

Smt. Devkiba Mohansinhji Chauhan
College of Commerce & Science
Managed by –Lions Club of Silvassa Charitable Trust
(Affiliated to University of Mumbai)

6.2.1 Strategy Development and Deployment

1. **In- Charge Principal as Chief Administrator:** The In – Charge Principal, as the chief administrator of the college, supervises and manages the overall functioning of the college.
2. **Coordinators:** The work of In-charge principal is supported by the coordinators of different streams namely Commerce and Science.
3. **Heads of the Department:** Commerce and Science Coordinators are supported by the Heads of Departments to manage the administrative requirements of their respective departments. Head of the department functions as part of a larger, systematized framework of consultation and discussion with the In-Principal, the IQAC Coordinator, and with related committee’s heads and members. At the same time, the appointed head of the departments also works in consultation with the rest of the department members over matters such as discipline, syllabus Completion, workloads, subjects’ allotment, schedule of the internal assessment, departmental events, assessment of student’s performance, and so on.
4. **Administrative office:** The Admin Coordinator takes care of the purchases and maintenance is actively involved in the admissions, discipline and codes of conduct, curricular and extracurricular aspects of the college, subject to the provisions and ordinances of the LCSCT.
5. **Teaching staff of the college** work in collaboration with the In – Charge Principal and their respective departments in achieving the academic, financial, and co-curricular requirements of the departments.
6. **Library of the College:** The library is headed by the Assistant Librarian who supervises the library assistants and Library attendants in maintaining the entry and exit records, books issued and upkeep of the library. The librarian also works with the Library Committee in upgrading the academic resources like Journals, Magazines, latest editions of syllabus books and other facilities in the library

Perspective and Developmental plans by the college:

1. College has successfully deployed and implemented SOPs related with admission work of students, appointments of new faculties and leave rules. The administration of the college is done strictly keeping with the regulations and guidelines of UGC and Mumbai University.
2. Due to the construction of new ring road by Dadra Nagar Haveli Administration, the College building got partially demolished, however, immediate action was taken by the college administration keeping in mind the welfare of the student and expansion of classes was done by doing partitions, taking care sufficient area was available for free movement of students.
3. College has strong security system to maintain discipline in college and completely restrict ragging or other disciplinary issues, so that students can be provided with a safe environment for learning.
4. College is working on tie ups with renowned institutes like ICICI-NIIT, to provide training to students and prepare them for banking jobs in future.
5. Construction of a new and more spacious canteen with the increase in number of students.
6. Separate gate was made in 2016-17 for the entry of staff and students, however due to demolition of School building, the old gate was resumed.



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COLLEGE OF COMMERCE & SCIENCE, SILVASSA

An anti-ragging policy

An anti-ragging policy is crucial to ensure a safe and conducive learning environment for students.

Definition of Ragging

Ragging refers to any act of physical or mental abuse, harassment, intimidation, or humiliation directed towards new students (freshers) by seniors or any individual or group within or outside the college campus. It includes any form of verbal, written, or physical assault that causes discomfort, fear, or psychological harm.

Prohibition of Ragging

Ragging in any form is strictly prohibited within the college premises, college buses, or any other location associated with the college.

Zero Tolerance:

The policy makes it clear that the college adopts a zero-tolerance approach towards ragging. Any individual found guilty of ragging, regardless of their position or rank, will face severe consequences.

Disciplinary Actions

Any student found guilty of ragging, either as a perpetrator or as a bystander, will be subjected to strict disciplinary actions as per the college's rules and regulations, which may include but are not limited to:

Suspension from the college

Expulsion from the college

Withholding scholarships, grants, or other benefits

Fines or monetary penalties

Criminal prosecution as per the applicable laws

Reporting Mechanism

The college encourages students to report any incidents of ragging promptly. The identity of the person reporting the incident will be kept confidential, and strict action will be taken against any person found retaliating against the complainant.

Grievance Mechanism

The policy establishes a robust and confidential grievance mechanism to encourage victims or witnesses to report incidents of ragging. This mechanism should allow students to report incidents without fear of reprisal.

Support and Counselling

The college will establish a support system to assist victims of ragging. This includes providing counselling services, helplines, or any other necessary support to help the victim overcome the trauma and restore their well-being.

Awareness and Orientation

The college will conduct regular awareness programs, seminars, and orientations to educate students about the consequences and negative impacts of ragging. These programs will emphasize creating a respectful and inclusive campus environment.

Collaborative Efforts

The college will collaborate with local authorities, law enforcement agencies, and other relevant bodies to ensure the effective implementation of the anti-ragging policy and to take necessary action against offenders.



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Compliance

All students, faculty, staff, and other members of the college community are expected to adhere to and support the anti-ragging policy. Non-compliance may result in disciplinary action.

It is important to note that the above policy is a sample guideline, and colleges should adapt it to their specific needs and local regulations. The policy should be prominently displayed and communicated to all students, faculty, and staff members to create awareness and maintain a safe and inclusive learning environment.



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Grievance Policy

Smt. Devkiba Mohansinhji Chauhan College of Commerce and Science is committed to providing a fair and effective grievance redressal mechanism to address any concerns or complaints raised by students, faculty, staff, or any other stakeholders. The college's grievance redressal policy aims to ensure transparency, confidentiality and prompt resolution of grievances.

Objective

The objective of the grievance redressal policy is to provide a structured mechanism for addressing and resolving grievances in a fair, impartial, and timely manner.

Scope

The policy covers all stakeholders, including students, faculty, staff, parents/guardians, and any other individuals associated with the college.

Grievance Categories

The types of grievances that can be addressed, such as academic issues, harassment, discrimination, infrastructure concerns, administrative matters, etc. should be specified.

Grievance Redressal Committee

The college should establish a Grievance Redressal Committee (GRC) consisting of members from different departments and levels. The committee should be chaired by a senior faculty member or administrator.

Lodging a Grievance

The policy clearly defines the outline and the procedure for lodging a grievance, including the designated authority or committee to whom the grievance should be addressed, as well as the mode of submission (in writing, online, etc.).

Confidentiality and Protection

The importance of maintaining confidentiality throughout the grievance redressal process and ensured to protect against any form of retaliation for filing a grievance.

Investigation and Resolution

The steps involved in investigating and resolving a grievance, including conducting impartial inquiries, gathering relevant evidence, and providing an opportunity for the aggrieved party to present their case.

Timelines

The policy establishes clear timelines within which grievances should be addressed, ensuring that complaints are resolved in a prompt manner.

Communication

The policy specifies how the college will communicate with the parties involved, keeping them informed about the progress of the grievance redressal process and the outcome of the investigation.

Appeal Process

If the grievance is not resolved at the initial stage, the policy outlines the procedure for an appeal, including the authority or committee to whom the appeal should be made.

Record-Keeping

The policy includes the provisions for maintaining records of all grievances lodged, the actions taken, and the outcomes of each case, ensuring transparency and accountability.



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Review and Improvement

The policy states that the grievance redressal mechanism will be periodically reviewed to assess its effectiveness and make necessary improvements.

It is important for the college to widely publicize the grievance redressal policy and ensure that all stakeholders are aware of the procedures and mechanisms available to them. This promotes a culture of openness, trust, and accountability within the institution and ensure its effective implementation to maintain a positive and supportive learning environment.



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Sexual Harassment Prevention Committee

To create a safe and inclusive learning environment, Smt. Devkiba Mohansinhji Chauhan College of Commerce and Science, has a Sexual Harassment Prevention Committee (SHPC) in place. This committee is responsible for addressing and preventing incidents of sexual harassment within the college premises. Below are the key features and responsibilities that the SHPC may have:

Composition

The SHPC is a diverse committee comprising representatives from various sections of the college community, including faculty members, administrative staff, students, and external experts (if applicable) and ensure the presence of both genders.

Confidentiality and Sensitivity

The committee members should maintain strict confidentiality during the handling of complaints and ensure that the process is conducted with sensitivity and privacy.

Training

Members of the SHPC should receive regular training and awareness sessions on sexual harassment prevention, the legal framework, and the college's policy.

Awareness Campaigns

The committee should organize awareness campaigns, workshops, and seminars to educate the college community about sexual harassment, its prevention, and the reporting process.

Complaints Handling

The SHPC should establish a clear procedure for reporting complaints related to sexual harassment. This process should be easily accessible to all members of the college community and may include both written and electronic means of submission.

Complaints Investigation

The committee should conduct impartial and thorough investigations into reported incidents of sexual harassment. This involves gathering evidence, interviewing witnesses, and ensuring a fair process for all parties involved.

Resolving

The SHPC should take appropriate measures to resolve complaints in a timely manner, which may include disciplinary actions, counselling, or other corrective measures.

Non-Retaliation

The committee should ensure that no individual faces retaliation for reporting incidents of sexual harassment or participating in the investigation process.

Annual Report

The SHPC should prepare and submit an annual report to the college administration detailing the number and nature of complaints received, actions taken, and any recommendations for improvement.

Collaboration

The committee should collaborate with other relevant bodies, such as the college administration, legal authorities, and external organizations, to address sexual harassment effectively.



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Support Services

The SHPC should ensure that support services and resources are available to victims of sexual harassment, including counselling and legal assistance if needed.

Prevention Programs

The committee should work on developing and implementing prevention programs aimed at fostering a respectful and safe campus culture.

It is essential for Smt. Devkiba Mohansinhji Chauhan College of Commerce and Science to have a robust Sexual Harassment Prevention Committee to maintain a secure and inclusive environment where all members of the college community can learn and work without fear of harassment or discrimination.



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ISO Certified: 9001: 2015, 45001:2018,14001:2015

MANUAL OF GUIDELINES

FOR EDUCATIONAL INSTITUTES

MANAGED BY

**LIONS CLUB OF SILVASSA CHARITABLE TRUST,
SILVASSA.**

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THE MANAGEMENT RESERVES ALL THE RIGHTS TO ADDITION, OMISSION AND COMMISSION OF THE HANDBOOK/ MANUAL, FROM TIME TO TIME.

1. This **Rubric** may be called Manual of Guidelines for Educational Institutes managed by Lions Club of Silvassa Charitable Trust Silvassa. **The Management reserves all the rights to addition omission and commission of the Handbook/ Manual, from time to time.**
2. It shall come into force on the date as the Management of LCSCT may, by circular/internal communication issued.
3. It shall extend to the Educational Institute/Colleges Managed by Lions Club of Silvassa Charitable Trust (LCSCT), Silvassa
4. The motto shall be **“Education in service of the Society”**

INTRODUCTION

Smt. Devkiba Mohansinhji Chauhan College of Commerce, Science, and Haveli Institute of Legal Studies and Research, Silvassa affiliated to the University of Mumbai are the pioneers in educational projects and is managed by Lions Club of Silvassa Charitable Trust. Shri.Fatehsinhji M. Chauhan is the Honourable Chairman of the Trust.

Our aim is to impart good education with accent to develop the total personality of the students with the emphasis on moral values. We, in this institution strive hard to shape the students in such a way that they will be an asset to the community and nation at large.

QUALITY POLICY

Smt. Devkiba Mohansinhji Chauhan College of Commerce and Science and Haveli Institute of Legal Studies and Research are committed to provide quality education in Commerce, Science and Law, to transform the youth into committed commercial, technical personnel and legal aspects for the social and economic well-being of the nation with integral development of personality and character building. Our institutions aspire for global recognition through systematic and meticulous transformation of our students into highly motivated graduates enriched with professional competence, managerial skills, built-in dynamism and humanism.

VISION

To bloom into centres of excellence for Education and pace setter in rural India with its quality processes and procedures interwoven with freedom of flexibility, moulding highly creative professionals of superior quality dedicated to the progress and development of humanity, sound in research and Ethical leaders who contribute to the social and economic development of the Country.

MISSION

- To prepare the students to see beyond geographical limits and belong to a new age of acquisition and application of Commerce and Technology.
- To meet the challenges of the changing world thereby contributing to the socio-economic welfare of the country with due concern to the marginalized, inspired and guided by gospel values.
- To Empower global community by graduating talented and skilled graduates.
- To make them think Rationally, Critically & Creatively for their lifelong Engagement.
- To lead innovative work through cutting edge advances by preserving our Culture.

The Faculty, under the guidance of the Principal, are committed to mould a new generation of the students who will be harbingers in Commerce, Science & Technology, Technical and Legal advancement.

ACCREDITATION

Smt. Devkiba Mohansinhji Chauhan College of Commerce and Science is ISO certified 9001:2015, 14001:2015, 45001:2018 and also preparing themselves to be equipped so as to present themselves for accreditation. Hence all members of staff are expected to put in maximum effort to lift the Institution and the Department in which they are working to the highest possible level of excellence.

RULES AND REGULATIONS OF EMPLOYMENT FOR TEACHING, ACADEMIC AND ADMINISTRATIVE STAFF

Preamble

Keeping in mind the vision, mission of the College and to ensure excellence, commitment, equity and trust among all staff members of the College, the Governing Body Smt. Devkiba Mohansinhji Chauhan College of Commerce and Science, Silvassa, has resolved to frame a set of Service Rules to optimise the working conditions of the Teaching & Non-Teaching Staff in the College approved posts.

Therefore, the Governing Body adopted a resolution framing the following rules governing the conditions of service for the Teaching & Non-Teaching Staff of the College. These Service Rules has been adopted by the Governing Body in its meeting, held on _____

1. Title:

The rules shall be termed “Service Rules for the College appointed posts for Teaching & Non-Teaching Staff of Smt. Devkiba Mohansinhji Chauhan College of Commerce and Science, Silvassa.”

2. Applicability:

- A. This service Policy shall commence from 01.07.2022 onwards.
- B. This policy shall apply to all staff members of the institution unless separately specified.
- C. This policy shall supersede all existing leave/employment policies issued.

3. Definitions:

- A. “college” or “institute” means Smt. Devkiba Mohansinhji Chauhan College of Commerce and Science, Silvassa
- B. “Competent authority” means the authority competent to exercise various powers of the in accordance with the Constitution, Rules & Regulations framed by Lions club of Silvassa Charitable trust.
- C. “Chairman” means the Chairman of the Governing trust of the College.
- D. “Governing body” or “management” means the ‘BODY’ constituted by the Lions club of Silvassa Charitable Trust as per the Constitution of the Governing Body of the College and Rules and guidelines of the Government/University.
- E. “Head of the Department” means the Head of Department of each approved course of study of Commerce and Science.
- F. **Principal** means the Academic Head of the Institution.
- G. **Staff** or **employee** means Teaching & Non-Teaching Staff employed in the College appointed post or any other staff involved for maintenance of Academic standards in Education, as decided by Governing Body.
- H. “Trust” means Lions club of Silvassa Charitable trust.
- I. **Authorities:** The following shall be the authorities of Smt. Devkiba Mohansinhji Chauhan College of Commerce and Science, Silvassa
 - A. Chairman
 - B. Board of Management/ trustees
 - C. Principal

D. Academic council.

4. Equal employment opportunity & anti discriminatory policy:

Smt. Devkiba Mohansinhji Chauhan College of Commerce and Science is committed to a policy of equal treatment and opportunity in every aspect of its relations with its faculty, administrators, students, and staff members, without regard to race, colour, religion, national origin/ancestry, sex, sexual orientation, disability (including anyone having a positive HIV/AIDS status or perceived as having such), age, pregnancy (including pregnancy related medical conditions), marital or familial status, or any other category that is or may become protected by law is strictly prohibited. This policy requires that all such persons be treated in all respects without any discrimination of any kind whatsoever, except based on merit and qualifications.

We reaffirm our commitment to this policy and to our dedication to comply with all employment laws applicable to the College and its personnel. Anyone who is found, after appropriate investigation, to have engaged in discrimination, harassment, sexual harassment or retaliatory act toward another individual will be subject to appropriate disciplinary action, up to and including expulsion and/or termination.

5. Appointment:

- A. All selections & appointments shall be approved by the Management/ Governing body. The Management/Governing body may appoint selection committee for the recruitment process.
- B. The age of employee shall be verified with reference to documents submitted for all purposes concerning his/her employment including retirement.
- C. The Institution may verify the antecedents of the candidate either directly or through agency be referring to the previous organization in which candidate was working in the event it is found that the candidate had suppressed material information or furnished wrong information; the employee is liable for summary termination of employment.
- D. All appointments shall be subject to the candidate being medically found fit and the candidate shall produce medical certificate from the doctor specified by the College. The College may advise employee after appointment any time to be examined by a medical officer approved by the College for the purpose.

6. Pay Scales & Benefits:

- A. Pay Scales for the Teaching & Non-Teaching Post will be framed by the competent authority of the College.
- B. The management of the College shall approve the pay scale with modifications if necessary. This approved pay scale shall be implemented as specified by Governing Body.
- C. The committee for Pay scales shall consist of Chairman as head, Principal as the Convener, two Teaching Staff representatives, and other members as decided by the management.
- D. Annual increment shall be granted to Staff as a matter of course unless it is specifically withheld.
- E. The increment would be applicable as per eligibility in connection with the services/ Faculty Assessment / self-appraisal of the Staff in the College.

7. Service agreement:

- A. An undertaking must be signed by the staff concerned and the same should be deposited with the Principal.
- B. Staff training is compulsory. The pedagogical imperatives/ admin related work and other responsibilities of the College are to be a part of Staff training and other programs and it shall be completed during the probation period.

8. Policy of conflict interest:

- A. Employees must not engage in activities which conflict with the interests of institution or impede their job performance at the College.
- A. If an employee has any question(s) about the application of this policy, he/she should contact the Head of the Institute.
- B. written approval must be obtained through the Head of the Institute prior to engaging in any outside employment.
- C. Any breach of the above rules may result in appropriate disciplinary action, up to and including immediate discharge.

9. Service records:

A service record shall be separately maintained for every employee shall consists of: -

- his/her permanent address
- Self-attested copies of all educational documents.
- Appointment letter copy
- consolidated salary
- increments given from time to time
- leave availed and at credit if any, transfers,
- promotions, suspensions, punishments etc.

The service record shall be opened immediately after the employee reports for duty and to be updated periodically

10. Probation and Confirmation:

- A. An Incumbent shall be on probation for a period of one year from the date of joining. The period of probation may be extended by another year if the management so decides.
- B. The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order issued before the end of the probationary period.
- C. The incumbent shall be notified in writing before the expiry of one-year probation period if his/her period of probation is to be extended/service terminated and in the absence of such a notice, the incumbent would be deemed to have been confirmed.
- D. It is obligatory on the part of the College to issue an order of confirmation to the incumbent within 45 days of completion of probationary period, the employee shall remind the Principal for letter of Confirmation if necessary.
- E. Incumbent can avail their CL & ML only after confirmation order/ probation period.

11. Sexual harassment policy:

Smt. Devkiba Mohansinhji Chauhan College of Commerce and Science is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. The institution also believes that all employees of the college have the right to be treated with dignity. Sexual harassment at the work place or other than work place if involving employees is a grave offence and is, therefore, punishable. Sexual harassment would mean and include any of the following:

- A. Unwelcome sexual advances, requests or demand for sexual favours, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any company activity.
- B. Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individual's sensibilities and affect her/his performance.
- C. Eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy.
- D. Act or conduct by a person in authority which creates the environment at workplace hostile or intimidating to a person belonging to the other sex.
- E. Conduct of such an act at work place or outside in relation to an Employee or vice versa during the course of employment; and Any unwelcome gesture by an employee having sexual overtones.

Anyone who is found, after appropriate investigation, to have engaged in such offence will be subject to appropriate disciplinary action, up to and including expulsion and/or termination and a police complaint will have made under the Indian Penal Code.

12. Personal appearance and demeanour of employee:

- A. It is important for the employee to dress appropriately and display courtesy, tact and patience in dealings with students, parents, guests and other College personnel.
- B. All the male employees are required to dress in appropriate neat and clean, business attire like formal pants & shirt, blazer, tie with formal shoe.
- C. Female employees shall wear neat & clean decent dress. Wearing of sari for female employee is mandatory except in exceptional circumstance where they may take the relief with permission.
- D. All the employee should wear ID cards during the working hour.

13. Attendance and punctuality:

For the orderly and efficient operation of the College, it is important that employees work on all scheduled work days, during all scheduled hours, and report to work on time. Regular attendance and punctuality are important factors in job success and promotions.

- A. Employees who are frequently absent, late, or who frequently leave their offices early decrease the value of their services and disrupt the orderly functioning of the College. It also causes undue hardship on co-workers as well as on students and such frequent behaviour will be treated as misconduct.
- B. All employees have to mark their attendance through bio metric device and/or in the attendance register. A tolerance of 5 minutes will be allowed beyond which it will be considered as late mark and delay of more than 30 minutes will be considered as half day.

- C. An employee who expects to be late is required to call the Head of the Department as promptly as possible to make alternate arrangements.
- D. Any inconvenience caused to student due to such absent shall be compensated by the employee taking extra classes on subsequent days.
- E. All employees on duty to be present at their designated place of work during the working hours. Any employee not found at his/her place of work during working hours for more than half an hour without prior permission of the Principal/Head of the department or section is liable to be treated as absent for the duty.
- F. Employees who are frequently absent or who repeatedly disregard their working hours may have their employment terminated by the College.

14. Grievances:

- A. If an employee has a complaint or a problem that needs solving, the employee should take it up with his/her Head of the Department/principal at the earliest opportunity.
- B. The employee is encouraged to discuss any work-related problems freely and openly with the Head of the Department, since only by such discussion the cause of the problem or the dissatisfaction will be known.
- C. If the employee believes the matter has not been solved, the employee may take the matter up with the Head of the Institute/ Chairman & Management.
- D. The Head of the Institute / Chairman & Management will always be willing to listen and to suggest means of solving the problem. There is a formal procedure for solving work-related problems. An employee who has a grievance should observe the Grievance procedure in the sequence outlined.

15. Grievance procedure:

- A. An employee should first bring the problem informally and orally to the attention of the Head of the Department, who will make every effort to reach a satisfactory solution.
- B. If the problem should not be solved with the Head of the Department, the employee may contact the Grievance redressal committee, in writing, which will review the problem with the employee.
- C. The committee will then discuss the situation with the employee's Head of the Department and advise the employee.
- D. If, to the dissatisfaction of the employee, the matter is still unresolved, the employee may write to the secretary of the trust.
- E. If the matter remains unresolved, the employee may write to the Chairman requesting a hearing, the Chairman or his authorized representative will review the case.

16. Leave Rules:

Leave is a provision to stay away from work, for genuine reasons, with prior approval of the competent authorities.

- A. Leave shall not be claimed as a matter of right. When the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority.
- B. Leave should always be applied for and got sanctioned before it is taken except, in case of emergency and for satisfactory reasons. Even in exceptional cases where it is not possible to apply beforehand

because of circumstances beyond the control of the employee, the application shall be made within 7 days from the date of absence.

- C. A non-permanent employee shall be deemed to have abandoned his service if he fails to apply for leave within seven days from the date of absence.
- D. Proper 'Leave Record File and Leave Account Register of all the categories of employees of College/Institutions shall be maintained by the Admin Department.
- E. The leave year shall run from 1st June in every year to the 31st May
- F. In case a Staff is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.
- G. In the case of a permanent employee who, without sufficient cause, fails to apply for leave within 7 days from the date of absence, it shall be treated as breach of discipline and he shall be liable for suitable disciplinary action after due inquiry.
- H. Leave ordinarily begins from the day on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.

17. Holiday:

It is a provision to stay away from work without prior approval of competent authority, unless specifically called through an office order.

- A. Not more than two holidays can be enjoyed in conjunction with any spell of casual leave whether by prefixing and by suffixing or by both and the total period of casual leave and holidays enjoyed continuously at one time shall not exceed 7 days.
- B. The number of holidays in excess of two holidays prefixed or suffixed or both, to the casual leave shall be treated as casual leave. Sundays, and holidays interposed between two periods of casual leave, shall be treated as part of casual leave.

18. Approving Authority for Leave:

Following are the leave approving authorities:

| S.no | Cadre | Leave days | Approving authority | Informing authority |
|------|--|------------------------------|---------------------|---------------------|
| 1. | Principal | Any number | Management | Management |
| 2. | Vice-Principal | Any number | Principal | Management |
| 3. | HOD | Any number | Principal | Management |
| 4 | Teaching Staff & Non- Teaching Staff | Up to 1 days Above 1 days | Principal/VP/HOD | Management |

19. Casual Leave:

- A. A whole time regular staff of the college shall be eligible for **12 days'** casual leave.
- B. CL cannot be carried over to the next year.
- C. CL cannot be combined with any other kind of leave except when leave is granted on account of sickness supported by medical certificate.
- D. An employee on casual leave is not treated as absent from duty and his pay is not intermitted.
- E. Public Holidays and Sundays falling in between the Casual Leave shall be counted as Part of Casual Leave.
- F. CL availed for half the duty hours shall be treated as half day Casual Leave except in the case of faculty who are not entitled to half day leave.
- G. CL may be granted to the teaching and non-teaching staff other than the Head, by the Head.
- H. CL cannot ordinarily be prefixed or suffixed to vacation except with the previous permission of the Head.
- I. It is permissible to enjoy half day's casual leave if the period of absence is half or less than half of a working day.
- J. In case of Remaining casual leaves employee can ask for encashment of leaves at the end of every academic year and it should not be more than 6 days.
- K. In case of injury/sickness/medical emergency of a family member of the employee only CL can be availed.

20. Duty Leave:

- A. Attending conferences, symposia, promotions and seminars on behalf of the institution or with the permission of the institution/college.
- B. Delivering lectures in institutions and Universities at the invitation.
- C. Participating in delegation or working on committee appointed by the Government of India, State Government and University Grants Commission, a sister university or any other academic body.
- D. Teaching & non-teaching staff may at the discretion of the governing body, be deputed to any institution including universities/ colleges for academic and non-academic work which will be treated as duty leave.

21. Medical Leave (ML):

- A. An employee working appointed/working on regular basis is entitled to 08 medical leaves in a year.
- B. ML cannot be taken as half day.
- C. ML not availed in the Calendar Year shall be carry forwarded in the next Calendar Year subject to the maximum limit of 40 medical leaves.
- D. ML availed for more than 1 day will be granted by the approving authority, if it is supported by a Medical Certificate from a competent Medical Authority duly countersigned by the Medical Officer of the University/Institutions at the time of joining after availing ML.
- E. To avail ML up to 01 days' medical certificate is not required but this is possible only if Casual leave balance is Zero.
- F. An employee who has availed medical leave for more than 03 days will be required to submit a certificate of fitness at the time of resuming duties as may be prescribed.
- G. Submission of factitious medical certificate as supporting document shall lead to disciplinary action against the employee.

22. Earned Leave:

Earned leave admissible to a Staff shall be: -

- A. 1/3 of the period of the un-availed vacation leave subject to maximum limit of 10 days. Provided further that non availing of vacation leave shall not be option of an employee.
- B. Regular employee entitled for vacation leave shall avail with the permission of sanctioning authority. However, in case of any reason the competent authority of the University does not allow or instructs the employee to do official duty during the vacation period, the same shall be availed at later stage or shall be credited to his earned leave account maximum up to 30 days.
- C. An employee can encash the earned leaves at the time of leaving the job.

23. Compensatory Duty Leave: - (CDL)

- A. CDL shall be applied in advance.
- B. The staff who is performing additional duty (without extra remuneration) on campus beyond the normal working hours shall be entitled CDL.
- C. Unutilised CDL cannot be accumulated/ carry forward in next academic year.

24. Leave without Pay (LWP)

- A. One-day salary shall be deducted for one day LWP, if approved by competent authority.
- B. Two days' salary shall be deducted for one day LWP, if availed without written or online approval of approving authority

25. Maternity leave:

- A. Maternity leave of 90 days with full pay is granted to women Staff who has put in more than two year of service.
- B. Maternity leave may also be granted in case of miscarriage, subject to the condition is not more than 45 days and the application for leave is supported by a medical certificate.

- C. Maternity leave may be combined with half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.
- D. A woman Staff who has not yet put in one year of service is however eligible for such maternity leave or miscarriage without pay.
- E. Maternity leave Can be availed maximum of twice in entire service career with the college.
- F. Maternity leave more than twice can be taken but without salary.
- G. In the case of still-born delivery the grant of Maternity leave exceeding the above limit shall also be admissible. During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

26. Paternity Leave:

Paternity leave of 7 days with full pay will be granted to a male Staff after the delivery of a child, and such leave shall be granted only up to 2 children.

27. Extra Ordinary Leave:

Extra ordinary leave without pay, may, in extreme exigencies, be granted to a confirmed member of the staff. The total period of absence from duty shall in no case exceed 1 year in the full working life of the individual.

- A. A confirmed member of the staff may be granted extra ordinary leave when no other leave is admissible.
- B. Extraordinary leave shall not count for normal increment except in the following cases:
 - a. Leave taken on the basis of medical certificates;
 - b. Cases where the Governing Body is satisfied that the leave was taken due to causes beyond the control of the Staff, such as inability to join or re-join duty due to civil commotion or a natural calamity, provided the Staff has no other kind of leave to his credit Leave taken for pursuing higher studies.
- C. Extraordinary leave may be combined with any other leave except casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed ONE year except in cases where leave is taken on medical certificate. For medical leave beyond this period an expert opinion on the case may be sought by the institution.

28. Code of Conduct:

As a key member of the Smt. Devkiba Mohansinhji Chauhan College of Commerce and Science team, you are expected to accept certain responsibilities, adhere to acceptable work principles in matters of professional conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that both in your professional and in your personal life you refrain from any behaviour that might be harmful to you, your co-workers, and/or Smt. Devkiba Mohansinhji Chauhan College of Commerce and Science, or that might be viewed unfavourably by current or potential students or by the public at large. Whether the staffs are on duty or off duty his/her conduct reflects on Smt. Devkiba Mohansinhji Chauhan College of Commerce and Science. Staffs are, consequently, encouraged to observe the highest standards of professionalism at all times. Type of behaviour and conduct that institute considers inappropriate includes, but are not limited to, the following:

- A. Every employee shall, at all times, maintain absolute integrity, decorum and devotion to duty and abstain from any activity that is unbecoming of an employee of an educational institution.
- B. Every employee shall abide by and comply with the rules and regulations of the Institution and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.
- C. Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal with in the course of his/ her duties.
- D. Every employee shall endeavour to promote the interest of the Institution and shall not act in any manner prejudicial thereto.
- E. No employee shall interfere in any matters that may affect the effective functioning of the departments.
- F. No employee shall deny/delay any duty/committee work, allotted to them by competent authority.
- G. No employee shall engage in unlawful or illegal activity outside, which damages the reputation or endangers the employees or students of the institution.
- H. No employee shall engage in any anti-social activity within the premises of the Institution.
- I. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
- J. An employee of the College shall strictly abstain from intoxicating drink or drug while in the campus. No one shall indulge in smoking or consumption of tobacco in any form or betel nut products in the College campus.
- K. Excessive absenteeism or tardiness; failing to report to work when expected will be considered as violation of code of conduct.
- L. **Obligation to maintain secrecy:** Every employee shall maintain the strictest secrecy regarding confidential matters concerning the institution and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or to other competent authority or unless instructed to do so by a superior officer in the discharge of his duties.
- M. An employee of the College shall not, without the prior permission of the Principal, engage in any trade, business or profession or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave whether stipendiary or honorary.
- N. No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Principal.
- O. **Acceptance of gifts:** An employee shall not solicit or accept any gift from a student of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.
- P. Sexual abuse of minors/students shall be considered as misconduct by the staff concerned and shall be dealt with under relevant provisions of the rules.
- Q. No employee shall be involved in Threatening, intimidating, or coercing fellow employees, students, or vendors. Engaging in criminal conducts or acts of violence, or making threats of violence toward anyone in College, or provoking a fight while on duty. Instigating or provoking groups among students or other employees.
- R. Insubordination or refusing to obey instructions properly issued by authority pertaining to work; refusal to help out on a special assignment. Engaging in an act of sabotage; wilfully or with gross

negligence causing the destruction or damage of college property, or the property of fellow employees, students, suppliers, or visitors in any manner will be considered as breach.

- S. Excessive, unnecessary, or unauthorized use or possession of college property or the property of fellow employees; unauthorized possession or removal of any College property, including documents, from the premises without prior permission from management will be considered as offence.
- T. Every employee shall remain punctual in attendance and in respect of his/her class work and also for any other work in connection with the duties assigned to him/her by the HOD/ Principal of the Institution.
- U. Performance, work habits, overall attitude, conduct, or demeanour of employee if becomes unsatisfactory in the judgment based on violations either of the above or of any other College policies, rules, or regulations then the employee will be subject to disciplinary action, up to and including immediate dismissal. This list is not all-inclusive and, notwithstanding this list, all employees remain employed "at will."

29. Misconduct, Suspension, Penalties, Appeal:

The following acts of commission/omission shall be treated as misconduct.

- a. Failure to exercise efficient supervision on the subordinate staff.
 - b. Insubordination or disobedience to any lawful Order of his/her Superior Officer.
 - c. Gross negligence in teaching or any other duty assigned.
 - d. Intemperate habits affecting the efficiency of the teaching work.
 - e. Failure to maintain professional relation in the institute.
- A. Violation/ denial of the Code of Conduct by an act of commission or omission will be constructed as misconduct.
 - B. Any act of misconduct by a Staff shall call for appropriate disciplinary action.

30. Procedure for dealing with misconduct:

- A. The chairman/Principal/Management shall seek an explanation in writing from the person concerned within a period of 7 working days.
- B. If the Principal is not satisfied with the explanation given or in the absence of one, he will constitute a Disciplinary Committee of 5 persons:
 - 1 chairman
 - 1 Principal
 - 1 investigating authority
 - 2 staff members (optional)
- C. The report of the Disciplinary Committee will be tabled before the management for necessary consideration and action.

31. Disciplinary Action, Suspension and Penalty:

If the College/management/ Disciplinary Committee, in his decision, puts an employee in suspension due to violation of the Code of Conduct, ethics, he shall communicate such decision in writing to the employee concerned. During the entire course of disciplinary procedure and appeal/clarification offered by the employee, he/she shall remain under suspension. An employee under suspension will be entitled to receive a monthly subsistence allowance as follows:

- A. During the first two months of suspension, at the rate of 50% of his/her total emoluments.
- B. If there is delay beyond two months in arriving at a decision, subsistence allowance will be paid at the rate of 75% of his/her total emoluments.
- C. Final decision on the future of suspended employee must be taken by the management of the College within a period not exceeding 1 (one) year from the date he/she is placed in suspension, otherwise he/she is exonerated from all charges.
- D. In case an employee is exonerated of all charges, all arrears of pay and allowances will be paid to the employee for the total period of suspension.

32. Penalties:

The following penalties may be imposed by the Principal /management on the recommendation of the Disciplinary Committee: -

- A. Letter of Censure.
- B. Recovery of damage or loss incurred by the College from the individual.
- C. Withholding of increment without cumulative effect (following year double increment without arrears).
- D. Withholding of increment with cumulative effect (loss of increment permanently).
- E. Dismissal from service (without retirement benefits).

None of the above penalties including suspension shall be imposed on a staff until he/she has been given reasonable opportunity to defend himself/herself against the action proposed to be taken against him/her.

33. Right to appeal:

A Staff under disciplinary action shall have the right to appeal against the decision of the Principal within a period of 30 days from the receipt of the written communication from the Principal.

34. Appellate Authority:

The Governing Body shall be the final Appellate Authority in respect of all cases where a penalty is sought to be imposed against a member of the staff. The Governing Body shall have the power to reconsider all the evidence produced in the case, admit fresh evidence, if necessary, hear the parties concerned and confirm, modify or set aside any of the decision of the Principal.

35. Age of Superannuation:

All Staffs shall retire from service as per Maharashtra government non aided College teaching and Non-Teaching post. However, if a Staff retires in the course of the academic session, his/her service may be extended with last pay drawn till the end of the academic session.

36. Resignation from Service:

- A. A probationer may resign from his/her service with one month's notice or by payment of one month's salary in lieu of such notice.

- B. A confirmed employee may resign from his/her service with 30 days' notice or one months' (30 days) salary in lieu of such notice.

37. Amendment:

The Governing Body reserves to itself the right to add, alter or amend any of the above rules as and when necessary. The proposal for amendment may be submitted in writing by a member of the Governing Body to the secretary of the Governing Body at least 3 months before the meeting of the Governing Body.

- 38.** All the staff members are required to submit their Self Evaluation Report at the end of every semester in the prescribed format. The Management and Principal will discuss results of the appraisal with each employee. Results of the appraisal will find a place in the Personal file. Non-performance will be suitably dealt with. The staff will be eligible for increment after completion of probation period in the institution. Also, the attainment of any two of the following along with the student feedback is mandatory for every faculty for each academic year for increments.

1. Paper publication in Journal/conference
2. Patent –Applied/Granted
3. Project –Applied/sanctioned
4. Conduct/coordinate –Conference/seminar/FDP/Workshop/any similar event
5. Acquiring Additional Qualifications/ Recognition in the concerned subject



Seema Pillai
Dr. Seema Pillai
I/C PRINCIPAL
SMT. DEVKIBA MOHANSINJI CHAUHAN
COLLEGE OF COMMERCE & SCIENCE, SILVASSA

ACADEMIC PROFILE

ACADEMIC WORK OF A TEACHER & WORK LOAD DISTRIBUTION:

- Class Room Lectures.
- Laboratory Guidance / Instruction.
- Curriculum Development.
- Development of Learning Resource Material / Course Files.
- Development of Laboratories, Manuals, etc.
- Student Evaluation and Assessment including examination duties of University
- Participation in Co-curricular and Extracurricular work.
- Students Counselling.
- Books, Publications, Seminars.
- Self-up gradation by acquiring higher qualifications, keeping abreast of developments in the own field.

JOB DESCRIPTION

Objective: To ensure mutual respect and freedom for everyone and be role models to student community.

A. REPORTING FOR DUTIES ON TIME

1. College working hours are, strictly 40 hours per week. However, those who have academic, administrative, examination or any other such work shall follow the timing as directed by HOD/ Administrator/Principal/Chairman.
2. A six day working schedule from Monday to Saturday is followed except second and fourth Saturdays or/and as per the Government rule enforced from time to time
3. All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time.
4. Anyone coming late / leaving early for more than 30 minutes on 2 occasions in a month may be allowed by Administrator/ Principal/Chairman.
5. Anyone needing to go out of the College premises during working hours shall seek necessary permission from HOD and Administrator /Principal/Chairman and register his/her absence.
6. Staff members shall compulsorily wear College ID while in the College premises.
7. Staff members shall submit their investment details to the Accounts Section in the office of the college/Institute concerned before 7th January each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.
8. Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/ Principal on standard Discipline Report
9. Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/staff room.
10. All staff members are expected to present themselves in decent attire.
11. Faculty and staff shall communicate to each other and with students only in English.
12. As a security measure, members of the staff who need parking facility in campus shall give their names and the registration number of the vehicle to the security Supervisor.
13. Staff members may arrange meeting of any kind with permission/request to HOD/Administrator /Principal/Management only.

THE DUTIES AND RESPONSIBILITIES OF A TEACHING FACULTY

General

- a) The Faculty Member shall come to the college at least 10 minutes before the commencement of classes and shall leave the college not earlier than 10 minutes after the end of the last hour.
- b) All the Faculty Members shall follow the rules and regulations of the Institution as prevalent from time to time.
- c) The workload of all the staff shall be fixed by the management.
- d) Faculty Members shall update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- e) Faculty Members shall attempt to publish textbooks, research papers in reputed International / Indian Journals / Conferences.
- f) The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- g) Groupism of any kind shall be absolutely avoided. Faculty Members found indulging in such activities shall be subject to discipline proceedings.

IN DEPARTMENT

- a) The Faculty Member shall always first talk to the HOD and keep the HOD in confidence about the member's professional activities.
- b) The teaching load shall be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization.
- c) In addition to the teaching, the Faculty Member shall take additional responsibilities as assigned by HOD / Administrator / Principal/ Chairman, in academic, co-curricular or extracurricular activities.
- d) Every Faculty Member shall maintain student's attendance records
- e) Whenever a Faculty Member intends to take leave, the Faculty Member shall get the leave sanctioned in advance and proper alternate arrangements be made for class / lab / invigilation. In case of emergency, the HOD and Principal must be informed with appropriate alternate arrangements suggested.
- f) The Faculty Member shall make himself / herself presentable. No Faculty Member be partial to any segment / individual student.
- g) The Faculty must update the student's personal file regularly through office Assistant
- h) To give counselling to the students if needed.
- i) To bring the student's misbehaviour in the class to the knowledge of the HOD/ Principal.
- j) To carry out the administrative works of the department given by the HOD concerned/Principal.

IN CLASS ROOM TEACHING

- a) Once the subject is allotted the Faculty Member shall prepare the lecture and the lesson plan and make entries in diary.
- b) The Faculty Member shall get the lesson plan and course file - approved by HOD and Principal.

- c) The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject. The course file consists of preface, previous year university question papers, notes, hand outs, PPT, test/exam question papers, model answer scripts for each exam, Assignment plan, topics and copy of assignment, feedback analysis report etc. The teaching faculty shall get verified their course file by their HOD at least once in a month and submit it to the concerned HOD within two weeks of the last instruction day of the concerned semester and be produced to Principal through Administrative Head/ Admin (Academic)
- d) To give crystal clear instructions.
- e) Allow the students inside the lab only on submission of the required records written up to date.
- f) To attest the readings of the experiment. To let the students, know the percentage of error he/she commits for every experiment.
- g) To sign the manual /rough record before the end of each practical class.
- h) Faculty conducting practical / projects shall be responsible for the respective labs during their practical hours.
- i) Faculty shall follow the guidelines/instructions as prepared by the Lab in- charge. However, faculty can suggest changes in these matters with the consent of the HOD.
- j) Practical/Project be submitted to Principal before commencement of Examination for Certification.

STUDENT – FACULTY REPORT

- a) The Faculty Member should have a good control of students.
- b) As soon as the Faculty Member enters the class, He / She shall take attendance by calling their Name. If any student enters 15 minutes late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counselling and if it does not bring any change the student must be directed to meet the HOD/Principal.
- c) The Faculty Member shall act with tact and deal with insubordination by students maturely.
- d) The Faculty Member shall be strict but not harsh. Never use harsh words, which would hurt the feeling of students.

GENERAL GUIDELINES / POLICIES

RULES AND REGULATIONS OF INTERNAL EXAMINATIONS

The Examination Cell of Smt. Devkiba Mohansinhji Chauhan College of Commerce and Science headed by College Exam Officer nominated by the Principal on the basis of potential of the person. The Principal of the college shall be the Chief conductor of Examinations. The College Exam Officer will create his/her own team with the approval of the Principal of the College. The team shall consist of Senior Supervisor; the number of persons to be nominated shall depend on the quantum of work in the Examination Cell. An Office Assistant will be deputed by the Principal to the examination cell who will be under the Coordinators to carry out the work related to internal and external examinations (preparation of invigilators list, time table, notices, seating arrangement, exam hall preparation etc.)

General guidelines

- a) Follow only the typical question paper format with common instructions printed as per the University Rules. The nature of question paper should be precise. Paper setter should design question paper such that the questions:
 - i) are unambiguous
 - ii) Are written in simple and meaningful words.
 - iii) are asked for appropriate marks
 - iv) Cover the entire Modules prescribed for the Exam.
- b) Marks allotted to a question or sub-question shall and indicated on the right side of that question or sub-question.
- c) Appointment of Paper Setters and Examiners shall be done normally by the concerned faculty who is teaching the course.
- d) If multiple faculty members are teaching a single course, then they together shall setup the question paper and inform the department exam coordinators about the same.
- e) The concerned faculty who is teaching a course shall forward the question paper to Internal Quality Assurance Cell for ensuring the quality.
- f) If the concerned teacher is not available due to some reason or unable to set the question paper or cannot be given the work of paper setting, the HOD shall arrange for alternative faculty who shall do the paper setting and all related work.
- g) The concerned faculty shall maintain secrecy of the question paper and shall be responsible for the same.
- h) The exam cell should take printout of question paper and kept in sealed packet. The coordinator shall keep all packets in the exam cell and use each packet as per the examination schedule.

Conduct of Examination

The examinations for U.G. Programmes shall be conducted in accordance with the Academic Rules and Regulations for U.G. courses respectively and also as per the Examination Schemes for the various Programmes as per academic calendar of Smt. Devkiba Mohansinhji Chauhan College of Commerce and Science and University of Mumbai.

DUTIES AND RESPONSIBILITIES OF THE LABORATORY /WORKSHOP INCHARGE AND LAB ASSISTANT

Laboratory and workshop Objective: To help students analyse Evaluate & Create themselves through experiments, what they learn in the classroom

- a) To maintain the Dead Stock Register and Consumable Registers.
- b) To estimate the requirements for consumables for the laboratory and procure the same, before the start of every term.
- c) To plan for the procurement of equipment for the coming term well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges.
- d) To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- e) To organize the laboratory for oral and practical examinations.
- f) To hold those responsible for any breakage / loss etc. and recover costs.
- g) To ensure the cleanliness of the lab and switch off all equipment after use.
- h) Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Administrator Head/ Admin (Academic) Principal for necessary action.
- i) The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- j) Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute
- k) All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.
- l) Lab Assistants in coordination with Lab In-charge should display (i) List of Equipment/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board. m) Any other duty as may be assigned by the faculty in charge of lab/ Administrator /HOD/Principal/Chairman from time to time.

BUDGET AND PROCEDURE FOR PROCURING LAB CONSUMABLES, VALUABLES AND STATIONERY:

Budget

Soon after the last working day of an academic year, the staff in charge of each lab shall assess the requirement of lab consumables for the next academic year taking into account the consumption in the previous semester. The HOD of the department concerned is to prepare a detailed estimated Budget for the next academic year and submit to Management through principal.

The HOD as soon as realizing the need for the equipment (including furniture) for the next year/Semester has to initiate a proposal to the Management for the procurement of the same, through the Principal with a copy of approved Budget.

Stationery

1. Soon after the last working day of an academic year, HODs' shall assess the requirements of stationery needed for the administration of their Department.
2. After consolidation of the requirements and after the approval, the Management will take action for the bulk purchase of the stationery needed for the entire Institution.
3. After procurement, the stationery required for each Department will be disbursed by the Storekeeper.
4. Special indent for stationery in bulk for specific purpose such as conduct of workshops / conferences / seminars, etc shall be given by the HOD to the office under intimation to Principal well in advance (at least 10 days before the proposed date.) While preparing the special indent, the actual use of stationery during previous similar occasion shall be taken into account as a basis.
5. As soon as the purpose for which the stationery has been obtained is over, the unutilized portion shall be returned to the office by the HOD concerned. (The stationery obtained for a specific purpose shall not be used for normal work of the Department).

MAINTENANCE OF STOCK

1. In case of laboratory, the following stock registers shall be maintained
 - A. Consumables stock register
 - B. Non-consumables/Valuables stock register
 - C. Other registers based on the requirement of the Department concerned.
2. The staff in charge for each lab is responsible for the proper upkeep of the material in the lab besides maintaining the consumable and non-consumable stock register of each lab. Each entry should be signed by the staff in charge of the laboratory and the HOD concerned.
3. The staff in charge shall be nominated from amongst the members of the Department. He/she will be in charge of the concerned laboratory of the department.
4. Whenever a new staff member takes over the staff in charge of a lab, he/she should take charge of the laboratory from his/her predecessor after verifying the entries of the stock registers. If there is any discrepancy, the fact should be reported immediately through the HOD to the Principal.

5. If a staff member who is in charge of a particular lab proceed on long leave, HOD shall make alternate arrangements immediately to entrust the stock to another staff member. The newly entrusted staff member shall take possession of all the stocks immediately and the HOD shall report the fact to the Principal.
6. Any breakage or damage of an item during its use shall immediately be recorded in the stock register against that item in the remarks column. This shall include the reason for the damage and any breakage fees to be collected from the staff member / student whoever is responsible for the damage. In case of expensive items, the matter should be reported to the Principal immediately for the recovery of the breakage fees. For inexpensive items, the breakage fee should be collected after the practical classes are over for the concerned semester.
7. Similarly, loss of any item shall also be recorded in the register and reported to the Principal for recovery of the cost from person responsible for the loss.
8. After the recovery of the costs and on the specific orders from the Principal the item lost / damaged has to be removed from the stock register.
9. If any old item is beyond repair and cannot be put into the use, the same can be condemned after obtaining approval from the Principal. This has to be entered in the stock register.
10. No transfer of an equipment / material from one lab to another lab (even within the same Department) should take place without prior permission of the Principal. As and when such a transfer is made a note should be made in the respective stock register of the laboratory against the item regarding the date of issue, date of receipt and other relevant particulars.
11. If any equipment is not functioning within the guarantee period, the company may be pulled up for rectification and it must be set right at the earliest.
12. Periodic service and maintenance of equipment / machineries is a must.

STOCK VERIFICATIONS

1. Surprise checking of stocks shall be carried out by the HOD in his/her Department at least once in a semester. Principal or any member of the Management may also conduct surprise checks.
2. Apart from surprise checking, annual verification shall be carried out by the staff members deputed by the Principal from other Departments before the end of the semester.
3. Discrepancy, if any, noticed during stock verification shall be reported to the Principal immediately for further action.

ACADEMIC AUDITING

Academic auditing covers Course delivery covering syllabus, adherence to course plan, quality of question papers for internal and external examinations, internal evaluation, laboratory experiments, practical assignments, mini projects and conduct of practical classes and their evaluation.

The audit is mainly focused on:

1. Adherence to the Academic calendar and semester plan
2. Functioning of class/course committees
3. Schedule of class and Faculty Time Table
4. Attendance of students
5. Quantity & Quality of Assignments/ Internal Exam Questions
6. Subject/ practical coverage as per course plan
7. Evaluation of internal exams/ assignments with sample
8. Evaluation of students' performance in practical classes
9. Performance of students in Internal exams and Award of internal evaluation marks
10. Maintenance of course diary and Course File
11. Performance of students in the previous semester
12. Faculty evaluation by students and Peers through Feedback form
13. Information on progress of students to their parents
14. Feed backs from students and stake holders

INSTRUCTIONS TO INTERNAL QUALITY AUDITOR

1. The internal Auditors shall study the quality system documents before going for the audits
2. Deviations/Non-Conformities deficiencies if any shall be identified and recorded in Non-Conformance Report with the respect to the specific requirement
3. The Auditor or his Representative shall write down the proposed corrective/preventive action

WORK LOAD DISTRIBUTION OF NON-TEACHING STAFF

Admin Co-ordinator:

- 1) Nodal Officer for National Scholarship
- 2) Academic Audit Year Wise.
- 3) Submission related to the Bills for payment.
- 4) Liaison with Police/Panchayat/ Other Govt. and private agencies as and when required, with the approval of Chairman.
- 5) All Bank Transactions.
- 6) Payment regarding Purchase & Maintenance of accounts.
- 7) Keeping Records of students fees according to their courses.
- 8) Maintenance of Passwords.
- 9) Assisting to prepare the indent for purchase of Lab materials, maintenance of equipment and services as sanctioned by Management.
- 10) Maintenance of Stock Register and updating it regularly (All Departments/ Admin Office/Exam Cell)
- 11) Maintenance of all record related to photocopies
- 12) Looking after Hospitality in house and for Guest/ Resource person/ External Examiner visiting our College.
- 13) Muster Maintenance- Attendance & Leave Record Maintenance of Teaching and Non-Teaching as per Rules.
- 14) Faculty/ Staff vacation details: Maintaining of Teaching & Non-Teaching Staff Attendance Registers.
- 16) Maintenance of Outward Register
- 17) Maintenance of Inward Register.
- 18) Maintaining Principal Leave Record.
- 19) Monitoring and Maintenance of all Notice Boards.
- 20) Coordination with all concerned for preparation of Calendars, College Magazines, Invitation, Brochures, Greeting Cards and Advertisement etc.
- 21) Details and updation of Students & Staff Address.
- 22) Maintaining Documentation of ISO Certification of College
- 23) Generation of student data required for Student Information System

- 24) NAAC related office coordinator
- 25) Dealing with Parents & Students Enquiry
- 26) Any work assigned by Higher Authority.
- 27) Any work assigned by Principal.

Executive Assistant – Eligibility and Enrollment Section:

- 1) Coordinating for AISHE Work.
- 2) Outward Register- Student Reports & Correspondence and other Correspondence.
- 3) Inward Letters- Collection & Distribution.
- 5) Drafting letters to University- Eligibility/ Enrolment
- 6) Custodian of Students certificates -Issuing Original Documents and keeping Record of University Mark sheet & Degree Certificate to the students.
- 7) Dealing with Parents & Students Enquiry.
- 8) Issuing documents to pass out students for migration from university.
- 9) Custodian of Students certificates -Collecting Original Documents during Admission.
- 11) Admission of Students- Maintenance of Student Admission record.
- 12) Submission of Eligibility/ Enrolment forms (checking the forms submitted by HODs).
- 14) Submission of Original Migration & Verification Reports to the University.
- 15) Gujarat Board/ CBSE Board / Other Board Verification Work.
- 17) MKCL related work.
- 18) Students Profile Correction.
- 19) Addressing RLE/RPV Cases of the University.
- 20) Custodian of Students certificates (certificates and University Certificates).
- 21) Issue of Transfer Certificates.
- 22) Any work assigned by Higher Authority.
- 23) Any work assigned by Principal

Executive Assistant – Examination and Result Section:

- 1) Students on Roll (Statistical Unit Work)
- 2) Coordination with University related to admission fees and other matters.
- 3) Outward Register- Student Reports & Correspondence and other Correspondence.
- 4) Inward Letters- Collection & Distribution.
- 5) Issuing NOC and Transcription Letter etc.
- 6) Issuing staff & student No Due certificate.
- 7) Generating & downloading Hall Tickets issuing to students.
- 8) Assisting Admin office whenever requires Assistance.
- 9) Course completion/Bonafide/Conduct/Fee details Certificate.
- 10) Drafting letters to University- Examination section
- 11) Preparing circulars and other letters.
- 12) Coordination with university related to exam fees and other matters.
- 13) Dealing with Parents & Students Enquiry.
- 14) Issuing Original Documents.
- 15) MKCL related work.
- 16) Marks entry in University Portal.
- 17) Generating Mark sheets & issuing to the students.
- 18) Coordination with all concerned for preparation of Calendars, College Magazines, Invitation, Brochures, Greeting Cards and Advertisement etc.
- 19) Issuing ID cards for staff & students and duplicate ID if necessary.
- 20) Custodian of Students certificates (Original Mark sheets of FY and SY)
- 21) Website updation & Banners.
- 22) Sending messages related to Examination.
- 23) Any work assigned by Higher Authority.
- 24) Any work assigned by Principal

Accounts Assistant:

- 1) Preparation of Staff Salary.
- 2) Assisting Audit year wise.
- 3) Collecting Staff & Student No Due Certificate.
- 4) Daily Financial Report- Internal & Consolidated, keeping accounts update in Tally Software.
- 5) Keeping Records of Students fees according to their courses.
- 6) Maintenance of stock register and updating it regularly (Admin Office/Exam Cell).
- 7) Issuing No Dues Form.
- 8) Sending Message through ERP.
- 9) Bus related/ Issuing Railway Concession Form.
- 11) Issuing fee receipt of the students.
- 12) Dealing with Parents & Students enquiry.
- 13) Maintaining the Records of Petty Cash with details.
- 14) Outward Register- Student Reports & Correspondence and other Correspondence.
- 15) Inward letters- collection & Distribution.
- 16) Issuing Original Documents.
- 17) Preparing TDS of staff and enterprises
- 18) Computing and processing PF of the employees.
- 19) Any work assigned by Higher Authority.
- 20) Any work assigned by Principal

Office Assistant :

- 1) Clearing of Payments through cheque or online
- 2) Submission of Proposals of Staff / Departmental Requirements
- 3) Preparing Staff appointment and Relieving order.
- 4) Preparing DD for university and other activities.
- 5) Outward Register- Entry
- 6) Inward Register- Entry

- 7) Preparing Circulars and maintaining in file.
- 8) Drafting correspondences
- 9) Any work assigned by Higher Authority.
- 10) Any work assigned by Principal

DUTIES OF EXAMINATION SECTION

The examination section will be monitored by following

1. Chief Conductor/ Superintendent (Principal)
2. College Exam Officer
3. Senior Supervisor(FY/SY/TY)
4. IT Exam Coordinator (Faculty from Computer Dept.)
5. Examination Assistant

All University examinations, Internal Examination and Online examinations will be monitored by examination section in-charge day to day. He/ She is responsible for coordination of all departments for proper functioning of examination section. He/she shall communicate with University regarding issues related to students and get issues resolved.

DUTIES AND RESPONSIBILITIES OF COLLEGE EXAM OFFICER

College Exam Officer is overall responsible for the evaluation system that includes:

- Resolving RLE cases on time
- Preparation of Examination schedules.
- To ensure that examination answer sheets is as per the norms in sufficient copies as per the strength of the class along with attendance sheets should reach the departments before exam due date.
- To ensure proper conduct of the examination
- To preserve the Question papers of Internal exams and External exams for future review.
- To preserve the evaluated internal examination answer sheets, External exam answer sheets branch wise, year wise for a period of three academic years and have them destroyed after the due date as per norms
- Any change in schedule due to valid and unavoidable reason duly approved by the Principal should accordingly be made and communicated to students through respective departments.



Seema Pillai
Dr. Seema Pillai
I/C PRINCIPAL
SMT. DEVKIBA MOHANSINHUJI CHAUHAN
COLLEGE OF COMMERCE & SCIENCE, SILVASSA

EXAMINATION COORDINATOR/ IN CHARGE/ IT COORDINATOR

The post holder needs to have good administrative skills, computer Knowledge and shall be highly efficient and organised. He/ She needs to be articulate & able to deal sensitively with a variety of situations with Principal, faculties, examination invigilators, student, parents and examination department of the university. It is essential that He/ She should have the ability to be clear and assertive whilst remaining calm, composed, tactful and flexible. It is expected that the post holder is available to work during the holidays, in order to process examination form, fill up, conduct of examination and the communication and distribution of results.

Responsibilities

- Resolving RLE cases on time in co-ordination with College Exam Officer
- Complete the admission procedure on University portal as per stipulated time
- Overall see arrangements for the College and University Examination entries.
- Organise the collection of filled examination form and examination fees; organising, invoicing and ensuring money collected is credited to the relevant college account, in liaison with the Admin office.
- Inward of examination forms.
- Online Payment of admission fees and exam fees to the University
- Issue of Hall- Tickets to the students well in advance prior to examination.
- Co-ordinate with the College Exam Officer
- Ensure all examination papers and stationery is delivered safely to the College. Receiving and Counting of Answer sheet and putting the answer sheet in the pack of 100 nos. Being responsible for the strict security of examination question papers and answer papers and ensuring completed papers are dispatched promptly and appropriately to the University for the Evaluation Purpose.
- Maintaining the register for issue, used and unused stock of blank answer sheets.
- Issuing circular on time related to ATKT and Regular Examination
- Be responsible for arrangements for the conduct of existing and new examinations.
- Preserving the Supervisor Report forms related to the examination according to the date of the examination.
- Maintaining the Register for issue of written answer paper for evaluation and ensuring the timely return of checked answer paper.
- Co-ordinate the team of invigilators, with the support of the examination in-charges.
- Make appropriate seating arrangements for ensuring proper conduction of examination
- Ensure that all examinations start and finish appropriately in line with University regulations including the conduct of any on-line examinations.
- Ensure that students are given all the necessary relevant information about examination entries, the date and time of the examinations and the information of results and certificates

- Ensure that all necessary stationery and materials and other requirements are procured for examinations.
- Initiate appropriate correspondence with and responding appropriately to correspondence from the University Examination Department the college deals with, including dealing with issues relating to revaluation of Answer Sheet, Rechecking of Answer Sheet, Displaying and Communication of Revaluation and Rechecking results of the concerned subjects, Change of Examination Pattern, Change in subject code, Change in Date of Examination, Remarking Other Administrative issues such as students who miss examinations through illness or who require special consideration.
- Deal with enquiries from parents and students, including former students.
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the University Examination Section.
- Liaise with HODs to ensure appropriate preparation of timetable and invigilation arrangements are in place for the college internal examinations and Viva- Voce.
- Online entry of marks in college software and university portal.
- Undertake any other related duties and responsibilities of an equivalent nature, as may be determined by the examination in-charges from time to time.

EMPLOYEES OF COLLEGE

1. Principal
2. IQAC Coordinator
3. Vice Principal
4. HoDs
5. In Chagres of Various Committees
6. Faculty Members
7. Admin Assistants
8. Drivers
9. Support Staff

Recruitment Policy/Appointment policy of the above Employees be in accordance of the Rules and Regulations of University of Mumbai, UGC and policy adopted by LCSCT Management from time to time

PRINCIPAL

Principal is overall responsible for establishing an ideal institute by promoting the various curricular & extra-curricular activities, administrative and financial matters. As a Principal he shall advise the Management in all educational, financial and administrative matters of the institute.

Commonly the principal shall:

- Report to the Honourable Chairman
- Preside over the meetings of college
- Be responsible for human resource planning for teaching and non-teaching staff for long and short-term requirements.
- Guide the Administrator in the annual budget preparation
- Inspect the departments and their routine functioning
- Liaison and coordinate with University, UGC and other professional bodies.
- Work to develop the institute in all areas for an all-round development and growth of the institute
- Advice to Arrange and organize the various faculty and staff development programmes
- Advise the HODs and faculty in various academic and administrative matters
- Represent the institute in various International, National, State and regional level bodies, societies, councils as required.
- Optimize the resources available in academic, administration, finance, etc.
- Implement integrated and uniform systems in academic, administration, finance, etc. where and when ever it is possible
- Conduct regular meetings of the various committees for better liaison and coordination in academic, administration, finance, etc. and to exchange the ideas and to cooperate in various activities
- Conduct Institute Development & Monitoring Committee Meetings to ensure Quality Management of the Institution.

IQAC COORDINATOR

There shall be an IQAC Co-ordinator appointed by Principal who can perform/manage IQAC work and directly report to Principal.

- Supervise the work of Committees formed for NAAC work
- Supervise the meeting of committees
- Collect data and keep the record
- Arrange workshop/ lecture on NAAC
- Prepare the Report for NAAC

VICE PRINCIPAL

There shall be Vice Principal appointed by management on the recommendation of the Principal from the existing senior faculty from the department at least having enrolment of not less than 120 students. The Vice Principal shall work directly under the superintendence, direction and control of the Principal at the pleasure of Principal. If Vice Principal fails to perform duties to the satisfaction of principal, then new person can be appointed as Vice Principal as per the above-mentioned procedure. There can be more than one Vice Principal if enrolment of students exceeds more than 5000 students. If the total strength of the students is less than 1000 then it will be at the discretion of the Principal to recommend a person to the post of Vice Principal. When this code comes into force, the incumbent Vice Principal ceases to be holding the post.

During the absence of the Principal for any reason, the Vice Principal shall exercise the powers of Principal but shall not take any major policy decision without consulting Principal/Management

- Completing Student Eligibility procedure
- Monitor smooth running of the classes & ensure timely completion of syllabus
- Monitor academic discipline among the students.
- Monitor smooth conduction of the Class tests
- Ensure timely evaluation of the exam answer scripts
- Take necessary action on failed students and absentees
- Consolidate the weekly activities and sending reports (Academic) to the Chairman through Principal
- Conduct weekly meetings of the staff to know the difficulties if any and the progress with the permission of the Principal and report the minutes of the meeting
- Interact with students to know their academic problems and take necessary actions
- Complete the Academic audit (Twice in a month) in coordination with the Administrative Head/ Admin (Academic) and prepare necessary reports
- Based on the reports, take corrective actions if any for the timely completion of syllabus
- Make sure that the time tables are ready before commencing of the academic sessions
- Maintain Lesson plan, Question bank, Lab Manual & Tutorial Question of all subjects
- Check the readiness of class rooms, laboratories
- Monitoring Seminar / Guest Lecture (Students / External Faculty)
- Monitoring Tutorial Classes
- Analysis of University Exam / Mid Exam / Class Test results – Preventive Action
- Faculty / Staff / Students counselling
- Monitoring of Library books issues of students
- Prepare & Maintain consolidate Attendance / Academic Performance of all students for all semesters
- Maintain all attendance / Internal marks as per University requirement


- Faculty & Students Discipline
- NSS / Department Seminar / Fresher`s Day / College Day / Sports Day Activity Follow up
- Encourage the faculty & Student to attend the Conference / FDP etc and submit to Principal
- Monitoring and maintaining all website and communicate to Principal
- Maintenance of College website
- Arranging general meeting and Audit of committees with the permission of Principal and submit minutes of the meeting to Principal.
- Any other work assigned by Principal

HEAD OF DEPARTMENT

There shall be Head of the Department to supervise and coordinate the departmental work appointed by Principal. Head of Department is overall responsible for establishing an ideal learning environment and promoting the departmental activities to achieve its objectives and be accountable and answerable to Principal.

- Eligibility and Enrolment coordinator
- Responsible for the overall discipline of the students and staff of the department
- The teaching load is equally distributed as per the norms taking into confidence departmental colleagues.
- Preparation of time tables (classroom) taking into confidence departmental colleagues. and monitor it through teachers and day time tables
- Shall ensure through appropriate departmental members
- Daily attendance
- Maintain the files registers such as Student Record, Faculty Profile, Internal exams and University Question paper, Subject details and Syllabus
- Encourage faculty to develop new teaching aids, tutorials, and Lab exercises extension to syllabus specified.
- Encourage in-house projects by all students
- Conduct various academic activities in consultation with Principal
- Monitor progress of subjects through subject diaries of each faculty
- Conduct the meetings as per the academic calendar
- Departmental staff meetings
- Class Committee meetings
- Any other work assigned by Principal




Dr. Seema Pillai
 V/C PRINCIPAL
SMT. DEVKIBA MOHANSINHI CHAUHAN
 COLLEGE OF COMMERCE & SCIENCE, SILVASSA

MENTOR – MENTEE CONCEPT

DUTIES AND RESPONSIBILITIES OF MENTOR

There shall be Mentor/Mentee to help students in their pursuit of knowledge and to maintain a close watch and build rapport with students and parents.

The Mentor is responsible for the batch of students assigned for the entire academic year and is answerable to the IQAC Co-ordinator and respective HOD of the students while carrying the following duties:

- Shall maintain the record of the students, the information includes contact details, admission details, academic record, co/extra-curricular activities details, achievements and disciplinary actions if any etc.
- Meet them at least once a month for the counselling sessions and record it.
- Know the physical, mental, emotional status of the student and provide assistance or bring it to higher authorities notice wherever necessary.
- Long absenteeism to classes or internal exams, abnormal academic performance, unusual or unacceptable behaviour should definitely be brought to the notice of the parents and college authorities.
- Emphasis should be made on attitudes, value systems, hard work, career planning in all the counselling sessions.
- In short, Mentor should act as a buddy, a guide as well as a mentor.
- To ensure that every student is well supported to fulfil his/her learning potential
- In order to monitor the progress and quality of students, appraise them and consult their parents.
- To encourage the students to learn beyond the syllabus contents.
- Give awareness to students about the rules of attendance (general), Industrial Visits, sports, leave etc.
- To maintain student discipline in the class as per the college policies.
- To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree
- Address students' queries.
- Meeting the parents of students, especially defaulters.
- To lead an effective induction programme and value added course for student's in consultation with HOD.
- To produce the assessment plan for every semester well in advance
- To manage the production and dissemination of reports to students, parents, College Management and other governing bodies from time to time
- Implement the actions based on the minutes of class committee meetings.
- Cooperate with the college discipline committee and management in matters affecting general discipline and workplace ethics.
- Arrange PTA meetings and all common functions of the college to represent the class.
- Take charge of any special projects assigned by the management from time to time.
- To encourage the students to participate in competitions conducted inside and outside the college.
- Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counselling sessions in consultation with the HOD.

Following Committees shall be formed. If need arises new committees can be constituted and dissolved if not needed.

Formation/Composition be detailed and appended to this Rubric time to time.

- College Development Council
- Admission Committee
- Internal Quality Assurance Cell
- Unfair means Committee
- Standing Committee
- Purchase Committee
- Anti-Ragging/Prevention Committee
- Women Development Cell
- Sexual Harassment Grievance Committee
- Student Council Committee
- Magazine Committee
- Cultural Committee
- Attendance Committee
- Maintenance and discipline Committee
- Library Advisory Committee
- NSS Advisory Committee
- Time Table Committee
- Sport Committee
- Scholarship Committee
- Excursion and Study Tour Committee
- Industrial Visit/Field work Committee
- Career Guidance, Placemat and Tainting Cell
- Research Development Cell
- Science Forum
- Commerce Forum
- Alumni Association Advisory Committee
- Devkiba Nature Club
- Canteen Committee
- Examination Committee
- Students' Welfare committee
- Eligibility and Enrolment committee
- Public liaisons committee
- Devkiba Saturday Club
- Devkiba Health Club
- Teachers Welfare Cooperative Society



Seema Pillai

Dr. Seema Pillai
V/C PRINCIPAL

SMT. DEVKIBA MOHANSINHU CHAUHAN
COLLEGE OF COMMERCE & SCIENCE

SMT. DEVKIBA MOHANSINHU CHAUHAN
COLLEGE OF COMMERCE & SCIENCE, SILVASSA

College Development Council

There shall be College Development Council, which will focus on continuous development and improvement of the college. It will provide academic guidance, ensure availability, use of facilities for the promotion, coordination, and raising the standard of education in the college.

The committee will be decided as per the guidance of Chairperson. The committee shall consist of following Member

1. Chairperson
2. Secretary
3. Members

Admission Committee

There shall be admission committee to deal with all matters pertaining to the entire admission procedure and to ensure that all admission formalities are completed as per the set guidelines of Mumbai University.

The committee will be decided as per the guidance of Principal. The committee shall consist of following Member

1. Principal
2. Vice Principal
3. Head of the department
4. Staff Members and Office assistant

Internal Quality Assurance Cell

The **IQAC** is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges. The **IQAC** may channelize and systematize the efforts and measures of an institution towards academic excellence.

The committee will be decided as per the guidance of Principal. The committee shall consist of following Member

1. Chairperson/Coordinator
2. Staff Members appointed by Chairperson

Unfair means Committee:

There shall be Unfair Means Committee to take disciplinary action against students for misconduct during examination conducted by college.

The committee will be decided as per the guidance of Principal. The committee shall consist of following Member

1. Principal
2. Head of the department
3. Exam incharge.

Standing Committee:

Standing **committees** are generally **formed** to consider and recommend action and propose policies in the functional areas of college. (Academic planning, standards and policies)

The committee will be decided as per the guidance of Chairperson. The committee shall consist of following Member:

1. Chairperson
2. Coordinator
3. Members

Purchase Committee:

There shall be purchase committee for dealing with all matters pertaining to all purchases of the college.

The committee will be decided as per the guidance of Management. The committee shall consist of following Member:

1. Chairman
2. Secretary
3. Principal
4. Members nominated by Chairman

Anti-raging/ Prevention Committee

Anti-Ragging Committee will be the Supervisory and Advisory Committee in preserving a Culture of Ragging Free Environment in the college Campus. The Anti-Ragging member will work under the Supervision of Anti Ragging Committee and to engage in the works of checking places like Hostels, Buses, Canteens, Classrooms and other places of student congregation. Anti-Ragging Committee will be involved in designing strategies and action plan for curbing the Menace of Ragging in the college by adopting array of activities.

The committee will be decided as per the guidance of Chairperson. The committee shall consist of following Member:

1. Chairperson
2. Coordinator
3. Members

Women Development Cell/ Sexual Harassment Grievance Committee:

To provide and maintain a dignified congenial working environment for women employees (including teaching, non-teaching and contractual workers) and students where they can work, study and explore their potential to the fullest.

The committee will be decided as per the guidance of Principal. The committee shall consist of following Member:

1. Chairperson
2. Coordinator
3. Members
4. Student representative

Cultural Committee

There shall be a cultural committee to promote and arrange extracurricular activities to bring out the talents of the college students

The committee will be decided as per the guidance of Principal. The committee shall consist of following Member:

1. Coordinator
2. Members

Research Development Committee:

There shall be a committee to promote research and development activities by motivating students and faculty member for publishing research papers, organizing seminar, workshops and conference on innovation every year.

The committee will be decided as per the guidance of Principal. The committee shall consist of following Member:

1. Chairperson
2. Coordinator
3. Members

Alumni Association:

There shall be alumni association to foster relations between the Alumni and the Institute and strengthen the bond between Alumni and current students. The committee shall organizes various events such as Annual Alumni Meet, summer/ Winter City Meets to keep the alumni in constant touch with the institute and also help them in networking amongst themselves.

The committee will be decided as per the guidance of Principal. The committee shall consist of following Member:

1. Chairperson
2. Coordinator
3. Members

Career guidance, placement and training cell

There shall be Career guidance, placement and training cell for collaborating with leading organization for setting up training program and arranging on/off campus interviews for graduating students.

The committee will be decided as per the guidance of Principal. The committee shall consist of following Member:

1. Chairperson
2. Placement officer
3. Members

University of Mumbai

Phone - 022 - 2265 2816
E-mail - dy.registrar.tau@fort.mu.ac.in



Teaching Appointments &
Approval Section
UNIVERSITY of MUMBAI,
Fort Campus, M.G. Road, Mumbai - 32

Ref.: TAAS(CT) / ICD / 2018-19 / 1241


26th March, 2019

Circular

Attention of all the Directors / Heads of the University Departments, Professor-cum-Director of Institute of Distance Education, Director of Academic Staff College, Director of Adult & Continuing Education and Extension, Director of Knowledge Resource Centre, Principal of Sir J J School of Architecture, Principal of V V Dalvie College, Talere, Principal of Vishwabhusan Bharatratna Dr Babasaheb Ambedkar College, Ambadave, I/C Director / Co-ordinator of Sub centers and the Principals of affiliated aided and unaided colleges are hereby informed that,

Hon'ble Vice-Chancellor of the University of Mumbai, by and under the powers vested to him under Sub-Section (8) of Section 12 of the Maharashtra Public Universities Act, 2016, issued the Direction No. 01 of 2019 that, the provisions of the Government Resolution No. Misc-2018 / C.R.56 / 18 / UNI-1, dated 8th March, 2019 (enclosed as Annexure) shall be applicable to the teachers in the University working on the State Government sanctioned posts as well as on the posts created from the University fund, aided and unaided affiliated colleges, and also recognized institutions.

Provisions of the above said Government Resolution No. Misc - 2018 / C.R.56 / 18 / UNI-1, dated 8th March, 2019 shall be applicable with effect from **1st January, 2016**.


(Dr. Ajay Deshmukh)
Registrar

Encl : as above

To,

The Directors / Heads of the University Departments, Professor-cum-Director of Institute of Distance Education, Director of Academic Staff College, Director of Adult & Continuing Education and Extension, Director of Knowledge Resource Centre, Principal of Sir J J School of Architecture, Principal of V V Dalvie College Talere, Principal of Vishwabhusan Bharatratna Dr Babasaheb Ambedkar College Ambadave, I/C Director / Co-ordinator of Sub-centers and the Principals of affiliated aided and unaided colleges in the faculties of Arts, Science, Commerce, Humanities, Law, Education, Social Sciences, Languages, Library Science, Physical Education, Journalism and Mass Communication, Music, Performing Arts, Visual Arts, Other Traditional Indian Art forms like Sculpture, Drama and Yoga etc.




Copy forwarded with compliments for information to:-

1. The Hon'ble Secretary to the Government of Maharashtra, Higher & technical Education Department, Mantralaya Annexe, Madam Cama Road, Mumbai - 400 032.
2. The Director of Higher Education, Maharashtra State, Central Building, Pune - 411 001.
3. The Joint Director, Higher Education, Mumbai.
4. The Joint Director, Higher Education, Konkan Region, Panvel, Dist. Raigad - 410206.
5. The Presiding Officer, College Tribunal for Mumbai and S.N.D.T. Women's Universities, University Building, East Wing, Second Floor, Fort, Mumbai - 400 032.
6. The Secretaries of the Management / Societies of aforesaid colleges.
7. The Secretary, Association of Non-Government Colleges, University of Mumbai, C/o. Ramnarain Ruia College, Matunga, Mumbai - 400 019.
8. The Secretary, Principals Association, C/o. Dnyansadhana College of Arts, Science and Commerce, Sathe Wadi, Thane (West), Mumbai - 400 604.
9. The General Secretary, University of Mumbai Academic Staff Association. (UMASA)
10. The General Secretary, Mumbai University and College Teachers Union, Mumbai University Club House, "B" Road, Churchgate, Mumbai - 400 020.
11. The President, Mumbai University and College Teachers Association, Yashwant Bhavan, 1st Floor, Pandurang Budhkar Marg, Lower Parel, Mumbai - 400 013.
12. The President / General Secretary, MUPTA.
13. The President / General Secretary, MUNOVA.
14. The General Secretary, Educational Employees' Welfare Association.
15. The General Secretary, University of Mumbai Employees Union.

Copy forwarded for information to

16. E.S. to Hon'ble Vice-Chancellor
17. P.A. to Pro-Vice-Chancellor
18. P.A. to Registrar
19. P.A. to Director Board of Examinations and Evaluations
20. P.A. to Finance & Accounts Officer
21. The Deans of Faculties.
22. All Deputy Registrars & Assistant Registrars & Equivalent Officers


(Dr. Ajay Deshmukh)



Direction No. 01 of 2019

WHEREAS the Government of Maharashtra, vide its Resolution No. Misc-2018 / C.R.56 / 18 / UNI-1, dated 8th March, 2019 has revised pay scales and other measures to the improvement of standards in higher education applicable to all categories of full-time teachers / librarians / Directors of Physical Education employed by the Non-Agricultural Universities, National Law Universities, Deemed to be Universities, non-Government aided / unaided Colleges, in the faculties of Arts, Science, Commerce, Humanities, Law, Education, Social Sciences, Languages, Library Science, Physical Education, Journalism and Mass Communications, Music, Performing Arts, Visual Arts, Other traditional Indian Art forms like Sculpture, etc Drama and Yoga, etc., in the State of Maharashtra and also in Government Institutes and Colleges ;

AND WHEREAS terms and conditions of service of the teachers in the Universities , affiliated colleges and recognized Institutions are to be laid down by Statutes to be made under Section 71 (20) of the Maharashtra Public Universities Act, 2016 ;

AND WHEREAS having regard to the provisions of the above said Government Resolution dated 8th March, 2019, draft Statutes relating to pay scales and other subject matters mentioned in the said Government Resolution will have to be framed and placed before the statutory authorities as laid down in Section 72 of the Maharashtra Public University Act, 2016 ;

AND WHEREAS framing of the Draft Statutes and obtaining the approval of the University Authorities and subsequent assent by the Hon'ble Chancellor is time consuming process ;



....2....

THEREFORE, I, Prof. (Dr.) Suhas Pednekar, Vice-Chancellor of the University of Mumbai, by and under the powers vested in me under Sub-Section (8) of Section 12 of the Maharashtra Public Universities Act, 2016, hereby issue the following directives ;

1. Provisions of the Government Resolution No. Misc-2018 / C.R.56 / 18 / UNI-1, dated 8th March, 2019 (enclosed as Annexure) shall be applicable to the teachers in the University, affiliated colleges and recognized institutions with effect from 1st January, 2016 ;
2. Provisions of the above said Government Resolution dated 8th March, 2019 shall be applicable to the teachers in the University working on the State Government sanctioned posts as well as on the posts created from the University fund ;
3. Provisions of the above said Government Resolution dated 8th March, 2019 shall be applicable to the teachers in the aided and unaided affiliated colleges, and also aided & unaided recognized institutions ;

This Order shall remain in force till the Statutes in this regard comes into force.

Ref.: TAAS(UT)/ICD/2018-19/

26th March, 2019.

(Prof. Suhas Pednekar)
Vice-Chancellor

4.0. Recruitment and Qualifications

4.1. The direct recruitment to the posts of Assistant Professor in Colleges and Assistant Professor, Associate Professor, Professor and Senior Professor in the Universities, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under these Rules. These provisions shall be incorporated in the statutes/Ordinances of the university concerned. The composition of such a committee shall be as specified in these Rules.

4.2. The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Director, Knowledge Resource Center, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports, Director of Physical Education and Sports, and Director of Sports & Physical Education shall be as specified by the UGC in its regulations and accepted by State Government time to time.

4.3. I. The National Eligibility Test (NET) or State Eligibility Test (SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in UGC Regulations, 2018. *Provided* that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M. Phil/Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET /SET for recruitment and appointment of Assistant Professor or any equivalent position in any University, College or Institution.

Provided further that the award of degree to candidates registered for the M. Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. Government Resolution No.: **Misc-2018/C.R.56/18/UNI-1** candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/ Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; and
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars/sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.

II. The clearing of NET/SET shall not be required for candidates in such disciplines for which NET/SET has not been conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions in such disciplines wherever provided in UGC Regulations, 2018.

4.4. A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

I. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

4.5. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.

4.6. A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid. Government Resolution No.: **Misc-2018/C.R.56/18/UNI-1**

4.7. The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.

4.8. The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.

4.9. The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities.

4.10. The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.

4.11. The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. Regular faculty members up to twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.

4.12. Qualifications

No person shall be appointed to the post of University and College teacher, Librarian, Director, Knowledge Resource Center, Director of Physical Education and Sports or Director of Sports & Physical Education, in any university or in any of institutions including constituent or affiliated colleges recognized under clause (f) of Section 2 of the University Grants Commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfill the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of UGC Regulations, 2018.

5.0. Direct Recruitment

5.1. For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.

H. Assistant Professor in Colleges and Universities

Eligibility (A or B):

A.

1) A Master 's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university. Government Resolution No.: **Misc-2018/C.R.56/18/UNI-1**

2) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SET: *Provided* the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work, out

of which at least one is in a refereed journal; and

e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars, sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

1) *The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic affairs) of the University concerned.*

2) NET/SET shall also not be required for such Masters Programs in disciplines for which NET/SET is not conducted. However, Ph.D. degree shall remain the minimum eligibility for appointment of Assistant Professor in such disciplines.

OR

B.

The Ph.D. degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following:

(i) Quacquarelli Symonds (QS);

(ii) the Times Higher Education (THE) or

(iii) the Academic Ranking of World Universities (ARWU) of the Shanghai

Government Resolution No.: **Misc-2018/C.R.56/18/UNI-1**

Jiao Tong University (Shanghai).

Note: The Academic score as specified in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

II. Associate Professor in Universities

Eligibility:

i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines;

ii) A Master 's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed); and

iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy-five (75) as per the criteria given in Appendix II, Table 2.

III. Professor in Universities

Eligibility (A or B)

A.

i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.

ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

B.

An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience. Government Resolution No.: **Misc-2018/C.R.56/18/UNI-1**

IV. Senior Professor in Universities

Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment. The scheme shall be applicable to directly recruited professors only.

Eligibility:

- i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.
- ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.
- iii) The selection shall be based on academic achievements, favorable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years' experience.
- iv) The selection shall be based on ten best publications in the Peer-reviewed or UGC - listed journals and award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per these Rules.

V. College Principal

A. Eligibility:

- i. Ph.D. degree;
- ii. Professor/ Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education;
- iii. A minimum of 10 research publications in peer-reviewed or UGC-listed journals; and
- iv. A minimum of 110 Research Score as per Appendix II, Table 2

B. Tenure:

A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these Rules.