

**DR ARUN MOTGHARE MAHAVIDYALAYA, KONDHA-KOSARA**  
**DIST. BHANDARA**

**INSTITUTIONAL POLICIES**

**CHAPTER-I: HR POLICIES**

**Teaching**

- 1.1 The faculty shall be recruited in the institute as per the program intake and norms and standards of the affiliating university/council.
- 1.2 The recruitment process shall be as per the procedures laid down in the Maharashtra University Act- 2016 or otherwise as per the guidelines of the affiliating university.
- 1.3 The educational qualification and conditions for the appointment shall be as per the UGC norms and standards.
- 1.4 The teaching faculty shall attend at least one faculty development program/orientation program/refresher program.
- 1.5 The faculty members shall publish at least one paper in UGC listed journal and national/international conference.
- 1.6 The faculty members shall be eligible for promotion as per the UGC regulations.
- 1.7 The faculty members shall be granted duty leave to attend the national/international conference. In addition to this, Rs. 2000.00 (Rs. Two thousand only) per year shall be granted to attend the conference/FDP.
- 1.8 The teaching faculty shall be promoted to undertake the research project sponsored by university/ government / non-government agencies.

**Non-Teaching**

- 1.9 The non-teaching staff shall be recruited in the institute as per the program intake and norms and standards set by management/university/council.
- 1.10 The recruitment process shall be as per the procedures laid down in the Maharashtra University Act- 2016 or otherwise as per the guidelines of the affiliating university.
- 1.11 The educational qualification and conditions for the appointment shall be as per the norms and standards.

- 1.12 The non-teaching staff shall attend at least one training program every year as per the priority set by the Management.
- 1.13 The non-teaching staff will be granted Rs. 500.00 (Rs. Five hundred) per year to attend the training program.

#### Students

- 1.14 The students shall be provided with co-curricular and extra-curricular facilities.
- 1.15 The induction/orientation program shall be conducted to develop academic capacities.
- 1.16 The hostel, canteen, gymnasium and recreational facilities shall be provided to the students.
- 1.17 The institute shall grant the scholarships to the economically backward students and meritorious student those who have not got benefit from any other scholarship schemes.

### **CHAPTER-II: FINANCIAL POLICY & RESOURCE MOBILIZATION POLICY**

- 2.1 The institute shall prepare and submit the financial budget in the month of February every year.
- 2.2 The institute shall define the account heads for the receipts and expenditure and further, shall define the mobilization strategies to balance the receipt and payments.
- 2.3 The budget shall include the grants for student's scholarship, Research, maintenance, books, equipment, training, infrastructure development & augmentation and ICT facilities and other such recurring and non-recurring expenditure.
- 2.4 The institute shall implement strategies for the budgetary control within the framework of allocated budget.
- 2.5 The internal and external audit shall be conducted every year.

### **CHAPTER-III: RESEARCH & INNOVATION POLICY**

- 3.1 There shall be Research and Innovation committee at institute level to promote research and innovation.
- 3.2 The said committee shall prepare the annual plan for promotion of research activities for teaching staff and students.
- 3.3 The institute shall conduct the workshops/seminars/conference to promote research and innovation. And these shall be minimum five in numbers.

3.4 The financial support shall be granted by the institute to promote the research and consultancy activities.

3.5 The library shall be equipped with e-journals and shall be utilized to promote the research.

3.6 The institute shall prepare one proposal per department for research funding per year to university/ government/non-government/industry, and other such funding agencies.

3.7 The under-graduate and post-graduate students shall be exposed to research-based learning beyond the curriculum.

#### **CHAPTER-IV: ICT POLICY**

4.1 The institute shall develop e-platform for e-governance, LCMS and ERP for effective and efficient functioning of the academics.

4.2 The institute shall have adequate ICT facilities including Wi-Fi facilities as prescribed by the regulating authorities like UGC/Council/NAAC.

4.3 The faculty members, non-teaching staff and students shall be training in the development ICT skills.

4.4 The ICT facilities shall be upgraded periodically.

4.5 The digitalization of the institute shall observe transparency in providing information to stakeholders through the institutional website/portal.

#### **CHAPTER-V: WELFARE FACILITIES**

5.1 The teaching and non-teaching staff shall be granted following welfare schemes:

- Gratuity
- Provident Fund
- Insurance
- Leave applicable as per the regulations

#### **CHAPTER-VI: MAINTENANCE POLICY**


6.1 The institute shall appoint the maintenance committee to carry out the maintenance of physical facilities and academic facilities.

6.2 The budgetary provision shall be made clearly in the budget of every year.

6.3 The local conditions shall be considered while allocation the maintenance work of physical and academic facilities by appointing contractual labour/contractor/quotations/ tendering, etc. based on the maintenance estimate and local availability.

6.4 The institute shall follow maintenance strategy with due approval from the management and within the budget provisions.



  
Principal  
Dr. Arun Motghare Mahavidyalaya,  
Kondha-Kosra, Tah-Pauni, Dist-Bhandara.