



KHED TALUKA SHIKSHAN PRASARAK MANDAL'S

HUTATMA RAJGURU MAHAVIDYALAYA

Rajgurunagar, Tal-Khed, Dist-Pune, 410505

Affiliated to S. P. Pune University, Pune

NAAC Reaccredited “B” Grade (CGPA 2.64), DST-FIST Recognized College

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Internal Quality Assurance Cell

Governance and Leadership

K. T. S. P. Mandal's Management

Governing Council

College Development Committee

Internal Quality Cell

Principal

Vice Principal

Registrar

Head of Department

Committee

Office Superintendent

Faculty

Chairman

Head Clerks

Non-teaching Staff

Members

Clerks

Manual Staff

Organogram of Management

KTSP Mandal's Administration**The General Body**

The General body of Khed Taluka Shikshan Prasarak Mandal (which will be refreedom as Association here after) consists of all the persons who have obtained the membership of the association under the provisions of the association. The annual general meeting of the association is held once in every calendar year. The Chairman of the association presides over the annual general meeting. The general meeting takes decision on the following

- To elect governing council and its office bearers for a period of five years,
- To read, adopt and pass the audited statements of the accounts of the association together with the annual report,
- To sanction the annual budget of the association,
- To discuss the issues that may be brought before the meeting with the previous permission of the president,

The Governing Council

- The management and affairs of the association are administered, controlled and supervised by the Governing Council through the Hon. Secretary of the Association.
- It consists of 21 members representing as under-
- Chairman of the Association
- Vice –Chairman of the Association
- Honorary Secretary
- 18 Members (two Women members and one member from SC/ST category)
- Principal of the College is Joint Secretary of the Association
- The period of the Governing Council is five years.

Administration of the College:

Hutatma Rajguru Mahavidyalaya, Rajgurunagar, Pune is established by Khed Taluka Shikshan Prasarak Mandal, in the year 1977. Local Administration of the college is as follows:

College Development Committee (Formerly Local Managing Committee)

The College Development Committee was constituted in place of local managing committee (LMC) through Maharashtra Public Universities Act, 2016 to monitor the entire academic and administrative functioning of the college on behalf of the Governing body of Khed Taluka Shikshan Prasarak Mandal.

The following are the members of the CDC:

- (a) Chairperson of the management or his nominee, ex-officio Chairperson;
- (b) Secretary of the management or his nominee;
- (c) One head of the department, to be nominated by the Principal
- (d) Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be a woman;
- (e) One non-teaching employee, elected by regular non-teaching staff from amongst themselves;
- (f) Four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus;
- (g) Co-coordinator, Internal Quality Assurance Committee of the college;
- (h) President and Secretary of the College Students' Council;
- (i) Principal of the college or head of the institution Member- Secretary.

The College Development Committee shall meet at least four times in a year.

Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

The College Development Committee shall,

1. Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and empower the college to foster excellence in curricular, co-curricular and extra-curricular activities;
2. Decide about the overall teaching programmes or annual calendar of the college;
3. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
4. Take review of the self-financing courses in the college, if any, and make recommendations for their improvement
5. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
6. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
7. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
8. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
9. Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
10. Formulate proposals of new expenditure not provided for in the annual financial estimates (budget);
11. Make recommendations regarding the students' and employees' welfare activities in the college or institution;
12. Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;
13. Frame suitable admissions procedure for different programmes by following the statutory norms;
14. Plan major annual events in the college, such as annual day, sports events, cultural events, etc.;

15. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
16. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of the National Assessment and Accreditation Council, etc.;
17. Recommend the distribution of different prizes, medals, and awards to the students;
18. Prepare the annual report on the work done by the committee for the year ending on the 30th June and submit the same to the management of such college and the university;
19. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

Internal Quality Assurance Committee

- i. There shall be an Internal Quality Assurance Committee (IQAC) in the university to plan, guide and monitor quality assurance and quality enhancement in all the academic activities of the university.
- ii. The Internal Quality Assurance Committee in the university shall be constituted and function as per the guidelines of the University Grants Commission and State Government issued, from time to time.
- iii. The Annual Quality Assurance Report shall be approved by the Management Council of the University for the follow up action for the necessary quality enhancement measures. The university shall regularly submit the Annual Quality Assurance Report to the National Assessment and Accreditation Council or other accreditation bodies.
- iv. There shall be an Internal Quality Assurance Committee in each college and recognized institution that shall be constituted and function as per the guidelines of the University Grants Commission and State Government issued, from time to time.
- v. The colleges and recognized institutions shall regularly submit their Annual Quality Assurance Reports to the affiliating university, State level quality assurance bodies and national accreditation bodies.
- vi. The university shall monitor the functioning of Internal Quality Assurance Committees in the colleges and recognized institutions within its jurisdiction.

The IQAC Coordinator is responsible for

- The Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College
- Dissemination of information on the various quality parameters of higher education
- Organization of workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes / activities leading to quality improvement.
- Acting as a nodal agency of the institution for quality-related activities.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

Principal

- The Principal of the college is the head of the institution and always furnishes to offer important direction to the system.
- The Principal controls and guides the activities of the college and its staff and has accountability through the different committees for the resourceful and proper management and administration of the college.
- The Principal is entitled to be a member of every committee. He is the link between the Management and the College.
- The Principal ensures that the values and appropriate strategic management plans are reflected in the mission, vision and quality assurance system of the College.
- The Principal of the College executes an important role by imparting smooth functioning of administrative and academic activities. For smooth functioning of administrative, co-curricular and extracurricular activities, he forms different committees and appoints a chairman and members from the staff.
- The committees coordinate and execute the activities allotted to them and report to the Principal.
- The Principal coordinates with the external agencies like the University, the UGC, Joint director office and other government bodies to comply necessary regulations.
- He safe-guards the interests of teachers/non-teaching staff members and the management.
- He observes and implements directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.

- He also performs any other work relating to the College as may be assigned to him by the Management from time to time.

Vice-Principals

The College has three Vice-Principals. The role of Vice-Principals is to ensure the smooth functioning of the academic activities such as teaching activities, practical sessions, and implementation of time table, internal examination and evaluation work.

Head of the Departments

The Heads of the departments act as the front runners of their departments. They monitor the activities of the departments and report directly to the Principal

- They are accountable for the overall management of the department(s).
- Manage the day-to-day functioning of the department.
- Plan and Administer the development of new courses.
- Organize the periodic review of courses.
- Coordinate the academic and administrative staff within the department.
- Coordinate the examination schedule.
- Communicate with National Bodies and external agencies where appropriate.

The Heads ensure that:

- The programmes are conveyed to a high standard in terms of learning outcomes, curricula content, quality of learning opportunities, maintenance and enrichment of standards and quality.
- Co-ordination of the annual and ongoing monitoring of programmes, the self-evaluation of programmes is done.

Librarian

The College Librarian ensures the monitoring of the following functions of the college Library.

- Allocation of budget with the help of Library Advisory Committee to each department as per the norms.
- Forwarding it for approval and sanction to Management.

- Inviting list of textbooks, reference books, Journals, Books for extra reading, etc from each department and after the approval from the Management.
- Besides ordering, cataloging, assembling and indexing databases of library materials, helping students and the staff to locate the information that they need.
- He holds Book Exhibition annually and invites dealers to display their latest collection.
- Checking the Readers' Club and finalizing the Best reader's award.
- Monitoring the Book Bank Scheme.

Physical Director

The Physical Director has the following responsibilities for the Sports and the Gymkhana section (indoor and outdoor).

- Training students for various sports and forming teams.
- Monitoring students' coaching, ground preparation, purchasing, sports material and scheduling of the games.
- Implementing a mechanism for motivating the students for participation in games and sports activities and organizing interdepartmental, intercollegiate sports and games events.
- Making arrangements for the participation of students at university tournaments, regional/state/national level sports events.
- Organizing Annual Sports Day at the End of the Academic year.
- Executing any other activity related to sports.

College Committees

The various Statutory, Academic and non-academic committees constituted, monitor and comply to key Academic policies, Extension activities and recommend, suggest and take actions related to their respective committees. Each committee is headed by a chairperson who works with the assistance of the members taken from teaching and administration staff.

Following is the list of the committees that are operative during 2017-18 and 2018-19 for monitoring and governing various activities:

1. Discipline Committee

2. Timetable Committee
3. NAAC Committee
4. Internal Quality Assurance Cell (IQAC)
5. Research Committee
6. Examination Committee
7. Staff Academy
8. UGC Committee
9. Scholarship Committee
10. NSS Committee
11. NCC Committee
12. Student Welfare Earn and Learn Committee
13. Camus Development and Botanical Garden Committee
14. Bahishal Shikshan Medical checkup Committee
15. Competitive Exam Magazine Committee
16. HRM Placement Committee
17. Arts Circle
18. Science Association
19. Commerce Circle
20. Gymkhana and Sports Committee
21. Functional and Celebration committee
22. Publicity Committee
23. Girl Welfare Committee
24. Inter college Debating Committee
25. Library Committee
26. Magazine Committee
27. Academic Calender Committee
28. Vision Document Committee
29. Short Term Courses Committee
30. Alumni Association Committee
31. Cultural Activities Committee

32. Community College Committee
33. Anti-Ragging Committee
34. Feedback Committee
35. Grievance Redressal Cell
36. Women Anti Abuse Committee
37. Marathi Wadmay Mandal
38. Environmental Awareness Committee
39. Student Council Committee
40. Green Campus Committee
41. RUSA Committee
42. Girls Health Scheme & Girl Welfare Committee
43. Medical Check Up Committee
44. Memorandum Committee
45. Website Development Committee

Registrar

The Registrar has following responsibilities:

- Coordination of administrative work in office;
- Student admission, registration, examinations, student records.
- Records (Schemes of Work etc.), Human Resource Records.
- Student affairs and discipline.
- Management of the administrative staff within the college.
- All the administrative staff such as office superintendent, head clerk, senior clerks, junior clerks, etc. works under the supervision of the Registrar and complete their tasks.

Office Superintendent

The OS is responsible for checking all accounts, maintenance of records, duties related to admission procedures and Correspondence relating to the administration of the College.

Administrative Staff

Administrative Staff comprises of Head clerk, Senior clerk, Junior clerks and manual staff who works under the guidance of the office superintendent and the Registrar

Role in design and implementation quality policy and plans:

Quality policy of the College

Hutatma Rajguru Mahavidyalaya is dedicated to afford quality education to the students, empowering them to best in the field of science, commerce and humanities as well as to cater to the changing and challenging needs of the society, education sector and industry by

1. Contributing to the overall knowledge and personality development.
2. Keeping the excellent infrastructure and learning environment.
3. Inculcating moral and ethical values among the staff and students.
4. Improving the competence of faculty to adopt modern and innovative teaching and learning process.
5. Encouraging research among students and faculty.
6. Organizing co-curricular and extracurricular activities to enhance students' leadership qualities.

Role of top management, Principal and Faculty are vital in overall development of the college.

Role of Top management

- a. Support for academic and infrastructural growth of the College.
- b. Appointment of teaching and non-teaching staff.
- c. Monitoring of overall administration of the college.
- d. Observance and implementation of directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- e. Assessment of requirement of new programs to be started.

Role of the Principal

The Principal of the college is the head of the institution and is always there to be responsible for essential leadership to the system.

- a) Admission of students and maintenance of discipline in the College.
- b) Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.
- c) Observance of provisions of Accounts Code.
- d) Execution of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time.
- e) Correspondence relating to the administration of the College.

- f) Evaluating reports of members of the non-teaching staff, maintenance of their service books and looking after the general welfare of the non-teaching staff.
- g) Supervision of the College and Examinations, setting of question papers for the College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
- h) Observance and implementation of directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- i) Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the College, and maintenance of records.
- j) Safeguard the interests of teachers/non-teaching staff members and the management.
- k) Any other work relating to the College as may be assigned to him by the Parent society from time to time.

Role of IQAC Coordinator

The IQAC Coordinator is mainly accountable for the development of a system for aware, reliable and catalytic enhancement in the overall performance of the institution. The Coordinator is responsible for the following functions

- a. Application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- b. Procedure for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- c. Optimization and incorporation of modern methods of teaching, learning and evaluation.
- d. Dissemination of information on various quality parameters of higher education.
- e. Development of Quality Culture in the institution.
- f. Documentation of various programmes/activities leading to quality improvement.
- g. Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC with the help of IQAC members.
- h. Coordinating with other Cell coordinators and HODs.
- i. Suggesting budgetary provisions for activities related to the cell.

Role of Committee Chairman

The Committee Chairman of each committee has the following roles

- a) Prepare the list of activities to be taken in the academic year.
- b) Send proposal to the Principal and get the budget approved.
- c) Coordinate with all the team members.
- d) Send notices of timely meetings and prepare agenda for the same.
- e) Carry out all the activities related to the respective committee.
- f) Submit the accounts of the Expenditure incurred for the activities held.

Role of Head of Department

The Head of each department has to

- a) Monitor day to day teaching, learning activity of the department.
- b) Distribution of the workload among the teachers of the department.
- c) Purchase of books, equipments in the department.
- d) Coordinate co-curricular activities for the students.

Role of Faculty

The faculty of the college is actively involved in teaching, learning, evaluation, co-curricular and extra-curricular activities.

- a) Implementing the teaching –learning schedule and taking part in the evaluation process.
- b) Assisting the administration through the participation of different academic committees.
- c) Assisting in the planning and implementation of academic programmes such as seminars, workshop, conferences, and National service scheme.
- d) Undertake research and consultancy/extension, co-curricular and extra-curricular activities.

The involvement of the leadership in ensuring

The policy statements and action plans for fulfillment of the stated mission

The authorities assemble data about the various aspects of the functioning of the College through a number of ways. The management inspires the involvement of the staff in the process of decision-making in institutional functioning. Both teachers and non-teaching staff have their representatives in the Local Management Committee of the College. LMC in its meetings, collects the information regarding the new policies to be implemented. The policy decisions about the college functioning are decided by the Governing body.

Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan

The Principal prepares the agenda for **CDC** meetings and presents before the CDC, academic and administrative matters requiring the CDC's approval and he is accountable for executing its decisions. He is also accountable for all communication with the Governing Body, Government of Maharashtra, the Central Government, University Grants Commission, and the Savitribai Phule Pune University, Pune. On the basis of policy decisions of the Governing Body, the action plans are prepared by the Principal. With the prior approval of the Governing body, the plans are executed by the Principal.

Interaction with stakeholders

The Principal delivers information to the stakeholders such as students, faculty and parents at the commencement of the academic year. He also provides information about the college through first address lecture to the first year students of all faculties. The prospectus itself comprises the rules and regulations of the college. The Principal arranges meeting with staff, parents, alumni, and other members of the society. The College has established different committees of teachers and members of the non-teaching staff, which play a significant role in the planning and implementation of activities in different spheres of institutional functioning.

Good support for policy and planning through need analysis, research inputs and consultations with the stakeholders

The college takes systematic feedback from the stakeholders about the college. These feedback forms are analyzed and on the basis of these the policies are framed and planning is done by the

college. The personal interaction of the Principal with the faculty, the non teaching staff, the students, the parents plays an important role in this. Apart from this, information available in student feedback forms and information available in self-appraisal forms of teachers help the authorities to plan proper support for the policies.

Strengthening the culture of excellence

The college provides all the guidance to the students to generate the culture of excellence. As a result of this, two students of the college have received gold medals from the University. The library timing is kept flexible. Various committees are formed to implement and monitor various activities. Teachers are enthusiastically involved in the research and publishing their research articles in the journals. With support of management research facilities are amplified as and when required.

Campaigner organizational transformation

The college has taken initiative for additional infrastructure like a modernization of laboratories, purchase of additional equipments, furniture, etc. Faculties are maintaining teaching dairy for every year. Performance appraisal forms are filled up and collected by the college from all faculties. The work of non-teaching staff is distributed every year.

Performance Appraisal System

The “Performance Based Assessment System” (PBAS) is monitored by the institute. It’s a three tier report whereby the teacher has to fill up the form containing the information of

1. Teaching -Learning and evaluation
2. Curricular and extra-curricular activities, and
3. Research.

After evaluating the form, the head of the department forwards it to the IQAC.

The IQAC of the college evaluates and validates the report submitted by the faculty and validates the scores. This report is submitted to the Principal. The performance appraisal is used for Career Advancement Scheme (CAS).

The teachers are updated about their performance at each level. If there is a scope for improvement on the part of the teacher, the faculty members are advised to upgrade themselves. This is crucial for later promotions as per the norms.

Teachers fulfilling the required parameters are appraised by a committee consisting of experts appointed by the University and then the list is advanced to the Joint Director's office and the University.

Non-teaching staff

The performance appraisal system for Non-Teaching is channelized through confidential report. Every member of the Administrative staff has to fill this form and hand it over to the Registrar of the college. The Registrar adds his own observations and comments and forwards it to the Principal for the final remark. After the Principal's remark it is advanced to the Management of institution for further scrutiny and assessment. Action is taken accordingly.

Thus the Institution has Performance Appraisal System for teaching and non-teaching staff which aids in improvisation of the standards of the staff members.

Recruitment procedure

Service Rules and Recruitment

For the service conditions and rules, the college follows the rules and regulations laid down by S. P. Pune University, UGC, New Delhi and Government of Maharashtra. The candidates are interviewed by the Selection Committee appointed by the university, which comprises of the Vice Chancellor's Nominee, Subject Experts, Reservation Nominee, Management Office Bearers, Principal and Head of the respective department.

Promotional policies

All the promotional policies follow the career advancement scheme (CAS) as per the UGC norms for the upgradation of the Faculty. The promotion of non-teaching staff caters to the Government of Maharashtra norms. For Non-grant posts PDEA follows Government of Maharashtra rules.