



RFNS  
SENIOR SCIENCE COLLEGE  
AKKALKUWA  
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## *Statutory Declaration of Internal Administrative Policy*

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# *Internal Administrative Policy*

## **Preamble**

These Policy statements are the internal policy of RFNS Senior science College, Akkalkuwa. This policy is subordinate to the overarching regulations and guidelines issued by the University Grants Commission (UGC) and the Maharashtra Public Universities.

These have been framed to ensure:

- To grant the college autonomy in daily operations.
- To empower faculty.
- To ensure transparency.
- To foster democratic and inclusive decision making.
- To clearly define roles and responsibilities.

Any necessary modifications to these policies must be approved by a 75% majority of the Internal Quality Assurance Cell (IQAC) of the college in a meeting with at least 90% attendance.

## **Tenure of Policy**

This policy shall be effective from the date of approval by the Governing Body of the institution and will remain in force for a period of five years. It shall be subject to periodic review and amendment as deemed necessary by the IQAC and the institutional authorities.

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **Statutes of the Internal Quality Assurance Committee**

The Internal Quality Assurance Cell (IQAC) is established to promote quality enhancement and sustenance in the educational institution. This policy document outlines the framework and guidelines for the IQAC to ensure the continuous improvement of academic and administrative performance, in alignment with the objectives and vision of the institution.

**The Statutes define the duties and rights and responsibilities of the IQAC. They are as follows:**

The IQAC is committed to developing a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution.

### **IQAC Constituents**

The IQAC shall consist of the following members:

1. Chairperson: Head of the Institution (Principal/Director)
2. Coordinator/Convenor: A senior faculty member
3. Senior Administrative Officers
4. Three to eight teachers
5. Conveners of Important Committees
6. One member from the Management
7. One or two nominees from local society, students, and alumni
8. One or two nominees from employers/industrialists/stakeholders

## Functioning of IQAC

All major decisions of the college will be routed through the IQAC. The Internal Quality Assurance Committee shall meet as many times as necessary to do the tasks assigned to it. The minimum quorum for an IQAC meeting is 06 members. No IQAC meeting can be held without at least one of the following being present:

1. Principal
2. Coordinator IQAC

1. The IQAC will circulate the notice and agenda of its meeting at least 2 days prior to the meeting to all teaching and non-teaching members. A notice and agenda circulated on the teaching and non-teaching staff.

2. Non-attendance of any member at two consecutive meetings of the IQAC shall make the member eligible for non-compliance process. However, whether to execute the same will be the discretion of the Principal and the Co-coordinator IQAC.

3. In case a non IQAC member wishes to contribute to an item on the agenda, he/she may forward his suggestions in writing to any member of IQAC for inclusion in the discussion on the item. In case a non IQAC member wishes to attend a particular IQAC meeting, he/she may do so with the prior permission of the IQAC coordinator / Principal.

## Working Functions of IQAC

1. **Development and Application of Quality Benchmarks:** Establishing and applying quality benchmarks for various academic and administrative activities.
2. **Learner-Centric Environment:** Facilitating the creation of a learner-centric environment conducive to quality education and faculty development.
3. **Feedback Collection and Analysis:** Obtaining and analyzing feedback from students, parents, and other stakeholders on quality-related institutional processes.
4. **Workshops and Seminars:** Organizing workshops, seminars, and conferences on quality-related themes and promoting quality circles.
5. **Documentation and Reporting:** Maintaining comprehensive documentation and preparing the Annual Quality Assurance Report (AQAR) as per NAAC guidelines.
6. **Promotion of Quality Culture:** Promoting quality culture within the institution and disseminating information on quality parameters in higher education.
7. **Collaboration:** Coordinating with other quality-related activities and bodies of the institution.
8. **Resource Management:** Ensuring the adequacy, maintenance, and proper allocation of support structure and services.

## Rights of IQAC:

- **Access to Information:** The IQAC has the right to access all relevant information related to the institution's academic, administrative, and financial operations.
- **Decision-Making Authority:** Depending on the institutional structure, the IQAC may have the authority to make decisions or recommendations on quality-related matters.

- **Resource Allocation:** The IQAC may have the right to request necessary resources for its functioning, including budget, personnel, and infrastructure.
- **Autonomy:** The IQAC should operate independently and objectively to ensure its effectiveness.
- The IQAC may visit any department with a prior notice of five days to verify any document/ activity reported.
- The Chairperson /Coordinator of IQAC in consultation with other members of the IQAC can issue a Non-Conformance Report (NCR)\*\* for repeated noncompliance of protocol/process/ quality standards.

\*\* (A non-conformance report documents the details of a non-conformance identified in a quality audit or other process review. The objective of the report is to make an unambiguous, defensible, clear, and concise definition of the problem so that corrective action can and will be initiated by management. The non-conformance report includes who, what, where, when.)

## **STATUTORY COMMITTEES**

### **Duties and responsibilities of Statutory committees**

#### **1. Anti-Ragging Committee**

- Anti-ragging In-charge will be Responsible for the following:
- They will form duty chart & carryout regular checks for any Ragging activity in their areas.
- They will carry-out surprise checks in probable areas of ragging. In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately
- Each squad in charge will make detailed duty plan in respect of his squad and forward a list copy of the same to the control room.
- Every squad in charge will brief all members of his squad about their duties / action regarding anti ragging.
- In case of inadequacy of the member detailed in their respective teams, they may float additional requirements to the in charge of anti ragging committee.

#### **2. Women Grievance Cell**

- To resolve issues pertaining to girls'/women's sexual harassment.
- To equip the female students, faculty and staff members with knowledge of their legal rights.
- To safeguard the rights of female students, faculty and staff members.
- To provide a platform for listening to complaints and redressed of grievances.
- To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
- To ensure personality along with academic development of students

#### **3. Committee for SC/ST**

- To investigate and monitor all matters relating to the safeguards provided for the Scheduled Castes under this Constitution or under any other law for the time being in force or under any order of the Government and to evaluate the working of such safeguards.
- To inquire into specific complaints with respect to the deprivation of rights and safeguards of the Scheduled Castes.

- To participate and advise on the planning process of socio-economic development of the Scheduled Castes and to evaluate the progress of their development.

#### **4. Internal Complaints Committee**

- To understand what is Workplace Harassment and how women are prone to it.
- To know the statutory implication by Indian legislature to control Workplace harassment.
- To suggest Standard Operating Procedures to transform the organizations as safe workplace for women.

#### **5. Alumni Association Committee**

- Maintaining and updating alumni database.
- Organizing Annual Alumni Meet.
- Continuous communication with alumni for curriculum enrichment, activities of entrepreneurship development cell etc.

### **HEAD OF DEPARTMENT (HOD)**

#### **Rights and Duties of the Head**

- The HOD has the right to administer the departmental affairs, including academic and non-academic activities.
- The HOD has the right to lead and guide the academic activities, including curriculum development, academic planning, and research initiatives.
- The HOD has the right to manage the department's budget, ensuring proper allocation of funds for various departmental needs, including research, equipment, and other academic activities.
- The HOD has the right to represent the department in various institutional committees, meetings, and external forums.
- The HOD has the right to make decisions regarding the day-to-day operations of the department.
- No teacher can avail CL/ DL without taking permission/ intimating the HOD. In case the HOD wishes to avail of a CL/DL he /she must take the prior permission of the Principal.

#### **Duties of the Head of Department**

- The HOD must provide academic leadership and ensure the quality of education and research within the department.
- They should foster a conducive environment for academic excellence and innovation.
- The HOD must engage in strategic planning to achieve the department's long-term goals. They should align departmental objectives with the institution's mission and vision.
- The HOD must manage departmental resources efficiently, including budget, facilities, and personnel.
- The HOD must implement institutional policies and procedures within the department.
- The HOD must support the professional development of faculty and staff members.
- The HOD must ensure that students receive proper academic advising, mentorship, and support. They should address student grievances and promote a positive learning environment.
- The HOD must ensure the quality of academic programs and research activities. They should conduct regular assessments, evaluations, and accreditation processes.

- The HOD must maintain effective communication within the department and with other institutional units. They should facilitate open dialogue and collaboration among faculty, staff, and students.
- The HOD must submit an activity report in the required format to the IQAC within three days of the completion of any activity.
- The HOD must prepare and submit regular reports on departmental activities, achievements, and challenges to the higher administration. They should ensure transparency and accountability in departmental operations.

By adhering to these rights and duties, the Head of Department can effectively lead and manage the department, contributing to the overall success and reputation of the institution.

### **TEACHING STAFF**

#### **Rights and Duties of the Teacher**

- The teacher is the academic and ethical leader in the classroom.
- The teacher must complete the portion within the given time frame and submit a syllabus completion report to the HOD at the end of every term.
- Every teacher must wear the College ID Card every day.
- No student will be allowed to attend the class without the ID Card and the teacher must ensure this.
- Student's activities as an adviser to literary, games, student associations, etc.
- Development of teaching material, planning of lessons, setting up laboratories and experiment, unscheduled teaching activities such student counseling, setting and grading test papers, arranging and conducting tests, conduct of Local/Board examinations, implementation of project for students, setting and evaluation.
- Curriculum Development due to the ever-expanding demand of knowledge and changing needs of the industry.
- Administration which may be departmental and or institutional as member of some committee.
- Professional activities i.e. involvement in professional and technical societies.
- Continuing education activities both as an organizer instructor and as a participant.
- To promote good health, giving students a new way to make them fit and learn their lessons at the same time.
- Shall also promote team play. Working as a part of a team is always encouraged to make the students competitive.
- A teacher must fill in the C.L form, get it signed by the head and submit the same to the Office Leave clerk. In case a teacher has to take a CL in an emergency, it is necessary to call/sms/ email the Principal about the absence from work. No duty leave can be availed without the prior permission of the Principal. In case of medical leave, the teacher must inform the leave maintaining Clerk, HOD and Principal via sms/email/ phone call. Upon re-joining duty, the teacher must submit the medical certificate and fitness certificate.
- No teacher can accept any teaching assignment unrelated to college activity without the explicit sanction of the HOD.
- Every teacher will co-operate and assist the HOD/ Convenors of Committees/ Principal/ Management and other administrative authorities to work for the betterment of the College. Failure to abide by any on the above will make the teacher liable for Noncompliance report.



## **NON-TEACHING STAFF**

### **Code of Conduct for Support Staff/Non-Teaching Staff**

- Maintain professionalism and integrity in all work-related activities.
- Respect the confidentiality of information and data.
- Treat all students, faculty, and colleagues with respect and courtesy.
- Perform duties diligently and efficiently to support the academic and administrative functions of the institution.
- Adhere to the policies, rules, and regulations of the institution.
- Engage in professional development activities and strive for continuous improvement in their roles.

### **Personal Conduct**

- All are free to express their views and feedback regarding work and systems.
- All support staff must wear the uniform on all working days. They must compulsorily always wear the Identity Card on the campus.
- All Support staff must be computer literate.
- All should complete their duties efficiently and in a timely manner.
- All should be punctual when coming to and leaving from work.
- All should fulfil their job duties with integrity and respect toward colleagues, stakeholders and the community.

### **Work and Behaviour**

- **Responsibility and Accountability:** Perform assigned duties diligently, accurately, and efficiently. Take responsibility for one's actions and decisions.
- **Punctuality and Attendance:** Adhere to work schedules and arrive on time for all assigned duties. Inform the appropriate supervisor in advance in case of absence or delay.
- **Collaboration and Teamwork:** Foster a collaborative and supportive work environment. Cooperate with colleagues and contribute positively to team efforts.
- **Communication:** Communicate effectively and courteously with students, faculty, and colleagues. Respond promptly to inquiries and requests for assistance.
- **Workplace Safety:** Follow all safety protocols and guidelines to ensure a safe working environment. Report any hazardous conditions or safety concerns to the appropriate authority.
- **Use of Institutional Resources:** Utilize institutional resources responsibly and efficiently. Avoid misuse or waste of resources, including time, materials, and equipment.
- **Professional Development:** Engage in continuous professional development to enhance skills and knowledge. Participate in training programs and workshops as required.
- **Compliance with Policies:** Adhere to all institutional policies, procedures, and regulations. Stay informed about any updates or changes to institutional policies.

### **Concessions:**

#### **Leave Procedure:**

- All support staff must get the casual leave sanctioned from their respective heads before proceeding on leave.

- The casual leave form must be submitted to the college leave clerk before proceeding on leave.
- In case of emergency casual leave, the support staff must intimate the head as well as the leave clerk through message/email/ whats app.
- Upon return from emergency casual leave the support staff must forward the casual leave form to the college office within two days of re-joining.
- No support staff can avail any duty leave without the explicit permission of the higher authority.

#### **Disputes and their Resolution**

- All are expected to avoid any conflicts, personal, financial or otherwise that might hinder their capability or willingness to perform their duties
- All non-teaching staff should avoid offending, participating in serious disputes and disrupting the workplace.
- In case of any disputes, it should be sorted out with the help of the direct authority, and if solution is not forthcoming from the direct authority, then only principal may be approached.

#### **Interaction with students.**

- Support staff will demonstrate courtesy, respect, patience and willingness to help in all their interactions with students in any context.
- All should strive actively to avoid conflict between themselves and any student.
- Refrain from physical intervention to resolve a conflict between students.
- In the event of conflict initiated by a student, the employee will maintain an open, non-confrontational attitude and report the incident to the administrative or departmental head.

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Prof. C. P. Sawant  
(Principal)