



Rayat Shikshan Sanstha's  
Shri Sadguru Gangageer Maharaj Science, Gautam  
Arts and Sanjivani Commerce College, Kopargaon,  
Dist. Ahmednagar.



## INTERNAL QUALITY ASSURANCE CELL



## INSTITUTIONAL POLICY ON BEST PRACTICES



  
Principal  
S.S.G.II.College  
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## INSTITUTIONAL POLICY ON BEST PRACTICE 'TEACHER AT YOUR DOOR'

In rural areas, parents are either illiterate or unaware of the changing scenario in education. They find it difficult to take decisions about their wards higher education and career. Some parents have financial problems so they find it difficult to allow their wards to pursue their program. So there is a strong need to guide parents in solving these issues. Internal Quality Assurance Cell has identified a practice to bridge the gap between parents, pupil and teacher through an activity of 'Teacher at Your Door'. This practice addresses these issues and create a healthy atmosphere among the stakeholders. Internal Quality Assurance Cell have framed a policy for implementation of practice and help students. The policy is as follows-

- Head of the respective departments should identify and select the students for teachers visit.
- They should allot the students to each teacher from their department.
- The teacher should visit student's home once in each semester to meet his/her parents.
- The teacher should make an informal communication with parents and get information about the social, financial and cultural background of students.
- The teacher should give information about academic performance of their ward to the parents.
- The teacher should talk about various curricular, co-curricular and extension activities organized by college.
- The teacher should give information about 'Earn and Learn Scheme' as well as installment in fees given by college to the financially weaker students.
- The teacher should guide them about their higher education and career opportunities.
- The teacher should get the feedback of parents at the time of visit.

- The teacher should take follow up of that student till the completion of his program.
- The teacher should always help the students to overcome the obstacles in completing the education.
- The teacher should collect the feedback from student after the completion of his/her program.
- The annual report of the practice should be submitted to chairman of criterion VII<sup>th</sup> by head of department.
- Suggestions and feedback given by parents must be informed to Internal Quality Assurance Cell for further strengthening and improvement of the practice and the college.

  
IQAC-Coordinator  
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## **INSTITUTIONAL POLICY ON BEST PRACTICE 'EARN AND LEARN SCHEME'**

Majority of the students coming to our college are from rural area and having an agricultural background with very low annual income. It is observed that due to financial weakness, it is difficult for them to pursue a program. Earn and learn scheme is a unique support scheme of Rayat Shikshan Santha founded by Dr. Karmaveer Bhaurao Patil. Our mother institute "Rayat Shikshan Sanstha" works for the education of downtrodden people. This scheme is quite successful for so many years therefore Savitribai Phule Pune University, Pune and almost all colleges and universities of western Maharashtra have also adopted this scheme. The said practice addresses this issue to enable students to continue their education and to develop a student as a multifaceted personality with academic excellence and a commitment to an egalitarian society. So Internal Quality Assurance Cell have decided to conduct this practice as a best practice of college. The policy for implementation of practice is as follows:

- The committee should be constituted for smooth conduct of practice.
- The students should be notified about the practice.
- The applications should be collected from needy students.
- The application must include recent income certificate of parent.
- The list of selected students must be displayed after document verification and personal interview.
- The selected students should be allotted with different kind of work like office work, library work, field work etc.
- The work allotment should be made in such a way that each student should get each kind of work.
- The student should be remunerated as per the rules of Savitribai Phule Pune University, Pune.
- The updated record should be maintained by chairman of Earn and Learn Scheme.

- Students should be given the work under this scheme even after the conclusion of tenure given by Savitribai Phule Pune University, Pune. The provision of additional finance must be made from college budget.

  
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