



**Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College,
Vashi, Navi Mumbai
[Autonomous]**

**Policy Document on
Self-Development Program**



Policy Document on Self Development Program

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Policy on Self Development Program

Preamble:

- This policy document is recognized as the “Policy on Self Development Program” of the Rayat Shikshan Sanstha’s, Karmaveer Bhaurao Patil College, Vashi (Empowered Autonomous). Through this policy the college pronounces its assurance to maintain value based education amongst faculties and students and ensure 360° development of the students.
- While the pursuit of excellence and human values is embedded in the vision and missions of the college, imparting the Value Based Education for the benefit of students as well as whole society is the integral part of education and educational services offered'.
- This policy also realizes the importance of the value based education by the National Assessment and Accreditation Council (NAAC). This policy of the college endorses the students’ rights ‘for value based education’ and demonstrates their commitment to society by accepting their responsibilities' towards nation building.

Objectives:

- To help students and faculty members to know and connect to them in a better way and lead a happy and successful life.
- To prepare graduates with desirable attributes that include moral education on values, leading to the development of a holistic and humane world vision; universal human values of truth, love and compassion; Indian constitutional values of justice, liberty, equality and fraternity; human rights, sustainable development and sustainable living as well as global well-being.
- To emphasize the importance of character development alongside academic achievements, preparing students to navigate complex challenges with integrity and empathy.
- To facilitate, promote and maintain an institutional culture which is aligned with the vision and mission of the college and is capable of honest, transparent and critical self-evaluation and adoption of ethical practices.

Statement of Policy:

- This policy is an expression of the desire and commitment of the college to support and encourage student's personal as well as professional growth through taking initiative for value based program as well as by providing various platforms to students to enhance their skills by understanding their own potential and interests.
- Self Development Committee of K.B.P. College Vashi will assure that each student get value based education in the beginning of their undergraduate journey to instill moral, ethical, and societal values in the students. The committee will constantly work for character development, critical thinking as well as to enhance emotional intelligence in students.
- The overall role of the Self Development Committee will be to create a more compassionate, responsible and inclusive future generation for the betterment of the society.

Policy Implementation:

- The college has established an Internal Quality Assurance Cell (IQAC) to be driving force for achieving excellence through continuous monitoring and improvement in quality in accordance with UGC guidelines to help achieve the commitments made in the Internal Academic monitoring policy statement.
- The core responsibilities of IQAC will include the following:
- It will develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- It will channelize and systematize the efforts and measures of the college towards academic excellence.
- It will promote measures for institutional functioning towards continuous quality enhancement through internalization of quality culture and institutionalization of best practices.
- Its goal will be to ensure that whatever is done in the college for "education" is done efficiently and effectively with high standards.
- It will establish procedures and modalities to collect data and information on various aspects of institutional functioning for enabling easier and faster decision making
- It will evolve mechanisms and procedures for ensuring i) Timely, efficient and progressive performance of academic, administrative and financial tasks; ii)

The relevance and quality of academic and research programmes; iii) Optimization and integration of modern methods of teaching and learning; iv) The credibility of evaluation procedures; v) Adequacy, maintenance and proper allocation of support structure and services; vi) Sharing of research findings and networking with other institutions in India and abroad.

- It will promote enhanced interaction between students and faculty as the core requirement of the quality system by directly focusing on improving the learning experience of students.
- It will bring about greater coordination among various departments and activities of the institution and institutionalization of all good practices so as to give the quest for quality the benefits of collective synergy.
- It will act as key driver of continuous improvement in quality by adopting continuous cycles of planning, live testing, checking and studying their effects through proper analysis of test results, implementing the plan in full and then take up further planning for the next cycle of improvements
- Besides shouldering the broad responsibilities, IQAC will also be responsible for specific functions required to respond to internal and external stakeholders.
- IQAC will prepare the Annual Quality Assurance Report (AQAR) covering all the quality parameters/assessment criteria prescribed by UGC and NAAC and submit these to all the concerned supervisory bodies after due approval by the Governing Body.

Scope:

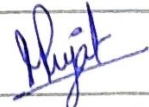
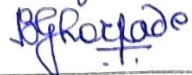
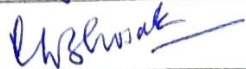
- Conduct “Self Development Program” for all the first year classes of the senior college.
- Conduct yogic relaxation everyday in the class.
- Plan for activities that will inculcate values in the students and help them lead a balanced, ethical life.
- Conduct EQ test before and after the program and do EQ analysis.
- Collect feedback and testimonials from the students.
- Make efforts for continuous up-gradation of the program.
- Have a wall paper dedicated for value based education.

Composition of SDP Committee

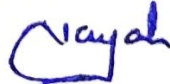
- Hon. Principal.
- IQAC Coordinator
- SDP Chairperson- Faculty member
- Core members – All Heads of various departments
- Working Committee – Trained Trainers as Point of contact from each department to conduct program and various activities

Mechanism of working of Self Development Program committee:

- Preparation of annual plan of the Self Development Program committee.
- Before the commencement of academic session, action plans are discussed with the Hon. Principal, all SDP members and Heads of various departments for delivering effective value based education.
- Preparation of Schedule of SDP sessions of first year classes of all faculties.
- Preparation of Pre- EQ test before starting the sessions under value based education.
- Preparation of time table and allotment of students to teachers.
- Conduct workshops, seminars, guest lectures/ expert talks for students under value based education.
- Preparation of Post- EQ test at the end under value based education.
- Analysis of Emotional Quotient at the completion of the sessions.
- Conduct general surveillance of sessions regarding presence of teachers in the class, discipline, regularity and punctuality of teachers.
- Take occasional oral feedback from students about sessions. If any flaws are noticed, inform the authority immediately.
- Submission of Annual report of Self Development Program Committee to IQAC & Hon. Principal of the college.

Sr. No.	Role	Name	Designation	Signature
1	Prepared By	Manminder Riyat	Asst. Professor.	
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