



**ShriPurogamiShikshanSanskritikKridaMandalSanchalit
Kai.WamnraoPitambare College, Padegaon, Aurangabad.**

(Affiliated to Dr. BabasahebAmbedkarMarathwada University, Chh.Sambhajinagar(Aurangabad)

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“Policy on Proof for Implementation of Guidelines of Statutory/Regulatory Bodies”

1. Introduction:

KAI. Wamnarao Pitambare College, Padegaon, Aurangabad is committed to adhering to the guidelines and regulations set by various statutory and regulatory bodies governing higher education in India. These bodies include the University Grants Commission (UGC), Affiliating University and other relevant authorities. This policy outlines the proof mechanisms used to ensure the effective implementation of the guidelines from these bodies.

2. Objectives:

- To ensure compliance with the guidelines, rules, and regulations set forth by statutory and regulatory bodies.
- To establish a transparent process for documenting the implementation of these guidelines.
- To maintain records and proof of compliance for auditing, reporting, and continuous improvement purposes.
- To foster a culture of accountability, transparency, and commitment to regulatory standards.

3. Scope of the Policy:

This policy applies to:

- **Faculty:** Teaching and non-teaching staff.
- **Students:** All enrolled students of the college.
- **Management and Administration:** College administration and leadership.

4. Mechanisms for Implementing Guidelines

The college will adopt the following measures to implement the guidelines of statutory and regulatory bodies:

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- **Guideline Dissemination:** All guidelines, circulars, and updates from statutory/regulatory bodies will be circulated to relevant departments, faculty, staff, and students. This will be done through emails, notice boards, and the college website.
- **Awareness Programs:** Regular workshops, seminars, and training sessions will be conducted to ensure that all stakeholders are well-informed about the guidelines and their implications.
- **Policy Alignment:** The College's internal policies, academic practices, and operational procedures will be aligned with the requirements of statutory and regulatory bodies.

5. Proof of Compliance and Implementation:

To demonstrate adherence to the guidelines of statutory/regulatory bodies, the following proof mechanisms will be employed:

- **Records of Dissemination:**
 - All circulars, notifications, and guidelines from regulatory bodies will be documented and shared with relevant stakeholders. Proof of dissemination will include email logs, hard copies of notices, and website publication details.
 - A register will be maintained by the administrative department listing the dates of receipt and dissemination of guidelines.
- **Meeting Minutes and Reports:**
 - The college will maintain minutes of meetings where the implementation of statutory/regulatory guidelines is discussed. These minutes will include details of actions taken to comply with specific requirements and resolutions passed.
 - Reports on compliance will be prepared and reviewed periodically by the college management and the Internal Quality Assurance Cell (IQAC) to ensure that all regulations are being followed.
- **Documentation of Policy Changes:**
 - If the implementation of guidelines necessitates changes to existing college policies or the creation of new ones, proof of such changes will be documented in the form of policy drafts, approval records, and final versions.
 - These updated policies will be made available to all faculty, staff, and students through the college website and printed copies in relevant departments.
- **Action Plans and Follow-up Reports:**
 - Action plans outlining steps for compliance will be developed for each guideline or regulatory update received from statutory bodies. These plans will be reviewed, and progress reports will be submitted to the management and relevant regulatory bodies.
 - Follow-up actions, timelines, and responsible persons will be clearly documented and tracked.
- **Internal Audits and Reviews:**
 - Internal audits will be conducted periodically to verify that the guidelines are being implemented effectively. Audit reports will serve as proof of compliance and will include details of any areas where compliance may be lacking or improvements are needed.

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- The audit results will be shared with relevant stakeholders and actions for improvement will be taken, documented, and tracked.
- **Training and Capacity Building:**
 - Proof of compliance with regulatory training requirements will be evidenced by attendance records, training schedules, and certifications issued to faculty and staff.
 - Training programs focusing on understanding and implementing statutory guidelines will be conducted regularly, and participation will be tracked through sign-in sheets, certificates, and feedback surveys.
- **Accreditation and Affiliation Compliance:**
 - Evidence of adherence to guidelines set by accreditation and affiliating bodies, such as NAAC, NBA, and UGC, will include copies of accreditation reports, visit reports, and the implementation of any recommendations or actions required during the accreditation process.
 - The college will maintain records of its periodic self-assessments, including the preparation of Self-Study Reports (SSRs) for NAAC and other assessments required by regulatory bodies.
- **Stakeholder Feedback:**
 - Feedback from students, faculty, and other stakeholders will be collected regularly to assess whether the guidelines of statutory bodies are being effectively implemented. Proof of feedback collection will be demonstrated through survey forms, feedback reports, and action plans based on the feedback.

6. Monitoring and Reporting:

- **Regular Monitoring:** Compliance with statutory and regulatory guidelines will be monitored on an ongoing basis by the IQAC and relevant committees.
- **Reports to Statutory Bodies:** Periodic reports, including compliance statements and evidence of implementation, will be submitted to the respective statutory/regulatory bodies as required.
- **Annual Compliance Report:** An annual report summarizing the implementation of guidelines, including any gaps and corrective actions, will be submitted to the college management and governing bodies for review.

7. Confidentiality and Data Security:

- **Confidentiality:** All documentation related to proof of compliance will be treated confidentially and stored securely. Access to sensitive documents will be restricted to authorized personnel only.
- **Data Protection:** Digital records, including emails, reports, and policy documents, will be securely stored in encrypted databases, ensuring data protection and integrity.

8. Continuous Improvement:

- **Feedback for Improvement:** Feedback from internal audits, stakeholders, and regulatory bodies will be used to refine and improve the implementation process.

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- **Policy and Process Reviews:** The policy will be reviewed regularly to ensure that it continues to meet the requirements of statutory bodies and remains relevant to the college's operations.

9. Conclusion:

KAI. Wamnarao Pitambare College, Padegaon, Aurangabad is dedicated to ensuring full compliance with the guidelines of statutory and regulatory bodies. Through clear documentation, effective communication, training programs, and regular audits, the college will demonstrate its commitment to adhering to the highest standards set by these bodies, ensuring transparency, accountability, and continuous improvement.

Approved by:

Principal,

KAI. Wamnarao Pitambare College, Padegaon, Aurangabad

Principal

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