

Jai Hind Sindhu Education Trust's
Maghanmal Udharam College of Commerce
Pimpri – Pune – 17

Manual of Standard Operating Procedure for the stakeholders of the college

References –

1. UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018
2. MAHARASHTRA PUBLIC UNIVERSITIES ACT, 2016

Disclaimer

The standard operating procedures are in tune with the regulations laid down by the regulating bodies such as the University Grants Commission, Higher and Technical Education Department, Govt. of Maharashtra, and Savitribai Phule Pune University, Pune. The college management has laid down its own guidelines wherever it has the flexibility to do so. The standard operating procedure has incorporated these guidelines too. The college management shall ensure that all the stakeholders are required to abide by these regulations in their true spirit as far as possible. The management shall also try to bring the changes in the standard operating procedure whenever the regulations change and it is needed so to do.

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About the Jai Hind Sindhu Education Trust

Jai Hind Sindhu Education Trust was formerly known as Poona Displaced Persons' Relief Committee. Mrs. Kaushalya Sangtani was the chairperson of the trust since its inception, followed by Mrs. Savita Jagtiani. Late Mr. Atur Sangtani, a doyen of construction industry, philanthropist and well-known social worker was the source of inspiration. At present, the Trust is functioning under the able guidance of Mrs. Nalini Gera.

Three institutes are functioning under the ambit of the trust:

1. Jai Hind Primary School
2. Jai Hind High School and Junior College, and
3. Manghanmal Udham College of Commerce

About the College

The College was inaugurated by the Ex-governor of Maharashtra His Excellency Idris H. Latif, in July 1983. The College Premises covers a total area of 8000 sq.ft . The building has well-lit, spacious and airy rooms with a separate library with a steadily growing collection of academic and general interest books and periodicals to cater to the diverse needs and tastes of our faculty and students. Our students can also avail the facilities for vigorous physical sports such as football, cricket, table tennis, volley ball and badminton. Our endeavour is to ensure the total development and welfare of our students and instill the qualities of leadership and academic excellence. The well -qualified and committed faculty of our college proficiently manage the curricular and extra curricular activities. Our college has been consistently achieving good results .in academic and extraculum performance. The College received Permanent Affiliation from the University of Pune in 1995.

STANDARD OPERATING PROCEDURE

Introduction -

The standard operating procedures of our college are largely derived from the laws governing the education system of the state and of the nation. Education we all know falls under the concurrent list of the Constitution of India. Hence it is subject to the directives from both the state and the central governments. It is governed by the University Grants Commission Act, 1956 and Rules and Regulations under the Act, 1956. It has to comply with the Maharashtra Public Universities Act, 2016. These regulations pertain to appointment, promotions, leave administration and other service related provisions for the teaching and the non-teaching staff. The Maharashtra Public Universities Act is applicable to both aided and unaided sections of the institution.

The college has come up with the standard operating procedures on the following important matters –

- a. **The Human Resource** –
 - a. The Principal
 - b. Teaching
 - c. Administrative
 - d. House keeping

Appointed on Grant in Aid positions

Any institution especially in a service-based industry requires robust and empathetic human resource. governance An academic institution therefore must have a strong human resource practice . The college trust abides by the Maharashtra Public Universities Act, 2016 in engaging the human resource guidelines and administration for the college.

The Principal

Principal is defined under section 2(44) of the Maharashtra Public Universities Act, 2016. S/he is a one amongst teachers to lead the institution. S/he is the administrative head of the institution.

Qualifications –

The Principal of the college shall have the qualifications as laid down in – “UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018.”

1. A Master’s Degree with at least 55% marks or an equivalent grade from a recognized University.
2. A Ph.D. degree in relevant disciplines with evidence of published work and research guidance. A minimum of 10 research publications in peer-reviewed or UGC-listed journals.
3. Associate Professor/Professor with a total experience of fifteen years of teaching/research/administration in Universities, colleges and other institutions of higher education.
4. A minimum prescribed score (110 research score) as stipulated in the Academic Performance Indicator based Performance Based Appraisal System as set out in the UGC regulations from time to time.

Appointment of the Principal –

The Principal of the college shall be appointed as per the guidelines laid down in – “UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018.”

Selection Committee for the appointment of the College Principal

A. The selection committee for the post college Principal shall have the following composition:

1. Chairperson of the college managing committee as the Chairperson
2. Two members of the governing body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
3. One nominee of the chairperson of the college from out of a panel five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating university of whom one should be a subject expert.
4. Three experts consisting of the Principal of a college, a professor and an accomplished academician not below the rank of a Professor to be nominated by the governing body of the college out of a panel six experts approved by the relevant statutory body of the University concerned.
5. An academician representing SC/ST/Minority/OBC/Women/Differently abled categories, if any of the candidates representing these categories is an applicant, to be nominated by the Vice Chancellor, if any of the members of the above members of the selection committee do not belong to that category.

B. A total of five members including two experts shall form a quorum.

C. The selection committee shall complete the entire procedure of selection on the day of the selection committee meeting.

D. The term of appointment of the Principal shall be five years and s/he would be eligible for reappointment for another term of five years subject to following of the similar selection process again.

Salary and other emoluments –

The salary and emoluments of the Principal would be in accordance with the pay bands and other benefits fixed by the pay commissions and its implementation by the state government from time to time. Return of any payment in excess of permissible value will be the sole responsibility of the recipient of such excess payments. All the fixations and increments would be done as per the directions of the Joint Director, Pune Region, Maharashtra State.

Leaves Administration–

The Principal's post is a non vocational post hence except the vacations which teachers are entitled to ,the Principal can avail all the leaves the teachers are eligible for . The leaves include the following–

1. Casual leave
2. Special casual leave
3. Duty leave
4. Earned leave
5. Half pay leave
6. Extra ordinary leave
7. Study leave
8. Maternity leave
9. Child Care leave
10. Paternity leave
11. Medical leave
12. Leave without pay

Casual leave –

1. A total of 8 days in an academic year and not to be combined with any other leave. It can be combined with holidays.
2. Holidays or Sundays falling within the period of casual leave will not be considered as casual leave.
3. Casual leave can not be accumulated over years.

Special casual leave

1. A total of 10 days in an academic year and not to be combined with any other leave except casual leave. It can be combined with holidays and vacations.
2. The leave granted will be to carry out activities such as – conduct of university examination/public service commission ; to inspect academic institutions attached to a statutory board or any sterilization operation carried out by a male (maximum of 6 working days) or female teacher (maximum of 14 working days) under the family planning programme.
3. Special casual leave can not be accumulated.

Duty leave –

Duty leave is granted to the teacher to attend conferences, seminars on behalf of the college or with the consent of the college. It could be for a variety of other reasons such as

1. Delivering lectures in other colleges, universities whether in India or abroad or
2. Working in other universities whether Indian or foreign

3. Participating in working of any committee appointed by the local, state or the Union government
4. Any such duties delegated from time to time.

The term of duty leave would be 30 days in an academic year. It would be appropriate enough to ensure that the teacher gets an opportunity to accomplish his/her duty and deliberate upon the task given fully. Duty leave would be a paid leave.

Earned Leave –

Earned leave at the credit shall not accumulate beyond 300 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India

Half Pay leave –

A teacher is entitled to a half pay leave for a period not exceeding 20 days in an academic year. This leave would be granted on the basis of a medical certificate from a registered medical practitioner for any private affairs or for any academic purpose. This leave can not be accumulated.

Extra ordinary leave –

Such leave is granted when no other leave is possible to be granted. The leave is without pay or allowances. Extra ordinary leave shall not be counted for increments unless in exceptional cases.

Study leave –

- A leave for career development of a teacher can be granted for a period not exceeding 3 continuous years of service. This could be given in parts of 2 years plus an extension of a year later.
- Study leave can not be granted on the second instance unless the teacher spends more than five years since his return from the study leave granted to him earlier. The maximum term of study leave admissible during the entire service shall not exceed five years.
- The teacher who is granted study leave shall avail the same within twelve months of its sanction failing which the leave would lapse and s/he will have to apply afresh.
- A permanent whole time teacher with a three years of continuous service shall be entitled to study leave.
- The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

Maternity Leave –

- Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of for a maximum of two times in the entire career.
- Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

Child-care Leave -

Woman teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman teachers during entire service period in lines with the Central Government woman employees. In the cases, where the child-care leave is granted for more than 45 days, the University/College/Institution may appoint a part-time / guest substitute teacher with intimation to the UGC.

Paternity Leave -

Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

Medical Leave -

- A total of 10 days of medical leave per academic year is permissible to a permanent teacher.
- This leave gets accumulated.
- This leave can be granted on production of a medical certificate from a medical practitioner.

In addition to these leaves there are provisions for leaves such as the following mentioned in the "UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018." –

1. Sabbatical leave
2. Commuted leave

3. Leave not due
4. Adoption and
5. Surrogacy leave.

Termination –

The Principal can be terminated from his/her post if the management of the college deems it to be fit provided it has sufficient reasons so to do. In case of such termination the management would have to serve a notice of at three months and in case that any delay in the termination could be detrimental to the interest of the functioning of the institute can terminate the Principal with immediate effect by giving his/her three months' salary. Termination of the Principal will be only after the Principal is given reasonable time to defend his/her position on the action proposed by the management of the college.

Resignation –

The Principal can resign his/her post at his/her own will. S/he can do so only on serving three months' notice to the management of the college. The college management may accept the resignation after listening to the causes behind the Principal's resignation.

Roles and responsibilities -

The Principal plays a pivotal role in an academic institution. S/he is a bridge between the staff and the students of the college on one hand and the college management, the government, the parents and society in general on the other.

The main roles and responsibilities of the Principal include –

1. Day to day general administration involving teaching, learning and research.
2. Supervision and guidance of the teaching and the non teaching staff.

3. Supervision and guidance of the students.
4. Work in close liaison with the government department for various grant, workload, appointment and recruitment of teaching and non teaching staff and other regulatory issues.
5. Work in close liaison with the University for various affiliation, examination, teaching pedagogy, eligibility, commencement of new courses and student related issues.
6. Work in close liaison with other regulatory bodies such NAAC and the UGC.
7. To regulate and conduct the students admissions to different programmes.
8. To supervise and inspect the overall progress of the college and act as a leader in guiding, planning, shaping and sustaining the growth of the college.
9. Any other role or responsibility shouldered to him/her by the Management of the college or the University or any regulating authority.

THE TEACHING STAFF

Appointment of the Teaching Staff –

The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor Librarian and Director of Physical Education and Sports are spelt out in “UGC regulations on minimum qualifications for appointment of teachers and other academic staff in Universities and colleges and measures for the maintenance of standards in higher education, 2018”

Based on the workload in the college the Joint Director, Govt. of Maharashtra identifies the teaching and non teaching workload and accordingly sanctions posts in each of these categories. Appointments of teaching as well as the non teaching staff in aided section of the college is as per the directives of the Govt. of Maharashtra from time to time. Government of Maharashtra’s permission is essential for appointing any staff in the aided section of the college whether teaching or non teaching.

The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors shall be on the basis of merit through an all India advertisement. Selection would be done through a duly constituted committee.

Minimum Qualifications –

1. Good academic record. 55% marks at the Masters.
2. NET/State Eligibility Test qualified or Ph.D. in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009.

3. Ph.D would be a mandatory qualification for direct recruitment of Associate Professors and Professors. Ph.D. degree would also be a mandatory qualification for promotion to the post of Professor.

Librarian –

Minimum qualification for direct recruitment of a college Librarian are –

1. A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
2. A National Eligibility Test (NET) conducted by the UGC 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.

Director of Sports and Physical Education –

Minimum qualification for direct recruitment of a College Director of Physical Education and Sports are –

1. A Master's degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
2. Record having represented the University/ College at the inter-university/inter collegiate competitions or the State and /or National championships.
3. A National Eligibility Test (NET) conducted by the UGC 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.

Selection Committee and Guidelines on Selection Procedure –

Assistant Professor –

The composition of the selection committee for appointing assistant professor in a college would be as follows –

1. Chairperson of the college management or his/her nominee from among the members of the college management to be the chairperson of the selection committee.
2. The Principal of the college.
3. Head of the department of the concerned subject in the college.
4. Two nominees of the Chairperson of the college management from out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating University from the list of experts suggested by the relevant statutory body of the college of whom one must be a subject expert.
5. Two subject experts not connected with the University to be nominated by the Chairperson of the college management from out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating University from the list of experts suggested by the relevant statutory body of the college.
6. An academician representing SC/ST/Minority/OBC/Women/Differently abled categories, if any of the candidates representing these categories is an applicant, to be nominated by the Vice Chancellor, if any of the members of the above members of the selection committee do not belong to that category.

- B. A total of five members including two subject experts shall form a quorum.
- C. The selection committee shall complete the entire procedure of selection on the day of the selection committee meeting.

Leaves Administration

No leave can be claimed as a matter of right. The leaves will have to be approved and sanctioned by the head of the institution. A teacher is entitled to the following leaves –

Casual leave –

1. A total of 8 days in an academic year and not to be combined with any other leave. It can be combined with holidays.
2. Holidays or Sundays falling within the period of casual leave will not be considered as casual leave.
3. Casual leave can not be accumulated over years.

Special casual leave

1. A total of 10 days in an academic year and not to be combined with any other leave except casual leave. It can be combined with holidays and vacations.
2. The leave shall be to carry out activities such as – conduct of university examination/public service commission or to inspect academic institutions attached to a statutory board or any sterilization operation carried out by a male (maximum of 6 working days) or female teacher (maximum of 14 working days) under the family planning programme.
3. Special casual leave can not be accumulated.

Duty leave –

Duty leave is granted for the teacher to attend conferences, seminars on behalf of the college or with the consent of the college. It could be for a variety of other reasons such as

1. Delivering lectures in other colleges, universities whether in India or abroad or
2. Working in other universities whether Indian or foreign or
3. Participating in working of any committee appointed by the local, state or the Union government or
4. Any such duties delegated to the teacher from time to time.

The term of duty leave would be 30 days in an academic year. It would be appropriate enough to ensure that the teacher gets an opportunity to accomplish his/her duty and deliberate upon the task given fully. Duty leave would be a paid leave.

Earned Leave –

This leave gets accumulated and is subject to a maximum of 80 days for teachers entitled to vacations and for those with no entitlement to vacations 180 days. The following measures determine the earned leave a teacher is entitled to.

1. $\frac{1}{30}^{\text{th}}$ of the actual service (including vacation) plus
2. $\frac{1}{3}^{\text{rd}}$ of the period, if any, during which he/she is/was required to perform duty during vacation.

Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave

with medical certificate, or when the entire leave, or a portion thereof, is spent outside India

Half Pay leave –

A teacher is entitled to a half pay leave for a period not exceeding 20 days in an academic year. This leave would be granted on the basis of a medical certificate from a registered medical practitioner for any private affairs or for any academic purpose. This leave can not be accumulated.

Extra ordinary leave –

Such leave is granted when no other leave is possible to be granted. The leave is without pay or allowances. Extra ordinary leave shall not be counted for increments unless in exceptional cases.

Study leave –

- A leave for career development of a teacher can be granted for a period not exceeding 3 continuous years of service. This could be given in parts of 2 years plus an extension of a year later.
- Study leave can not be granted on the second instance unless the teacher spends more than five years since his return from the study leave granted to him earlier. The maximum term of study leave admissible during the entire service shall not exceed five years.
- The teacher who is granted study leave shall avail the same within twelve months of its sanction failing which the leave would lapse and s/he will have to apply afresh.
- A permanent whole time teacher with a three years of continuous service shall be entitled to study leave.
- The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

Maternity Leave –

- Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career.
- Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

Child-care Leave -

Woman teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman teachers during entire service period in lines with the Central Government woman employees. In the cases, where the child-care leave is granted for more than 45 days, the University/College/Institution may appoint a part-time / guest substitute teacher with intimation to the UGC.

Paternity Leave -

Paternity leave of 15 days may be granted to male teachers during the confinement of their wife. Such leave shall be granted only up to two children.

Medical Leave –

- A total of 10 days of medical leave per academic year is permissible to a permanent teacher.
- This leave gets accumulated.
- This leave can be granted on production of a medical certificate from a medical practitioner.

In addition to these leaves there are provisions for leaves such as the following mentioned in the “UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018.” –

1. Sabbatical leave
2. Commuted leave
3. Leave not due
4. Adoption and
5. Surrogacy leave.

Salary and other emoluments –

The salary and emoluments of any faculty member would in accordance with the pay bands and other benefits fixed by the pay commissions and its implementation by the state government from time to time. Return of any payment in excess of permissible will be the sole responsibility of the recipient of such excess payments. All the fixations and increments would be done as per the directions of the Joint Director, Pune Region, Maharashtra State.

Termination -

A teacher can be terminated from his/her post if found grossly neglecting his/her duties. The termination would be with a due notice given to the teacher or instantaneous depending on the need to the time. The teacher would be given an opportunity to present his say be s/he finally accepts the termination.

Resignation –

A teacher can resign his post after giving three months' notice or on surrendering three months' gross pay in lieu of the notice. The resigning teacher may be asked by the management to represent his/her reason to resign.

Roles and Responsibilities –

A teacher is one who changes the view point of students. S/he is the one who becomes the cause behind development of logical and rational thinking among students. Teacher is one who is expected to give to the students the art of reasoning. Taking things not on their face values but reading between the lines with logical sequence is what a teacher expects a student to do. All developments are necessarily out of reasoning. Hence teacher plays a pivotal role in the all round development of a student.

1. Facilitate learning of the students within the syllabus set by the affiliating University.
2. Invite, encourage and engage the students in extra curricular activities.
3. Counsel them over the need to be well educated in the midst of ever rising competition.
4. As far as possible bridge the gap between the parents and the children by proactively knowing their problems and issues.
5. Cooperate, help and assist the Principal in the tasks set by the Principal.
6. Act in harmony with the Principal and other colleagues.

7. Conduct various programmes, convene various activities whenever asked to do so.
8. Complete the career advancement programme within time.
9. Attend seminars, workshops, faculty development programmes, and refresher courses to keep abreast with the subject and use the same while teaching.
10. Come up with research projects, research articles, and encourage the students in carrying out research in the issues of concern.
11. Represent the college on platforms that could bring recognition to the institution.
12. Any other task or responsibility that the Principal and the college management may entrust the faculty members with from time to time.

THE NON-TEACHING STAFF

The non teaching staff of the college includes

- a. The Office Superintendent
- b. Senior clerks
- c. Junior clerks
- d. Library assistant
- e. Peons
- f. Housekeeping staff

The appointments are either direct or as promotional placements. The procedure for appointing or promotion is subject to the consent and approval by the Joint Director Higher Education Government of Maharashtra.

The standard codes governing the service conditions of non teaching staff identified by the Government of Maharashtra become applicable here with respect to their appointment, salary and emoluments, promotion, leaves, and termination/resignation.

Direct appointment –

The appointment and service conditions of the non-teaching staff are governed by the 'Standard Codes Rules, 1984'. The Government of Maharashtra regulations pertaining to the service conditions of the non teaching staff are updated and are made applicable from time to time.

All appointments are necessarily made with prior approval of the Joint Director, Higher Education. Upon receipt of approval, the posts are advertised and applications are invited. The applications received are short listed and short listed candidates are invited for the interview. The interview committee is constituted as per the norms applicable to minority institution. These norms offer liberty to the institution to appoint its own recruitment/selection committee.

Any appointment initially is on probation for a period ranging between six months and a maximum of two years. The period probation can be extended by another year for the want of improvement in service. The termination of staff can happen if the performance of the staff is not upto the standards

Terms of appointment -

The qualifications for the non-teaching staff are governed by the Standard Codes Rules, 1984. The terms of appointment are governed by the management.

Tenure -

The college offers an initial appointment of six months on probation and the services are confirmed thereafter unless otherwise. The termination of contract can come from either end on serving of one month's notice or surrendering of one month's basic pay.

Leaves Administration–

The non-teaching clerical staff are entitled to 08 casual leaves. The non-teaching staff is entitled to 30 earned leaves in a year. A maximum of 300 earned leaves can be accumulated. These earned leaves can be encashed at the time of retirement or at the time of leaving the service. No encashment is possible in case of termination of the appointed staff. They even have 10 medical leaves. Leaves other than these would be treated as leaves without pay.

The non-teaching class - IV staff (Peons) are entitled to 12 casual leaves. The non-teaching staff is entitled to 30 earned leaves in a year subject to a maximum of 300 accumulated. They are also entitled to 10 medical leaves in a year. Leaves other than these would be treated as leaves without pay.

Salary–

The payment of the staff would be credited to their bank account between first and the fifth day of month for their previous month's services. Salary is as is fixed by the joint director government of Maharashtra.

Workload–

Every non-teaching staff would be required to work for a minimum of 8 hours and shall be assigned such duties outside the college office, involving liaison with University administration department, Joint directors office, and the other Government offices whether in Pune or Mumbai. The non-teaching staff is expected to extend complete cooperation to the teaching staff in discharge of some common duties of the University and the College.

The appointed staff will be required to attend all such meetings called by the Principal or by any person authorized by the Principal in her/his behalf.

Work relating to any curricular or co-curricular activities can be assigned to the appointed staff. It could even involve representing the college outside the college.

The college may ask the appointed staff to be a part of any internal college committee.

All other conditions regulating the appointment of the non-teaching staff would fall under the purview of the relevant acts governing the said appointment.

Appointed on Non- Grant positions

The college runs both courses that are offered aid by the government as well as the self financing courses. These courses though are run on self financing grounds the government permission for these courses or additional divisions is mandatory. Without the prior permission of Government of Maharashtra and the University of Pune neither a new course nor a new division can begin. That is why the appointment of the teaching staff of the college is governed by the Maharashtra Public Universities Act, 2016, as well as "UGC regulations on minimum qualifications for appointment of teachers and other academic staff in Universities and colleges and measures for the maintenance of standards in higher education, 2018" while the and the appointment of the non teaching staff is governed by the Standard Codes Rules, 1984.

Another reason why the college needs to appoint staff in the unaided section is the no-recruitment policy of the state government whether teaching or non teaching staff. Once the state government permits appointments the college seeks its consent and appoints the necessary staff else the said posts are continued as those funded by the management of the trust.

Terms of appointment (Teaching)–

1. Tenure –

The minimum qualifications are governed by the University and UGC guidelines. Any candidate has to face an interview before being a part of the college. The interview panel is constituted as per the UGC norms. The first appointment to any teaching staff is for a period of one academic year. The post is advertised again for the next year. In case the college is satisfied with the performance of any particular candidate and the candidate wishes to continue his/her association with the institute then the candidate gets a tenured post. The termination of contract can come from either end on serving of one month's notice or surrendering of one month's basic pay. Services of the non-grant employees are purely temporary.

2. Leaves –

The teachers are entitled to 12 casual leaves in an academic year. Leaves other than these would be treated as leaves without pay.

3. Salary –

The payment of the staff would be credited to their bank account between first and the fifth day of month for their previous month's services. Salary would be paid even for the vacations. In case of those who have been appointed for an academic year alone would be paid only until the completion of their term.

4. Workload –

The teaching staff would be given a workload of minimum of 20 lectures a week. In addition to this all other assignments such as paper setting, paper correction, practicals and other examination/administrative work relating to the same will be binding on the appointed teacher. The entering of the examination marks into the University Software would be the sole

responsibility of the subject teacher and cannot be skipped on the ground of end of the term of appointment.

The appointed teacher will be required to attend all such meetings called by the Principal or by any person authorized by the Principal.

Work relating to any curricular or co-curricular activities can be assigned to the appointed teacher. It could even involve representing the college outside the college.

The college may ask the appointed teacher to be a part of any internal college committee or even head the same.

All other conditions regulating the appointment of the teacher would fall under the purview of the relevant acts governing the said appointment as well as the authority of the appointing the staff.

Terms of appointment (Non-teaching)–

Though the qualifications are governed by the Standard Codes Rules, 1984 the terms of appointment are governed by the management of the trust.

1.Tenure-

The college offers an initial appointment of 3 months extendable by 6 months and thereafter until his/her services are needed. The termination of contract can come from either end on serving of one month's notice or surrendering of one month's basic pay. Services of the non-grant employees are purely temporary.

2. Leaves-

The non teaching clerical staff are entitled to 08 casual leaves. The non teaching staff is entitled to 14 earned leaves in a year. A maximum of 30 earned leaves can be accumulated. These earned leaves can be encashed at the time of retirement or at the time of leaving the service. No encashment is possible in case of termination of the appointed staff. Leaves other than these would be treated as leaves without pay.

The non teaching class - IV staff (Peons) are entitled to 12 casual leaves. Leaves other than these would be treated as leaves without pay.

3.Salary-

The payment of the staff would be credited to their bank account between first and the fifth day of month for their previous month's services. Salary would be paid even for the vacations. In case of those who have been appointed for a specific term would be paid only for that term.

4.Workload-

Every non teaching staff would be required to work for a minimum of 8 hours. Other than the specific task assigned in the office the appointed staff will be given additional tasks such as going to the University, the Government offices whether in Pune or Mumbai. The non teaching staff is expected to extend complete cooperation to the teaching staff in discharge of some common duties of the University and the College.

The appointed staff will be required to attend all such meetings called by the Principal or by any person authorized by the Principal on his/her behalf.

Work relating to any curricular or co-curricular activities can be assigned to the appointed staff. It could even involve representing the college outside the college.

The college may ask the appointed staff to be a part of any internal college committee.

All other conditions regulating the appointment of the non teaching staff would fall under the purview of the relevant acts governing the said appointment.

House keeping staff –

This is the staff that aids in clean and smooth functioning of the college. Appointment in the housekeeping is done on the basis of human resource needs of the institution. The house keeping staff is appointed to assist the teachers and the non teaching staff in discharge of their duties.

1.Tenure–

The college offers an initial appointment of 3 months extendable by 6 months and thereafter until his/her services are needed. The termination of contract can come from either end on serving of one month's notice or surrendering of one month's basic pay. Services of the non-grant employees are purely temporary.

2.Leaves Eligibility–

The housekeeping staff are entitled to 12 casual leaves in a calendar year. Leaves other than these would be treated as leaves without pay. There are not earned leaves to the house keeping staff.

3. Salary–

The payment of the staff would be credited to their bank account between first and the fifth day of month for their previous month's services. Salary would be paid even for the vacations. In case of those who have been appointed for a specific term would be paid only for that term.

]4.Workload–

Every housekeeping staff would be required to work for a minimum of 8 hours. Duties would be assigned to them subject to changes in the same on the direction of the Principal. On occasion the housekeeping staff may be sent outside to college for college work. This work would be purely local in nature.

All other conditions regulating the appointment of the house keeping staff would fall under the purview of the appointing authority and would be subject to change on the discretion of the appointing authority.

Code of Conduct for Students

Guidelines to the students

Our college authorities have framed rules pertaining to students' studies and conduct. Every student is required to abide by these rules mentioned below:

Attendance and punctuality-

1. Class attendance should not be less than 75 %, of the total lectures assigned per subject per term, which is compulsory for granting a term.
2. Attendance of the students would be taken at the beginning of the class and students are expected to be seated in the class well before the class has begun. This is especially applicable for the first class of the day and the fourth class (first class post recess) of the day.
3. Late arrival to the class will not be encouraged and students are advised to spend that time in the library rather than disturb the class.
4. Students are advised not to loiter around in the college campus while the lectures are on as well as during the gap between two sessions.
5. Students are discouraged from going to the canteen during the lecture hours. In case of absence of teacher from the class , students are

expected to be seated in the class completing their class or home work or are expected to go to the library rather than going to the canteen or outside the college premises.

6. Students' responsibility remains with the college as long as s/he is in the college campus.

Class room discipline-

1. The students are expected to act with utmost decorum while on the college campus and especially when inside the classroom.
2. Students are expected to maintain dignity of the classroom, its infrastructure and the teachers.
3. Students are encouraged to speak only in English.
4. Any argument with a teacher is discouraged except when such an argument is related to the topic under consideration.
5. Class room is a no mobile zone. Students are required to understand this and ensure that they don't attend a lecture if they expect to receive an urgent call from anyone.
6. In case a teacher demands identity card or/and mobile phone on violation of the class room discipline, students are advised to be humble enough to acknowledge the demand.

Campus Conduct-

1. Students are expected to wear decent outfits while on the campus.
2. Students must wear their own identity card while on campus. The identity card should be worn for the entire duration they are on the campus. Admission to the main building would be denied if the student fails to wear the identity card.
3. Vehicles must be parked in the parking place provided. Any failure in this regard will result in confiscation of the vehicle. The vehicle may be returned on the payment of a fine of Rs. 500/- per failure.

4. Under no circumstance will students be allowed to smoke anywhere in the college premises. Violation of this rule can result in strict disciplinary action against them.
5. In case you do not have any class, attend the library. You are not supposed to loiter in the corridors of the college premises.
6. If you cause any loss or damage to our college property with or without intention you are liable to pay in full for the same. Your caution money (deposit) will be appropriated towards the recovery of the damage caused.
7. Utmost cleanliness has to be maintained by every student in the college.
8. Use of mobile phones in the class rooms, college main and library building is strictly prohibited. Students would face strict action if found violating this rule.
9. **Under an Act of the state Government ragging in any form among students is a criminal act and punishable, appropriately.**

Examination and its importance–

1. **The CBCS introduced by the SPPU from the academic year 2019-20 makes *passing independently* mandatory in both internal as well as external examination.**
2. Internal examination is conducted as per the guidelines provided by the SPPU. Students are requested to go through these guidelines so as to be alert and educated about these guidelines.
3. Internal examination is conducted by subject teacher and s/he will announce these exams time to time by notifying the students in advance. Hence students are required to be present in the class as well as read the college notice board on a regular basis.
4. Students are also expected to appear for and answer all tests, tutorials and examinations, as per the instructions of the teachers.

5. All examinations and every evaluation are compulsory. Attendance at all the papers is compulsory.
6. Re –examination would be conducted in exceptional cases where student has represented the college at the University/State/National level during his/her examination session or was medically unfit to take the examination, during his/her examination session, certified by a medical practitioner qualified so to do.
7. External examination is conducted by the SPPU. It is conducted as per the schedule fixed by SPPU.
8. For taking internal as well as the external examination students are required to fill in the examination forms in time. The timeline for filling in the examination form is set by the University.
9. Students must go through the notice board regularly. Loss of any advantage due to your negligence in the above cases will be your responsibility.
10. Whatsapp alone need not be taken as the source of information. The information received on Whatsapp should not be taken as final unless students corroborate the same either with the circulars on the college notice board, college website or the SPPU website.
11. Students are requested to go to the SPPU website and tutor themselves in the examination related issues.
12. Students are requested to maintain the decorum of examination. Any misbehavior, misconduct and violation of examination rules would be dealt with seriously.

Conduct in the Library-

1. Library is a place to study and not assembly for spending time with friends. Hence you are required to maintain silence in the library.

2. Library is a no mobile zone and hence you are requested to keep the mobile phones on silent mode and can leave the library premises in case you receive an urgent call.
3. There is a notice board inside as well as outside the study room. Students are expected to read the same on a regular basis.
4. Library offers various schemes. Students are requested to contact the librarian to get acquainted with the same.
5. No student is allowed to carry his/her bag in the study. You are needed to keep the bags at the counter provided for the same.
6. Book borrowing facility is available only against the library card while quick reference is possible only inside the study against the identity card.
7. For book borrowing, whether for home or for quick reference, students are required to produce their own identity card and his/her presence while borrowing is essential.
8. Book borrowing for home is available on days earmarked for the classes and courses. It is mentioned on the library notice board. No out of turn borrowing would be entertained.
9. Return of the book must be in time and in correct shape of the book. Any delay in return of the book and any damage to the book would attract penalty set by the library authorities, in consultation with the college administration, from time to time.
10. Loss of the book should be immediately reported to the librarian and the same should be compensated either in the form of replacement of the book or the purchase price, as per the library records, of the book.
11. No mobile filming is allowed in the library premises. It would be dealt with seriously.

General guidelines-

1. Students must go through all the notices, regarding the time-table, University and College examination, extra-curricular activities, scholarships etc., put up on the notice board from time to time. Loss of any advantage due to your negligence in the above cases will be your responsibility.
2. Inform your guardians/parents regularly about your academic progress, and other conditions in general.
3. Any change in local or permanent address must be immediately intimated to the office to facilitate undisturbed correspondence.
4. Any change in email id and mobile number, your own and your parents', must be immediately intimated to the office to facilitate undisturbed correspondence.
5. The Principal may debar any student for the following reasons :
 - a) Absence over a long period without genuine reason for the same.
 - b) Unsatisfactory academic progress.
 - c) Any misconduct / misbehavior or act of indiscipline.
6. Picnic & Annual Day:
 - * The college does not undertake to organise any picnic, outing, excursion, except for academic purposes as per rules.
 - * Annual social day and all cultural functions will be celebrated on the college campus only.
7. No sponsorships are accepted except for organisation of seminars, conferences of academic nature.
8. For any emergency regarding health matters students may seek medical aid from Jijamata Hospital which is near the College.
9. Students must preserve all the fee receipts as the same may be required at the time of claiming refunds.
10. Any prolonged absence from the classes must be in consultation with

the Principal, concerned teacher and only against production of documents supporting the same. Decision over the same would be the sole discretion of the Principal.

11. Any violation of the regulations would attract fine as set by the college authorities from time to time.

Some important events– a tentative timetable:

Name of the Event	Month in which it is organized
Orientation of FY students	July
Independence day celebrations	August 15
Health Check Up (F.Y.)	September
Semester End Examination	October/November (As per SPPU Guidelines)
NSS winter Camp	December/January
Annual Inter class Sports	December
Republic Day	January 26
BBA/P.G. Seminar	February
Culfest	February
Annual Prize Distribution	February
Annual Examination (UG)	March-April (As per SPPU Guidelines)

There will be Diwali and summer vacations as declared by the SPPU.

Library

The library provides open access to students and has a seating capacity of 55. For group study, a room on the second floor of the library building is provided.

The library is on the ground floor, so it is easily accessible in case there are any visually and physically challenged students. Library staff helps the visually and physically disabled students to select the books and periodicals of their interest. Kindle is provided for partially blind students

The College takes feedback from its users in the following ways:

1. **Suggestion Box:** A suggestion box is kept in the library for the students, staff and visitors. The librarian opens the suggestions and implements the same with the help of IQAC.
2. **Library Meetings:** Library meetings are held regularly and suggestions are invited and incorporated.

The significant initiatives

- Home issue of reference books, text books and fiction books to students
- Availability of educational CDs
- Availability of Kindles
- Flexible issue and return timings during the examinations.
- Book Readers Club to encourage students to read and discuss books.
- Teacher-Student Interactive Library, Writing Quote of the Day, Special Day announcement on the white board.
- OPAC is provided on all the computers of the library.
- **Electronic Resource Management package for e-journals** - N-list is provided to the teachers. The library staff guides the students for search on Shodh Ganga, ShodhGangotri and different search engines.

- The library link is provided on the college website.
- Library is using KOHA as library management software.
- There are 2 computers available for the students and 3 for the teachers
- Reprography facility is available
- Internet bandwidth/speed is 100 mbps.

Sports

The college has a ground big enough to accommodate sports such as the volleyball, Kabaddi, Kho – Kho, and the like. There is a separate room allocated to the Director of Physical Education and Sports. All the sports equipment and material are kept safely under his custody. All sports facilities present on the campus are mainly used for sports education, training, competition.

The Sports Facilities Rules designed by the College aim to serve as general guidelines to internal users and external users and form a source of information pertaining to College sports facilities. Consumable goods are purchased as and when required. Apart from its own ground, the College hires a poly grounds/courts/swimming tanks for practice and for hosting University level tournaments.

The details of sports related equipment are as follows:

Infrastructure:

Sr. No.	Item
1	Multipurpose mats for Wrestling, Judo and Yoga, Gymnastics
2	Table Tennis Rackets and balls
3	Cricket mat
4	Cricket kits
5	Carom Boards
6	Chess Boards
7	Football/Handball and Basket ball

8	Football goal posts on the ground
9	Boxing punching bag
10	B.P/Pulse and Sugar monitoring apparatus/Weighing scale
11	Equipment for physical fitness

The college conducts various events like Kabbadi, Volleyball, Handball, Netball, Football, Cricket, Athletics, Wrestling, Judo, Boxing and Basketball events at college level and encourages students to participate in different competitions held at different levels like University, Zonal, State, National and International. Coaches are hired and MoUs are signed for coaching the players.

Computer laboratories

The College has 2 computer labs with 60 Computers. These computers are available for the students for various autonomous short-term courses. Students are given access to the laboratory to fill various University forms, anti-ragging forms of the UGC, furnishing placement related activities. This is a kind of a best practice of the college, which dissuades them from going to the private internet cafes, savings them a good amount of money. Their personal data remains safe as well. As a safety measure students do not get access to unwanted websites while on the campus. This saves them from surfing the unwanted content easily available on the internet.

Conference Hall

College has one fully equipped Conference Hall. It is allocated for following purposes

- Meetings of college development committee (CDC)
- Meetings of IQAC
- Small training workshops for faculty and staff/Guest lectures
- Competitions
- Meetings of different college committees

Conference hall is equipped with LCD TV and projector, computer and internet facility. When the conference room is required for the different activities at the same time then priority will be given to the activity according to above list.

For activities wherein the number of participation is large, K. A. S. Hall is available.

Parking

The college has sufficient parking facility, which is used by both staff and students. During the examination conducted by the external agencies such as IGNOU, ICMA and ICAI parking facility is made available to all the students appearing for the examination.

A note to the parents

Dear Parents

You are well-aware of the fast social changes around us. The T. V., Whatsapp and other social media have noticeably started impacting and dominating the tastes, manners and behaviour of the young generation. Your ward is with us only for some hours every day and for a much longer time with his friends, in the society and out of the home when different good and bad forces keep influencing him/her.

Youth, you will agree, is a formative time of life. Therefore we specially request you to play an active role in shaping your ward's life. For this we particularly want you to do at least the following:

- * Please check from time to time that your ward goes to college regularly and attends lectures/classes in the college (Please note that the tendency to remain absent or not attend lectures is increasing in the student community)
- * Please get to know your ward's friends personally and make sure that they have no bad habits like smoking, drinking, eating tobacco, pan-masala or consuming drugs etc. Companions make or mar character.
- * Make sure that your ward reads the college Notice Board regularly as all instructions and notices are regularly displayed on the Notice Board only.
- * Make sure that your ward appears for all college examinations sincerely and regularly (failing which punishment, penalty are likely to be imposed)
- * Communicate with your ward regularly and feel free to discuss with us your suggestions, observations, and problems.

We have to work together and vigilantly to help the young people develop into ideal pillars of the nation.