



Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

Rukhama Mahila Mahavidyalaya Nawegaon/ Bandh
Tah- Arjuni/ Mor. Dist- Gondia-441702

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Criterion 6–Governance, Leadership and Management

Key Indicator - 6.2 Strategy Development and Deployment

6.2.1 The Institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup appointment service rules and procedures etc.

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2. Policy Document


Offi. Principal
RUKHAMA MAHILA MV
N/Bandh, 1a. A/Mor. Di. Gondia



Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

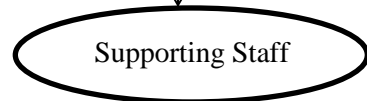
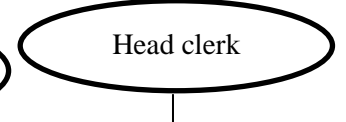
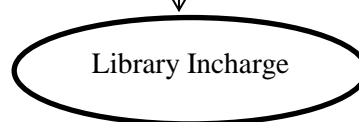
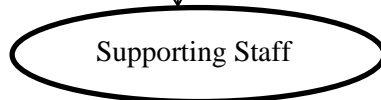
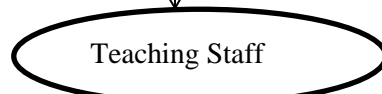
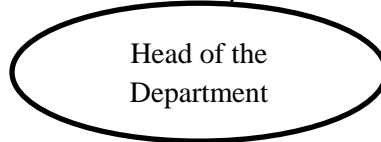
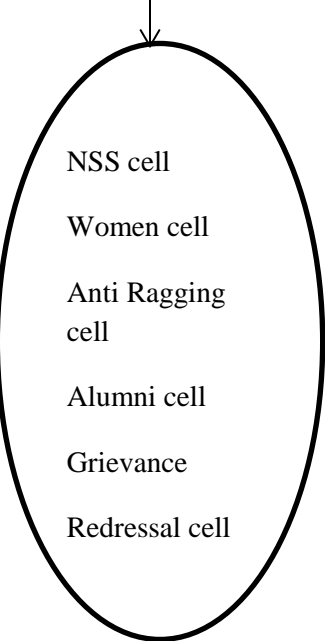
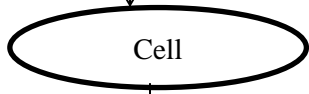
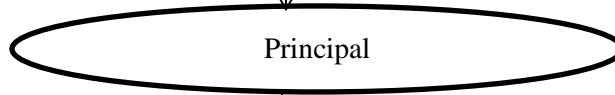
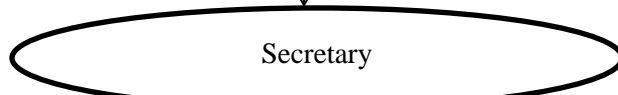
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Organogram



Princip
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POLICY DOCUMENT

The institute/department is committed to maintaining the highest standards of education, ensuring a quality learning environment. The academic policy encompasses various aspects to uphold academic accountability and enhance the overall quality of technical education. The key components of the academic policy are:

1. Academic Accountability:

- The institute/department maintains accountability for the academic performance and outcomes of its programs.
- Ensures adherence to academic regulations and standards set by accrediting bodies.

2. Quality of Technical Education:

i. Prescribing 30 Hours Value Added Courses:

Identification and implementation of 30 hours value-added courses that align with societal needs and professional requirements.

ii. Preparation of Course Materials:

Development of course materials with a standard that meets the academic and industry requirements.

iii. Delivery of Course Contents:

Utilization of appropriate resources and methodologies for effective delivery of course content.

iv. Assessment for Quality:

Implementation of robust assessment mechanisms to ensure the quality of evaluation processes.

v. Continuous Improvement:

- Commitment to continuous improvement through the implementation of quality assurance measures.
- Regular review and enhancement of educational practices based on feedback, trends, and advancements in the field.

This academic policy reflects the institute's dedication to providing a learning environment that not only meets academic standards but also prepares students for the evolving challenges of the professional world. It emphasizes the importance of adaptability, relevance, and continuous improvement to ensure the highest quality of technical education.

Roles and Responsibilities:

Principal:

- **Role:**
 - Oversee the implementation of the college's perspective plans.
 - Ensure efficient functioning of academic and administrative activities.
- **Responsibilities:**
 - Provide leadership for the overall administration and academic development of the college.
 - Supervise and coordinate the activities of various departments and committees.
 - Facilitate the achievement of course and program outcomes.

Internal Quality Assurance Cell (IQAC):

- **Role:**
 - Assess the quality of home science education and ensure the achievement of outcomes.
- **Responsibilities:**
 - Regularly meet to evaluate the quality of education delivery.
 - Implement measures to enhance the quality of academic processes.

Head of Department:

- **Role:**
 - Ensure proper implementation of the academic calendar provided by the university/college.
- **Responsibilities:**
 - Oversee the efficient functioning of the department.
 - Coordinate with faculty to ensure adherence to academic schedules.

Various Committees:

- **Role:**
 - Address specific tasks aligned with academic and administration plans.
- **Responsibilities:**
 - **Cultural and Sports Committee:**
 - Organize cultural and sports events.
 - **Seminar Committee:**
 - Coordinate and conduct seminars.
 - **Teacher Guardian Committee:**
 - Facilitate mentorship and guidance for students.
 - **Result Analysis Committee:**
 - Analyze and interpret examination results.
 - **Workshops Committee:**
 - Organize and coordinate workshops for skill development.
 - **Examinations Committee:**
 - Oversee the examination process.
 - **Admissions Committee:**
 - Manage the admissions process.
 - **Library Committee:**
 - Oversee library resources and services.
 - **NSS Cell:**
 - Coordinate National Service Scheme activities.
 - **Alumni Cell:**
 - Facilitate interactions between current students and alumni.
 - **Women Cell:**
 - Address gender-related issues.

- **Grievance Redressal Committee:**
 - Address and resolve grievances.
- **Anti-Ragging Committee:**
 - Prevent and address incidents of ragging.

Each committee plays a crucial role in the overall functioning and development of the college, contributing to its academic excellence and the well-being of its students and staff.

Cells:

1. Women Cell:

- **Objective:** To protect women's rights and ensure gender equality.
- **Functions:** Address issues related to gender discrimination, harassment, and ensure a safe and inclusive environment for all.

2. Anti-Ragging Cell:

- **Objective:** To prevent students from engaging in unlawful activities such as ragging.
- **Functions:** Monitor and address any incidents of ragging, creating awareness among students about the consequences and legal implications.

3. Grievance Cell:

- **Objective:** To analyze complaints and take appropriate actions.
- **Functions:** Receive and address grievances from students, faculty, or staff, ensuring a fair and transparent resolution process.

4. Alumni Cell:

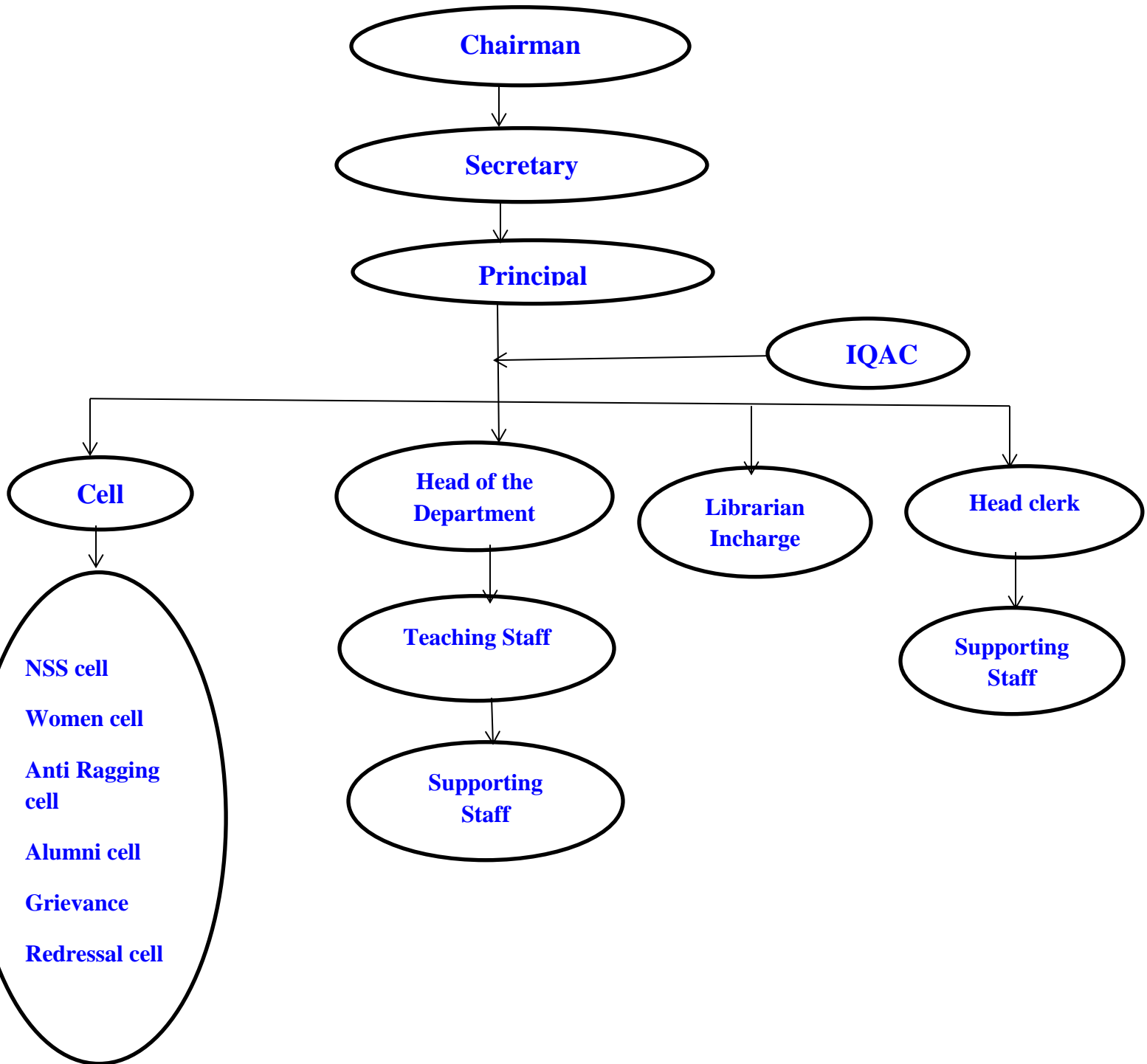
- **Objective:** To facilitate interaction between current students and alumni, providing insights from eminent personalities in various fields.
- **Functions:** Organize events, mentorship programs, and networking opportunities to connect current students with successful alumni.

5. NSS Cell (National Service Scheme):

- **Objective:** To identify community needs, involve students in problem-solving, and develop a sense of social and civic responsibility.
- **Functions:** Organize community service activities, health camps, awareness programs, and initiatives that contribute to community development.

Each cell plays a crucial role in fostering a positive and supportive environment within the institute, addressing specific issues, and promoting overall well-being and development among students and the community.

Organizational Structure



2.ADMISSION POLICY

College Affiliation and Approval:

- The college is affiliated with Rashtrasant Tukdoji Maharaj University.
- It is approved by the All India Council for Technical Education (AICTE).

Admission Details:

Number of Seats (Intake): 120

Fee Structure:

- The fee structure will be determined based on the Maha DBT (Direct Benefit Transfer) in accordance with government-approved norms.

Eligibility for Admission:

- Specific eligibility criteria will be outlined by the university and AICTE. Applicants must meet the prescribed academic qualifications and any other criteria specified.

Application Process:

1. Registration on RTMNU Website:

- Prospective students need to register on the Rashtrasant Tukdoji Maharaj University (RTMNU) website.

2. Sale of Prospectus:

- The prospectus containing detailed information about the courses, eligibility, and admission process will be made available for purchase.

3. Submission of Application Form to College:

- Applicants must complete the application form and submit it to the college within the specified deadline.

4. Display of Merit List and Waiting List:

- The college will publish a merit list and a waiting list based on the received applications.

5. Finalization of Admissions from Merit List:

- Admissions will be finalized based on the merit list, and selected candidates will be notified.

6. Counselling and Spot Admission:

- A counselling session may be conducted for selected candidates, and spot admissions may be offered based on availability.

7. Uploading of Admissions on University Portal by College:

- The college will upload the details of admitted students on the university portal, ensuring transparency in the admission process.

Prospective students are advised to follow the outlined steps carefully and adhere to the specified deadlines for a smooth admission process. Specific details regarding eligibility, fees, and other relevant information can be obtained from the college prospectus and the university's official website.

3.CODE OF CONDUCT POLICY

A code of conduct serves as a guiding set of principles and rules that outlines the expected behavior and ethical standards for employees and students within an organization or institution. It provides a framework for acceptable behavior, fostering a positive and respectful environment. The code typically covers a range of topics, including professional ethics, interpersonal relationships, compliance with laws and regulations, and other relevant guidelines that contribute to the overall well-being and success of the organization or educational institution.

Code of conduct for staff

1. Commitment to the Profession:

- Dedicate working hours for learning, training, and teaching, demonstrating commitment to professional growth.

2. Timely Syllabus Completion:

- Ensure the timely completion of syllabus with a focus on achieving good results and be accountable for the teaching outcomes.

3. Mentorship and Record-Keeping:

- Act as a supportive mentor for mentees, maintaining comprehensive records of their progress and development.

4. Career Guidance and Value-Based Education:

- Provide career-related guidance to students and emphasize the importance of value-based education.

5. Continuous Professional Growth:

- Strive for professional growth by engaging in higher studies and continuously updating knowledge.

6. Cell Phone Usage:

- Refrain from using cell phones during classes to maintain a focused and conducive learning environment.

7. Respect for Colleagues:

- Treat colleagues with due respect, fostering a positive and collaborative working environment.

8. Non-Discrimination Policy:

- Avoid considerations of caste, creed, religion, race, or sex in professional endeavours.

9. Attendance and Leave Policy:

- Report on time and remain on campus during working hours unless assigned duties elsewhere.
- Seek approval from the principal for leaving the campus during working hours.

10. Leave Management:

- Submit prior requests for leave and coordinate with other faculty members to adjust classes.
- Inform the Head of the Department (HOD) before taking unplanned leave.

11. Portfolio Responsibilities:

- Perform diligently in the portfolios assigned by the institute.

12. Cooperation and Collaboration:

- Cooperate with authorities and fellow faculty members for the betterment of the institution.

13. Respect for Student Rights:

- Respect the right and dignity of students in expressing their opinions.

14. Confidentiality and Non-Discrimination:

- Maintain the confidentiality of student information unless its release serves a professional purpose that benefits the student.
- Refrain from discriminating against students based on ability, race, color, or creed.

This code of conduct sets clear expectations for teachers, promoting professionalism, respect, and a commitment to the holistic development of students and the institution.

Code of conduct for students

1. Attendance Requirement:

- Students must maintain a minimum attendance of 75%. Irregular attendance may result in detention from the college.

2. Fraud or Malpractice:

- Students found guilty of any form of fraud or malpractice may face dismissal from the college.

3. Behavioral Standards:

- Students are expected to conduct themselves in a manner that upholds the reputation and interests of the college.

4. Distribution of Material:

- Without written permission from the principal, students should not distribute or circulate any notices, pamphlets, leaflets, or exhibit banners, flags, posters, etc., within the campus.

5. Meetings and Strikes:

- Students are not allowed to organize or attend meetings without the permission of the principal.
- Strikes are strictly prohibited on the college premises. No one shall instigate or participate in any strike within the campus.

6. Mobile Phone Usage:

- The use of mobile phones during classes is strictly prohibited, and strict action will be taken against violators.

7. Dress Code:

- Students must adhere to a proper dress code established by the institution.

8. Leave of Absence:

- Students should avoid taking leave unless absolutely necessary.
- Leave must be obtained in writing in advance from the HoD/principal. No leave will be granted without satisfactory reasons.

9. Internal Examinations:

- There will be one internal exam to assess students' progress.
- Students must appear for departmental examinations. Those unable to attend should seek prior sanction from the principal.

This code of conduct aims to create a conducive learning environment, maintain discipline, and ensure the overall well-being of students within the college community. Adherence to these guidelines is crucial for the smooth functioning of the educational institution.

4. Internal / Preliminary Examination Policy

To ensure a fair and efficient internal examination process, the college implements the following guidelines and instructions for the examination committee and invigilators:

1. Examination Committee:

- i. One centralized internal/preliminary examination will be conducted annually.
- ii. Question papers are to be prepared well in advance to ensure quality and fairness.
- iii. Invigilation and valuation processes must be completed on time.
- iv. Transparency in awarding internal marks is a priority.

2. Appointment of Examination Committee:

The principal appoints an examination committee each year to oversee the smooth conduct of internal examinations.

3. Instructions to Invigilators:

I. Pre-Examination Preparation:

- i. Invigilators should enter the examination hall at least 15 minutes before the scheduled start.
- ii. Ensure students place books, notebooks, mobile phones, and written materials at the front or outside the hall.
- iii. Confirm students are seated according to the correct seat numbers and using only blue/black ink.

II. Distribution of Materials:

- i. Distribute answer books to students at least 10 minutes before the examination begins.
- ii. Instruct students to fill in correct details on the front page of the answer books.
- iii. Distribute question papers at the beginning of the examination.

III. Identity Verification:

- i. Check the identity cards of students and sign on their answer books if all details are correct.
- ii. Take the signature of students on the attendance proforma, mark "AB" for absent students, and maintain attendance records.

IV. Maintaining Discipline:

- i. Ensure general discipline in the classroom by frequently moving around the examination hall.
- ii. Prevent any malpractices or attempts of copying by students.

V. Post-Examination Procedures:

- i. Collect answer books from students at the end of the examination.
- ii. Arrange answer books sequentially based on examination seat numbers for each course separately.
- iii. Hand over the answer books to the Chief Examiner (CE).

These guidelines aim to uphold the integrity of the examination process and ensure a smooth and transparent internal examination experience for both students and staff.

Code of conduct for non-teaching staff

Welfare measures for non-teaching staff are essential to create a positive and supportive work environment. These measures are designed to enhance the well-being, job satisfaction, and overall quality of life for employees. Here are some suggested welfare measures for non-teaching staff:

1. Wellness Programs:

- Implement wellness initiatives such as fitness programs, health screenings, and workshops on stress management.
- Offer incentives for participating in wellness activities.

2. Flexible Work Arrangements:

- Allow flexible work hours or remote work options when feasible.
- Consider compressed workweeks or part-time schedules.

3. Leave Policies:

- Provide paid time off for vacation, sick leave, personal days, and holidays.
- Implement family-friendly policies, such as parental leave and flexible scheduling for family needs.

4. Financial Assistance:

- Offer financial wellness programs, including workshops on budgeting, investment, and debt management.
- Provide access to low-interest loans or financial counseling services.

5. Recognition and Rewards:

- Implement a recognition program to acknowledge and reward employees for their hard work and achievements.
- Consider annual awards or bonuses based on performance.

6. Training and Development:

- Offer training programs to enhance skills and promote professional development.
- Support employees in attending conferences, workshops, and relevant courses.

7. Employee Assistance Program (EAP):

- Provide access to counseling services for personal and work-related issues.
- Ensure confidentiality for employees seeking assistance.

8. Transportation Facilities:

- Offer transportation facilities or subsidies for commuting expenses.
- Provide parking facilities or public transportation passes.

9. **Workplace Safety Measures:**

- Ensure a safe and healthy work environment.

10. **Social and Recreational Activities:**

- Organize social events, team-building activities, and recreational programs.

11. **Retirement Benefits:**

- Provide a retirement savings plan, such as a 401(k) or pension scheme.
- Educate employees on retirement planning options.

12. **Crisis Support:**

- Establish protocols to assist employees during personal or family crises.
- Provide resources for mental health support.

Remember to regularly review and update these welfare measures based on feedback, changing needs, and evolving workplace dynamics. Tailor these measures to align with the specific requirements and culture of your organization.

5. **CULTURAL ACTIVITIES POLICY**

The college is dedicated to providing an enriching campus experience by organizing a variety of extracurricular activities throughout the academic year. These activities, facilitated by the college senate, contribute to the holistic development of students and create a vibrant campus atmosphere. Some key events organized by the senate include:

1. **Independence Day Celebration:**

The college actively engages in celebrating Independence Day, fostering a sense of patriotism and national pride. The event may include flag hoisting, cultural performances, and activities that highlight the historical significance of this day.

2. **Republic Day Celebration:**

Republic Day is commemorated with enthusiasm and reverence. The college organizes events that showcase the values of democracy and the importance of being responsible citizens. Activities may include flag ceremonies, parades, and cultural programs.

3. **Teachers Day Celebration:**

Recognizing the pivotal role of educators, Teachers Day is celebrated with gratitude and admiration for the faculty. The college senate organizes events that honor and appreciate the hard work and dedication of teachers, creating a positive and supportive academic environment.

These celebratory activities not only add vibrancy to the campus but also instill a sense of community and pride among students and staff. The college remains committed to fostering a well-rounded educational experience that goes beyond academics and encompasses cultural, patriotic, and celebratory aspects.

6. GRIEVANCE REDRESSAL POLICY DOCUMENT

In order to expedite the resolution of grievances, the institution has established a Grievance Redressal Policy. This policy is designed to address concerns raised by both students and staff within the guidelines set by the college. Its goal is to maintain the highest standards of integrity, transparency, and foster a proactive work culture among the staff and students.

Procedure:

1. Formation of Grievance Redressal Committee:

The Principal, with concurrence from the Management, forms a Grievance Redressal Committee (GRC). This committee is entrusted with addressing issues related to students and parents concerning matters such as leave, examinations, internal assessments, and other relevant concerns.

2. Lodging a Complaint:

Any aggrieved student or parent can lodge a complaint by filling out a Grievance Redressal Form available. The completed form is then submitted to the Grievance Redressal Committee.

3. Thorough Analysis by GRC:

The Grievance Redressal Committee conducts a comprehensive analysis of the case, considering all relevant details. The committee then makes a decision, either unanimously or by vote, based on their findings.

4. Recommendation and Conveyance: The GRC conveys its recommendations to the College Management within one month of receiving the grievance. The decision of the Deciding Authority will be final, and necessary actions will be taken promptly.

This Grievance Redressal Policy and Procedure ensure a fair and efficient process for addressing concerns, maintaining transparency, and upholding the values of the institution.

7. FINANCIAL AID POLICY

1. Financial Assistance for Seminars and Conferences:

The institution provides financial assistance to staff members attending seminars, conferences, and publishing research papers in journals. This support encourages continuous learning, professional development, and contributes to the dissemination of knowledge.

2. Study Leaves for Teaching Staff:

Teaching staff is granted study leaves to pursue higher studies, fostering a culture of continuous learning and academic advancement. This initiative supports professional growth and expertise within the faculty.

3. Festival Advance:

Recognizing the significance of festivals, the institution offers a prior festival advance to both teaching and non-teaching staff. This financial support enhances the festive experience and helps meet related expenses.

4. Institutional Social Responsibility (ISR):

Under ISR, the college demonstrates a commitment to social welfare by providing financial aid in the form of fee concessions to students in need. This initiative ensures that financial constraints do not hinder students' access to education, promoting inclusivity and equal opportunities.

These initiatives collectively contribute to the overall well-being, professional development, and financial support of both staff and students, aligning the institution with principles of social responsibility and employee welfare.

8. WELFARE /MEDICAL SCHEMES POLICY

- 1. Maternity Leaves:** Female staff members are entitled to maternity leave, ensuring a supportive and inclusive work environment that acknowledges and respects the needs of employees during significant life events.
- 2. Free Health Check-up Camp:** Prioritizing the well-being of staff, the institution organizes periodic free health check-up camps. This initiative promotes preventive healthcare and ensures employees have access to necessary medical assessments.
- 3. Flexible Working Hours:** To accommodate personal commitments, employees are allowed two instances of early departure and two instances of late arrival per month. This flexibility enables better work-life balance for personal responsibilities.
- 4. Recreation Facility:** Recognizing the importance of a healthy work-life balance, recreational facilities are provided for staff members. These spaces promote relaxation and stress relief, contributing to overall well-being.
- 5. Centralized Xerox Facility:** To enhance convenience, the institution offers centralized services such as photocopying at subsidized rates. This centralization streamlines accessibility and affordability for both staff and students.

6. **Wi-Fi Campus:** The campus is equipped with Wi-Fi accessibility for teaching and non-teaching staff. This ensures seamless connectivity, facilitating educational and administrative tasks with the convenience of wireless technology.

These employee welfare initiatives reflect a commitment to creating a supportive and conducive work environment, promoting both physical and mental well-being among staff members.

9. TEACHER GAURDIAN POLICY

"Teacher Guardian" is an individualized form of counseling and guidance aimed at addressing the unique needs of students and fostering a friendly, supportive relationship on campus. This practice is designed to enhance the personal connection between students and teachers. In this role, the teacher serves as a mentor, initiating a mentoring process to establish healthy relationships with students.

While the system remains flexible, it operates within well-defined parameters. Each faculty member is assigned as the mentor for a group of 8-10 students, chosen by the head of the department. The teacher-mentor collects personal information from the students and provides necessary counseling. Any significant issues are brought to the attention of the head of the department.

To ensure accountability and continuity, a documented record of the mentoring process is meticulously maintained by both the mentor teacher and the head of the department for future reference. This structured approach ensures effective support and guidance for students throughout their academic journey.

Responsibilities:

"The Mentor plays a crucial role in the students' academic and personal development through the following responsibilities:

1. **Regular Meetings:** The Mentor schedules monthly meetings with the assigned group of students.
2. **Continuous Monitoring and Guidance:** Actively monitors, counsels, guides, and motivates students in all academic matters, ensuring their overall growth.
3. **Academic Advice:** Provides guidance to students on projects and other academic decisions.
4. **Parent/Guardian Communication:** Contacts parents or guardians when necessary, such as in cases of academic irregularities, negative behavioral changes, interpersonal issues, or any detrimental activities.

5. **Career Development Support:** Offers advice and support to students in their career development and provides professional guidance.
6. **Record Maintenance:** Maintains a detailed, progressive record of each student's academic and personal development, using the provided format for accurate documentation.

This comprehensive approach ensures that the mentor actively engages with students, providing both academic and personal support, and facilitates their holistic development throughout their educational journey."

10. Environment Sustainability, Waste Management and Green Initiatives

Our college is committed to the implementation, maintenance, and continual improvement of an environmentally friendly campus to minimize our carbon footprint. We prioritize pollution prevention and control, eco-friendly waste disposal, and green initiatives that contribute to sustainability and the preservation of our environment. The college actively encourages initiatives that involve the use of biodegradable and recyclable materials.

In alignment with the directives issued by both central and state governments concerning environmental matters, the college diligently implements all relevant policies. We strive to minimize the use of toxic, hazardous, and environmentally unfriendly substances whenever possible. Additionally, the biodiversity of our campus is safeguarded, reflecting our commitment to preserving the natural ecosystem.

Our institution adheres to a stringent and eco-friendly waste management mechanism. We actively promote initiatives to reduce plastic usage and minimize overall waste generation. By embracing these practices, we aim to contribute positively to the environment and create a sustainable and eco-conscious campus community."

POLICY DOCUMENTS

1. Creating Awareness:

To raise awareness about our environmental policy, initiatives will be undertaken to educate students, management, and nearby villagers. Awareness campaigns, workshops, and community engagement programs will be organized to highlight the importance of environmental sustainability.

2. Tobacco-Free Campus:

In adherence to government regulations, signboards indicating a tobacco-free campus will be strategically placed across various locations within the campus. This step aims to reinforce a healthy and clean environment.

3. Pollution-Free Campus:

Maintaining a pollution-free campus involves prohibiting the use of tobacco, pan masala, and chewing substances on the premises. Strict adherence to these guidelines contributes to a healthier and cleaner campus environment.

4. Purified Drinking Water Facilities:

Sensitizing students and staff about responsible water usage, the campus is equipped with purified drinking water facilities. This initiative encourages proper utilization of water resources and promotes a culture of water conservation.

5. Rainwater Harvesting:

To harness natural resources, rainwater harvesting systems will be implemented, collecting rainwater from roofs. This sustainable practice aims to conserve water and replenish groundwater levels.

6. Vermicomposting:

Implementing a waste management strategy, soil waste will be converted into valuable fertilizer through vermicomposting. This eco-friendly approach not only reduces waste but also enriches the soil for sustainable landscaping.

7. Use of Dustbins:

The campus will be equipped with both dry and wet dustbins to facilitate proper waste segregation. This initiative promotes cleanliness and ensures responsible waste disposal within the college premises.

8. No Use of Plastic:

Emphasizing environmental consciousness, the college will actively discourage the use of plastic materials. Awareness campaigns and alternative solutions will be promoted to create a plastic-free campus and contribute to a sustainable future.



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Department of Home science
Session: 2022-23

Date: 02/01/2023

Notice

Electoral Literacy Cell


All the staff members and students of the college are hereby informed that an **Electoral Literacy Cell** has been formed to sensitize them on their electoral rights and familiarize them with the electoral process of registration and voting. Through ELC, Election Commission of India, aims at strengthening the culture of electoral participation among young and future voters.

Committee Members:

Sr. No	Name of the Member	Designation	Mobile No.	Email ID
1	Ms. Chhabu Gahane	Asst. Professor	7499479675	swetagahane156@gmail.com
2	Ms. Meena Raut (Incharge)	Asst. Professor	7719018140	mr7351099@gmail.com
3	Ms. Komal Sahare	Asst. Professor	9146628825	komalshahare23@gmail.com

Copy to:

1. HOD
2. All committee members
3. Staff Member
4. Students
5. Notice Board


Principal,
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