Student Support and Progression Policy

1.	Administrative Policy Number (APN): 09/2018-2019	**Functional Area:** Admission, Academic, Scholarship, Grievance Redressal Cell, Alumni
2.	Brief description of the policy:	Purpose: Promoting quality in student progression for higher studies and catering to their requirements in better progression. Audience: All stakeholders
3.	Policy applies to:	All academic, administrative and managerial processes in the organization.
4.	Effective from date:	1st January 2019
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority:	IQAC coordinator
7.	Superseding Authority:	Principal
8.	Last reviewed / Updated:	New Policy
9.	Reason for the policy:	Quality Enhancement
10.	References for the policy:	UGC/ NAAC/ University

Aim: The aim of this policy is to provide holistic development of students to enable them to make informed decisions, build stronger networks for community and economy.

1. **Student Support: -**
   a) **Scholarships, free ships, fee waivers and concessions:**

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- The college will provide government & nongovernment Scholarships for financially deprived students.
- Financial relief in fees to the needy and deserving through fee concessions.
- Fellowships also be given to students through philanthropic and benefactor activities.

b) **Fee payment in instalments:**
  - Students who cannot pay fees in one instalment are given the provision to pay fees in two instalments.

c) **Earn & Learn Scheme:** institution is affiliated to Savitribai Phule Pune University. The university scheme of Earn & Learn is implemented by the institution.

d) **Short term courses:** free and moderately paid short-term courses designed by the institution for upskilling will be conducted by the institutions.

e) **Academic Advising for program choices:** students are counselled for the choice of the right course. This helps them excel better in their careers.

f) **Mentoring:** the institution provides mentoring to students. Teachers facilitate the teaching, learning and personal issues.

g) **Career services:** this includes career guidance, providing career options, job search skills,

h) **Accessibility services:** Divyang students, student who need accommodations, giving extra time in examinations.

i) **Diversity and inclusion provisions:** institution has a great diversity in terms of economic backgrounds, languages, community diversity, etc. this promotes them learning better and learning life.

j) **Student success workshops, events and activities:** soft skill programs, life skill programs, various types of activity enrichments, cultural and sports activities.

2. **Student Progression: -**
  - The institute will promote Higher education of outgoing students by providing them with LOR (Letter of Recommendation).
  - Conduct of lectures and sessions by experts and teachers to advance the cause of education.
  - Progress monitoring: Mentoring and CO -PO mapping helps the institution understand the student better.

- Seminars and workshops are conducted to expose students to various career progression available within India and abroad.
- Promoting students to join institutional Masters and Ph.D. programs by starting new programs.

3. Inclusivity and Diversity

- Equal Opportunity: The college will ensure equal opportunities for all students, regardless of their background, gender, or ethnicity.
- Cultural Sensitivity: The college will promote a culturally sensitive environment that celebrates diversity and encourages respect for different perspective.

4. Programs and Activity: -

- The college will conduct various programs to promote fitness and well-being of the students.
- It will also promote upgradation of students with respect to digital environment and Various Computing skills.

5. Alumni Engagement: -

- College alumni will be engaged in overall development of the college by taking active part in various activities.
- College alumni will provide inputs for quality enhancement of academic and administrative activities.

6. Capacity Building and Skill Development: -

- The college will organize various programmes for capacity building and skill enhancement which includes Soft Skills, Language and communication skills, Life Skills and Computing Skills.

7. Financial Support for activities: -

- The college will establish a corps in association with alumni association and other government and non - government agencies to carry out the activities mentioned above.

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Placements: institutional placement cell promotes on campus and off campus placement drives and pre-placement activities.it takes care of employer relations, job posting and recruitment events, career counselling and advising, skill development activities, internship programs and connect with the employers and the employed.

Principal

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Haribhai V. Desai College of
Arts, Science & Commerce,
PUNE-2.