



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

6.2.2
The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.




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Ashokdada Sable Law College
Mangaon-Raigad



17 July 2019

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Criteria - 6 GOVERNANCE, LEADERSHIP & MANAGEMENT



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Criteria 6.2

Strategy Development and Deployment



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B	Organogram of the institution administrative setup
C	Policies of institution
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G	Supporting documents




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A. The functioning of the institutional bodies is effective and efficient:

Ashokdada Sable Law College is governed by Mangaon Shikshan Prasarak Mandal's. It has been established in 1958. Ashokdada Sable Law College, Believes and works by incorporating Various elements into the governance structure, the institution can effectively work towards its mission of empowering students in legal education and social awareness and ultimately lead to happiness, peace, harmony, and prosperity in its community.

Functioning of institutional peer bodies - Governance-Management Trust

The Management -Governance is the Mangaon Shikshan Prasarak Mandal's. Institutional peer bodies play a crucial role in ensuring the quality, transparency, and accountability of educational institutions. These bodies are typically made up of representatives from peer institutions, industry experts, and other stakeholders who provide oversight, guidance, and evaluation to ensure that the institution is meeting its objectives and operating effectively.

Functioning of Institutional Principal –

The institutional principal plays a crucial role in the efficient operation and management of Ashokdada Sable Law College. Some key functions of an institutional principal of Ashokdada Sable Law College are Leadership, Administration, Personnel management, Curriculum development, Community Relations, Professional Development, and Student Achievement.

Continued ---

The leader carries out the vision and mission for benefiting all stakeholders, including teachers, students, parents, alumni, and others.

IQAC is the institutional entity that is mandated by law. It was established to direct the NAAC's accreditation and assessment process. It addresses curriculum delivery quality and quantity enhancement, value-added courses, teaching and learning evaluation,




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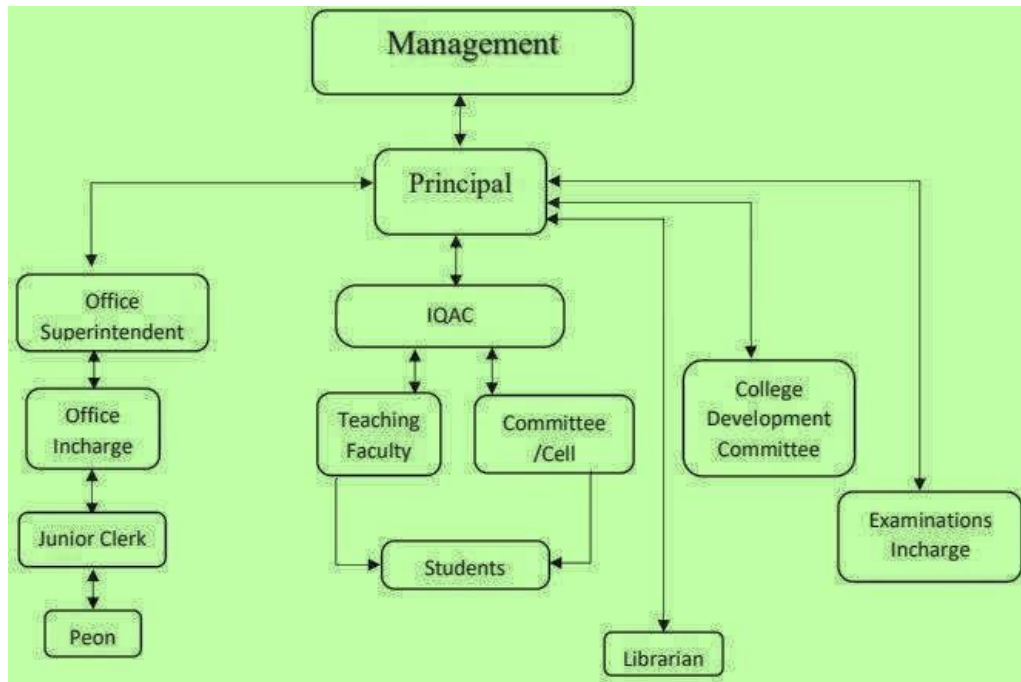
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infrastructure and ICT-based facilities, student advancement, helping students identify their skill development, scholarships and free-ships, etc.

In addition to leading governance and management, IQAC is responsible for fostering the highest moral standards and values throughout the organization.

B) Organogram of the institution (administrative setup)



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C) Institutional Policies

C1. Policy on Attendance

C2. Policy about Dress Code

C3. Policy on Student Code of Conduct

C4. The policy on student discipline

Regarding behavior both inside and outside the college, students are expected to follow the general and specific rules established by the college administration.

These rules are final. When their wards enroll at the College, parents and guardians are also assumed to have consented to these regulations.

1. It is recommended that students **periodically review** the notices posted on the college **announcement boards**.

2. It is definitely **forbidden to use cell phones** on college property. Students who are caught using cell phones on college property **risk a fine** of Rs. 500.

3. On college property, **no student may refuse to identify themselves or divulge their identities**.

4. It is completely **forbidden** to smoke on college property, consume alcohol, **intoxicants**, or narcotic substances, engage in ragging, or have any material that the college principal deems unacceptable.


5. In accordance with a Supreme Court order, a student's enrollment will be **cancelled** and he will be **expelled from the college** if it is discovered that he has engaged in **ragging** in the past or that he does so now.

6. Students are not allowed to engage in any activities that could **jeopardize the College's discipline** and orderly operations from within or beyond.

7. No organization or association may be established within the College, and the **Principal's prior consent is required** before anybody may be asked to speak at

Without the **principal's previous approval**, no student may **gather funds** or




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contributions for a picnic, travel, educational visit, get-together, study materials, charity, or any other activity.

9. Students are **not allowed to submit articles to the press** or provide information on issues pertaining to the College administration.

10. **No student shall engage in any behavior** that could harm the College's or its officials' reputation.

11. The **student's misbehaviors, insubordination,** and offensive language constitute adequate grounds for his suspension or dismissal.

12. **Penalties shall be applied for making false statements or tampering** with certificates and records in order to get admission or any other benefit.

13. A student **is not allowed to participate in any activities** that the college principal has not approved.

14. It is the student's/parent's/guardian's obligation to promptly notify the **College office in writing of any changes to their name** (due to marriage or otherwise), address, or contact information.

15. If a student, parent, or guardian becomes unwell, **they must apply to the office and provide a medical certificate.**

16. A student's behaviour in the classroom and on college property should be such that it doesn't disrupt other students or classes.

17. **It is not allowed for students to stay on the college premises during lectures.**

18. It is required of students to look after college property and assist in maintaining a **clean and hygienic environment.** It is a violation of discipline for a student to cause damage to the College's property by tearing up posters, smashing furniture, or writing on walls, doors, fixtures, etc. The offending student will be disciplined.

19. During business **hours, the lost and found items must be turned in and claimed at the College office.**

20. The students should give the college office at **least two days' notice** if they need to apply for certificates, testimonials, or anything else that requires the principal's signature. Students should never bring documents directly to the principal to get his signature.

21. **Food and beverages are not permitted** for students to bring into the college's classrooms, library, or other areas.



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22. Students are expected to **dress appropriately** for the college. It is not permissible to wear casual attire on College property.
23. **Scholarship recipients, whether from the government, another organization, or as a fee-remission program, should be aware that their award and continuation** depend on their conduct, attendance, and academic success in college and university exams.
24. The **Principal has the final say** over matters not covered by the current Rules.
25. The relevant court of law in Mumbai alone will have the authority to hear any disagreement or dispute that may develop between the student or his or her parents and the College or Management over admission, fees, refunds of money, transfers, etc.
26. **Admissions are only good for a single academic year**, after which they must be renewed by submitting an application in the proper form for each additional year of study at this college.

D- Appointment & Service rules in Institution

1. **SCOPE OF SERVICE RULES-** All academic, administrative, and maintenance staff of Ashokdada Sable Law College are subject to these service rules. In addition, all other pertinent policies, guidelines, and procedures that were in effect at the time of their appointment and that may have been updated subsequently bind College employees.
2. **APPLICABILITY-** The contents of this rule shall take precedence over any other provisions applicable to specific employee categories in the event that any provision of the Ashokdada Sable Law College, General Administration Rules is incompatible with such provisions.




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1. CATEGORIES OF EMPLOYEES

3.1. TEACHING

- a. Principal
- b. IQAC Coordinator
- c. Assistant Professor
- d. Librarian

3.2. NON-TEACHING (ACADEMIC)

- a. Housekeeping
- b. Office Peon
- c. Admin clerk

3.3. ADMINISTRATION

- a. Office Superintendent
- b. System Administrator
- c. Accountant
- d. Assistant
- e. Junior Assistant Office Assistant

3.4. MAINTENANCE

- a. Technical Assistant (Plumber)
- b. Technical Assistant (Electrician)
- c. Carpenter
- d. Gardener
- e. Security
- f. Sanitary Worker



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2. CLASSIFICATION OF EMPLOYEES

Employees shall be classified as:

- Permanent
- Contract
- Part-time
- Consolidated

- A **permanent employee** is one who is appointed permanently against a regular vacancy with an appointment order issued by the Competent Authority.
- On the satisfactory completion of the period of probation, a regularization order shall be issued by the **Correspondent to the employee**.
- Being a **Self-financed institution**, all appointments will be subjected to the following conditions.

Any appointment may be **terminated by management** at its discretion for the following reasons:

- The **post or program** may be **discontinued**.
- **Not enough students enrolled** in the specific course.
- Modifications to the curriculum or syllabus or any **unanticipated events**.

In the event that the curriculum or syllabus changes, the Governing Council's periodically issued guidelines will be followed in worthy cases.

4.1 "CONTRACT"- An employee under contract works for a certain company for a predetermined amount of time, after which their job automatically ends. A contract employee's only entitlements are those that are expressly stated, in writing, in the contract.



"PART-TIME" employee is a person hired to perform tasks for a shorter


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amount of time than their regular working hours. Only the benefits listed in the written appointment letter will be available to him.

5. **RECRUITMENT-** All recruitment would be done through open competition in accordance with AICTE/university policies and management selection guidelines.
6. **EMPLOYMENT-** The only individual who will be considered an employee of the institution is the one who has joined duty and obtained an appointment letter validly signed by the Competent Authority.




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- 6.1. Upon reporting for duty, the appointee must present one set of attested copies of their original certificates along with them. These documents must also be made accessible for review whenever needed.
- 6.2. The employee's time is fully at the College's disposal, and unless specifically stated otherwise in a given instance, they may work in any capacity as required by the Competent Authority without seeking more compensation. Generally speaking, unless the appointment order specifies differently, an individual must serve two years of probation during a continuous period of three years from the date of beginning duty as a probationer before being considered for regular employment.
- 6.3. If the employee's fulfilment of the responsibilities assigned to him or her during the probationary term is deemed sufficient, the position may be regularized; if not, the Competent Authority may decide to prolong the probationary period.
- 6.4. A probationer's services may be terminated at any moment without giving a reason, either during the probationary period, an extended probationary period, or after the probationary period. There cannot be an appeal against this termination.
- 6.5. Until the Competent Authority issues a written confirmation order, no employee is entitled to be recognized as a regular employee just because they have finished their probationary period. The probationer will be released from service if no orders are passed, considering their services to have been inadequate.
- 6.6. A regular employee who is promoted to a higher position or appointed to a different position is subject to a one-year probationary term within a two-year period. Reversion to the previous post occurs if the probationary period is not completed satisfactorily.
- 6.7. Unless the Competent Authority issues a written confirmation order, no employee has the right to be recognized as a regular employee just because they have finished their probationary term. The probationer will be released from service if no orders are passed, considering their services to have been inadequate.
- 6.8. A regular staff member who is promoted to a higher position or appointed to a different position is subject to a one-year probationary term within a two-year period. Reversion to the previous post occurs if the probationary period is not completed satisfactorily.
- 6.9. Awaiting a written confirmation order from the Competent Authority, an employee cannot be considered a regular employee just because they have finished their probationary period. The probationer will be released from service if no orders are passed, considering their services to have been inadequate.

- 6.10. A regular employee who is promoted to a higher position or assigned to a different position is subject to a one-year probationary term within a two-year period. Reversion to the previous post occurs if the probationary period is not completed satisfactorily.



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- 6.11. No worker has the legal right to demand a promotion. Any eligible applicants who apply for a higher position that becomes available may be considered by the competent authority, provided that the Governing Council approves the appointment. The promotion of an employee from a lower position to a higher position will be based on a number of factors, including merit, years of service, quality of work, loyalty, conduct, efficiency, aptitude, and appropriateness for the position.
- 6.12. Employees must abide by directives from the Competent Authority for the institution to benefit from interdepartmental transfers of personnel.
- 6.13. Promotions cannot be claimed by employees as a matter of right. Any eligible applicants who apply for a higher position that becomes available may be considered by the competent authority, provided that the Governing Council approves the appointment. The promotion of an employee from a lower position to a higher position will be based on a number of factors, including merit, years of service, quality of work, loyalty, conduct, efficiency, aptitude, and appropriateness for the position.
Employees must abide by directives from the Competent Authority in order for the institution to benefit from interdepartmental transfers of personnel.




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7. SERVICE REGISTER AND SENIORITY

7.1. Each employee will provide written confirmation of the accuracy and completeness of their biographical information in the format specified to the competent authority to establish a service registry. Thereafter, they shall quickly notify the competent authority in writing of any modifications to the information they have provided. Termination is justified by any kind of significant fact suppression or distortion.

7.2. The administration keeps track of teachers' and other staff members' seniority lists and staff service records.

8. RECORD OF AGE PROOF-An employee's birthdate, as provided by her/him upon starting work, must be substantiated by their School Leaving Certificate. No corrections will be made to the employee's age in the service register, even if it is corrected in the school leaving certificate. The age of the employee, as confirmed above, accepted and documented in the service register by the college and approved by the competent authority, shall be conclusive proof of her/his age for all questions concerning her/his employment, including retirement.

9. CHANGE OF ADDRESS-Whenever an employee's residential address changes, they must be reported in writing to the Competent Authority right away, and the changes must be noted in the registers kept in the College's administrative office.

10. LEAVING THE HEADQUARTERS- Normally, no employee may leave the office while on leave, suspended, or on a holiday without first obtaining authorization from the person in charge of approving leave. When requesting a leave of absence, an employee should provide the authorities and the correspondent know their out-of-station address and phone number so they may get in touch with them if needed.



[Signature]

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11. IDENTIFICATION OF EMPLOYEES- All staff members will receive an identity badge or card, which they must present upon request to anybody with the proper authorization to view it. The employee must wear this badge at all times when they are on campus at the college. Before having their accounts cleared, the employee must turn in their identity badge or card to the office upon leaving their position. Employees are required to pay a fee that may be set periodically to cover the expense of replacement if they misplace or damage their badge or card while they are working for a company.

12. CODE OF CONDUCT AND DISCIPLINE IN GENERAL:

Unless otherwise specified, all College employees are at the college's disposal during working hours, and they will serve the college in whatever capacity and in whatever location they may be instructed to from time to time.

1. Each employee of the College is required to abide by the policies and procedures that are in effect within the organization and to follow any instructions and directives that are periodically given to them by any individual or individuals that may occasionally be in charge, supervise, or have jurisdiction over them.
2. College staff members must provide an undertaking promising to adhere to rules and regulations, either at the time of appointment or upon request.




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13.CODE OF CONDUCT AND DISCIPLINE IN PARTICULAR:

- 13.1 All staff members ought to be extraordinary individuals who mold students into wonderful people and act as role models for the students.
- 13.2 All employees must wear their identity cards and be properly attired, adhering to the College's dress code.
- 13.3 They will carry out their responsibilities effectively and conscientiously to provide the student body with excellent instruction per the College's Vision, Mission, Values, Motto, and Quality policy.
- 13.4 They are not allowed to miss work unless necessary and with prior authorization.
- 13.5 Each employee is expected to be in their designated work location. It is only permissible to leave the workplace with prior authorization and after logging the departure in the movement register.
- 13.6 Concerning their work description and prescriptions, each member shall abide by the rules and regulations of the College in letter and spirit.
- 13.7 All extra tasks allocated for the benefit of the students, whether before or after regular business hours or on holidays, must be completed by each member.
- 13.8 Neither on college property nor in any public area may any employee be involved in gaming or betting.
- 13.9 Substance abuse is strictly prohibited on the college premises. No member of the staff shall be found in a state of drunkenness nor shall she consume any alcoholic beverage or any kind of intoxicants in the College premises.
- 13.10 No member of the staff shall be, for any reason, found guilty of giving or taking bribes or gifts or any illegal gratification from the students or their parents or guardians or other employees or any other agencies.
- 13.11 No employee may mistreat, harass, victimize, or demonstrate favouritism toward any other employee or student of the college. All employees are expected to abstain from all forms of gender bias and to avoid any discrimination based on caste, creed, or status.



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- 13.12 No employee is allowed to be directly or indirectly involved in any illegal activity.
- 13.13 The Correspondent must be informed if any staff member is the target of any criminal proceedings.
- 13.14 A staff member will be considered suspended as of the date of arrest if they are arrested on any charge and held in custody for longer than 24 hours. Upon being freed or granted bail, the member must persuade management of their sincerity to be allowed to return.
- 13.15 Every employee who is found guilty of a crime in court will have their service terminated.
- 13.16 In regards to his or her service interests, no employee may bring or seek to bring any political, social, or other pressures upon their superior authority.
- 13.17 No employee may be a candidate in any political election or a member of any political organization. Employees are not permitted to participate in political activities on the college campus.
- 13.18 No employee may, regardless of how it occurs, engage in any activity that involves trading or business for profit, such as managing technical courses, small enterprises, driving schools, private consulting, or tutoring or coaching classes.
- 13.19 No employee may participate in politics or run for office. They may also be members of no political party. Employees are not permitted to participate in political activities on the college campus.
- 13.20 No employee may, directly or indirectly, engage in any activity that involves trading or business for profit, such as managing technical courses, small enterprises, driving schools, private consulting, or tutoring or coaching classes.
- 13.21 Unless authorized by the appropriate route, no grievances may be represented to management.
- 13.22 Without prior permission from the Correspondent, no staff member may make any public statements, write press articles, present on radio or television, or publish content on blogs, social media, or private networks about matters about the College or management.



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- 13.23 No staff member may utilize, or permit access to, any confidential information that they have learned while working for the College for any reason.
- 13.24 Each employee is expected to be deeply committed to the growth and success of the college and to advocate for it by putting forward ideas and proposals. He/she will kindly offer all of her/his efforts to ensure that the College always achieves the goals the administration has set for it.
- 13.25 All through their career, every employee is expected to have a strong interest in the ongoing enhancement of their field via study and research.
- 13.26 Staff employees are expected to share artifacts, engage in scientific discourse, and collaborate on research projects with their colleagues at the local, national, and international levels through events such as conferences, seminars, workshops, and professional meetings. They are also expected to take part in knowledge-building activities and broaden their area of expertise.
- 13.27 It is anticipated of staff members to engage in knowledge-building activities and broaden their area of expertise by exchanging artifacts, participating in scientific discussions, and conducting research with colleagues at the local, national, and international levels via venues such as conferences, seminars, workshops, and professional meetings.
- 13.28 Staff members are expected to treat all students with respect, dignity, and impartiality, irrespective of their physical abilities, religion, caste, or socioeconomic status.
- 13.29 To the extent permitted by law, every member of staff is required to devote time to mentoring, counseling, and encouraging students who require advice for the purpose of improving the quality of their education and career, without any expectation of payment or other benefits.
- 13.30 Employees must treat one another with respect, collaborate to advance their professional development, and abstain from making baseless accusations against coworkers to higher authorities.



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

Tal. Mangaon, Dist. Raigad. 402 104

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Adv. Vinod Ghayal
Chairman

Shri. Rajiv Sable
President

Shri. Krishna Gandhi
Secretary

Dr. Sonali Burte
Principal

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- 13.31 Staff members are expected to treat parents and guardians of their kids with respect and to discreetly provide any information pertaining to their wards during parent-teacher conferences or by other ways as needed.
- 13.32 Employees are expected to respect their duties to the public and acknowledge that education is a public service.
- 13.33 With the approval and direction of the institution's authorities, staff members must be interested in the emancipation of society, aware of the current social issues, and professionally involved in activities that enable them to offer timely and valuable solutions for the same, all without jeopardizing their duties within the institution.
- 13.34 After each semester, teaching and other staff members will register their successes and shortcomings, which will be taken into account for the staff members' professional growth within the college.
- 13.35 Employees must treat one another with respect, collaborate to advance their professional development, and abstain from making baseless accusations against coworkers to higher authorities.
- 13.36 Staff members are expected to treat parents and guardians of their kids with respect and to discreetly provide any information pertaining to their wards during parent-teacher conferences or by other ways as needed.
- 13.37 Employees are expected to respect their duties to the public and acknowledge that education is a public service.
- 13.38 With the approval and direction of the institution's authorities, staff members must be interested in the emancipation of society, aware of the current social issues, and professionally involved in activities that enable them to offer timely and valuable solutions for the same, all without jeopardizing their duties within the institution.
- 13.39 After each semester, teaching and other staff members will register their successes and shortcomings, which will be taken into account for the staff members' professional growth within the college.



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DUTIES AND RESPONSIBILITIES

Principal - Under the supervision, management, and leadership of the Correspondent, the Principal bears complete accountability for the College's academic achievement. "Academic" refers to public, institutional, and governmental criteria for education, as well as those set forth by the appropriate accrediting bodies.

He or she will oversee the college staff to improve the institution's quality in the areas of academics, research, and discipline. The individual in question bears the responsibility of establishing an environment that optimizes the performance of both staff and students. Additionally, they must devise best practices that uphold high standards and social responsibility, ultimately guiding the college towards the fulfilment of its vision, mission, and quality policy while adhering to its core values.

In addition to being fully aware of the requirements of the law about the establishment and operation of a minority institution of higher education, s/he must also be familiar with and possess a thorough understanding of all the rules, regulations, norms, guidelines, and directions of the AICTE, the University, the Government of India, DOTE, accreditation agencies, research funding agencies, LPA, and related agencies. Finally, s/he must keep the Correspondent informed about these requirements and seek his or her advice on how to put them into practice.

1. In collaboration with the Correspondent, s/he will use his academic leadership to guide the institution toward the accomplishment of its vision, mission, and quality policy in compliance with the regulations of the federal, state, and affiliated universities, the institutional manual that embodies the values and tenets of various accrediting bodies, and the directives issued from time to time by the Governing Council.




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2. He or she is in charge of adhering to all government regulations regarding admission, the curriculum, the amount of working days, exams, and results, among other things. In addition, it is his or her responsibility to meet the college's academic goals or the requirements that the administration has set for the calibre of education that will be provided there.
3. In conjunction with the Correspondent, s/he will correspond with all government academic bodies.
4. Prior to each academic year, the individual in question will start a procedure within the college, set academic goals based on the institution's vision, mission, and values as well as the goals established by management, plan academic activities in accordance with those goals, and ensure that those activities are documented in the college handbook for that particular year. Academic goals include the annual inspirational topic, newly implemented campus policies to be adhered to, targeted outcomes, research projects, publications, conferences, etc. The programs and activities for the academic year will be decided upon in light of these goals.
5. Any changes or deviations from the handbook's specifications regarding college schedules, working days, and holidays must be approved by the correspondent.
6. The principal will make sure that everyone is aware of the quality standards that the college has set, including transparent benchmarks, a periodic monitoring system, and a feedback mechanism, and that they are carefully carried out.
7. In terms of class work, exams, student counselling, coaching for underachievers, industrial visits, association events, and so on, s/he must make sure that every employee fulfils their duties with effectiveness and that rigorous discipline is upheld. Regularly updating the Correspondent on the staff's progress, s/he also calls attention to the staff's lack of discipline.



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14.1. IQAC COORDINATOR

The IQAC Coordinator bears the responsibility for ensuring, maintaining, and enhancing the quality of technical education within the institution to meet the highest global standards. This entails developing plans and strategies, executing them, monitoring progress, and providing guidance. Collaborating with the principal, the IQAC Coordinator aims to facilitate the optimal performance of both students and staff, aligned with the directives of the Correspondent and in harmony with the institution's vision, mission, and quality policy.

The IQAC Coordinator is expected to possess comprehensive knowledge of all aspects of quality assessment across the institution, as well as accreditation processes outlined by national and international agencies such as NIRF, NAAC, NBA, ABET, etc.

- Establishing cordial relationships with management, the principal, and all staff members, the IQAC Coordinator readily engages with individuals throughout the institution.
- Introducing and advocating for high standards and best practices, the IQAC Coordinator inspires both staff and students to strive for excellence.
- Directing, guiding, and monitoring the efficient functioning of the IQAC cell in accordance with guidelines from relevant agencies.
- Compiling minutes of IQAC meetings and presenting reports at subsequent meetings, including compliance reports on decisions made and uploading them to the website.
- Uploading Annual Quality Assurance Reports (AQAR) detailing the institution's achievements through implemented plans, strategies, and decisions for quality improvement to the college website and submitting them to NAAC.




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14.1.1. Ensuring the relevance, necessity, and quality of enrichment programs, value-added courses, and faculty-led research initiatives.

14.1.2. Ensuring timely, efficient, and progressive academic and administrative activities, organizing them effectively for optimal outcomes.

14.1.3. Developing mechanisms and procedures to uphold the reliability and integrity of evaluation processes.

14.1.4. Providing timely reports and receiving proper guidance and direction from the Correspondent, while also ensuring the adequacy, maintenance, and functionality of all support structures and services through regular audits and feedback responses.

14.1.5. Planning necessary strategies and activities to implement quality benchmarks/parameters approved by management for various academic and administrative activities, in collaboration with the Principal, Deans, HODs, and other department heads.

14.1.1 S/he strives earnestly to foster a learner-centered atmosphere that promotes high-quality education for acquiring knowledge, honing skills, conducting research, and fostering the creation of innovative products.



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14.1. TEACHING STAFF

A teacher is someone who wholeheartedly dedicates themselves to aiding students in acquiring knowledge, skills, and values. They bear the primary responsibility for fostering the holistic development of students within the institution, ensuring they attain comprehensive knowledge, practical abilities, advanced research capabilities, and a well-rounded personality imbued with ethical principles and civility. Their aim is to prepare students to contribute meaningfully to society, whether in the job market, academia, or as entrepreneurs. Adhering to the institution's vision, mission, and quality standards, teachers must employ innovative and contemporary teaching methods to deliver classes effectively.

Their goal is to ensure students not only grasp the subjects but also feel inspired to pursue further knowledge, engage in innovative research, and apply their learning practically to benefit society. Teachers serve as mentors, guides, and respected figures in students' lives. Effective preparation is crucial for teachers to fulfill their roles efficiently. Therefore, they must continually enhance their own knowledge and understanding by reading books, journals, and periodicals. Additionally, attending training programs organized by the college is essential for their professional development.

- In accordance with guidelines set by the IQAC and best teaching practices, instructors shall prepare course materials before the course commences, ensuring alignment with the provided framework. This framework must be communicated to students in advance to facilitate their preparation for classes.
- Teachers should schedule class preparation well in advance, considering potential unexpected campus demands on their time. Preparation outside College hours is recommended to accommodate this.
- Educators are expected to employ standard, high-quality, and innovative teaching methodologies, adhering to the course framework, and integrating the institution and department's vision and mission with the syllabus to achieve desired student outcomes.



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- Teachers must participate in Teaching-Learning evaluations as directed by management, valuing feedback and continually enhancing their teaching methods and pedagogy accordingly.
- Continuous improvement as educators involves utilizing various e-learning resources available in the institution, organizing enrichment programs, as outlined in the course materials.
- Maintaining a close track of class schedules ensures timely completion of syllabi. In cases where difficulties arise in completing syllabi, additional and special classes should be arranged.
- Regular feedback from students is essential for evaluating various aspects of effective teaching, particularly assessing the achievement of Course Outcomes (COs) and Program Outcomes (POs).
- Systematic evaluation methods, including quizzes, assignments, mini-projects, and tests, should be utilized to measure students' comprehension and progress. Adherence to strict evaluation standards during centralized internal examinations is imperative.
- Teachers are responsible for identifying students' abilities promptly and implementing tailored strategies for slow-learners, gifted students, and those with average abilities, aiming to maximize their performance and contribute to the institution's success.
- Serving as class coordinators, when assigned, involves convening regular class committee meetings to assess teaching quality, student learning levels, areas for pedagogical improvement, and student needs to enhance the teaching-learning process.
- Continuous professional development is crucial for every teacher to stay current in their field, familiarizing themselves with new teaching methodologies, effective use of ICT, and research methodologies by participating in appropriate Faculty Development Programs (FDPs) and online certification courses.



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14.2. LIBRARIAN

The library serves as the reservoir of knowledge and stands as a pivotal department within the college. It is within these walls that students and faculty alike enrich their understanding and find new avenues of inspiration.

- The librarian holds the crucial role of facilitating essential library services for both students and staff, while also spearheading the planning, development, and modernization of the college library.
- Ensuring an ample supply of essential volumes and informational resources is the librarian's duty, preventing any sense of inadequacy among students and faculty.
- Annually, at the onset of the even semester, the librarian should collaborate with all Heads of Departments (HODs) to curate a list of required books, journals, and pertinent digital materials for the upcoming academic year. This list should be deliberated upon within the Library Development Committee, finalized, and submitted to the Correspondent via the Principal for procurement by January.
- Additionally, the librarian must ensure the availability of a diverse selection of materials conducive to the holistic development of students. This includes inspirational literature fostering values, personality development, entrepreneurship, social engagement, spirituality, alongsidemodern and classical literary works and materials from various disciplinesto enrich young minds.
- In February of each year, the librarian is tasked with formulating a budget encompassing the library's diverse needs, covering resource materials, infrastructure, facilities, and maintenance, and presenting it to the Correspondent through the appropriate channels.
- The librarian bears the responsibility for the safekeeping, cleanliness, and orderly maintenance of all library resources, including books, periodicals, newspapers, study materials, computers, media equipment, furniture, and fixtures within the library and reading room.



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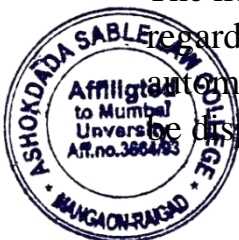
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- It is incumbent upon the librarian to provide clear explanations to both staff and students regarding the library's classification system and how to locate materials using the automated system. Visual aids, such as explicit posters, should be prominently displayed for easy reference.
- Numbering and organizing books and materials according to the classification system, utilizing barcoding and an Online Public Access Catalog (OPAC), falls squarely within the librarian's purview. Additionally, the librarian is responsible for ensuring books are shelved correctly by subject and labeled appropriately on racks, maintaining meticulous records of entries in computerized formats, and daily rearranging of shelves as needed.
- The Librarian shall distinctly provide special sections in the library, such as reference section from where books cannot be lent out, journal section, reading launch, reprography, computers and audio-visual section for referring e-journals, new arrivals section where new arrivals
- The librarian must establish specific sections within the library, such as a reference area where books cannot be borrowed, a journal section, a reading lounge, reprography services, computer stations, and an audio-visual section for accessing e-journals. Additionally, a section for new arrivals should be designated.
- It is the responsibility of the librarian to maintain accurate records, including an accession register, stock register, issue register, library tickets, automated system logs, and other necessary documents, ensuring they are always kept up-to-date.
- They should maintain a Master Library Register as well as subject-specific registers. The Master Register should include details such as the book's accession number, title, author, volume and edition, publisher, price, date of purchase, and any remarks.
- The librarian should provide clear explanations to both staff and students regarding the library's classification system and how to utilize the automated system for book retrieval. Visual aids, such as posters, should be prominently displayed to assist users in understanding these systems.



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- Organizing books and materials according to the classification system, including numbering, barcoding, and implementing an Online Public Access Catalog (OPAC), is the librarian's responsibility. They must ensure books are properly shelved according to subject and labeled racks guide users accordingly. Daily rearrangement of racks may be necessary.
- The librarian should actively seek book and material donations to enhance the library's collection, issuing receipt certificates signed by the appropriate authority to donors. A separate register should be maintained for donated items, including donor details.
- No book should leave the library without proper documentation. The librarian must record all outgoing books in the appropriate registers and computer systems, obtaining acknowledgments from borrowers. Library tickets should be collected and stored alongside corresponding title cards.
- Monitoring the timely return of borrowed items is essential. Any significant delays should be escalated to the Head of Department and then to the Principal for resolution.
- The appointed individual will impose a predetermined fine, as determined by the administration, for late returns of books and reconcile accounts on a monthly basis.
- In the event of a lost or damaged book, twice the current market price shall be charged for its replacement.
- Under no circumstances should anyone be permitted to substitute books once they have been borrowed.
- Proper maintenance of all library-related files is the responsibility of the designated individual.
- It is incumbent upon the designated individual to ensure that no student carries library dues into the new year, and that Course Completion Certificates or any other certificates are withheld from students with outstanding library obligations.



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17 July 2019

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- Books will not be issued once hall tickets have been released.
- All magazines/newspapers received, whether through subscription or complimentary, must be accurately recorded in a register. Publications designated for sale should be removed from the register and disposed of as waste paper.
- Fostering a reading culture among students and providing necessary support for their studies and research within the library is a primary duty of the librarian.
- The librarian is responsible for curating and displaying noteworthy news articles from newspapers/magazines for the benefit of faculty and students. These articles should be organized by subject and made available in bound form to those in need.
- Yearly collection and binding of significant periodicals and journals, as recommended by departments, is the responsibility of the librarian. These back volumes should be made accessible to users as needed.



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14.3. OFFICE SUPERINTENDENT (OS)

The Administrative Hub is the cornerstone of the College, indispensable for its seamless and effective operation. It serves as the repository of information contained within files and records readily accessible as needed. The Administrative Hub translates decisions made by the authorities into action, overseeing a majority of communications and transactions within the College. Its responsibilities span various administrative domains:


1. Official: Securing approval, recognition, and affiliation for the College and its programs from relevant authorities.
2. Financial: Management and oversight of finances.
3. Enrollment: Handling student admissions.
4. Grants: Processing government and external scholarships and benefits for students.
5. Personnel: Managing staff affairs and documentation.
6. Examination: Facilitating the examination process.
7. Quality: Supporting the IQAC for effective functioning.
8. Record-keeping: Maintaining systematic records, documents, communications, registers, and reports.
9. Automation: Supervising college automation systems for streamlined administration.

The management of the administrative hub is a collaborative effort involving the Superintendent, the Correspondent, the Principal, and the Bursar, each overseeing their respective areas of authority.

- The Superintendent, in consultation with the Correspondent and Principal, is responsible for organizing the hub efficiently, assigning duties among staff to ensure smooth operation.
- It is incumbent upon them to guarantee the correct implementation of procedures and the seamless operation of systems within the hub.

Although the Office Superintendent oversees the office's administrative, academic, and financial affairs in collaboration with the Correspondent, they receive directives regarding academic matters from the Principal and financial matters from the Bursar.




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- They must stay updated on all governmental, university, AICTE, and related agency rules and regulations, providing appropriate guidance as needed.
 - They are accountable for the accuracy of payments, dispatching and distributing letters, and managing files.
 - In the absence of the PRO, they assume the responsibilities of the Public Relations Officer.
 - They coordinate procurement, semester indents, annual stock verification, and the disposal of unserviceable items in consultation with the Principal and Bursar.
 - It is incumbent upon the Office Superintendent to alert higher authorities if office activities are delayed, overlooked, or deviate from budgetary or policy guidelines.
 - They must maintain complete control over office premises, furniture, inventory, and records, ensuring their systematic cleanliness and safety.
- Any additional duties assigned by higher authorities are to be carried out promptly
- They are tasked with maintaining discipline within the office, reporting violations to the Principal and Correspondent in sequence.




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14.4. SYSTEM ADMINISTRATOR

- The System Administrator oversees the maintenance, configuration, and reliable operation of computer systems, particularly multiuser setups like servers. Additionally, they support the maintenance of computers managed by skilled assistants in the labs.
- They ensure that computers and automation systems meet user needs in terms of uptime, performance, resources, and security. Their responsibilities include standard system administration tasks on a regular basis.
- To maintain optimal system functionality within budgetary constraints, they procure, install, or upgrade computer hardware and software as directed by management.
- They enforce security policies, troubleshoot issues, and provide technical support for projects and staff training. Moreover, they are tasked with automating academic and administrative processes and ensuring their ongoing functionality.
- They develop secure and practical software for automation purposes, maintaining and updating it as needed. They may also recommend purchasing standard software for administrative tasks.
- The System Administrator compiles weekly, monthly, and yearly summaries of administrative activities, submitting them to relevant stakeholders for evaluation and future planning.
- They oversee the completeness and timeliness of data uploads into the automation system, promptly reporting any failures to the appropriate authorities.
- They oversee the upkeep of the college database, manage the college website, and ensure timely updates of vital event information.
- They are tasked with maintaining backups for all data within the automated system.
- Overseeing administrative automation and website maintenance falls under the purview of the office, making the System Administrator directly answerable to the Office Superintendent and superiors.



(Signature)

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14.5. OFFICE ASSISTANTS:

- Administrative aides are at the disposal of the office and its incumbent authority.
- They are tasked with commencing and concluding the operations of their assigned office, as well as ensuring its cleanliness and maintenance, including the surrounding areas. They aid the respective superior in all tasks related to maintaining office order and file management.
- While stationed in the office of a superior, administrative aides are to greet visitors courteously, direct them to appropriate seating, and announce their presence to the authority, granting access only with permission.
- They are expected to arrive at their place of duty promptly and depart only after the superior has left.
- Additionally, they are responsible for offering polite and suitable hospitality, such as serving tea or guiding office guests accordingly.
- They must diligently execute the directives issued by higher authorities.

14.6 TECHNICAL ASSISTANT

- Technical assistants are those employees appointed, based on their technical qualifications or expertise, for the maintenance of the infrastructure of the college, such as electricians, plumbers, carpenters etc.
- Technical assistants are to serve under the direction and guidance of the Estate Officer and other administrative authorities of the college.
- They are duty bound to come and attend to the work given by the Estate Officer and other authorities of the management even on holidays and beyond duty hours, especially for repairs and rectification of conveniences and in urgent needs.

14.7 SECURITY STAFF

- Staff members in charge of security handle campus operations, uphold rules and regulations, and protect college property. They must interact with people politely, kindly, and with the appropriate level of professional strictness.
- Security personnel must adhere to their assigned responsibilities and timetables and vacate their station of duty only to be replaced by another. There are consequences for ending work early, arriving late, and not showing up for work during designated duty hours.



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- Security staff must ensure that cars are parked regularly in designated spots and following directives from the estate officer and/or higher authorities.
- The security guards stationed at the two entrances have a responsibility to monitor all incoming and outgoing cars, record the license plate numbers and their intended uses, and routinely submit the information to the estate officer for review.
- It is their responsibility to notify the estate officer right once of any irregularities or suspicious entries. They are also forbidden to permit any vehicles to leave the campus without authorization or to enable unauthorized vehicles to enter without approval from the relevant authorities.
- All automobiles, motorcycles, and other vehicles owned by the college, its employees, and its students must be registered with the college. All other vehicles must get a special pass card to enter the college's campus, which must be returned as soon as the vehicle leaves.
- Security officers must prohibit any individual or vehicle from removing things from the institution without prior authorization from the Estate Officer and other relevant authorities. If the college suffers a loss in this way, strict measures will be taken against the specific security personnel.
- The college's employed employees, staff, and students are not to have any personal relationships or understandings with the security officers. Their eligibility to remain employed by this college is called into question if they are observed interacting with anyone, either within or outside the building, for purposes other than those related to their job.
- Security officers must prevent any student who is enrolled in the institution from leaving the premises during class hours, even if they have a gate permit that has been officially signed by relevant authorities. They must notify the Principal or the Correspondent as soon as possible if they encounter opposition from any staff members or students while doing their duties. If any staff members, students, employees, or outsiders enter or exit the campus via a route other than the designated gates, they have a responsibility to notify the appropriate authorities.



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- Throughout their entire shift, the security staff is expected to wear the whole uniform provided by the college and maintain a level of physical fitness adequate for their job.
- They are accountable for making sure that all doors have been shut, that all lights and electronics have been turned off after work, taking the necessary action and reporting any discrepancies to the appropriate authorities.
- The security personnel in charge of turning on and off the lights on the roads and verandas at night should be especially mindful of saving electricity. Similarly, the person in charge of overseeing the water pumps ought to take caution when filling.

14.8 OTHER BASIC STAFF (SWEEPERS AND SANITARY WORKERS)

- It is anticipated that individuals responsible for maintaining the cleanliness of the premises and the hygienic arrangements would arrive early and complete the cleaning tasks in the designated area well in advance.
- Upon completion of their work, they must obtain the signature of the staff member in charge of keeping an eye on the designated location and arrangements.
- They are to work under the guidance and instruction of the Estate Officer and the higher authorities.
- As one of the best practices, they are supposed to maintain the college's organized trash disposal system.
- The campus of our college has been designated as being "plastic-waste-free." As a result, it is expected of the cleaning staff to gather all plastic garbage and dispose of it in the designated area.




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Shri. Rajiv Sable
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Shri. Krishna Gandhi
Secretary

Dr. Sonali Burte
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15. LEAVE RULES

15.1. GENERAL

GENERAL LEAVE POLICY

•**Definition:** Leave signifies an authorized absence from duty.

•**Leave Authority:** The Correspondent holds the authority to sanction leave. However, the Principal acts as a delegate of the Correspondent for sanctioning casual leave.

•**Application Procedure:** All applications for leave must adhere to the prescribed form.

•**Submission Protocol:** Leave applications shall be submitted through the appropriate hierarchical channel.

•**Discretionary Leave:** Leave entitlement is subject to the exigencies of the service. The authority empowered to grant leave reserves the discretion to refuse or revoke leave when necessary.

•**Extension or Shortening of Leave:** An employee may extend or shorten the duration of granted leave only with explicit permission from the granting authority.

•**Restrictions During Leave:** Employees on leave are prohibited from engaging in outside services or accepting employment for the duration of their leave period.



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- **Leave Categories:** Leave entitlements may include but are not limited to:
 - Casual Leave
 - Sick Leave
 - Annual Leave
 - Maternity/Paternity Leave
 - Special Leave
- **Eligibility Criteria:** Eligibility for specific types of leave is contingent upon the fulfillment of requisite conditions as outlined in the organization's policies and applicable laws.
- **Documentation Requirement:** Employees are obliged to furnish necessary documentation, such as medical certificates, where applicable, to support their leave applications.
- **Reporting Obligations:** Employees are required to notify their immediate supervisor or relevant department heads promptly in the event of unexpected absences necessitating leave.
- **Leave Encashment:** Provisions for leave encashment, if applicable, shall be governed by the organization's policies and relevant statutory regulations.
- **Review and Appeal:** Employees have the right to seek a review or appeal regarding leave decisions through established grievance redressal mechanisms within the organization.
- **Fraudulent Claims:** Any attempt to procure leave through fraudulent means or misrepresentation shall be subject to disciplinary action in accordance with the organization's disciplinary policies.
- **Confidentiality:** All information related to an employee's leave, including the reason for leave, shall be treated with utmost confidentiality and in compliance with applicable data protection laws.



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•**Modification of Policy:** The organization reserves the right to modify or amend the leave policy as deemed necessary, with due consideration to legal requirements and employee welfare. Any such modifications shall be communicated to employees in a timely manner.

15.2 PUNCTUALITY IN ATTENDANCE AND PERMISSIONS

Pursuant to the regulations outlined herein, the following provisions govern punctuality in attendance and permissions for staff members:

•**Attendance Recording:**

-All staff members are required to sign the attendance register, in addition to punching, on each working day, prior to the commencement of their duty hours as prescribed by the Competent Authority.

•**Permission Granting Authority:**

-Permissions for absences of up to one hour per day, not exceeding twice in a calendar month, may be granted by the Principal, as per the discretion vested in them.

-The Principal retains the authority to determine the eligibility and appropriateness of granting such permissions.

•**Consequences of Exceeding Permissions:**

-Staff members exceeding the stipulated limit of absences or late arrivals, as specified in clause 2(a), shall be subject to disciplinary action.

-Upon availing permission for the third time within a month or being tardy for the third occasion within the same timeframe, the infraction shall be deemed equivalent to half a day of Casual Leave.

-The Competent Authority reserves the right to take further disciplinary measures as deemed necessary, in accordance with the organization's policies and procedures.



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•Reporting and Documentation:

-Instances of late arrival or exceeding permission limits shall be documented by the designated personnel for record-keeping and future reference.

-Staff members are required to provide justification or explanation for any deviations from the established attendance and permission protocols upon request by the Competent Authority.

•Compliance:

-Compliance with these regulations is mandatory for all staff members, and failure to adhere to the stipulated guidelines may result in disciplinary action, up to and including termination of employment, as per the organization's policies and applicable laws.

Amendments and Interpretations:

-Any amendments or interpretations of these regulations shall be at the discretion of the Competent Authority, and all staff members shall be duly notified of such changes in a timely manner.

•Governing Law:

-These regulations shall be interpreted and enforced in accordance with the prevailing laws and regulations governing employment practices and labor relations within the jurisdiction.

•Severability:

-In the event that any provision of these regulations is found to be invalid or unenforceable under applicable law, such provision shall be severed from the remainder of the regulations, and the remaining provisions shall continue to be binding and enforceable to the fullest extent permitted by law.

•Effective Date:

-These regulations shall come into effect upon issuance and shall remain in force until further notice or until superseded by subsequent amendments or revisions, as deemed necessary by the Competent Authority.



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15.3 CASUAL LEAVE

•**Entitlement:** Employees are entitled to Casual Leave for a maximum of 12 days within a calendar year. However, such leave cannot be availed for more than six consecutive days. Additionally, when combining Casual Leave with Government Holidays or Local Holidays, the total continuous leave period cannot exceed 10 days.

•Application Procedure:

- For planned Casual Leave, employees must submit their leave application at least one day prior to the intended leave date.
- In cases of sudden illness or unforeseen urgency, where immediate leave is necessary, the employee must submit the leave application before the commencement of their duty on the first day of leave.
- Failure to submit the leave application in a timely manner may result in the refusal of leave. It is the employee's responsibility to ensure that the leave application reaches the competent authority before the specified deadline.

•**Partial Leave:** Employees may also be permitted to avail half-day Casual Leave, subject to approval.


•**Leave Entitlement for Temporary and Probationary Staff:** Temporary staff and employees in probationary periods shall be granted Casual Leave at the rate of one day per month.

•**Authorization:** The granting and approval of Casual Leave shall be at the discretion of the competent authority or as per the established leave policy of the organization.

•**Documentation:** Upon return from Casual Leave, employees are required to submit any necessary documentation or medical certificates, as per the organization's policies, to substantiate the reason for their absence.



•**Non-Accumulative:** Casual Leave is non-accumulative and cannot be carried


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forward to the subsequent calendar year. Unused Casual Leave shall lapse at the end of each calendar year unless otherwise specified in the organization's leave policy or applicable laws.

•**Misuse and Disciplinary Action:** Any misuse or abuse of Casual Leave, including fraudulent claims or unauthorized absence, may result in disciplinary action as per the organization's disciplinary policies or employment contract terms.




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15.2 EARNED LEAVE

•Eligibility:

- Earned leave is exclusively available to administrative staff within a calendar year.
- The entitlement is at a rate of 12 days per annum, equating to one day per month.

•Approval Process:

- Prior authorization from the competent authority is mandatory before availing earnedleave.

•Duration and Application:

- Earned leave cannot be applied for half-day increments.
- The maximum consecutive duration for earned leave is three days.

•Adjustment with Public Holidays:

- Public holidays may be prefixed or suffixed to earned leave upon obtaining priorpermission.
- Public holidays occurring during the earned leave period will be counted as part of theearned leave duration.

•Leave Combination:

- Earned leave cannot be amalgamated with any other form of leave.

•Surrender and Encashment:

- Provisions regarding the surrender or encashment of earned leave shall be governed by[insert applicable company policies or relevant laws].




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•**Documentation:**

-Adequate documentation of earned leave applications and approvals shall be maintained as per company policy and regulatory requirements.

•**Non-Transferability:**

-Earned leave entitlements are non-transferable and can only be utilized by the eligible staff member.

•**Accumulation Limits:**

-Any restrictions on the accumulation of earned leave beyond a specified limit shall be as per company policy or statutory regulations.

•**Reinstatement:**

-Procedures for the reinstatement of earned leave following a period of absence, such as maternity or medical leave, shall be outlined in company policy or relevant regulations.

•**Usage During Notice Period:**

-Provisions regarding the utilization of earned leave during the notice period shall be as per company policy or applicable labor laws.

•**Prohibition on Unauthorized Leave:**

-Unauthorized absence during the period of earned leave shall be subject to disciplinary action in accordance with company policies and procedures.

•**Provisions for Contingencies:**

-Emergency provisions for the utilization of earned leave in unforeseen circumstances may be outlined in company policy, subject to approval from the competent authority.

•**Grievance Redressal:**

-Mechanisms for addressing grievances related to earned leave entitlements or utilizations shall be established in accordance with company policies and applicable labor laws.



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•Revision and Amendment:

-The terms and conditions governing earned leave entitlements may be subject to revision or amendment by the competent authority as deemed necessary, with due notice provided to affected staff members.

15.2 MEDICAL LEAVE

16 •Eligibility and Duration:

-Medical leave is exclusively available to employees upon confirmation of illness, subsequent to the completion of at least one year of probationary service.

-The entitlement to medical leave is determined based on completed years of service. For each 5-year period of service, an employee is eligible for 30 days of medical leave, capped at a maximum of 180 days for those with over 20 years of service.

17 •Leave Allocation:

-The distribution of leave entitlement is as follows:

-Eligible Medical Leave: 2 days per month

-Casual Leave: 2 days per month

-Earned Leave: 1-2 days per month

18 •Documentation Requirement:

-Granting of medical leave is contingent upon the submission of medical certificates issued by a duly registered medical practitioner.

19 •Grounds for Approval:

-Medical leave is sanctioned solely for genuine medical reasons. Leave requests for purposes such as examinations, marriage, house construction, or family functions are not eligible for consideration.

20 •Fitness Certification:

-Upon the expiration of the medical leave period, employees are obligated to furnish a fitness certificate from a registered medical practitioner before resuming their duties.



[Signature]

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15.2 MATERNITY LEAVE

Female employees who are married and in regular employment are entitled to 6months (pre-post) of maternity leave with full salary. This entitlement can be availed of up to two occurrences.

Female employees on temporary or contractual employment are also eligible for maternity leave, albeit with 50% of their regular salary.

15.3 COMPENSATORY LEAVE

- In instances where staff members are obligated to perform duties related to the College during public holidays, they may submit a formal request to the Correspondent within 7days of the additional work, via the Principal. This request should be made using the prescribed format.
- Compensatory leave is granted at the rate of half a day for every 7 hours of extra work,inclusive of public holidays.
- The maximum compensatory leave that can be credited for work performed on a publicholiday is half a day, regardless of the total hours worked.
- Compensatory leave can be combined with other types of leave.




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15.4 MARRIAGE LEAVE

- Employees are entitled to 15 days of paid leave for their own marriage.

LEAVE	MONTH
Eligible Medical Leave	2-3DAYS IN MONTH
Casual leave	1-2 DAYS IN MONTH
Earned leave	2DAYS IN MONTH

15.2 STUDY LEAVE

Eligibility and Granting of Study Leave:

-Study leave may be granted to staff members who are in regular service, subject to the discretion of the Correspondent.

-Such leave is intended for undertaking essential courses related to the individual's specialization and research.

•Types of Study Leave:

-Study leave may be categorized into two types:

-Faculty Development Program, wherein the College sends a staff member for a course.

-Individual request from a faculty member to attend a course within their area of specialization or to pursue a PhD.

•Duration and Application:


-The maximum duration of study leave is two years.

-An application for study leave must be submitted to the Correspondent through the Principal, detailing the course of study and examinations to be undertaken during the leave period.

Undertaking and Certification:

-The applicant must provide an undertaking on stamped paper, committing to serve a fixed period in the institution upon successful completion of the course. Upon completion of the study, the staff member must furnish a certificate of completion and examination results to the management before resuming duty.




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Salary and Benefits:

-Staff on study leave will be on loss of pay during the period of absence.

•Service Period Consideration:

-The period of study leave may be considered as part of the service period for purposes of promotion and increment.

•Rejoining Duty:

-After completing the course, the staff member shall be permitted to rejoin duty with a one-month advance notice.

In the event of discontinuation of the course, the staff member may only rejoin duty after the substitute's appointment period has expired.

15. VACATION

- As long as the university's schedule allows, teaching and technical non-teaching staff members are entitled to 15 days of vacation at the end of the first semester and 21 days at the end of the second. However, if the college has really pressing demands, vacation time may be cut. When the university calendar allows, the vacation days must be taken in two or three segments throughout the available holidays, adjusting with other staff members so as not to interfere with the college's seamless operation. The principal will create the schedules that are required in consultation with specific employees and with the correspondent's consent.



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15.2. GENERAL RULES

- The principal authorizes the personnel to perform Other Duty (OD). Requests for authorization to perform another responsibility during working hours must be made in person, through the appropriate channel, and on the specified form prior to the duration of the other task.
- Attendance at staff members' private events will not be permitted in general. Casual leave for these kinds of activities will only be approved if it doesn't interfere with the institution's regular operations.
- Employees are expected to take up their designated seats during downtime. When a member of the teaching staff vacates their designated seat, a notation in the relevant register should be placed explaining where they can be located.
- It is disruptive of orderliness to leave the classroom before the bell that signals the end of a period rings.
- Teachers are expected to be in their respective classes at morning prayer, having completed their first hour of work.
- A period of three days of putting the marks into the departmental registers and uploading them into the automation system, teaching staff are expected to turn in the corrected answer scripts for tests and assignments to the exam cell.
- Employees are required to routinely complete or submit reports of the activities or data that are expected of them into the administrative automation system.
- It is required of every staff member to uphold the college's standards by striving for excellence in the performance of their assigned tasks. All employees are expected to pay close attention to and sincerely follow the instructions, advice, and recommendations provided by the IQAC in this regard.



Signature

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17 July 2019

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- Staff employees who are on a regular basis should obtain prior written consent from the Correspondent before applying for any part-time courses, including doctoral programs, in the relevant discipline. The following requirements must be met in order for permission to be issued.
- Cancellation of classes can only be done by the principal with the permission of the Correspondent. Alteration of class work by members of the staff should be done only with the prior permission of the Head of Department.
- Markings for student attendance must be completed as soon as the period ends, entered into the automation system, and submitted on the form and register that are provided by each department.



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Procedure for Appoint – E

In accordance with AICTE/university regulations, management selection procedures, and open competition, all recruitments will be carried out.

1) The only individual who will be considered an employee of the institution is the one who has joined duty and obtained an appointment letter validly signed by the Competent Authority.

2) At the time of joining duty, the appointee must present one set of attested copies of their original certificates, and those records must be made accessible for inspection whenever needed.

3) The employee's time is totally at the College's disposal unless specifically stated otherwise in a certain situation, and they may be used whatsoever the Competent Authority requests without asking for extra compensation.

4) Generally speaking, unless the appointment order specifies otherwise, an individual must serve two years of probation within a continuous three-year term from the date of beginning duty as a probationer before being considered for permanent employment.

5) If, during the probationary time, the employee's performance of the duties assigned to him or her is deemed satisfactory, the position may be regularized; if not, the Competent Authority may decide to prolong the probationary Period.

6) Probationers' services may be terminated at any time without giving a reason, whether during the probationary period, an extended probationary period, or at its conclusion. There cannot be an appeal against this termination.

7) Until the Competent Authority issues a written confirmation order, no employee is eligible to be considered as a regular employee merely because they have successfully completed their probationary period.



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The probationer will be released from service if no orders are passed, considering their services to have been inadequate.

8) A regular employee who is promoted to a higher position or assigned to a different position is subject to a one-year probationary term within a two-year period. Reversion to the previous post occurs if the probationary period is not completed satisfactorily.

9) A promotion cannot be rightfully claimed by an employee. Any eligible applicants who apply for a higher position that becomes available may be considered by the competent authority, provided that the Governing Council approves the appointment. An employee's promotion from one position to another will be based on a variety of factors, including merit, years of service, quality of work, loyalty, conduct, efficiency, aptitude, and appropriateness for the position.




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Maximum 500 words description about the organogram of the institution

The organogram of the institution body of **Ashokdada Sable Law College** typically consists of various levels of hierarchy outlining the structure and relationships between different positions within the organization. Here is a general description of the organogram for Ashokdada Sable Law College:

1. Governing Body/Board of Trustees: At the top of the organogram is the Governing Body or Board of Trustees. This body is responsible for setting the overall vision, mission, and strategic direction of the college.

2. Principal/Dean: The Principal or Dean is the head of the institution and is responsible for overseeing the overall administration, academic programs, and operations of the college.

3. Administrative Staff: Under the Principal/Dean, there may be various administrative staff members such as the Registrar, Academic Coordinator, Finance Officer, HR Manager, and other support staff.

4. Faculty Members: The organogram includes the faculty members who are responsible for teaching and research activities within the college. This may include professors, associate professors, assistant professors, and lecturers.

5. Departments: Ashokdada Sable Law College may have various departments such as the Department of Law, Department of Legal Studies, Department of Criminal Justice, etc. Each department is headed by a Department Chair or Head of Department.

6. Students: Students are an integral part of the institution body, although they are not part of the formal organogram. They are the primary beneficiaries of the college's academic programs and services.

This organogram provides a clear structure of the institution body of **Ashokdada Sable Law College**, outlining the roles and responsibilities of key stakeholders within the organization.



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Functioning of institutional peer bodies - Governance-Management Trust

The Management -Governance is the Mangaon Shikshan Prasarak Mandal's. Institutional peer bodies play a crucial role in ensuring the quality, transparency, and accountability of educational institutions. These bodies are typically made up of representatives from peer institutions, industry experts, and other stakeholders who provide oversight, guidance, and evaluation to ensure that the institution is meeting its objectives and operating effectively.

Functioning of Institutional Principal –

The institutional principal plays a crucial role in the efficient operation and management of Ashokdada Sable Law College. Some key functions of an institutional principal of Ashokdada Sable Law College are Leadership, Administration, Personnel management, Curriculum development, Community Relations, Professional Development, and Student Achievement.

The leader carries out the vision and mission for benefiting all stakeholders, including teachers, students, parents, alumni, and others.

IQAC is the institutional entity that is mandated by law. It was established to direct the NAAC's accreditation and assessment process. It addresses curriculum delivery quality and quantity enhancement, value-added courses, teaching and learning evaluation, infrastructure and ICT-based facilities, student advancement, helping students identify their skill development, scholarships and free-ships, etc.

In addition to leading governance and management, IQAC is responsible for fostering the highest moral standards and values throughout the organization.



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The college is recognized for its strong faculty, modern facilities, and vibrant campus community. Ashokdada Sable Law College offers a variety of undergraduate and postgraduate programs in the field of law, providing students with a comprehensive and interdisciplinary legal education. The institution's body at Ashokdada Sable Law College is comprised of dedicated faculty members, staff, and students who are committed to academic rigor, research, and professional development in the legal field.

Experienced legal scholars, practitioners, and professionals make up the faculty at Ashokdada Sable Law College. They actively teach, mentor, and assist students in achieving academic achievement and career growth. The Ashokdada Sable Law College personnel is essential to the institution's academic and administrative operations, assuring the seamless running of a range of services and programs. They support staff, instructors, and administrators, which enhances the institution's general effectiveness and success.

In addition, Ashokdada Sable Law College's student body is vibrant, varied, and involved in a range of extracurricular activities, contests, and events that improve their overall educational experience. Students at Ashokdada Sable Law College are passionate about the legal profession and come from a variety of backgrounds. They hope that their education and knowledge will have a positive influence on society. In summary, the faculty, staff, and students that comprise Ashokdada Sable Law College constitute a coherent and cooperative community that is committed to professional development, academic excellence, and ethical principles in the legal profession.



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Secretary

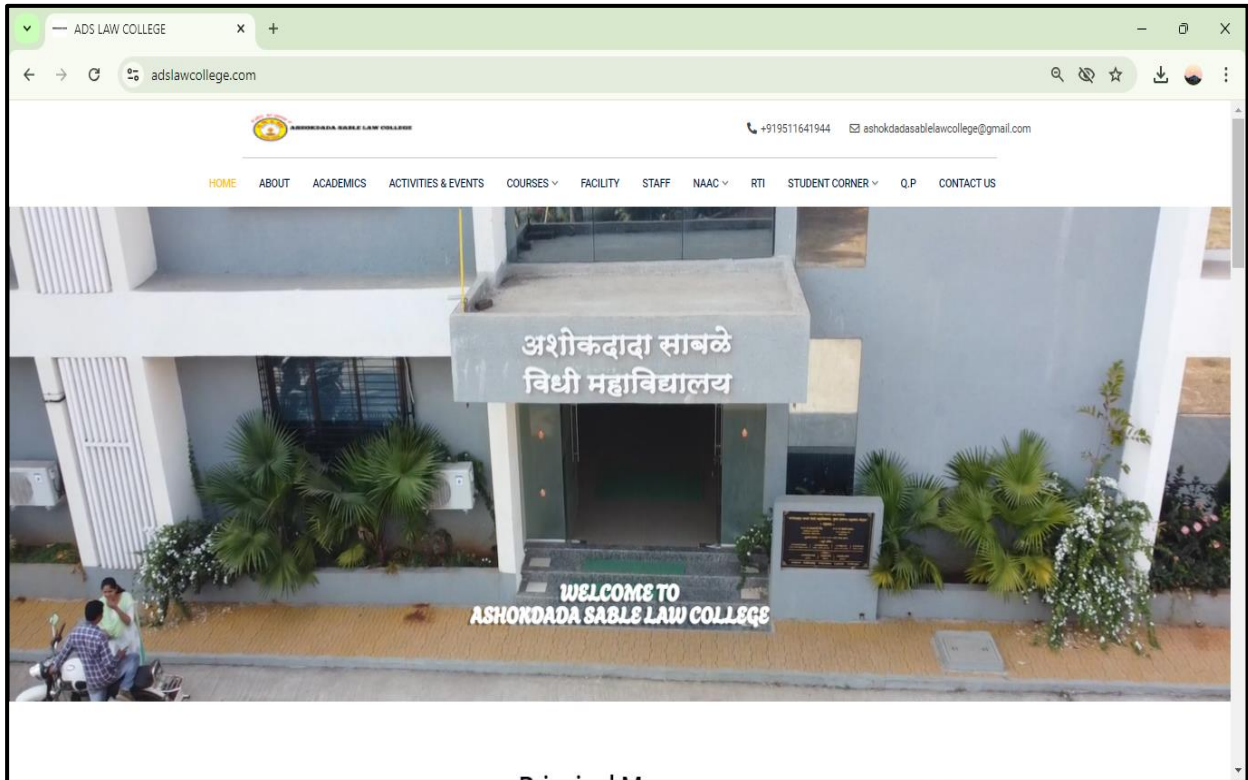
Dr. Sonali Burte
Principal

Ref.....

Date : / /20

6.2.2 – Supporting Documents

6.2.2 – A) Institutional bodies operate in an efficient and productive manner.




Principal
Ashokdada Sable Law College
Mangaon-Raigad