

Quality Policy

College has formally stated quality policy which has been formulated keeping abreast the vision and mission of the institute and parent society. The formerly stated policy is a driving force and acts as lighthouse for departments in planning their curricular, co-curricular, extracurricular and extension activities.

We, the RDIK and NKD provide not only basic but also advanced education facilities especially to the students emanating from rural and downtrodden Society and which is responsible to cultivate moral, Ethical, and human values in these students, mold them into holistic personalities and global citizens with national pride through empowering them with various skills and abilities.

ADMINISTRATIVE SETUP:

The organizational structure consists of the Parent body Vidarbha Youth Welfare Society, Amravati. At college level, the College Development Committee (CDC) is apex body and acts as link between the management and the staff. It comprises of office bearers of the Management, Principal, teacher representatives, non-teaching staff representatives and students' representative. All major decisions are taken by CDC. Budgets, implementation of new programs, extension, and construction or renovation policies are finalized here.

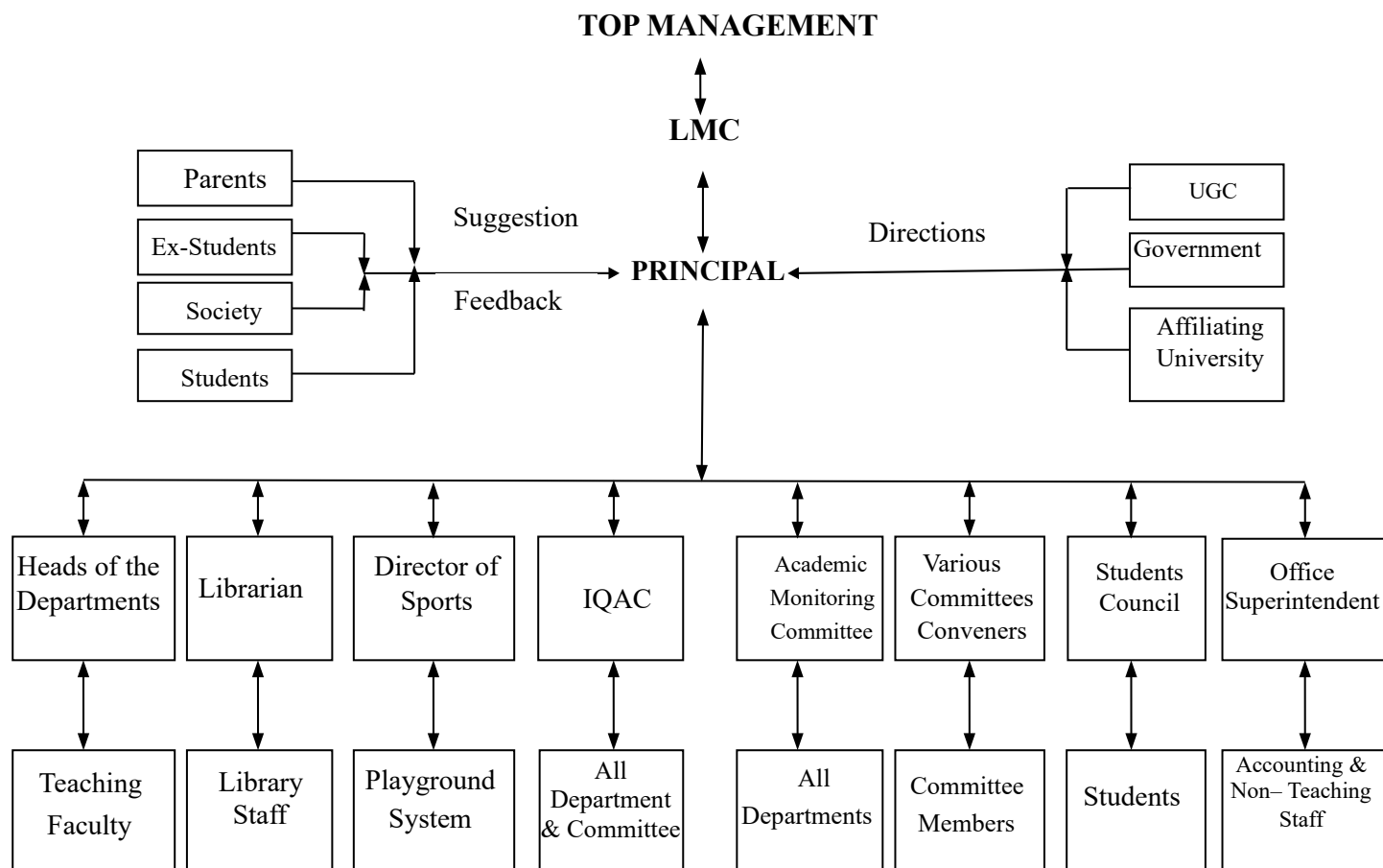
Principal is the Head of the Institution and is the key decision maker regarding all academic and administrative matters.

The administrative setup consists of Principal, HODs, Committee Conveners and members, Superintendent, Head Clerk, Junior Clerks, Laboratory Assistants, Attendants and peons, who look into matter such as admission, examination, scholarship etc. and maintain record and interact with government, university, parents and students.

Each teaching department is headed by Head of the Department who is responsible for preparation of departmental calendar, work allocation among teachers etc. The official organizational structure of the library staff includes the Librarian, Library Clerk, and Library Assistant.

IQAC, Anti-ragging & prevention of sexual harassment Cell, Students Grievance Cell, etc. are part of the organizational structure of the institution as per Maharashtra Public Universities Act, 2016.

ORGANOGRAM OF THE INSTITUTE



Service Rules, Policies and Procedures:

The institution has its own service rules, policies and procedures for effective functioning of the institution. It was published in 2001 and revised in 2016. All these related documents are available at library and distributed online among all the employees.

https://drive.google.com/file/d/1Dch3EWAPggrvi543C5uTWNK76ZUctkJuM/view?usp=drive_link

Recruitment of Faculty/Supporting Staff

- Advertisements are published in the state and national level newspapers.
- Interviews are conducted by a panel consisting of President of the parent society, Principal of the college, VC Nominee, External subject expert nominated by the affiliating university and Head of the Department.
- Preference is given to higher qualifications, teaching, research and industrial experience.
- A demonstration is taken to understand the teaching capabilities and competency.
- The guidelines of the university and UGC are followed during the recruitment of the faculty.
- Non-teaching staff are recruited by the panel consisting of President of society, office-bearers of the society and Principal.

Policies regarding Promotion

Based on the performance appraisal reports, staff members are promoted to next higher level of pay matrix. For this the college adheres to the qualifications, eligibility and salary structure and the norms laid down by UGC and SGBAU.

Service Rules:

For the service conditions and rules, the college follows the rules and regulation laid down by

1. Sant Gadge Baba Amravati University Amravati, Maharashtra.
2. University Grants Commission, New Delhi.
3. Government of Maharashtra.

Recruitment:

1. Permanent Posts (Grant-in-aid): These posts are recruited as per the norms of Government of Maharashtra and SGB Amravati University and University Grants Commission, New Delhi.
2. Temporary Posts (Non-Grant): These posts are recruited by the Principal/Management according to the norms of the Government of Maharashtra and SGB, Amravati University and University Grants Commission, New Delhi.

Promotion:

The promotion is given as per the guidelines of parent university, UGC, New Delhi, and Government of Maharashtra.

Grievance Redressal Mechanism:

The institution has a well-established mechanism to address grievances received from all stakeholders. Grievances are attended to in a time-bound manner.

For teachers:

- An aggravated teacher can approach teaching and non-teaching grievance committee to get his grievances addressed, and if not satisfied he may approach the principal.
- In case he is still not satisfied, CDC looks into the matter and takes efforts to address grievances

For students

- Students are adequately notified about college disciplinary rules and regulations
- Grievances relating to examination and evaluation are addressed as per university rules
- Student grievances relating to admission, discipline etc. are addressed by Discipline and Grievances (Students) Anti-raging Committee
- Parent-teacher personally addresses grievances of students, if any through Palak Yojana

For Women

- The internal Complaint Cell works to address grievances related to women
- Members of the committee and their contact numbers are displayed on the notice board and website

The institution has adopted an open-door policy that provides students as well as alumni access to principal or any staff members to communicate with as need be. Any stakeholder can also put his/her complaint in the suggestion box kept in office.

Faculty members, parent institution and Principal strive to bring about the best possible detailed strategies and deployment plan. All stakeholders are taken into consideration. Their contribution & active participation is sought while formulating the strategic plan and deployment document.

The institution has developed a perspective plan for the continued development in academics and research with following objectives:

- Enhance and enrich educational opportunities for the student.
- Recruit and enable a diverse community of exceptional faculty, staff and students.
- Establish a culture of innovation.
- Develop strategic partnerships and collaborations
- Increase visibility, outreach, and community engagement.
- Develop a sustainable infrastructure.