



IQRA'S H.J. THIM COLLEGE OF ARTS & SCIENCE, JALGAON

Third Cycle Reaccredited by NAAC with B+ CGPA.2.61

AFFILIATED TO KAVAYITRI BAHINABAI CHAUDHARI NORTH MAHARASHTRA UNIVERSITY JALGAON



POLICY DOCUMENTS

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H. J. Thim College of Arts & Science, Jalgaon

POLICY DOCUMENTS

Preface

It is with great commitment and purpose that we present the Policy Document of IQRA's H.J. Thim College of Arts & Science a B+ Grade NAAC- re-accredited Muslim Minority institution located in Jalgaon district, Maharashtra. As a higher education institution dedicated to academic excellence, inclusivity, and value-based education, this document outlines the policies that guide our administrative, academic, and student support systems.

Being recognized as a Muslim Minority college, we are particularly mindful of our responsibility to promote educational empowerment within the minority community while ensuring equal opportunity, transparency, and integrity in all institutional practices. These policies are framed in alignment with guidelines prescribed by statutory bodies such as the University Grants Commission (UGC), NAAC, the affiliating university, and other relevant authorities.

This Policy Document serves as a framework for governance and quality assurance. It encompasses key areas such as academic planning, admission, faculty recruitment, research promotion, code of conduct, grievance redressal, inclusivity, anti-discrimination, and institutional development. Each policy is designed to support the vision and mission of the college, while fostering a learner-centric environment that respects diversity and promotes holistic growth.

We acknowledge the contributions of our faculty, administrative staff, stakeholders, and advisory bodies in shaping this document. It reflects our collective vision for systematic progress and adherence to best practices in higher education.

We believe that this document will serve as a guiding compass for all members of our academic community and reinforce our commitment to quality, equity, and continuous institutional development.

1. Administration Policy

1.1 College Development Committee

- The college is governed by a duly constituted Governing Body as per the norms of the affiliating university and UGC guidelines.
- The Governing Body includes representatives from the management, principal, senior faculty members, Alumni where applicable.

- The body meets at regular intervals to ensure effective oversight, strategic decision-making, financial transparency, and academic development.
- Decisions are recorded in official minutes and implemented through the Principal and college administration.

1.2 Appointment Policy

- Appointments of teaching and non-teaching staff are made in accordance with UGC, State Government, and affiliating university norms.
- For minority institutions, the rights of management in recruitment are respected while adhering to quality benchmarks and reservation norms as applicable.
- A duly constituted Selection Committee oversees faculty recruitment based on merit, qualifications, and institutional needs.
- Contractual and guest faculty appointments follow a transparent selection process with clearly defined roles and remuneration policies.

1.3 Admission Policy

- Admissions are conducted in a fair, transparent, and merit-based manner, complying with Government of Maharashtra and affiliating university regulations.
- Minority status provisions are upheld, reserving a specific percentage of seats for students from the Muslim community, while maintaining inclusivity.
- Admission notifications, eligibility criteria, and schedules are made available through the college website and notice boards.
- Special provisions exist for economically weaker and differently-abled students to ensure equity in access.

1.4 Student Orientation Policy

- A structured Student Orientation Program “Fresher’s Day” is conducted at the beginning of each academic year.
- It familiarizes students with institutional rules, academic calendar, examination system, grievance redressal, co-curricular activities, support services, and ethical conduct.
- Mentorship and peer support mechanisms are introduced during the orientation to foster a supportive academic culture.

1.5 Staff Orientation Policy

- All newly appointed faculty and administrative staff undergo a formal orientation program.
- The program introduces institutional policies, roles and responsibilities, code of conduct, and digital tools used in the college.
- Continuous mentoring is provided for the initial period to support the integration of new staff into the institutional framework.

1.6 Teaching Faculty Quality Enhancement Policy

- Faculty development is encouraged through participation in FDPs, workshops, seminars, research projects, and higher studies.
- Performance is reviewed through the API score, student feedback, and annual self-appraisal reports.
- **Appreciation for research publication, paper presentations, and academic excellence are provided by the management.**
- Internal Quality Assurance Cell (IQAC) coordinates and monitors faculty enrichment programs.

1.7 Planning Policy

- Institutional planning follows a participative approach involving inputs from all stakeholders.
- The Planning Committee prepares an Annual Action Plan aligned with the Strategic Plan and NAAC recommendations.
- Short-term and long-term goals are periodically reviewed for academic and infrastructural development.
- Planning is integrated with the annual budget, academic calendar, and quality benchmarks.

1.8 Purchase Policy

- **All purchases are made following a transparent, need-based, and cost-effective process.**
- **A Purchase Committee is constituted to approve, verify, and finalize procurement.**
- **Quotations are invited as per government norms (minimum three) and purchases are made from authorized vendors.**
- Asset records are maintained, and periodic stock verification is conducted.

1.9 Maintenance Policy

- Regular maintenance of infrastructure, equipment, and digital systems is carried out under the supervision of the Maintenance Committee.
- Annual Maintenance Contracts (AMCs) are established for laboratory equipment, IT infrastructure, and utilities.
- Maintenance logs are maintained and reviewed to ensure timely repairs and optimal resource utilization.
- Campus cleanliness, safety, and green initiatives are integral to the maintenance policy.

1.10 E-Governance Policy

- The institution adopts e-governance in administration, finance, academics, and library management.
- ERP systems, Learning Management Systems (LMS), and biometric attendance are gradually being integrated.
- Digital record-keeping, online admissions, fee payments, and result dissemination are implemented for efficiency and transparency.

Data security, staff training, and periodic audits are prioritized in the e-governance framework.

2. Academic Policy

2.1 Teaching and Learning

- The college is committed to providing quality teaching through structured academic planning, a well-defined syllabus, and a learner-centered pedagogy.
- Faculty members prepare semester-wise teaching plans and maintain academic diaries.
- Classes are conducted as per the academic calendar approved by the IQAC and the affiliating university.
- Continuous review of teaching performance is conducted through internal audits, class monitoring, and student feedback.

2.2 Examination Policy

- All examinations are conducted in accordance with the norms of the affiliating university.
- Internal assessment includes unit tests, assignments, class participation, and attendance.
- A transparent and fair system for evaluation, moderation, and result declaration is followed.
- A separate Examination Cell functions under the supervision of the Principal and a designated Exam Coordinator.
- Grievances related to evaluation are handled promptly through a well-defined redressal mechanism.

2.3 Outcome-Based Education (OBE)

- The college implements OBE to ensure clarity in learning objectives and measurable outcomes.
- Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) are defined for all programs and courses.
- COs are mapped with assessment tools and monitored by the IQAC.
- Attainment of outcomes is analyzed and documented for continuous curriculum improvement.

2.4 Innovative Teaching and Learning

- Faculty are encouraged to adopt ICT-based and blended learning approaches.
- Tools like Google Classroom, YouTube lectures, virtual labs, and LMS platforms are used to supplement traditional teaching.
- Project-based learning, peer teaching, and simulation methods are promoted to enhance conceptual clarity.
- Guest lectures, industrial visits, and webinars are regularly organized to connect theory with practice.

2.5 Learner-Centric Program Design

- Curricular and co-curricular activities are tailored to meet the diverse needs of learners, including slow and advanced learners.
- Bridge courses, remedial classes, and value-added programs are conducted to fill learning gaps.

- Electives and skill-based courses are introduced to promote flexibility and employability.
- Feedback from students is considered during curriculum planning and review.

2.6 Mentoring Policy

- A formal mentoring system is in place to provide academic, personal, and career guidance to students.
- Each faculty member is assigned a fixed number of students for regular mentoring sessions.
- Mentoring records are maintained to track student progress, identify concerns, and provide support.
- The system also aims to promote discipline, emotional well-being, and inclusivity.

2.7 Department and HOD Requirements

- Each department functions under the leadership of a Head of Department (HOD), responsible for academic coordination and planning.
- Departments are required to prepare semester-wise teaching plans, maintain academic records, and conduct **internal academic audits**.
- HODs ensure that departmental meetings are conducted regularly and reports are submitted to the IQAC.
- Departments are also expected to organize seminars, workshops, and value-added courses.

2.8 Surveys and Feedback Mechanism

- Feedback is collected from students, alumni, parents, and employers to assess the quality of teaching and institutional services.
- Surveys are conducted periodically through structured forms, both online and offline.
- IQAC analyzes feedback data and shares actionable points with departments and faculty for improvement.

Feedback outcomes are also discussed in academic meetings and incorporated into policy revisions.

3. Student Enterprise and Support Services Policy

3.1 Scholarships and Free ships

- The college facilitates various government and private scholarships for minority, SC/ST, OBC, and economically weaker students.
- Merit-based and need-based freeships are provided by the management to support academically deserving students.
- **A dedicated Scholarship Cell ensures timely application, documentation, and disbursement assistance.**
- The policy promotes financial inclusion and ensures that no student is denied education due to economic constraints.

3.2 Extension and Outreach Activities

- The college undertakes community engagement through NSS, and subject-specific extension activities.
- Activities include health camps, literacy drives, environmental awareness programs, voter education, and social outreach.
- These programs aim to develop responsible citizenship, leadership, and ethical sensitivity among students.
- Extension work is recognized in the academic framework through credits or awards.

3.3 Library Services

- The library is a central academic resource with open access to books, journals, e-resources, and newspapers.
- Digital library services, including ,,,,,,,,,,,,,,,,,,,,,,are provided to facilitate remote and technology-based learning.
- Students are issued library cards and must adhere to library rules regarding borrowing and usage.
- Orientation programs are conducted to familiarize students with library resources.

3.4 Laboratory Facilities

- Well-equipped laboratories are maintained for science and technical subjects to support curriculum delivery and experimentation.
- Safety protocols are strictly followed, and students are guided by faculty and lab assistants during practical sessions.

- Laboratories are regularly maintained, and stock verification is conducted annually.
- Research and project-based use of laboratories is encouraged among senior students.

3.5 Counselling Services

- The college provides academic, career, and personal counselling through a designated Counselling Cell.
- Counselling support is offered by trained faculty or visiting professionals to address stress, emotional concerns, or academic pressure.
- Special focus is given to gender sensitivity, mental well-being, and inclusiveness.
- Awareness workshops on mental health, addiction, and self-development are conducted regularly.

3.6 Placement and Career Guidance

- A Placement Cell actively works to connect students with employment opportunities, internships, and skill-building programs.
- The cell organizes campus interviews, job fairs, aptitude tests, and soft skill training in collaboration with industry partners.
- Career counselling sessions are arranged to guide students in choosing appropriate career paths or higher education.
- The cell maintains records of placement statistics and employer feedback for quality improvement.

3.7 Student Welfare Department & Bazm-Urdu Adab

- These committees are constituted as per university and institutional norms respectively, promoting democratic values and student participation.
- It serves as a bridge between the student body and administration, contributing to decision-making and event organization.
- They help organize academic, cultural, and sports activities and support grievance redressal efforts.
- Special efforts are made to ensure adequate representation of female students.

3.8 Cells and Committees

- Various statutory and functional committees/cells exist to address student needs and ensure regulatory compliance. These include:
 - Internal Complaint Committee (ICC)
 - Anti-Ragging Committee
 - Grievance Redressal Cell
 - Equal Opportunity Cell
 - Minority Cell
 - Career Guidance Cell
 - Women's Development Cell
- These cells are responsible for organizing awareness activities, handling complaints, and promoting equity and support systems.

3.9 Sports and Physical Education

- The college promotes physical fitness, team spirit, and discipline through well-organized sports and games.
- Indoor and outdoor sports facilities are provided along with coaching and participation in intercollegiate events.
- An Annual Sports Day is organized to celebrate athletic excellence and encourage broad participation.
- Special awards and incentives are provided to students excelling at district, university, or national levels.

This policy section ensures that student welfare, empowerment, and holistic development are at the core of institutional practices.

4. Policy on Ethics

4.1 Preamble

Ethics form the cornerstone of all academic and administrative functioning at College. As a Muslim Minority institution, the college upholds moral, spiritual, and ethical principles that are universal in nature—emphasizing integrity, honesty, justice, compassion, and accountability. This policy guides the conduct of students, faculty, and staff while promoting a culture of responsibility, inclusiveness, and academic excellence.

4.2 Academic Integrity

- All members of the college are expected to maintain honesty in teaching, learning, research, and evaluation.
- Plagiarism, cheating, data fabrication, and intellectual dishonesty are strictly prohibited.
- A clearly defined policy for the detection and handling of academic misconduct is in place, with appropriate penalties.
- Faculty members are required to guide students on ethical citation practices and originality in assignments and projects.

4.3 Professional Ethics

- Faculty and staff must demonstrate integrity, fairness, and respect in all academic and administrative interactions.
- Favoritism, discrimination, harassment, or exploitation of any kind is not tolerated.
- Employees are expected to perform their duties sincerely and avoid any conflict of interest.
- Confidential information related to students or institutional operations must be protected.

4.4 Research Ethics

- Research activities must comply with ethical standards in terms of honesty, objectivity, respect for intellectual property, and responsible data management.
- Human and animal subject research, if any, must be approved by an Ethics Committee
- Students and faculty must adhere to publication ethics and avoid duplicate submissions or manipulated data.

4.5 Environmental and Social Ethics

- The college promotes environmental responsibility through energy conservation, waste reduction, water management, and green practices.
- Community engagement and extension activities are guided by principles of service, inclusivity, and cultural sensitivity.
- Social justice, gender equity, and respect for diversity are core to institutional values.

4.6 Digital and IT Ethics

- Students and staff must use digital resources responsibly, avoiding misuse, cyberbullying, and breach of data privacy.
- Use of licensed software, secure data practices, and protection of institutional digital infrastructure is mandatory.
- Social media behavior by members of the college should reflect professionalism and avoid defamation, misinformation, or offensive content.

4.7 Ethical Governance

- Institutional decisions are based on transparency, accountability, and stakeholder participation.
- Financial dealings, procurement, and human resource policies are guided by fairness and compliance with regulatory norms.
- A code of conduct is made available to all stakeholders and reviewed periodically for relevance and adherence.

4.8 Reporting and Grievance Redressal

- An Internal Grievance Redressal mechanism is available for reporting ethical violations.
- Complaints are handled confidentially, sensitively, and without retaliation.
- Disciplinary measures for violations are clearly defined and enforced after due process.

This Policy on Ethics is a living document that evolves with changing academic and societal expectations. It reflects the institution's vision to foster not only knowledgeable but also morally upright citizens.

5. Waste Management Policy

5.1 H.J. Thim College of Arts & Science, is committed to promoting environmental sustainability through effective and responsible waste management. This policy outlines the procedures and practices adopted by the institution to minimize, segregate, and manage waste in an eco-friendly and legally compliant manner. As a conscious Muslim Minority institution, stewardship of the environment is seen as both a moral and civic duty.

5.2 Objectives

- To reduce the environmental footprint of the college through efficient waste management.
- To ensure systematic segregation, disposal, and **recycling of waste**.
- To create awareness and responsibility among students, staff, and stakeholders regarding sustainability.
- To comply with local municipal, state, and national environmental guidelines and regulations.

5.3 Types of Waste and Management Strategies

a) Solid Waste

- Waste bins for biodegradable and non-biodegradable waste are placed throughout the campus.
- Daily waste collection is managed through designated housekeeping staff and municipal services.
- **Paper waste is collected for recycling or reuse, while minimal use of plastics is promoted.**
- Awareness drives are conducted to promote “Reduce, Reuse, Recycle” practices.

b) E-Waste

- Non-functional electronic devices, batteries, and accessories are collected and stored separately.
- The college partners with certified e-waste recyclers or returns obsolete items through take-back schemes of vendors.
- Students and staff are trained on responsible e-waste disposal practices.

c) Laboratory Waste

- Chemical and biological waste from laboratories is disposed of following safety protocols.
- Waste segregation at source is strictly practiced with hazardous waste handled by trained personnel.
- Efforts are made to minimize use of harmful chemicals and replace them with eco-friendly alternatives.

d) Liquid Waste and Sewage

- Proper drainage and sanitation systems are maintained to manage liquid waste.
- Wastewater from laboratories and washrooms is treated before discharge wherever applicable.
- Rainwater harvesting systems incorporated to manage water use and reduce waste.

e) Food and Organic Waste

- Organic waste from the garden is composted through on-campus composting pits or vermicomposting units.
- Use of disposable plastic cutlery is discouraged and replaced with biodegradable or reusable materials.

5.4 Awareness and Training

- Environmental education is integrated into student orientation and NSS activities.
- Staff and students are regularly sensitized through workshops, green campus initiatives, and celebration of eco-days (e.g., Earth Day, Environment Day).
- Best practices in waste management are displayed through signage and eco-clubs.

5.5 Monitoring and Compliance

- A Green Campus or Waste Management Committee monitors waste generation, segregation, and disposal regularly.
- Annual audits of waste practices are conducted and reports are submitted to the IQAC.

The policy is reviewed periodically to incorporate new environmental regulations and technological advancements.

6. Differently Abled Friendly Policy

6.1 Preamble

In alignment with the Rights of Persons with Disabilities (RPwD) Act, 2016, and the principles of equity and inclusion, College is committed to creating a barrier-free, accessible, and enabling environment for students and staff with disabilities. As a responsible educational institution, we aim to empower differently abled individuals to participate fully and equally in academic, cultural, and social life.

6.2 Objectives

- To ensure physical, digital, and academic accessibility for all differently abled persons.
- To promote inclusive education, equitable opportunity, and dignity for students with disabilities.
- To comply with statutory norms and foster a culture of sensitivity, support, and awareness.

6.3 Physical Accessibility

- The campus has installed and do maintenance of ramps, handrails, tactile paths, and accessible washrooms.
- Key buildings such as classrooms, library, administrative offices, and laboratories are made barrier-free.
- Elevators with Braille-enabled buttons and auditory signals are provided where infrastructure permits.
- Wheelchairs are available on campus and staff support is offered for mobility when required.

6.4 Academic Accessibility

- Course materials and classroom delivery are adapted to support students with visual, hearing, or learning disabilities.
- Soft copies of notes, audio recordings, and accessible formats (e.g., large print, e-text) are made available.
- Writers, extra time, or assistive devices are permitted during examinations, as per University and government norms.
- Faculty are sensitized to adopt inclusive teaching methods and evaluation practices.

6.5 ICT and Digital Support

- Screen reading software, speech-to-text tools, and accessible Learning Management Systems (LMS) are introduced for digital inclusion.
- The college website is maintained in compliance with Web Content Accessibility Guidelines (WCAG).
- ICT labs and library digital terminals are equipped with assistive technologies for differently abled users.

6.6 Support Services and Counselling

- to address the needs, grievances, and welfare of differently abled students and staff.
- Psychological and academic counselling services are made available on a priority basis.
- Peer support programs are encouraged through student volunteers and buddy systems.

6.7 Capacity Building and Awareness

- Sensitization programs for staff, faculty, and students are conducted to promote empathy and inclusivity.
- **Observance of Disability Awareness Day, special lectures, and cultural integration programs are organized regularly.**
- Partnerships with NGOs and government departments are established for technical support and advocacy.

6.8 Scholarships and Financial Support

- The college facilitates access to scholarships and stipends provided by UGC, Government of India, and minority welfare schemes for students with disabilities.
- Management may provide additional financial assistance or fee concessions for deserving differently abled students.

6.9 Monitoring and Evaluation

- **The Divyangjan Cell periodically reviews implementation and compliance with this policy.**
- **Annual accessibility audits are conducted and reported to the IQAC and governing body.**
- **Feedback from differently abled students and stakeholders is collected to continuously improve services and infrastructure.**

This policy reaffirms the college's vision to be an inclusive, compassionate, and accessible academic space for all learners, regardless of physical or cognitive ability.

7. Anti-Ragging Policy

Preamble

H.J. Thim College adopts a zero-tolerance approach to ragging and is committed to providing a safe and respectful learning environment.

Key Provisions

- Ragging in any form—physical, verbal, or psychological—is strictly prohibited on and off campus.
- An **Anti-Ragging Committee** is constituted as per UGC regulations.
- Awareness programs, affidavits from students/parents, and orientation sessions are conducted at the start of each academic year.

Any complaint of ragging is acted upon promptly, and punishment may include suspension, rustication, or legal action.

8. Grievance Redressal Policy

1. Preamble

To foster a fair and transparent environment, the college provides a structured system to address grievances of students, faculty, and staff.

Key Provisions

- A **Grievance Redressal Cell** is constituted under the supervision of the Principal.
- Complaints related to academics, administration, or harassment can be submitted confidentially via complaint boxes or online portals.
- A time-bound inquiry process is followed, ensuring fairness and non-retaliation.
- Appeals may be escalated to the Governing Body or University if not resolved at the institutional level.
- **ICC- Internal Complaint Committee-**

2. Policy Framework and Display

- ICC functions under the **Institutional Gender Sensitization and Harassment Redressal Policy**.
- The policy and committee details are displayed:

- On the college **website**.
- On **notice boards** in prominent areas.

3. Preventive Measures

- **Orientation and Awareness:**
 - Conduct regular **sensitization programs** for students, faculty, and staff.
 - Special sessions during induction to educate new entrants.
- **Workshops & Seminars:**
 - Organize events on **gender equity, legal rights, and ethical values**, aligned with **constitutional and Islamic principles** emphasizing dignity and respect.

4. Complaint Redressal Procedure

- **Receiving Complaints:**
 - Written complaints can be submitted in person or via official email within **3 months** of the incident.
 - Provisions for **anonymous complaints** for preliminary inquiry (not leading to disciplinary action).
- **Confidentiality** is strictly maintained to protect the dignity of all parties.
- **Inquiry Process:**
 - Preliminary hearing and documentation.
 - Both parties are heard in a **non-judgmental** and safe environment.
 - Inquiry report submitted within **90 days**.
- **Action Taken Report:**
 - Submitted to the head of the institution.
 - Disciplinary action, if any, is taken within **30 days** of the report.
- **Appeal Mechanism:**

- Provision for appeal to a higher authority like the Governing Body or University ICC.

5. Cultural Sensitivity and Inclusiveness

- The institution ensures:
 - Gender justice is upheld without compromising on religious and cultural values.
 - Separate mechanisms for **female students and staff** to approach ICC confidentially.

Women from the **minority community** are included in the decision-making process.

9. Environmental and Sustainability Policy

Preamble

The college is committed to environmental stewardship and sustainable practices across all operations.

Key Provisions

- Green initiatives include energy-saving measures, tree plantation drives, rainwater harvesting, and plastic-free campaigns.
- Waste is managed as per the institutional Waste Management Policy.
- Environmental education is integrated through NSS, coursework, and outreach.

Periodic green audits and sustainability reports are submitted to the IQAC.

10. Gender Sensitization Policy

Preamble

H.J. Thim College promotes gender equity and respect across all levels of institutional functioning.

Key Provisions

- **Yuvati Sabha** and **Internal Complaints Committee (ICC)** are established under UGC norms.

- Awareness programs on gender rights, legal provisions, and women's health and safety are conducted regularly.

Gender-sensitive curriculum and grievance mechanisms are incorporated into academic and administrative processes.

11. Alumni Policy

Preamble

Alumni are valued stakeholders in the continuous development of the institution.

Key Provisions

- An **Alumni Association** is formally registered and functions in collaboration with the IQAC and departments.
- Alumni are involved in mentoring, career guidance, and fundraising activities.
- An annual alumni meet is organized to foster networking and feedback.

The association supports infrastructure development, scholarships, and institutional branding.

12. News Media and Communication Policy

Preamble

This policy governs the dissemination of institutional information through traditional and digital media platforms.

Key Provisions

- All media communication, including press releases and social media updates, must be routed through the **Media Cell**.
- Content must reflect the mission, vision, and inclusive ethos of the institution.
- Confidentiality, accuracy, and professionalism are paramount in all communications.

Any unauthorized or misleading communication may invite disciplinary action.

Preamble

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Key Provisions

- All media communication, including press releases and social media updates, must be routed through the **Media Cell**.
- Content must reflect the mission, vision, and inclusive ethos of the institution.
- Confidentiality, accuracy, and professionalism are paramount in all communications.

Any unauthorized or misleading communication may invite disciplinary action.

13. Institutional Innovation and Incubation Policy

Preamble

College encourages a culture of innovation, entrepreneurship, and research among students and faculty.

Key Provisions

- An **Informative Incubation Cell** is established to support idea development, start-ups, and collaborations.
- Workshops, idea, and innovation competitions are organized in partnership with local industry and academic bodies.

Intellectual Property Rights (IPR) awareness is promoted among innovators.

14. Resource Mobilization Policy

14.1 Preamble

IQRA's H.J. Thim College of Arts & Science, recognizes that efficient and sustainable resource mobilization is essential for academic excellence, infrastructural development, and institutional autonomy. This policy outlines strategic mechanisms for mobilizing financial, human, physical, and technological resources to achieve the goals of equity, quality, and innovation in higher education.

14.2 Objectives

- To ensure optimal utilization and diversification of institutional resources.
- To explore multiple sources of funding beyond government grants.
- To promote transparency, accountability, and sustainability in financial management.

- To enhance infrastructure, research capacity, and student support through efficient planning and resource allocation.

14.3 Sources of Resource Mobilization

a) Government Grants

- The college actively applies for grants from UGC, RUSA, AICTE, and other state/central funding agencies.
- Utilization of sanctioned funds is strictly monitored as per regulatory guidelines.

b) Management Contributions

- The college management (Trust/Board) provides periodic financial support for developmental projects, staff salaries, and student welfare schemes, especially aligned with the goals of minority education.

c) Student Fees

- Fee collection is managed transparently as per fee structures approved by affiliating authorities or management.
- A portion of the fees is allocated to infrastructure, academic activities, digital resources, and scholarships.

d) Corporate and Community Sponsorships

- The college seeks support from local industries, philanthropic individuals, and CSR foundations for funding research, extension, and student entrepreneurship initiatives.

e) Self-Financed Programs

- New programs with employment launched on a self-financing basis with due approvals to generate additional institutional income.

14.4 Resource Allocation and Utilization

- Budget preparation is done annually by the Finance and Purchase Committee in consultation with departments.
- Allocation is prioritized for teaching-learning enhancement, lab upgradation, digitalization, faculty development, and maintenance.
- Utilization certificates, audits, and regular reporting ensure financial integrity.

14.5 Infrastructure Development

- Mobilized resources are directed towards modernization of classrooms, labs, library and IT infrastructure.
- Energy-efficient, eco-friendly, and inclusive construction is prioritized.

14.6 Human Resource Mobilization

- Qualified faculty and staff are recruited as per regulatory norms and through transparent procedures.
- Faculty retention is encouraged through professional development, welfare schemes, and recognition of contributions.

14.7 Monitoring and Review

- The College Development Committee & IQAC oversees the effectiveness of resource mobilization strategies.
- Regular audits (internal and external) and performance indicators guide future planning.

This policy is reviewed every three years or as per institutional needs.