



Criteria VI Governance, Leadership and Management

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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INSTITUTIONAL ORGANOGRAM



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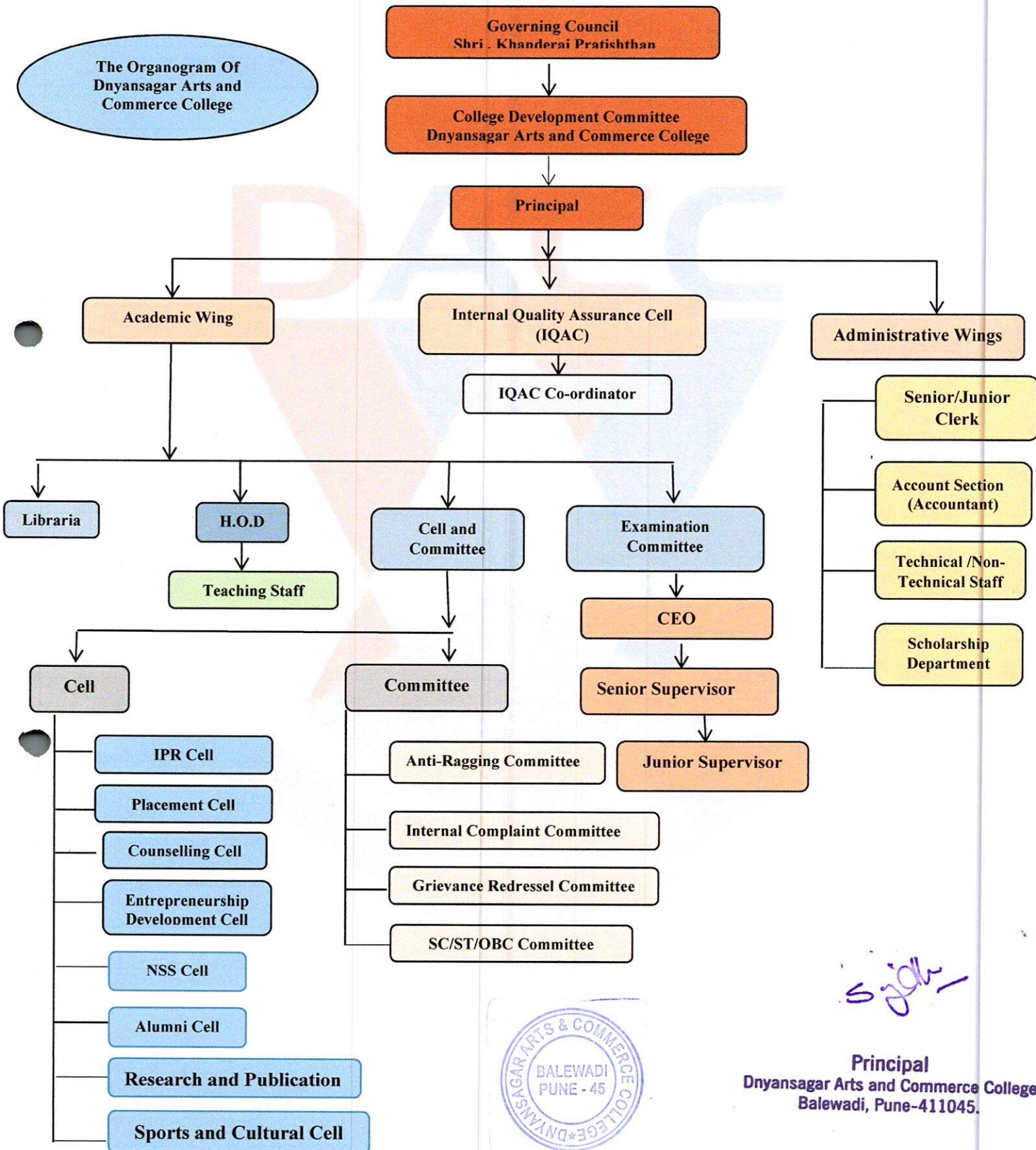
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The Organogram Of
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ADMISSION POLICY



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Admission Policy

The **Admission Policy** of an undergraduate (UG) college outlines the principles, procedures, and criteria for student enrollment into academic programs. The policy ensures a fair, transparent, and inclusive admission process while complying with government and affiliating university guidelines.

1. Objectives

- To ensure a transparent, merit-based, and equitable admission process.
- To comply with government regulations, including reservation policies.
- To promote inclusivity, considering the diverse backgrounds of applicants.
- To provide a streamlined and user-friendly admission experience.

2. Scope

This policy applies to admissions for all undergraduate programs offered by the college, including:

- Arts and Commerce degree programs.
- Professional courses such as BBA, BCA, and others.

3. Admission Process

a. Notification

- Publish detailed admission notifications on the college website and notice boards.



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- Include the following in the notification:

- Programs offered
- Eligibility criteria
- Application procedure
- Important dates and deadlines
- Reservation and scholarship details

b. Application Submission

- Offer both online and offline application modes.
- Collect personal, academic, and other required details from applicants.
- Provide digital and manual payment options for application fees.

c. Eligibility Criteria

Applicants must meet one of the following criteria:

- Passed the 12th Std. Examination (H.S.C. 10+2) with a minimum of 40% marks and English as a passing subject.
- Completed a Three-Year Diploma Course from the Board of Technical Education, Government of Maharashtra, or its equivalent after S.S.C. (10th Standard).
- Completed a Two-Year Diploma Course in Pharmacy from the Board of Technical Education, Government of Maharashtra, or its equivalent after H.S.C. (12th Standard).
- Successfully completed an MCVC program.

d. Merit List Preparation

- Rank applicants based on academic performance and other relevant criteria.
- Adhere to government-mandated reservation norms (e.g., SC/ST, OBC, EWS, PWD).
- Provide additional weightage for achievements in sports, arts, or extracurricular activities, if applicable.

e. Counseling and Admission

- Conduct counseling sessions for selected candidates to guide them in course selection and address queries.
- **Document Verification:** Verify original certificates, including:
 - Mark sheets and passing certificates
 - Caste/category certificates (if applicable)
 - Income certificates for scholarships (if applicable)
 - Identity proof (Aadhaar, passport, etc.)



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- **Fee Payment and Confirmation:** Collect admission fees to confirm enrollment.

4. Reservation Policy

- Follow reservation quotas as prescribed by state/central government norms.
- Provide seats for differently-abled students, economically weaker sections, and other specified groups.

5. Scholarships and Financial Aid

- Offer scholarships to top-performing students.
- Provide financial assistance to economically disadvantaged students.
- Facilitate access to government-sponsored scholarships and grants.

6. Transfer and Late Admissions

- Allow transfers subject to seat availability and fulfillment of eligibility criteria.
- Consider late admissions under special circumstances, with approval from the principal or governing body.

7. Code of Conduct for Applicants

- Provide accurate and complete information in the application form.
- Adhere to the deadlines and procedures established by the college
- Respect the institution's decisions regarding admission outcomes.

8. Monitoring and Grievance Redressal

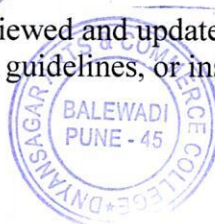
- Establish an admission committee to ensure a fair and transparent process.
- Implement a mechanism to address complaints or grievances related to the admission process.

9. Important Deadlines

- Application Start and End Dates
- Merit List Announcement
- Document Verification and Fee Payment Deadlines

10. Amendments and Updates

The admission policy will be periodically reviewed and updated to align with changes in government regulations, affiliating university guidelines, or institutional requirements.



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HR POLICY DOCUMENT



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Human Resource Policy

The Human Resource (HR) Policy for undergraduate (UG) colleges provides a comprehensive framework for effectively managing faculty, administrative, and support staff. It aligns with the institution's mission and objectives, fostering a professional, inclusive, and growth-oriented workplace.

1. Purpose

To establish clear guidelines for the recruitment, development, welfare, and management of human resources, ensuring transparency, fairness, and adherence to relevant laws and regulations.

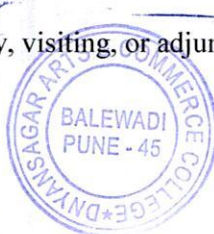
2. Scope:

This policy applies to all categories of employees in the college, including:

1. Teaching faculty (permanent, temporary, visiting, or adjunct).
2. Non-teaching administrative staff.
3. Support staff.
4. Contractual and outsourced personnel.

3. Objectives:

1. To attract, retain, and develop competent and motivated staff.



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2. To foster an inclusive and collaborative work culture.
3. To ensure compliance with statutory requirements and best practices.
4. To provide opportunities for professional growth and career advancement.

4. Recruitment and Selection:

- Recruitment will be free from discrimination based on gender, caste, religion, disability, or other factors.
- Appointments will be made based on qualifications, experience, and institutional needs.
- Recruitment will involve advertising vacancies, standardized application procedures, and fair selection processes such as interviews or tests.
- Recruitment must comply with university, state, and UGC guidelines.

5. Employment Categories:

- **Full-Time Permanent:** Regular staff with long-term appointments.
- **Temporary/Contractual:** Staff hired for specific terms or projects.
- **Part-Time:** Faculty or staff working on a limited hour's basis.
- **Outsourced Personnel:** Individuals hired through third-party agencies for specific tasks.

6. Orientation and Induction:

- Newly hired employees will undergo an orientation program to familiarize them with institutional policies, culture, and job responsibilities.
- An induction plan will include a tour of campus facilities, introduction to departments, and briefing on compliance requirements.

7. Performance Management:

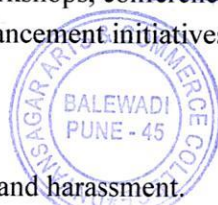
- Conducted to evaluate employee contributions, set goals, and identify training needs.
- Provide constructive feedback and offer support for professional growth.
- Acknowledge exceptional performance through awards, promotions, or monetary benefits.

8. Professional Development:

- Encourage faculty to pursue advanced qualifications, research, and publications.
- Provide opportunities for participation in workshops, conferences, and training programs.
- Support non-teaching staff through skill enhancement initiatives.

9. Work Environment and Ethics:

- Foster a workplace free from discrimination and harassment.
- Employees are expected to uphold professional ethics, respect, and institutional values.
- Ensure compliance with safety standards and provide a secure work environment.



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10. Compensation and Benefits:

- Salaries will align with UGC and government norms, including grade pay for teaching and non-teaching staff.
- Benefits may include:
 - a) Provident Fund (PF)
 - b) Gratuity
 - c) Health insurance
 - d) Paid leave (casual, medical, maternity/paternity, etc.)
- Regular revisions of pay scales and benefits will be considered based on government directives and institutional capacity.

11. Leave and Attendance:

- Clear guidelines for leave types (casual, sick, earned, special, etc.) and approval procedures.
- Maintain an attendance system to track working hours and leave records.

12. Grievance Redressal:

- Establish a grievance committee to address staff concerns related to workplace conditions, discrimination, or other issues.
- Ensure confidentiality, impartiality, and timely resolution of complaints.

13. Retirement and Resignation:

- Employees must provide adequate notice as per their contract terms.
- Conducted to gather feedback and ensure smooth transitions.

14. Disciplinary Actions:

- Define disciplinary procedures for misconduct, including warnings, inquiries, and penalties.
- Severe offenses, such as harassment, fraud, or breach of conduct, may lead to termination or legal action.

15. Monitoring and Review:

- Regular audits of HR practices to ensure compliance and efficiency.
- Periodic updates to the policy based on changing regulations, institutional goals, and feedback.

16. Expected Outcomes

1. Enhanced employee satisfaction and retention.
2. Improved institutional efficiency and productivity.
3. A culture of professionalism, respect, and inclusivity.

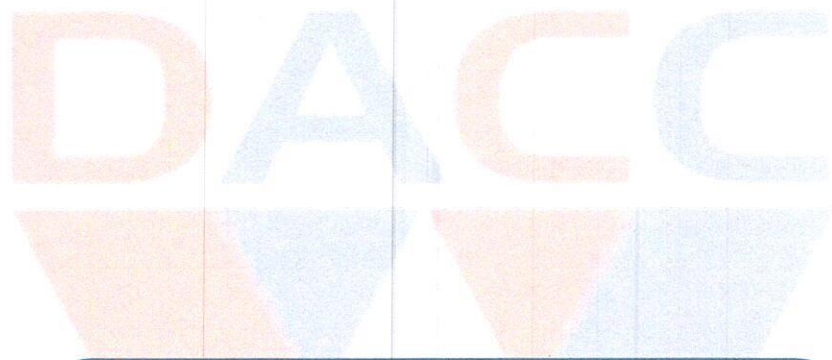


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E-GOVERNANCE POLICY



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E-GOVERNANCE POLICY

E-Governance Policy

The E-Governance Policy provides a framework for utilizing digital tools and technologies to enhance the administrative, academic, and governance functions of undergraduate (UG) colleges. It aims to improve operational efficiency, ensure transparency, and create an accessible, paperless, and environmentally sustainable institutional environment.

1. Objectives

- To implement digital systems for managing administrative, academic, and financial operations.
- To enhance transparency, accountability, and accessibility of institutional services.
- To ensure data security, privacy, and compliance with relevant legal frameworks.
- To reduce paperwork and adopt environmentally sustainable practices.
- To provide a user-friendly interface for students, faculty, and other stakeholders to access services.

2. Scope

The policy applies to all operational areas of UG colleges, including:

- Administration
- Academic Management
- Financial Management
- Student Support Services
- Human Resource Management
- Library and Learning Resources



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3. Key Features of E-Governance

a. Administrative Management

- Develop a centralized online admission system for application, merit lists, and enrollment.
- Maintain digital records for students, staff, and institutional assets.
- Use digital platforms to share notices, circulars, and updates with stakeholders.

b. Academic Management

- Implement an Learning Management System (LMS) for online classes, assignments, assessments, and feedback.
- Automate examination processes, including scheduling, question paper management, and result declaration.
- Digitally design and share academic schedules and course materials.

c. Financial Management

- Facilitate fee collection and tracking through digital payment gateways.
- Use software for budgeting, expense management, and audits.
- Digitize applications and disbursements for financial aid programs

d. Student Support Services

- Provide personalized student portals to access academic records, attendance, and feedback.
- Implement an online grievance management system for prompt issue resolution.

e. Human Resource Management

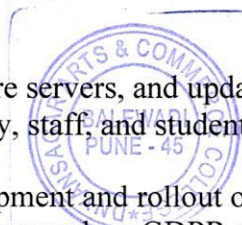
- Use software for payroll, leave tracking, and tax compliance.
- Conduct online training and skill enhancement programs for staff.

f. Library and Learning Resources

- Automate library operations, including book issuance, cataloging, and returns.
- Share Open Educational Resources (OERs) to promote self-directed learning.

4. Implementation Strategy

- Invest in high-speed internet, secure servers, and updated hardware/software.
- Conduct regular training for faculty, staff, and students to ensure effective use of e-governance tools.
- Involve stakeholders in the development and rollout of e-governance systems.
- Adhere to data protection regulations such as GDPR or relevant local laws.
- Employ firewalls, encryption, and multi-factor authentication for data security.
- Conduct regular IT audits to maintain compliance and address vulnerabilities.



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5. Monitoring and Evaluation

- Establish metrics to measure the success of e-governance initiatives, including efficiency improvements and user satisfaction.
- Regularly collect feedback from students, staff, and stakeholders to identify areas for improvement.
- Use feedback data to enhance system performance and functionality.

6. Sustainability and Green Practices

- Digitize records, communications, and processes to reduce paper usage.
- Use energy-efficient servers and equipment to minimize the carbon footprint.

7. Benefits

- Enhanced efficiency in institutional operations.
- Greater transparency and accountability.
- Improved accessibility for all stakeholders.
- Cost-effectiveness through reduced manual work.
- Promotion of environmentally friendly practices.

8. Review and Revision

This policy will be periodically reviewed by the governing body or a designated committee to ensure its continued relevance and effectiveness in line with technological advancements and institutional goals.



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GENDER POLICY



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A Gender Policy is a framework designed to ensure equality, inclusivity, and fairness for all genders within the academic institution. This policy aims to create a safe, respectful, and empowering environment for students, faculty, and staff while fostering diversity and addressing gender-related challenges. Gender equity refers to the fairness and justice in the distribution of benefits, responsibilities, and opportunities between all genders. It aims to ensure that everyone, regardless of gender, has access to the same opportunities and is not disadvantaged by their gender.

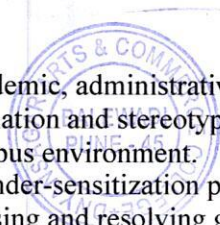
The key principles of gender equity include:

- **Fair Treatment:** This involves acknowledging and addressing different needs and experiences to ensure everyone can participate fully.
- **Eliminating Barriers:** Identifying and removing obstacles that prevent equal participation, whether they're structural, cultural, or societal.
- **Equal Opportunities:** Ensuring that all genders have the same chances to succeed in education, employment, and other areas of life.
- **Valuing Diversity:** Recognizing and respecting the unique contributions of each gender, and promoting inclusivity and respect.

1. Objectives

1. To ensure gender equality in all academic, administrative, and extracurricular activities.
2. To eliminate gender-based discrimination and stereotypes.
3. To provide a safe and inclusive campus environment.
4. To empower individuals through gender-sensitization programs and awareness initiatives.
5. To establish mechanisms for addressing and resolving gender-based grievances and issues.

2. Scope



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This policy applies to all stakeholders of the college, including:

1. Students
2. Faculty and teaching staff
3. Administrative and support staff
4. Visitors and external partners

4. Key Principles

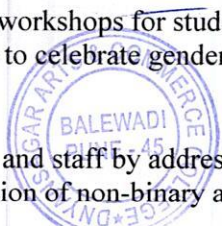
- Ensure equal opportunities in admissions, employment, promotions, and participation in academic and extracurricular activities.
- Prohibit discrimination based on gender, gender identity, or sexual orientation.
- Foster a respectful and harassment-free environment for all.

5. Implementation Areas

- **Admissions:**
 - Maintain a gender-neutral admission process.
 - Promote equal representation of all genders in every academic program.
 - Encourage enrollment of marginalized genders through outreach and financial aid programs.
- **Campus Safety:**
 - Establish Internal Complaints Committees (ICCs) as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.
 - Install adequate lighting, CCTV cameras, and security personnel on campus.
 - Provide a confidential mechanism to report and resolve gender-related grievances.
- **Curriculum and Pedagogy:**
 - Integrate gender studies and topics promoting inclusivity into the curriculum.
 - Encourage faculty to adopt gender-sensitive teaching methodologies.
- **Leadership and Representation:**
 - Promote equal gender representation in student councils, committees, and leadership roles.
 - Encourage faculty and staff of all genders to take up leadership positions within the institution.
- **Facilities and Infrastructure**
 - Provide gender-neutral washrooms and changing rooms.
 - Design sports and recreational activities inclusively.
- **Training and Awareness**
 - Conduct gender-sensitization workshops for students, faculty, and staff.
 - Organize seminars and events to celebrate gender diversity and inclusivity.
- **Policy for Marginalized Genders**
 - Support LGBTQIA+ students and staff by addressing their specific needs.
 - Promote awareness and inclusion of non-binary and transgender individuals.

6. Grievance Redressal Mechanism:

- Handle cases of gender-based harassment or discrimination.
- Address gender-related concerns raised by students.



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7. Monitoring and Evaluation:

- Conduct periodic audits and surveys to assess the effectiveness of the policy.
- Update the policy based on feedback and evolving societal norms.

8. Awareness and Outreach

- Celebrate events such as International Women's Day, International Men's Day and other gender-related observances.
- Use social media and college platforms to highlight success stories of gender inclusivity.

9. Expected Outcomes

- A more inclusive and equitable academic environment.
- Increased awareness and sensitivity towards gender diversity.
- Enhanced participation and representation of all genders in various domains.



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CODE OF CONDUCT



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Code of Conduct for Teachers

The **Code of Conduct for Teachers** establishes a comprehensive framework to uphold professionalism, ethics, and integrity. It ensures that teachers act as role models, contributing positively to students' academic and personal development while reflecting the institution's core values.

1. Professional Conduct

- Deliver well-prepared, high-quality education, maintaining expertise in the subject area.
- Foster critical thinking, creativity, and innovation among students.
- Ensure punctuality in attending classes, meetings, and institutional events.
- Demonstrate discipline and professionalism, serving as a role model for students.
- Comply with institutional policies and guidelines.
- Follow norms set by affiliating bodies, such as UGC, AICTE, and state authorities.

2. Ethical Responsibilities

- Treat all students and colleagues with fairness, respect, and equality, irrespective of caste, religion, gender, socio-economic status, or abilities.
- Safeguard the confidentiality of sensitive information related to students, colleagues, and institutional matters.

3. Student-Centric Behavior

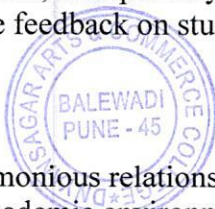
- Respect and uphold students' dignity, fostering trust and mutual understanding.
- Provide constructive feedback and encourage students to achieve their potential.
- Maintain fairness and impartiality in evaluating student performance, avoiding favoritism or bias.

4. Academic Responsibilities

- Deliver engaging and well-prepared lectures, seminars, and tutorials.
- Actively mentor and support students in academic and personal development.
- Stay updated with advancements in pedagogy and subject knowledge.
- Participate in professional development initiatives such as workshops and seminars.
- Conduct assessments with fairness, transparency, and impartiality.
- Provide timely and constructive feedback on student progress.

5. Professional Relationships

- Maintain collaborative and harmonious relationships with colleagues and staff.
- Work towards enhancing the academic environment and achieving institutional goals.
- Resolve disputes professionally and through appropriate channels.



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- Represent the institution with dignity and professionalism in all external and internal engagements.

6. Contribution to Institutional Growth

- Actively participate in institutional committees, extracurricular programs, and community outreach initiatives.
- Promote eco-friendly and sustainable practices within the institution.
- Support and contribute to the implementation of institutional policies and goals.

7. Personal Conduct

- Maintain appropriate attire and a dignified demeanor on and off campus.
- Avoid the use or promotion of alcohol, tobacco, or any prohibited substances within the campus.
- Use social media responsibly, ensuring alignment with professional ethics and institutional values.

8. Accountability

- Take responsibility for personal actions and their impact on students, colleagues, and the institution.
- Address and resolve student and colleague grievances in a prompt and fair manner.

9. Disciplinary Actions

Non-adherence to the Code of Conduct may result in disciplinary measures, including:

- Issuance of warnings.
- Suspension or termination of employment.
- Legal action for severe violations, if applicable.

10. Expected Outcomes

By adhering to this Code of Conduct, teachers will:

- Create a positive and inspiring learning environment.
- Enhance the institution's reputation and uphold its integrity.
- Strengthen their role as educators and contribute meaningfully to societal growth.

This Code serves as a foundation for fostering excellence, ethical behavior, and accountability, ensuring the holistic development of students and the institution.

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Code of Conduct for Students

The **Code of Conduct for Students** outlines the expectations for ethical, responsible, and respectful behavior within the academic and social environment of the college. Its objective is to foster a supportive and inclusive atmosphere that promotes learning, personal growth, and harmony among all members of the college community.

1. Purpose

The Code aims to:

- Ensure respect for the rights, dignity, and diversity of all individuals.
- Promote adherence to institutional rules and regulations.
- Maintain a safe, inclusive, and academically conducive environment.

2. General Guidelines

- Use respectful language and behavior in all interactions.
- Uphold academic integrity by avoiding plagiarism, cheating, and dishonesty.
- Communicate truthfully with college authorities.
- Attend classes, examinations, and college events punctually.
- Meet deadlines for assignments, projects, and other academic responsibilities.

3. Compliance with Rules

- Abide by the college's policies, including those on attendance, dress code, and the use of campus facilities.
- Adhere to state and national laws while on campus.

4. Academic Behavior

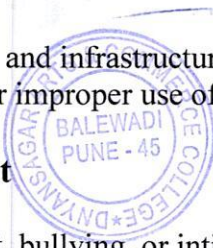
- Actively participate in all academic activities, such as classes, labs, and seminars.
- Avoid disruptions during teaching sessions, examinations, or other academic proceedings.
- Use college resources like libraries, laboratories, and computers responsibly and respectfully.

5. Campus Conduct

- Treat college property, equipment, and infrastructure with care.
- Refrain from vandalism, graffiti, or improper use of facilities.

6. Safe and Respectful Environment

- Avoid acts of violence, harassment, bullying, or intimidation.
- Maintain cleanliness and decorum in shared spaces.



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7. Prohibited Activities

- Refrain from the consumption, possession, or distribution of alcohol, drugs, or tobacco on campus.
- Avoid unlawful activities, including gambling or possession of weapons.

8. Extracurricular Activities

- Engage in extracurricular activities with integrity and respect for peers.
- Represent the college in external events with professionalism and discipline.

9. Anti-Harassment and Anti-Ragging

- Strictly refrain from ragging or harassment, in compliance with UGC's **Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009**.
- Promptly report any incidents of ragging or harassment to the designated authorities.

10. Attendance and Dress Code

- Maintain the minimum attendance percentage required by the college.
- Follow the institution's dress code, ensuring appropriateness and decency.

11. Community Engagement

- Positively contribute to campus life by participating in events, volunteer programs, and other initiatives.
- Respect the cultural, religious, gender, and opinion diversity within the college community.

12. Consequences of Misconduct

- Minor violations may result in warnings, fines, or restrictions on privileges.
- Severe misconduct may lead to suspension, expulsion, or legal action.

13. Reporting and Redressal Mechanism

- Students are encouraged to report violations of the Code of Conduct to the designated grievance committee or counselor.
- Complaints will be handled with confidentiality and fairness.



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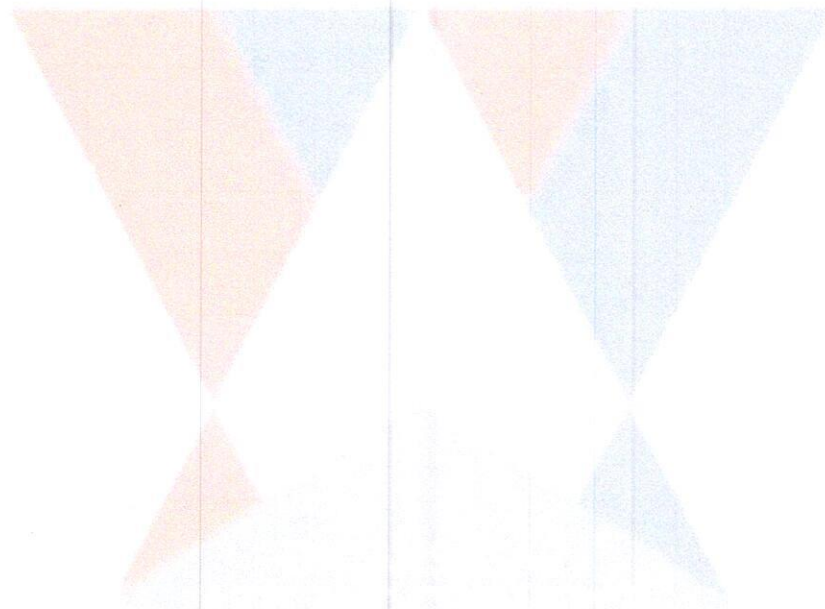


14. Amendments

This Code may be periodically reviewed and updated to reflect evolving institutional, legal, and societal standards.

By adhering to this Code of Conduct, students contribute to a positive and productive college environment, fostering mutual respect, academic excellence, and personal growth.

DACC



S. J. K.

Principal
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Balewadi, Pune-411045.

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ADMINISTRATIVE SETUP



S. J. Joshi

Principal
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.

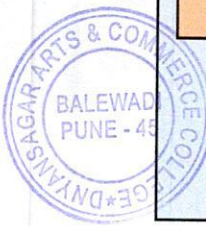
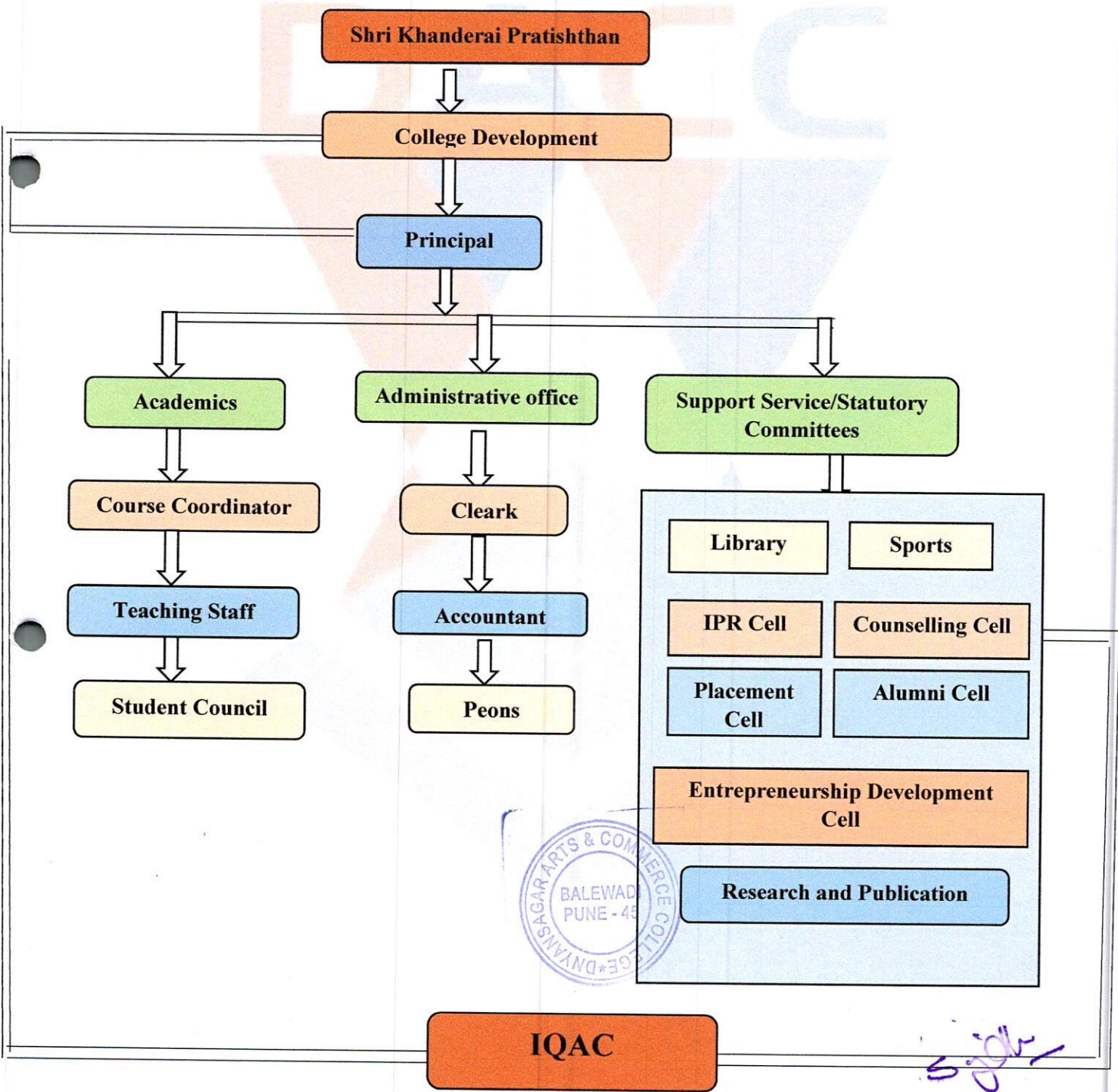
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Administration Setup



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APPOINTMENT AND SERVICE RULES



S. J. Joshi

Principal
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Offer of Appointment

Ref. No.:-

Date: -

To,

Subject: Appointment for the post of 'Assistant Professor' in _____ in **Dnyansagar Arts & Commerce College, Balewadi, Pune - 411045.**

With reference to your application and subsequent interview before the undersigned for the post of 'Assistant Professor' in _____, I am pleased to inform you that, Management has appointed you as 'Assistant Professor' in **Dnyansagar Arts & Commerce College, Balewadi, Pune**, with effect from the date you join. Your appointment is subject to the following terms and conditions:-

- 1) Your date of joining will be _____ and you will be paid a Consolidated Salary _____ per month.
- 2) Your services will be governed by the Maharashtra University Act, 1994, Statutes Code of Conduct, Ordinances and rules and regulations laid down by the Savitribai Phule Pune University and State Government from time to time.
- 3) Your appointment is on full-time basis for one academic year.
- 4) In case you accept the appointment you shall have to execute a deed of contract of Service as prescribed in the statutes at the time of joining the duties.
- 5) You should produce the originals and submit certified true copies of relevant testimonials such as Birth Date Certificate, Mark-sheets, Degree Certificate, Experience Certificate, Discharge/Relieving Certificate, Last pay Certificate, Caste & Validity Certificate (if applicable), Change of Name Certificate (if any), Two passport size Photographs etc. at time of joining your duties.
- 6) You shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon at the place of your duty, within three months from the date of joining duties.
- 7) Your appointment is subject to the minimum number of students and the workload prescribed for the post.



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- 8) You are required to give the correct mailing address as soon as you join the duties and any changes in the address given earlier should be communicated to the Director.
- 9) You will not engage yourself in any other job paid full-time, part time or otherwise, during the continuance of your service, without the permission of the competent authority/ Shri Khanderao Pratishtan.
- 10) You will not conduct or engage yourself in any private tuitions or private coaching classes.
- 11) Your services are transferable to any other Colleges/Institution run by the Shri Khanderao Pratishtan.
- 12) In case of you are found irregular and negligent of your duties; your appointment may be terminated without any notice.
- 13) If you are found absent continuously for more than thirty days without permission your service will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above you will be liable for disciplinary action and punishment decided by the Shri Khanderao Pratishtan.
- 14) Your appointment may be terminated, at any time, by either side/party, by giving one month's notice or one month's salary in lieu of notice period.
- 15) You have to communicate your acceptance to the Management / Institute within 30 days from the date of receipt of this order of Appointment, failing which your appointment is liable to be cancelled.

Yours faithfully,

Principal
Dnyansagar Arts & Commerce College
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.



Secretary
SKP Campus



Appointment and Service Rules

In undergraduate (UG) colleges ensure a transparent, fair, and standardized process for recruiting, managing, and retaining employees. Below is a comprehensive outline of these rules tailored for UG colleges.

1. Scope and Applicability

- a) The rules apply to all categories of employees in UG colleges, including:
- b) Teaching Staff (Professors, Associate Professors, Assistant Professors)
- c) Non-Teaching Staff (Administrative, Technical, and Support Staff)
- d) Contractual and Temporary Staff

2. Appointment Rules

I. Recruitment Process

- a) **Sanction of Posts:** Posts must be sanctioned by the governing body or the affiliating university, ensuring alignment with approved staff strength.
- b) **Advertisement:** Vacancies must be advertised in leading newspapers, the college website, and employment portals.
- c) The advertisement must include qualifications, experience, and application deadlines.

II) Eligibility Criteria:

- a) Teaching staff: As per UGC/AICTE/State Government norms.
- b) Non-teaching staff: As per job requirements and institutional norms.

III) Selection Procedure:

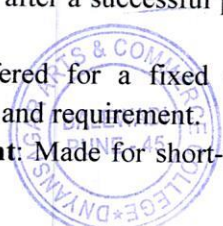
- a) Form a selection committee comprising the principal, subject experts, and government/university representatives.
- b) Conduct written tests, interviews, and/or demonstrations for assessing candidates.
- c) Maintain a transparent merit-based selection system.

IV) Appointment Letter:

- a) Issue a formal appointment letter specifying the position, terms of service, probation period, salary, and other conditions.

V) Categories of Appointment

- a) **Permanent Appointment:** Made after a successful probation period, subject to performance evaluation.
- b) **Contractual Appointment:** Offered for a fixed duration based on institutional needs. Renewal depends on performance and requirement.
- c) **Temporary/Ad-hoc Appointment:** Made for short-term requirements, such as replacing an employee on leave.



S. J. D.

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3. Service Rules

a. Duties and Responsibilities

- **Teaching Staff:**
 - Teach assigned courses, maintain academic schedules, and engage in research and professional development.
 - Participate in extracurricular and administrative activities as assigned.
- **Non-Teaching Staff:**
 - Provide administrative, technical, and logistical support for academic operations.

b. General Responsibilities:

- Uphold institutional values and comply with college policies and regulations.

c. Working Hours and Leave:

- **Working Hours:**
 - Adhere to the institution's prescribed working hours. Teaching hours must comply with UGC norms.
- **Leave Policy:**
 - Casual Leave (CL): Typically 15 days per year.
 - Earned Leave (EL): As per institutional and government rules.
 - Duty Leave (DL): As per institutional and government rules.
 -

4. Code of Conduct:

- Maintain ethical behavior in teaching, research, and interactions with students and colleagues.
- Treat all students and staff fairly without any discrimination based on gender, caste, religion, or other grounds.
- Avoid any activities that conflict with institutional interests.

5. Performance Appraisal:

- **Teaching Staff:** Annual evaluation based on teaching performance, research output, and involvement in extracurricular activities. Student feedback is an integral part of the appraisal.
- **Non-Teaching Staff:** Assessed based on efficiency, punctuality, and adherence to assigned duties.

6. Promotion Policy:

Teaching Staff: Promotions based on eligibility criteria such as experience, academic qualifications, research contributions, and performance appraisals (as per UGC/AICTE norms).



S. J. Joshi

Principal

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- **Non-Teaching Staff:** Promotions based on seniority, performance reviews, and availability of higher positions.

7.Procedure:

- Issue a show-cause notice to the employee.
- Conduct an inquiry by a disciplinary committee.
- Impose penalties such as warnings, suspension, or termination, based on the inquiry's outcome.

8. Grievance Redressal:

- **Grievance Committee:** Establish a committee to address grievances related to appointments, service conditions, or workplace issues.
- **Resolution Mechanism:** Ensure a fair and timely resolution of complaints.

9. Amendments:

- The governing body or management reserves the right to amend the rules periodically to comply with changes in government or affiliating university policies.

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PERSPECTIVE PLAN

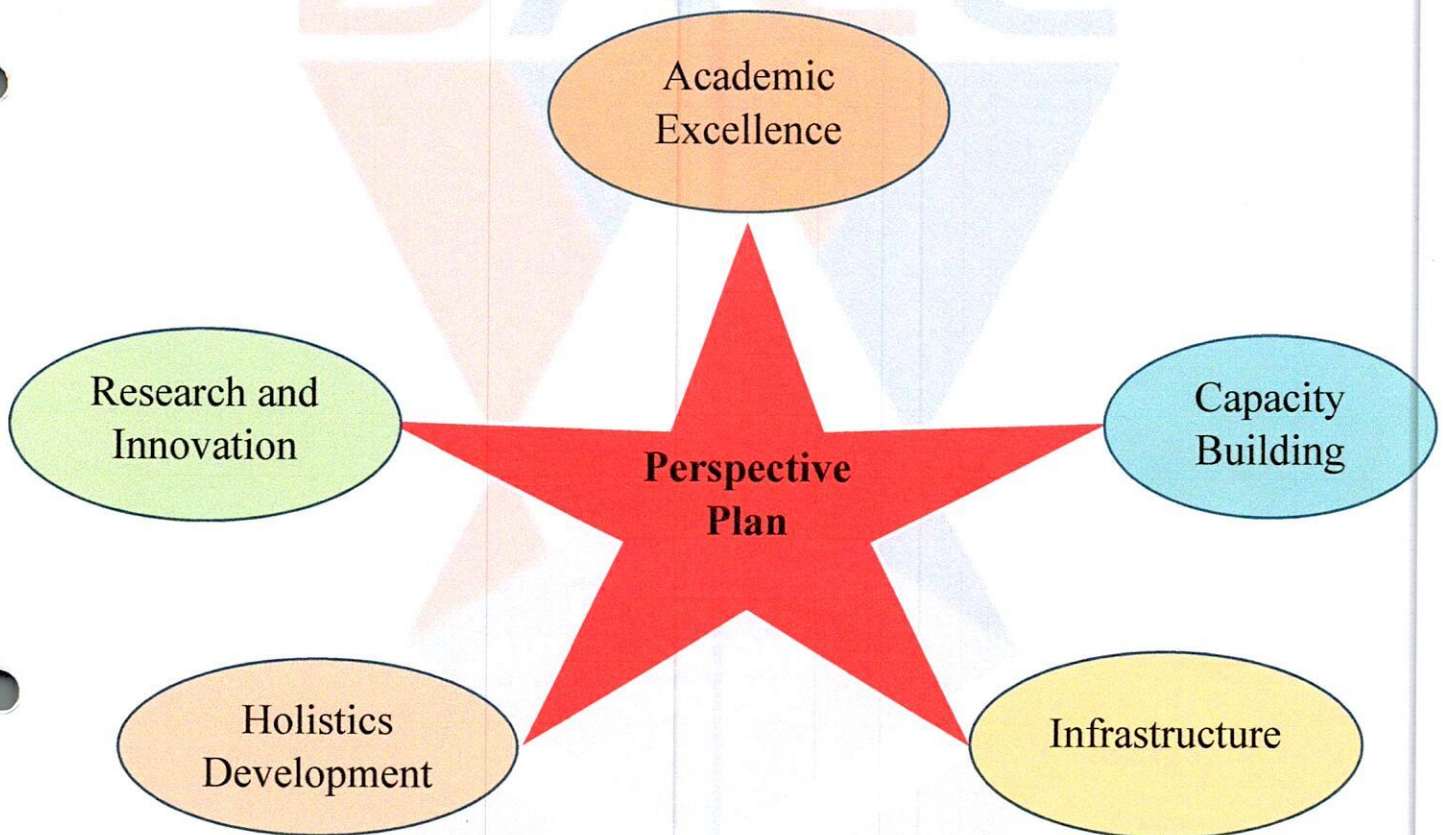
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Principal
Dnyansagar Arts and Commerce College
Balewadi, Pune-411045.





Perspective Plan



Siddh

Principal
Dnyansagar Arts and Commerce College
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Sr. No.	Particulars
1	Introduction and planning process
2	Vision and Mission
3	Core values
4	Perspective Plan
5	Strategic Plans



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Introduction and Planning Process

Dnyansagar Arts and Commerce College established in 2008 and nurtured by Shri Khanderao Pratishtan (SKP), is dedicated to the vision of inspiring change through quality education and values.

Planning Process

The College remains steadfast in its commitment to excellence by continuously refining its Values, Vision, Mission, Objectives, and Strategic Plan. This process ensures that the institution stays aligned with its core purpose and adapts to the evolving educational landscape. While each member of the college community brings unique perspectives and ideas, it is essential to maintain a unified goal and shared aspirations.



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Principal
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Vision and Mission

Vision

“Holistic development through quality education.”

Mission

- To offer accessible, high – quality education that fosters holistic individual development
- To foster intellectual, emotional and social growth through innovative teaching
- To fostering critical thinking, creativity and ethical values in all students
- To quip students with skill to trive and impact society positively
- To develop well-rounded, empowered citizens who lead with purpose and integrity

Core Values

- Excellency in education
- Holistic development
- Critical thinking and creativity
- Ethical values and responsibilities
- Empowerment and Leadership
- Collaboration and Community Building
- Inclusive and Accessible
- Lifelong Learning



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Academic Excellence

The college is committed to delivering high-quality education by fostering the creation, dissemination, and application of knowledge through collaborative wisdom. As a leading institution of higher learning, it addresses the educational needs of diverse societal segments, offering courses in both core and applied academic disciplines. The objective is to achieve academic success through an inclusive curriculum, innovative teaching methodologies, and a technology-driven, engaging learning environment. Students are prepared to think critically, act creatively, and communicate effectively while gaining subject-specific knowledge and essential skills.

Objectives

- To Ensure all students receive high-quality education at every level.
- To Design programs that meet the needs of stakeholders, including industries, research institutions, government bodies, and society.
- To Embrace innovative and digital teaching methods to enhance learning outcomes.
- To Organize scholastic and co-curricular activities to create a vibrant, inclusive, and welcoming atmosphere for learning.



S. J. Joshi

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Plan of Action

- Employ traditional, interactive and ICT-enabled teaching practices to create a dynamic learning experience.
- Ensure meticulous curriculum design, session planning, and assignment structuring to promote active student participation and consistent engagement.
- Establish well-structured examination systems with clear and fair evaluation procedures.
- Provide comprehensive study materials in digital formats (e-resources on the college website) and physical copies in the library.
- Encourage the use of virtual classrooms, multimedia teaching aids, and ICT tools to enhance interactive learning.
- Collect and act on regular feedback from students about teaching, curriculum, and facilities to ensure ongoing enhancement.
- Introduce short-term professional and vocational courses aimed at improving employability and skill development.

Implementation

- Developed each year to guide academic and co-curricular activities.
- Accessible on the college website to support student learning.
- Installation of digital boards in select classrooms to facilitate advanced teaching practices.
- A fully operational mechanism to gather and address student feedback for continuous improvement.

Through these strategic actions, the college aims to foster a culture of academic excellence that aligns with the evolving needs of students and stakeholders, ensuring a transformative educational experience.



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Capacity Building

The College is committed to fostering excellence through the performance of its knowledgeable and dedicated staff. By providing a supportive environment, ample opportunities, and the flexibility to express creativity, the College aims to enable its faculty and employees to reach their full potential.

Objectives

- To set the benchmark for academic and administrative excellence by developing world-class competencies.
- To attract, develop, reward, and retain high-quality academic and administrative staff, making the College a highly sought-after workplace.

Plan of Action

- Provide opportunities and facilities for faculty to enhance their teaching, research, and IT skills.
- Organize staff training programs focused on behavioral skills and technical skill development.
- Encourage faculty members to attend conferences and publish their research in reputable journals.
- Develop and disseminate new knowledge through books, e-content, and other learning resources.



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Implementation

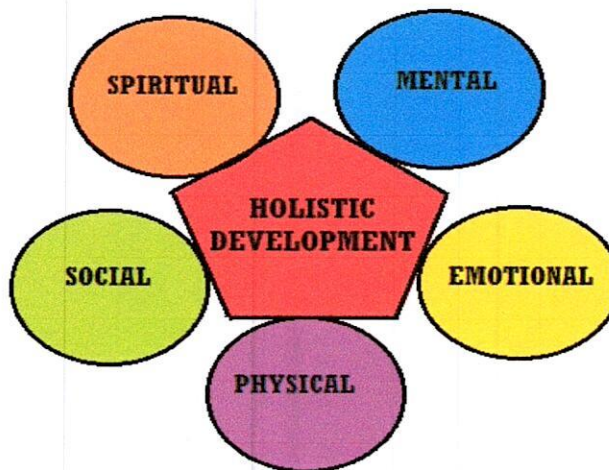
- Faculty members actively participate in Faculty Development Programs (FDPs), workshops, and guest lectures by eminent speakers.
- The College has organized several FDPs.
- Online FDPs have also been conducted,
- In addition to professional development, the College organizes engaging social events for staff members.

These initiatives are designed to enhance the skills, well-being, and overall performance of the staff, ensuring a thriving academic and administrative environment.



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Holistic development

Holistic development encompasses the academic, social, physical, Mental and spiritual growth of students. The College encourages all campus members to engage actively in the teaching and learning process, fostering an inclusive environment. The approach is aligned with positive youth development, focusing on building psychosocial competencies and promoting mental health traits such as resilience, emotional competence, self-awareness, and interpersonal skills. These elements are vital in supporting the overall development of students.

Objective

Plan and conduct a variety of activities academic, cultural, environmental, sporting, and more to promote the holistic development of stakeholders.

Cultivate professional excellence, leadership qualities, and strong ethical values among faculty, staff, and students.



Plan of Action

- Offer academic, social, and career guidance to students.



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- Organize inter- and intra-departmental competitions in intellectual, academic, creative, literary, communication, and presentation skills.
- Integrate athletics, both indoor and outdoor, as a regular activity for students.
- Implement innovative social and cultural development programs and festivals
- Conduct professional lectures on current issues to enhance students' awareness of global challenges.
- Organize academic, cultural, and industrial tours and visits for experiential learning.

Implementation

- The College conducts an Induction program every year for students to help them transition smoothly into college life
- The Sports Committee organizes an Annual Sports Week every year, featuring events such as chess, table tennis, badminton, yoga, kabaddi, box cricket, and basketball.
- Guest lectures on advanced topics related to students' programs are regularly organized to expand their knowledge base.
- Field visits, and Industrial Visit are arranged to bridge the gap between academic learning and real-world experiences.

These initiatives ensure the overall development of students, preparing them not only academically but also socially and professionally for future success.



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dreamstime.com

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Infrastructure

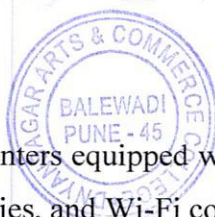
The College strives to be a "Centre of Excellence" in higher education, continuously improving its educational and research facilities while adhering to its commitment to sustainability and green practices. The development and maintenance of infrastructure are integral to the College's strategy, ensuring that it remains at the forefront of academic and research excellence.

Objectives

- To Construct advanced learning centers that are environmentally sustainable and equipped with modern amenities.
- To Create a clean, green, and visually appealing campus.
- To Maintain civil, electrical, and mechanical utilities regularly and through preventative measures

Plan of Action

- Provide state-of-the-art learning centers equipped with ICT-enabled classrooms, well-stocked libraries, modern laboratories, and Wi-Fi connectivity.



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- Implement total preventative maintenance for all civil, electrical, and mechanical utilities.
- Focus on the beautification of the campus to enhance its aesthetic appeal and functionality for stakeholders and society.
- Maintain a high standard of cleanliness across campus facilities and amenities.

Implementation

- ICT – enabled classrooms equipped with modern teaching tools and technologies.
- Well-equipped library facilities with a vast collection of books, journals, and e-resources.
- Modern laboratories designed to support research and practical learning in various disciplines.
- Wi-Fi connectivity throughout the campus, along with LAN access to ensure seamless communication and learning.
- An electronics control system has been implemented to optimize electricity usage and reduce wastage.
- Solar panel are used to harness renewable energy, contributing to the College's green energy initiatives.
- A continuous focus on the beautification of the campus, making it aesthetically pleasing while ensuring that the facilities meet the needs of students, faculty, and the community.
- Regular cleaning and maintenance practices are in place to uphold the campus's cleanliness and ensure that all amenities are in optimal condition.

These infrastructure initiatives are designed to create a conducive learning environment, fostering academic excellence while promoting environmental sustainability and community well-being.



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Research and Innovation Policy

The College is committed to fostering a culture of excellence in research and innovation. To achieve this, a comprehensive Research Policy has been implemented, designed to guide, stimulate, fund, and support research across core and multidisciplinary areas. This policy also ensures continuous monitoring and facilitates the pursuit of high-quality research activities.

Objective

- To promote and support multidisciplinary research in emerging and priority areas.
- To foster an environment conducive to interdisciplinary collaboration.
- To facilitate the research funding process at various levels.
- To encourage faculty and students to participate in research-related activities, such as seminars, conferences, workshops, and faculty development programs.
- To promote the publication of high-quality research in peer-reviewed journals with high impact factors.
- To ensure the highest ethical standards in all research practices.
- To support the development of research infrastructure, including buildings, equipment, databases, books, and journals.

Plan of Action

- Establish a dedicated research center for commerce.
- Advance ethical research practices by integrating them into all research activities.



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- Provide ongoing assistance and guidance for obtaining research funding.
- Actively support faculty and students in presenting research at seminars, conferences, and workshops.
- Encourage publications in UGC Care-listed journals and at conferences.
- Work towards securing necessary infrastructure for conducting cutting-edge research.

Implementation

- The college has organized guest lectures on topics like “How to Write a Research Proposal?” and “Intellectual Property Rights (IPR) and Patent Filing.”
- Financial support is provided to each faculty member for publishing research.
- Numerous research publications by faculty members have been featured in UGC Care-listed journals, conferences, and proceedings.
- Faculty members have successfully filed patents in various fields.
- Students are actively encouraged to engage in research activities, enhancing their academic and professional growth.
- Through these initiatives, the college aims to establish itself as a hub for innovative research and scholarly excellence.



S. J. K.

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Dnyansagar Arts and Commerce College
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Strategic Plan

- Introduction of new Academic programs.
- Participation of faculty members in FDPs Orientation program, Refresher courses
- Promotion of Research activities.
- Development of Learning Management System Software.
- Installation of digital boards in classrooms
- Arranging Job fair all job seekers from all over Maharashtra.
- Introduction to Learning Management System (LMS)
- Promotion of funding from external agencies for research and activities based on research.
- Participation of faculty members in FDPs Orientation program, Refresher courses
- Introduction - School of open learning for various programs
- Forming new Indoor cricket Pitch.
- Introduction of New faculty Enrichment program
- Implementation of online feedback system for students
- E-resources in form of E-books make available on college website.
- Wireless connectivity into campus by installing Wi-Fi modules.
- Increase speed of Internet.
- Establishment of research center.
- To get NIRF ISO certification
- Participation of students in various art circle competition.



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