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INSTITUTE DEVELOPMENT POLICY

Academic Year 2025-26

1. Preamble

The Institute Development Policy aims to ensure academic excellence, administrative transparency, institutional autonomy, student-centric governance, research promotion, social responsibility, and sustainable development. This policy is framed in accordance with UGC Autonomous College Regulations, NAAC Quality Indicators, and NCTE/AICTE norms to strengthen institutional effectiveness, accountability, and continuous quality enhancement. The policy provides a comprehensive framework to guide institutional planning, governance, academic functioning, and stakeholder engagement in alignment with national higher education objectives.

2. Vision and Mission Alignment

The Institute is committed to promoting academic autonomy with accountability while ensuring quality teaching-learning processes and fair evaluation systems. It strives to foster research, innovation, and extension activities that contribute to societal development. The institution emphasizes student welfare and holistic development through academic, co-curricular, and skill-based initiatives. Transparent, participatory, and ethical governance remains central to all institutional decisions and administrative processes.

3. Governance and Administrative Policy

The institution follows a structured governance mechanism in accordance with statutory norms. The Admission Committee is constituted as per institutional statutes to ensure that the admission process remains transparent, merit-based, and inclusive. Verification of original documents is mandatory, and admission forms must be duly signed by students, parents, and the Admission In-charge. All admission data are recorded both manually in registers and digitally in software systems. Collection of Transfer Certificate (TC)/College Leaving Certificate (CLC) is compulsory, and incomplete documentation is monitored through a systematic follow-up mechanism.

The Fee Management Policy ensures financial discipline and transparency. A structured fee schedule with due dates is prepared annually, and students are informed through SMS, notices, and phone calls. Weekly reviews are conducted to monitor fee collection. Any modification in fee software requires prior approval from the Secretary. Daily data backups are maintained at both the local office and head office to ensure data security. No certificate or document is issued without clearance of dues.



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For issuance of certificates and CLC, a formal application from the student or alumni is mandatory. Dues clearance and Principal's approval are compulsory before issuance. All issued documents are properly recorded with money receipts and acknowledgments. Forwarding letters and original mark sheets are issued strictly following due procedures to maintain transparency and record integrity.

4. Academic Autonomy and Curriculum Policy

The institution prepares and approves an Academic Calendar annually to ensure systematic academic functioning. Curriculum design, revision, and enrichment are carried out by the Board of Studies (BoS) in alignment with Outcome-Based Education (OBE) principles. Academic activities include theory and digital classes, micro-teaching, lesson planning, internship and field engagement, unit tests, internal examinations, seminars, workshops, and expert lectures. Continuous Internal Evaluation (CIE) is adopted to ensure fair and comprehensive assessment of students. ICT-enabled teaching methodologies are promoted to enhance learning outcomes, and student feedback is integrated into academic planning for continuous improvement.

5. Faculty Policy

Faculty recruitment is conducted strictly as per UGC and NCTE/AICTE norms through a transparent advertisement and selection process. The Selection Committee includes University/UGC nominees, and appointment approvals are obtained from competent authorities. The institution promotes faculty development by encouraging participation in national and international seminars, publication of research papers and books, and involvement in Faculty Development Programmes (FDPs). Faculty members are also motivated to serve as examiners, evaluators, and academic contributors. Incentives, performance appraisal mechanisms, and seed money for research are provided as per institutional policy to strengthen academic excellence.

6. Student Welfare and Development Policy

The institution prioritizes student welfare by offering fee concessions to economically weaker students and providing institutional scholarships and financial aid. Remedial and bridge courses are organized to support slow learners. Coaching for CTET/STET and other competitive examinations is provided to enhance employability. Personality development programmes, communication skills training, and computer education are integrated into student development initiatives. Career guidance, placement assistance, and entrepreneurship support further contribute to holistic student growth.

7. Research, Innovation, and Extension Policy

The institution promotes a research-oriented culture among faculty and students. It encourages community-oriented extension activities that address societal needs. Permanent institutional projects such as rainwater harvesting, solar energy installation, waste and wastewater management, composting, and green campus initiatives reflect the commitment toward environmental sustainability and responsible citizenship.



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8. Co-Curricular, Extracurricular, and Outreach Activities Policy

The institution organizes major activities such as science exhibitions, sports and indigenous games, educational tours, national day celebrations, foundation day, and teachers' day to promote holistic development. Outreach and social responsibility initiatives include water conservation, voter awareness, environmental sustainability programmes, disaster management awareness, health camps, and blood donation drives. All major activities require prior approval, and detailed project reports with photographs and media coverage are completed within seven days. Proper documentation and digital archiving are mandatory to ensure record maintenance and quality assurance.

9. Financial Management and Purchase Policy

The institution follows a structured budget planning and approval mechanism. All purchases are made according to approved norms, and major purchases require recommendations from the Purchase Committee. Monthly expenditure statements are prepared, audited, and reviewed to ensure transparency and accountability. Financial discipline and proper record maintenance are strictly observed.

10. Infrastructure, Maintenance, and Safety Policy

Regular inspection and maintenance of ICT equipment, laboratories, library resources, electrical systems, water facilities, and security systems are conducted as per preventive maintenance schedules. Transport services operate strictly according to approved routes and norms. The institution ensures a safe, clean, and eco-friendly campus environment through systematic maintenance practices.

11. Feedback and Quality Assurance Policy

Feedback is systematically collected from students, alumni, parents, teachers, employers, and the community. The Internal Quality Assurance Cell (IQAC) analyzes feedback data and recommends corrective and preventive measures. Continuous Quality Improvement (CQI) mechanisms are implemented to enhance institutional performance in academic and administrative domains.

12. Alumni Association Policy

The Alumni Association is formed as per institutional norms, with the Principal serving as Patron. Regular meetings and activities are conducted to strengthen alumni engagement. Alumni contributions support institutional development initiatives, and proper financial records are maintained to ensure transparency and accountability.



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13. Committee System and Participatory Governance

Various committees are constituted in accordance with UGC Autonomous and NAAC guidelines to ensure participatory governance. Regular meetings are conducted with proper documentation and communication of decisions. Managing Committee meetings are organized periodically to review institutional progress and policy implementation.

14. Discipline, Ethics, and Daily Operations

The institution maintains strict punctuality and attendance norms for staff and students. A clean, green, and safe campus environment is ensured. Ethical conduct, inclusivity, gender sensitivity, and compliance with statutory and regulatory requirements are upheld in all institutional practices.

15. Conclusion

This Institute Development Policy provides a structured and comprehensive framework for autonomous academic functioning, quality assurance, transparent governance, and sustainable institutional growth. It reflects the institution's commitment to excellence and aligns with UGC Autonomous College Guidelines and national higher education objectives.



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