



# Ashokdada Sable Law College

**LL.B. 3 Year / LL.B. 5 Year / LL.M.**

Tal. Mangaon, Dist. Raigad. 402 104

ashokdadasablelawcollege@gmail.com

Adv. Vinod Ghayal  
Chairman

Shri. Rajiv Sable  
President

Shri. Krishna Gandhi  
Secretary

Dr. Sonali Burte  
Principal

Ref.....

Date : / /20

## CRITERIA 6 GOVERNANCE, LEADERSHIP & MANAGEMENT

### 6.2 Strategy Development and Deployment

6.2.1  
The institutional Strategic/  
perspective plan is effectively  
deployed.



  
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Mangaon-Raigad



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## Criteria - 6 GOVERNANCE, LEADERSHIP & MANAGEMENT



  
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2	Plan of action
3	Functioning of the Institute through policies
4	Functioning of the Institute through administrative set up
5	Functioning of the Institute through appointment & Service rules
6	Instructional Strategic/ Perspective plan is effectively deployed



  
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**6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.**

The Institutional perspective plan is effectively deployed

A set of following objectives are identified to be achieved through this perspective plan.

1. To uphold continuously good academic performance with 100% results
2. To inculcate learner centric and effective teaching learning process
3. To ensure transparency and credibility in the process of student's evaluation
4. To develop a comprehensive system of student mentoring and student support
5. To take care of horizontal and vertical up gradation of students considering the limits of time and expectations
6. To create a research culture in faculty and students.
7. To launch value added and skills development programmes improving the employability of students
8. To motivate students for self-employment and to enable them to emerge as entrepreneurs
9. To involve a friendly, efficient and flawless administrative set up ensuring a smooth day-to-day functioning
10. To empower faculty about emerging trend in their profession for academic advancement

### **Plan of Action:**

The IQAC Proposes the following plan of action to achieve the goals and objectives listed in the perspective plan for the academic years 2024-25 TO 2028-29.

1. IQAC shall motivate the students and faculty towards research activities.
2. Attendance norms shall be enforced strictly for better academic results.
3. Practice test can be conducted before the University exams so as to assess the students and help them to improve and perform better in the University exams.
4. Guest lectures should be organized by inviting experienced faculty from other colleges who can guide students for exam preparation.
5. IQAC shall work on revising strategies to help slow learners in improving their academics.
6. IQAC proposes to organize Faculty Development Programmes and also to send faculty to other colleges for attending the same if needed.
7. The result of internal evaluation shall be displayed on notice board for more transparency in the evaluation system.
8. IQAC proposes to improve the ICT enabled teaching methods



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9. The institute shall plan to organise inter-collegiate completions to facilitate exposure to the students through inter-college participations. More value-added certificate courses shall be planned and introduced.
10. The placement cell shall plan to achieve maximum placement.
11. Students shall be motivated to pursue higher education.
12. ASHOKDADA SABLE LAW COLLEGE proposes to improve the campus infrastructure to make it a more environment friendly and a greener campus.
13. The student council shall be more active and participative in decision-making.
14. Introduce soft skill development program for non-teaching staff.
15. The college should conduct more inter-collegiate competitions for the students.

The IQAC shall continuously strive to achieve the goals and objectives of the perspective plan keeping the vision and mission statement of ASHOKDADA SABLE LAW COLLEGE in view.

## II. Functioning of the ASHOKDADA SABLE LAW COLLEGE bodies effective and efficient as visible:

- A. Through policies
- B. Through administrative set up
- C. Through appointment & Service rules

**A) Through policies-** Ashokdada Sable Law College Mangaon continues to carve its indelible mark in the domain of education. The Institute has embarked on an immutable endeavor of providing quality lead education and has been providing professionals for Legal Sector and allied sectors with its vast academic portfolio that comprises of Undergraduate and Post Graduate programmes in Law.

The main ideologies that govern Mangaon Shikshan Prasarak Mandal Trust is social reform through education.

### B) Through Administrative set up-

ASHOKDADA SABLE LAW COLLEGE has its state of infrastructure facilities quality education provided through great administrative set up is as- a) Trustee b) Principal c) Faculties d) Administrative Staff e) Supporting staff. This is best administrative setup of Ashokdada Sable Law College. It seems the functioning of Mangaon Shikshan Prasarak Mandal – Ashokdada Sable Law College bodies is effective and efficient through administrative set up.

**C) Through appointment and Service rules-** The Management Governance of Ashokdada Sable Law College is of Mangaon Shikshan Prasarak Mandal. The Trust and Management has been very efficient in view through appointment and service. The trust has its own rules and manual for the appointment



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and service rules. These rules are in framework of University of Mumbai.

## COLLEGE GENERAL RULES

### **I. Rules for Discipline in the College**

1. No one is allowed to enter the college premises without valid identity cards, displayed on a person or a valid pass for a specific purpose.
2. Smoking as well as taking an alcoholic drink or a forbidden drug is strictly prohibited in the college premises. If any student is found smoking, drinking, or taking drugs in the college premises, he/she will be summarily dismissed from the college.
3. Loitering in the corridors of the college is strictly prohibited. If any student is found loitering in the corridors, he will be penalized.
4. Copying during examinations is a penal offense.
5. If any student enjoying the representation of the student at any level (particularly any student's body) is caught using unfair means, the representation of such a student stands automatically ~~cancelled~~ ~~voided~~ forthwith.
6. During their free period, the students can utilize time for reading/writing/studying only.
7. No students should mishandle the college property/furniture/fixtures/electrical gadgets etc.
8. No function or meetings of any kind, under any circumstances, anywhere in the college or outside, shall be organized except with the prior permission of the principal.
9. No disturbance of any kind is permitted in the college premises, spitting on the floors and staircases, throwing of waste paper in the compounds as well as disfiguring the college wall and similar objectionable activities are strictly prohibited.
10. Walkman and mobile phone are banned in the college premises.
11. In matters of discipline, the principal's decision will be final.
12. Ragging is completely prohibited in college premises. Those engaged in ragging will be severely punished. Action will be taken against such students under the "Ragging prohibitions act, 1999".
13. A minimum of 75% attendance in each term is necessary for keeping terms.
14. No meeting or entertainment shall be organized in the college without the permission of the Principal.
15. Any article lost or found shall promptly be reported to the office.
16. Irregular attendance, insubordination to teachers, habitual shirking of class work, obscenity of any sort are sufficient grounds for the suspension or the dismissal of a student from the college.
17. Students are advised to follow the announcements on the notice boards.
18. Students are forbidden from organizing or attending any meeting in the college or to collect money for any purpose without the prior permission of the Principal.
19. Educational concessions awarded to students are liable to forfeit in the event of misconduct and the concessions will be withdrawn.
20. No student shall indulge in any activity which may cause disruption to classes or disturbances in the college campus. If any student violates the above regulation, he/she is liable to be dismissed from the college summarily.
21. Political activism is strictly banned in the campus. Students are forbidden from organizing or attending meetings other than the official ones.
22. Ragging, teasing, intimidating, harassing, using words of abuse etc. on junior students especially, female students within the campus or outside is a punishable crime under police act and such matters will be immediately reported to the police. Students involved in such acts will be adequately punished.
23. Students or outsiders are not allowed to be present in the campus after 9 P.M. without the permission of the Principal.
24. Students and outsiders are not permitted to bring vehicles inside the college campus or take them out of the campus during class hours. They have to park their vehicles outside the college premises on their absolute own responsibility. It is in the interest order for all students not to park their 2 wheelers around College Main Gate / Nearby Residential area under any circumstances. The Parked Vehicles will be towed away by the Police and the college authority will also take disciplinary action on any such complaint received from.
25. The Principal or duly constituted college authority may frame and issue disciplinary rules of permanent or temporary nature regulating the conduct of students within the campus or hostel premises. Students are bound to follow them.
26. Transfer Certificate - An application for transfer certificate must be submitted through the Principal of the college to which the student wishes to be transferred.



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## VI. Ragging

Ragging is strictly prohibited within and outside the college premises. Students indulging in ragging will be punished as per the Maharashtra Prohibition of Ragging Act, 1999 (Mah. XXXIII OF 1999) published in Maharashtra Govt. Gazette on 15th May 1999.

## VII. Student Behaviour

1. Students are reminded that they represent the college and its values. So, their behavior at all times shall be such that it brings credit to the institution.
2. While attending a meeting they shall show due respect to the president and the speakers and shall avoid leaving during the meeting or showing their approval/disapproval in a noisy manner.
3. Students shall be polite and decent in their words and deeds and shall preserve order and decorum. They must be courteous both inside the campus as also outside. They are reminded to work for the common good.
4. Students should not bring discredit to the college or to themselves. Insubordination and rude behavior of any kind inside or outside the college will be severely dealt with.
5. Students should be regular and punctual in attending the classes and all activities connected with the college. No student is allowed to enter the classroom or leave the classroom during class hours without the permission of the principal. They are not permitted to go out during lunch break.
6. The students should stand up and wish the teacher when he/she enters the class. They should take their seats only after the teacher takes his/her seat or instructs the students to do so.
7. They should wish all the teachers irrespective of their departments.
8. Strict silence should be maintained during class hours in the Classrooms, Library, Laboratory, Examination halls and in the College premises.
9. Use of books, magazines and other materials not approved by the principal will not be permitted in the college campus.
10. All lost property should be brought to the college office.
11. Students are expected to take care of the college property and help in keeping the premises neat and clean. Disfiguring of walls, doors or breaking the furniture is a breach of discipline and will not be tolerated.
12. Students are forbidden from organizing any meeting in the college premises or collecting money for any purpose without the permission of the principal.
13. Students are not permitted to entertain the visitors in the college during the working hours. They are strictly forbidden from receiving personal phone calls or letters.
14. Student should not enter the office room, staff room or computer lab without permission.
15. Periodic tests and model examinations are part of curriculum and student should be sincere in taking these tests. They should not indulge in any kind of malpractice during examinations or tests.
16. Students must take pride in keeping the college and its environs clean and beautiful.
17. Once students are admitted to the college, they are bound by the code of conduct laid down by the college through the college calendar and it is implied that they should observe the code of conduct necessary for the proper administration and management of the institution.
18. No mass petitions can be presented to the Principal. The campus should not be disfigured by graffiti, posters or bills.

## VIII. Special Request to Parents/Guardians

1. Parents are specially requested to contact the college authorities periodically to get first-hand information about the attendance, academic progress, conduct, etc... of their wards.
2. Parents are reminded that they are not absolved of their responsibility in the education of their children once their daughters/sons are admitted to the college. They should follow the students' progress in studies and her/his general conduct in and outside the college. Their co-operation is solicited especially to ensure regular attendance of classes.

## IX. Industrial Visit

Students will participate in the Industrial visits / Excursion / Study Tours at their own risk and will not hold the college responsible for any undue incident and will claim compensation for damages arising out of it.

## X. Lab Rules

1. Silence should be maintained inside the computer lab.
2. Playing games and chatting are prohibited.
3. Students should work only in their assigned systems and they are responsible for the given system.
4. Chewable items are prohibited inside the lab.
5. If a student damages the system i.e. either software or hardware component, the expense will be collected from him/her.
6. Students should get permission while entering & leaving the lab.
7. Students should get permission to use (Pen drives/CDs) inside the lab.



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8. Students should bring observation notebooks without fail.
9. Scribbling on the walls or computer tables is not permitted.
10. Chairs should be arranged properly before leaving the lab.

## XI. Attendance Circular No. G-6086

Every Bonafide learner shall ordinarily be allowed to keep terms for a given semester in a program of enrolment, only on fulfillment of at least seventy-five percent (75%) of the attendance taken as an average of the total number of lectures, practical, tutorials, etc., wherein short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to the attendance for the total number of periods which are otherwise delivered on the day/days. Further, it is mandatory for every learner to have minimum 50% attendance for each course and attendance for each course and average attendance has to be 75%.

## XII. Leave of Absence

- In case students are not able to attend Lectures and/or tutorials for a period exceeding a week in a term, they should inform the principal about such absence in advance.
- Absence from classes should be with prior intimation; in case it is due to unforeseen circumstances, an application duly supported by a medical certificate in the case of illness or duly supported by other satisfactory evidence in the case of other reasons, must reach the Principal within a week of such absence.
- The submission of leave application does not entitle the student to earn attendance for the days of absence.
- The minimum attendance of 75% of the total number of working days required for the annual certificate is absolutely essential for promotion and for admission to the University examination.
- No application for condonation of shortage of attendance will be recommended by the principal unless he is satisfied that the shortage was due to reasons beyond the control of the student and also that leave was availed of during the period of absence.
- No leave will be granted for any periodic tests and model examinations, unless for reasons of great necessity, which must be proved to the satisfaction of the principal.
- Students are instructed to strictly follow the format of the leave letter available in the college office.
- No student should absent herself/himself on the first and last working day of the college.
- Masses leave by students or abstaining from classes for whatever reason will be strictly viewed.

A Student who is absent

1. On medical ground needs to:
  - Submit an application addressed to the principal seeking grant of leave on medical grounds along with a medical certificate issued by a registered medical practitioner for the period of absence. The application should be submitted to the principal, within four days of resuming classes.
2. For Participation and representation of the college in events:
  - Such as Sports/Cultural Events, should submit an application with evidence of participation and signature of staff-in charge of the activity.
3. For any other reason:
  - Should submit an application stating the reason for absence with supporting documents if any for consideration of condonation of absence.

## XIII. Revaluation of Papers

The directives of Mumbai University should be followed by students wishing to apply for Revaluation of papers. This may be done manually or by using the online mode, as the case may be.

## XIV. Credit Based Evaluation System

## XV. Semester End Examination 75 Marks.

XVI. Duration - These examinations shall be of 2.30 hours.

XVII. Passing Standard

The learners to pass a course shall have to obtain the minimum of 40% marks in aggregate for each course in all subjects except Foundation Course.



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In the subject of Foundation course, the learner shall have to maintain project work and 40% marks in the semester End Examination (i.e. 10 out of 25) in Internal Assessment (Project Work) and Semester End Examination together.

#### **XVIII. A.T.K.T. Rules**

1. A candidate shall be allowed to keep terms for Semester II irrespective of number of heads of failures in Semester I.
2. A candidate shall be allowed to keep terms for Semester III if he/she passes Semester I & Semester II OR if he/she fails in not more than two theory papers of Semester I & Semester II taken together when the total does not exceed 200.
3. A student shall be allowed to keep term for Semester IV irrespective of number of heads of failure in Semester III. However, the student has to pass each of Semester I & II to appear for Semester IV.
4. A candidate shall be allowed to keep terms for Semester V if he/she passes in each of Semester I, II, III and IV OR if he/she passes Semester I & Semester II and fails in not more than two theory papers of Semester III & Semester IV taken together.
5. A candidate shall be allowed to keep terms for Semester VI irrespective of number of heads of failure in the Semester V.
6. The result of Semester VI shall be kept in abeyance until the student passes each of Semester I, II, III, IV and V.

#### **XIX. Rules for Admission to Degree College**

##### **Admission and Withdrawal**

1. Students are admitted to the first year of the UG courses at the beginning of the academic year or as soon as the results of their qualifying exams are published.
2. Application for admission must be in the prescribed form, copies of which can be had from the office on payment.
3. At the time of admission, the student shall produce all the certificates mentioned in the admission prospectus.
4. The candidate shall not be enrolled or permitted to attend classes until the prescribed fees are paid.
5. The Principal reserves the right to refuse admission to any applicant without assigning any reason whatsoever.
6. A student applying for T.C. should do so in the prescribed form and should have cleared all the dues.
7. A student applying for other certificates such as Conduct or Course Certificate must furnish all particulars required for identification.
8. The conduct and course certificates shall not be issued unless the student has completed the course of instruction to the satisfaction of the college authorities and his progress and conduct have been satisfactory.
9. The eligibility of candidates to appear for the University Examination shall depend upon their completing the course and also their good conduct and character.

##### **Eligibility**

- Online CET Compulsory for admission to all law courses i.e. B.A.L.L.B, L.L.B. & L.L.M



  
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