

Governance Policy

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| 1. | Administrative Policy Number (APN): 03/2018-2019 | Functional Area: Framework for Quality in functioning and governance. |
| 2. | Brief Description of the Policy: | Purpose: Promoting quality in academics and administration. Audience: All stake holders of the organization. |
| 3. | Policy Applies to: | All Management, academic, administrative and managerial processes in the organization |
| 4. | Effective from the Date: | 1 st November 2018 |
| 5. | Approved by: | Governing body of PGK Mandal |
| 6. | Responsible Authority | Principal |
| 7. | Superseding Authority | Management |
| 8. | Last Reviewed/ Updated: | New policy |
| 9. | Reason for the policy | Governance for smooth functioning of the institution. |
| 10. | References for the policy | P.G.K. Mandal / Maharashtra Public Universities act 2016, UGC / University/ Higher Education Department, etc. |

Reason for Policy:

Post third cycle of NAAC in 2018 it was sensed that policies need to be framed on paper and need to be implemented. The P.G.K.M management wanted the policies to be framed and implemented in a timely manner. Governance policy is framed accordingly.

Areas of Governance:

1. **Academic Governance (Refer policy: APN: 04/ 2018 – 19).**
 - Curriculum planning & Implementation
 - Faculty Affairs: Documentation, Timetables, Academic calendars, Teaching plan, teaching diaries.
 - Teaching & Learning processes & Mechanisms
 - Student Assessment
 - Result
 - CO- PO Mapping & Attainments



2. Administrative Governance:

- Leadership structure & Decision making.
- Financial management
- Facilities
- Human resources management
 - Recruitments
 - Faculty development
 - Performance evaluation
 - Promotions
 - Work-life balance
 - Technology use
 - Succession planning.

3. Research, Innovation, IPR & Industry (Refer policy: APN: 07/ 2018 – 19).

- Research Policy
 - Ethical standards.
 - Research as a part of essential academics.
 - Intellectual Property rights
 - Research funding and grants
 - Research paper writing
 - Collaborative research.
- Innovation framework
 - Setting culture of innovation through activities.
 - Innovation spaces
 - Incubation centres
 - Student & faculty involvement.
 - Communication and management.
- **Industry Academia Association:**
 - Collaborative research
 - Knowledge transfer
 - Internships and training programs
 - Short term courses
 - Technology transfer
 - Fundings for research
 - Teacher training programs.

4. Student Affairs

- Admissions:
 - Admission policy & SOP for admissions.
 - Academic advising.



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- Student services:
 - Counselling.
 - Mentoring.
 - Financial aid, Concessions & scholarships.
 - Placements.
 - Training.
 - Career guidance.
 - Orientation programs,
 - Library Services (*Refer policy: APN: 06/2018 – 19*).
 - Disability support services.
 - Residential provisions
 - Health services.
- **Student support:**
 - Sports
 - Gymnasium
 - Clubs
 - Events
 - Outdoors
 - Alumni Association (*Refer policy: APN: 09/ 2018 – 19*).

5. **Technology & Informational Governance. (*Refer policy: APN: 08/2018 – 19*).**

A. IT Policy

- Acceptable Use Policy (AUP).
- Network and computer security.
- Data Privacy.
- Software usage
- E-mail & communication
- Internet access.
- Incident reporting
- Educational Technology
- Copyright and Intellectual Property Rights.

B. Data management


- Data collection and Recording
- Data storage & security
- Data usage & Processing
- Data retention and disposal
- Data privacy & confidentiality.
- Data Governance & Accountability.
- Training and Awareness.
- Policy reviewing and its updating.



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6.
 - **Community Engagement & External Relations** (*Refer policy: APN: 15/2018-19*).
 - **Community Engagement**
 - Service projects
 - Service-Learning programs
 - Partnerships with local programs.
 - Internships and Experiential learning.
 - Community based research
 - Educational outreach programs
 - Cultural Events & Performances.
 - Youth programs.
 - UN Global Goals and its achievement
 - Indian Knowledge & heritage works.
 - Alumni Relations & community engagement.
7. **Environment & Sustainability** (*Refer policy: APN: 18/2022-23*).
 - Sustainable development.
 - Activity centric learning projects
 - Community and government supported projects
 - Awareness activities.
8. **Diversity, Equity & Inclusion** (*Refer policy: APN: 17/2020-21*).
 - Diversity Policies: non-discrimination and equal opportunity. Following of all government policies & rules. Congenial environment.
 - Equity initiatives: Equitable hiring, pay equity, promotion, transparency in recruitments and admissions, policies against discrimination and harassment. Leadership commitment.
9. **Internal Quality Assurance & Accreditation** (*Refer policy: APN: 01/2018 - 19*).
 - Short- & Long-term planning
 - Risk management
 - Policy Development & compliances
 - Audits
 - Mechanisms for quality enhancement
 - Annual Quality reports & Accreditations.




Principal
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