

STANDARD OPERATING PROCEDURE (SOP)
ON
INSTITUTIONAL VALUES AND BEST PRACTICES

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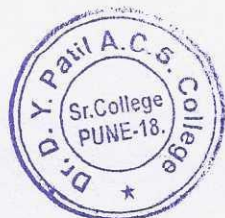



In-Charge Principal
Dr.D.Y.Patil Arts, Commerce
& Science College
Pimpri, Pune- 411018.

PREAMBLE

Dr D Y Patil ACS College, Pimpri, Pune is a renowned college in and around Pune. The contribution by all the pillars -benevolent management, active teaching and non- teaching staff, qualitative students (present and past), parents is commendable. The college will continue to increase the goodwill and reputation established due to its persistent work. For it, the college will develop systematic plan to develop institutional value among its stakeholders. The college will develop such practices that can be termed as best practices and will help the college to carve a unique identity in and around the vicinity. The practices that are being developed as best practices should have all the evidences required by the monitoring authorities like NAAC. The IQAC coordinator will help the college in developing a systematic approach regarding the same.. These practices should be continuously organized and the college will strive for the best outcome.

Holistic development of students is the main motto of the college and accordingly the college will plan for the activities. While planning and conducting these activities, college will follow secularism and will inculcate a harmonious environment giving impetus to all the religions. The college will make the place safe for girls by providing all the possible facilities. The departments will be motivated to celebrate all the important days at international and national level.



Promotion of gender equity

IQAC will prepare a gender sensitization plan for the college. It will promote the activities that will make the college a safe place especially for girls.

The college will focus on providing infrastructural facilities to students especially girls. These facilities will be related to safety and security of the students- the college will install CCTV camera in its campus, the parking place will be separate for girls and boys, common rooms for girls and boys will be provided. The college will have a functional counseling cell that will help the students in any kind of distress. The IQAC along with the departmental heads will plan and execute activities that will promote gender sensitization in the college. Students and staff will be made aware of legal, constitutional, financial and other rights bestowed to females in the country. The IQAC will frame mandatory committees ensuring safety of the students especially girls. Any mishap or incidence will be taken timely cognizance by the college authorities. The college will conduct awareness programs for boys regarding behaviour towards girls.

Promotion of environmental consciousness and sustainability

The college is conscious regarding its role in energy conservation especially electricity. Hence, it will develop facilities for alternate sources of energy and energy conservation measures. These measures can be taken step by step and at the end achieve the aim of energy conservation. Alternate sources of energy like



solar energy and bio gas plant will be installed in the college. The college will take the help of the parent institute and sister concerns in creation of these facilities. The college will promote use of sensor based energy conservation methods to minimize the use of electricity. The entire building will be having LED bulbs and power efficient equipment's to ensure optimum use of electric resources. The college will go through energy audit in order to know the effectiveness of its practices related to conservation of the electricity.

Management of degradable and non -degradable wastes

The college will develop waste management measures for

1. Disposal of canteen/ eatery food waste.
2. Disposal of laboratory waste especially hazardous waste.
3. Disposal of e-waste.
4. Disposal of paper waste like newspapers, answer sheets, waster paper in offices etc.
5. Disposal of the garden waste and other green waste in college premises.
6. Disposal of old furniture and fixtures.
7. Disposal of non- biodegradable waste like plastics.

For the proper disposal college will develop

- Solid waste management system
- Liquid waste management system
- e-waste management system



- waste recycling system

The IQAC will collaborate with institutions and agencies for managing all the waste effectively. College will move toward GREEN CAMPUS. Various programs will be conducted to implement the policy on green campus. Awareness will be created among all the stakeholders.

Water conservation facilities in the institution

The college realizes that planning of water conservation is as important as electricity conservation. The college is blessed with huge infrastructure surrounded by open space. Some of the space will be used to develop rain harvest. Parent institute has a bore well and it takes of connectivity and supply of water. The building has tanks connected to the well. The college has also installed a RO machine for purification of water. The maintenance team of the college will maintain the cleanliness of tank and RO machine and report the same to the Principal or to other competent authorities of the college. The college has installed a water recycling machine (STP) where in the water is recycled. This recycled water is used for gardening, washing and other uses except drinking. The maintenance of the plant will be the responsibility of the college. The college will either maintain the plant on its own or will outsource the service. In case the service is outsourced, the college will appoint a competent authority to supervise the maintenance of the plant. The college will ensure distribution of water equally to all the floors. Each floor has drinking



water taps installed. Maintenance of the same will be responsibility of the college competent authorities. The college will take adequate measures for conservation of water usage.

Green Campus initiatives

The college is spread on huge campus of around 5 acres. There is enough space for proper land scaping. In one part there is botanical garden. Maintenance of it will responsibility of the principal and botany department. The college will take adequate steps to maintain greenery of the college campus. Tress, plants and shrubs will be planted to maintain the beauty of the campus and to ensure oxygen supply. To keep the campus, pollution free college will follow steps like restricted entry to automobiles in the campus, promotion of use of bicycles, usage of any vehicles that will reduce pollution etc. The college will ensure that the pedestrian pathway created is used by pedestrians and not used for other purposes like parking vehicles. The college will discourage use of plastic and plastic material in the college campus. IQAC will plan activities for the same.

Quality audit in the college

The college has created all the necessary initiatives to maintain the campus green and for energy conservation. For maintenance and further improvement college will conduct quality audits on environment and energy resources. Accordingly, specialized institution will be indulged to conduct green audit, energy audit, environment audit etc. IQAC will ensure proper compliance of the



audit. College will obtain these audits on time and will communicate about the audit certificate to all the stakeholders. The IQAC will be responsible to create committee/s that will participate in competitions and help college to get certificates if any. The college will organize activities the activities that will promote environment cleanliness and preservation. For all these activities college will take help of the students. The IQAC will keep cognizance and record of all the facilities

Disabled friendly environment

The main motto of the institution is to ensure equity of access to higher education for all the students. The college will provide facilities to diverse students. It will take care of physically challenged students. The college has created basic facilities like ramp, lifts and washrooms for these students. In addition college will provide human assistance for the visually and hearing impaired students. These facilities will be made available to other stakeholders like parents, alumni if they need these facilities when they are in college premises. IQAC will add to the facilities like wheel chairs to the students, special sitting facilities in the class and library etc. An annual feedback of these students will be taken and IQAC will review the feedback and will generate the Action Taken Report. It will be responsibility of the Principal, teachers and non-teaching staff to ensure a safe and secure atmosphere to these children. IQAC will take review of the facilities and problems if any of these students



Creation of an Inclusive environment

Since its inception, Dr D. Y Patil ACS College is a conglomerate of urban and rural area with all types of diverse crowd. Because of its reputation, college has an equal percentage of female students. The percentage of outside Maharashtra students and foreign students is also increasing. The college will develop a system to provide this diverse group a healthy and safe environment. Various committees will be created; systems like mentor-mentee will be generated to ensure that people of various cultural orientations can openly express their thoughts and views fearlessly. The college will ensure that all the students equally participate in teaching, learning, placement and social activities. They will feel protected from abuse, harassment and unjust criticism in an inclusive environment. The college conduct program on secularism, celebrate all the religious festival with the equal vigor and provide equal opportunity to all the students without any prejudices and bias. The college through its activity will inculcate among its students a sense of tolerance and harmony towards, cultural, regional, linguistic, communal and socio-economic diversities. A review of these activities along with its outcomes will be taken by the IQAC coordinator every year.

Promotion of human values and professional ethics

The college will always organize activities for inculcating values for being responsible citizens. The IQAC Coordinator will develop a system to focus on developing a feeling of respect towards constitution and its components. The



activities will develop respect towards ideals and institutions, the National Flag and National Anthem. The college will create an atmosphere of patriotism wherein the students will be able to cherish and follow the noble ideals that inspired the freedom struggle. The college will organize activities that will create a sense wherein students will protect and improve the natural environment. The college will organize inter-collegiate, inter-departmental workshops, webinars, conferences etc to inculcate sense of collective responsibility and cooperation among students. The college will organize activities that inculcate a sense of responsibility towards constitution, fundamental rights, sensible voting, directive principles etc. IQAC will plan the activities and get it implemented through departments with the motto to reach to the maximum students in the college. The college will develop linkages, contact specialized institutions for conducting these activities.

Development of Best Practices in the college

The college realizes that every institution has its short term and long term goals. Achievement of these goals is possible only if college develops certain best practices. The IQAC – under the leadership of IQAC coordinator will help the college to determine its best practices. The departments conduct some activities through out the year or some part of the year. If these activities are conducted over a period of time, they are generated as best practices. The IQAC will identify these practices in all the NAAC parameters. This will help the college



to derive its distinctiveness and will also help in carving out a special class in university and society. Proper documentation of these practices will be the responsibility of the IQAC. A review of the activities will be taken by the IQAC Coordinator from committee in-charges, head of the departments and course coordinators.




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