The faculty members are encouraged to offer consultancy services and the necessary and needed infrastructural support such as laboratory facilities is to be provided by the college.
4. The research monitoring cell of the college has to ensure that the expertise available in the departments especially the science departments is open to the public.
5. Visit to foreign universities and establishment of collaborations and linkages with them is highly encouraged by the college.
6. Faculty exchanges between institutions for research, teaching and learning is highly encouraged to enrich them with quality, national and international exposure.
7. The college to take all efforts to provide internships and on-the-job training to students in reputed industries and organizations. This is to enable them to achieve competencies for jobs/career requirements and to successfully face the global challenges.