

Adivasi Seva Samittee Nashik,  
Arts, Commerce and Science College  
Manur, Tal. Kalwan, Nashik

**H. R. Manual**

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## PREFACE

### **1.1 About Adivasi Seva Samittee** (<https://assn.org.in/manurcollege/index.htm>)

Adivasi Seva Samittee owes its reality to the motivation, spearheading work and farsightedness of its organizer part, Hon'ble Late Karmaveer Bhausaheb Hiray, a steadfast political dissident, one of the pioneers of shaping Maharashtra State and Co-usable development in Nashik District, an Educationist and Ex-Revenue Minister of then Bombay territory. He has established the two notable instructive foundations in Nashik District, specifically "Adivasi Seva Samiti" in 1945 and "Mahatma Gandhi Vidyamandir" in 1952. The significant target of this establishment was to give the instructive offices to the majority from every one of the circles metropolitans, rustic and ancestral.

The reverential saying of the establishment is "Bahujana Hitay Bahujana Sukhay". The institution is established on 1st June 1945 and registered under Society Registration Act 1860 with the registration number 1527. The registration number of the institution is F-26 under the Mumbai Public Trust Act 1950

After the tragic end of Karamveer Bhausaheb Hiray, on the sixth of November 1961, his senior child Loknete Vyankatrao Hiray assumed control over the obligation of the organizations. Under his endeavors and direction, Adivasi Seva Samittee began different schools, hostels, agricultural schools etc.

Today Adivasi Seva Samittee is advancing under the capable administration of the Hon'ble Samajshree Dr. Prashantdada Hiray, General Secretary and previous Minister of State Transport. He has likewise settled proficient schools like Dental College and Hospital at Nashik and Udaipur (Rajasthan), augmentation of school of Pharmacy, Institution of Hotel Management and Catering Technology, Institution of Management and Research (MBA) and so on, to enlarge the extent of vocation choice and to fulfill the developing requests for proficient courses in metropolitan regions. His fundamental point is to improve the nature of training, directly from essential to advanced education. His senior child Hon'ble Dr. Apurva Hiray has additionally effectively elaborated himself as a Coordinator, Mahatma Gandhi Vidyamandir, in improving the quality training in the period of cutthroat globalization through his committed endeavors. By and by 87 instructive units going from essential to post alumni and from customary schooling to current trains, for example, Computer Management, Health Science, Agriculture, Pharmacy, Hotel Management and so on are overseen by the Trust.

## **1.2. History of College:**

The College is located at Manur, Kalwan famous for Historical, Political, Agriculture and Educational point of view. The Manur has its own historical importance, few kilometers away from this village there is a famous Castle called Saptshrungi Gad, where is the temple of ‘Mata Saptshrungi’ the bhaktas come from long away to optics of ‘Mata Saptshrungi’.

Arts Science and Commerce College has been established in the year 2013. It is always a continuous source of learning for the triable and rural students. The College which has been spread over the 2 acres of area has silent and beautiful atmosphere. This Institute has 12 UG departments. The students of this College are spreading their knowledge in different fields throughout India.

Currently our college has 12 Undergraduate departments in Arts, Science and Commerce faculty. In arts faculty college has specialization in Marathi, Hindi, English, Economics and History subjects. In Science faculty college has specialization in chemistry, Zoology, Botany, Mathematics subjects. And Department of Commerce has Specialization in Cost and Works Accounting, Business Entrepreneurship and Marketing Management Subjects. Our colleges total student strength is 1080.

## **1.3: Vision, Mission and Core Values Quality Policy**

### **Vision**

**“Provide opportunities to the students for holistic development through Education”.**

### **Mission**

- **Facilitate equal opportunity to the students for quality higher education.**
- **Provided academic training to boost the skills of the students.**
- **Create a learning atmosphere aligned with Human and moral values.**

## **Quality Policies**

The College is committed to provide knowledge and training and strive for continual improvement of the Students, Industry, Society and the Nation through student satisfaction in terms of achieving academic excellence, total personality development and excellent placement opportunities for the students.

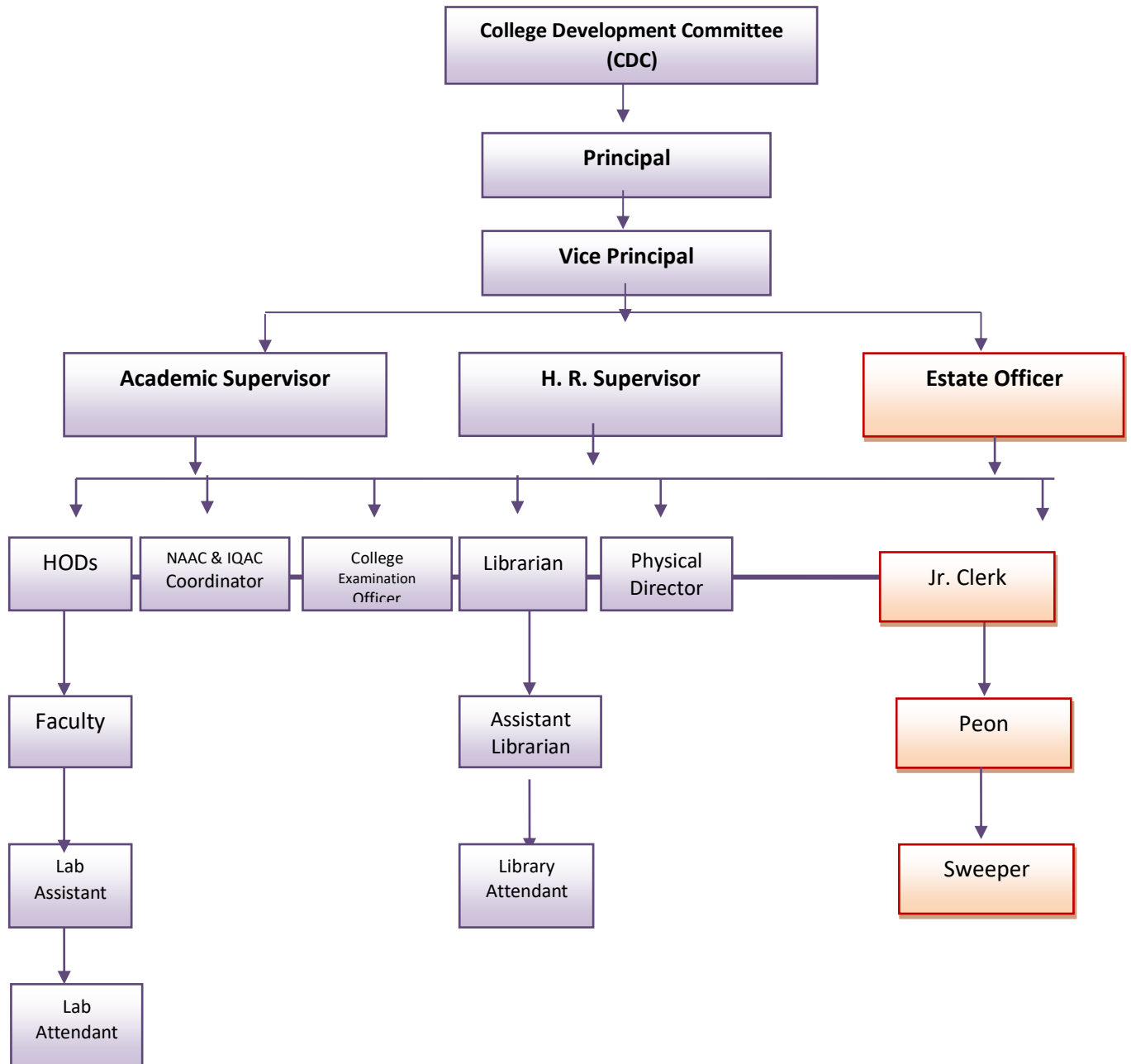
This will be achieved through:

- Well-designed syllabus to meet the needs of and at par excellence with the Global Standards and Industry requirements.
- To provide our students technical knowledge and hands-on experience by providing quality education system through Theory and Practical Classes including latest e-learning practices.
- To impart necessary training for acquiring the soft skills and thus make them employable while in campus
- To empower our Faculty and Staff to update their knowledge from time to time for facilitating our students in their learning process
- To achieve excellent results for our students both in academics at the College / University Level and on Campus Placement
- To improvement our system, quality and services continually through user satisfaction duly monitoring their feedback periodically.

### **1.4 Objectives of the College:**

- Strengthen facilities for catering to quality higher education
- Introduce skill-oriented courses to develop students.
- Imbibe value-based culture among students.
- Develop a sense of responsibility among students towards constitutional principles.

## CHAPTER 2 GOVERNANCE STRUCTURE





## **2.1 College Development Committee (CDC):**

As per guidelines given in Maharashtra Public University Act 2016, section 97 the college development committee is constituted.

The guidelines of the Maharashtra Public University Act 2016, section 97 are as follows:

There shall be a separate College Development Committee for every affiliated, autonomous, empowered autonomous college or recognized institution, consisting of the following members, namely: -

- Chairperson of the management or his nominee ex-officio chairperson.
- Secretary of the management or his nominee.
- One head of department, to be nominated by the principal or the head of the institution.
- Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be a woman.
- One non-teaching employee, elected by regular non-teaching staff from amongst themselves.
- Four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus.
- Co-ordinator, internal quality assurance committee of the college.
- President and secretary of the college students' council.
- Principal of the college or head of the institution -Member - Secretary.

### **Functions of the College Development Committee**

- ❖ Act proactively to bring the uncovered colleges under 2f and 12B of the UGC Act of 1956.
- ❖ Prepare perspective plan for the development of colleges and to advise the University on all matters relating to the all-round development of colleges.
- ❖ Assist the colleges to improve and sustain the academic, administrative, online and infrastructural facilities, identify the needs and gaps and to help colleges to realise their potentialities.
- ❖ Aid the University with regard to rationalisation and implementation of the affiliation policy of the University.
- ❖ Bring colleges closer to university faculties and to promote beneficial linkages for greater academic interaction and cooperation.

- ❖ Disseminate information and help them to formulate proposals for various developmental grants and schemes of UGC and other funding agencies and, to guide them on effective utilisation of these grants and projects.
- ❖ Visit colleges and review the progress of the projects and reports of colleges to ensure proper utilisation of grants of UGC and other funding agencies by the colleges and to submit to such funding agencies the Utilisation certificates and other documents in respect of grants released to colleges by them.
- ❖ Encourage college teachers to avail Faculty Development Programme of UGC for Ph.D. and post-doctoral studies, travel grant to present papers abroad in international conference/seminars etc and to apply for minor and major research projects of UGC and other funding agencies.
- ❖ Encourage colleges to adopt inclusive policies in admission, engage in quality teaching and research, inculcate scientific temper and social sensitivity among students and to contribute to the creation of knowledge society.
- ❖ Maintain a data base of support schemes provided to the colleges by funding agencies and their utilisation and impact.
- ❖ Maintain a data profile of each college as well as of teachers of the colleges affiliated to the university.
- ❖ Perform any other function deemed necessary by the university for enhancing the quality of the education in colleges or in discharge of societal obligation and responsibilities.
- ❖ To sanction the leaves of Principal of the College.

## **2. 2 Principal:**

- ❖ The Principal of the college shall be the principal academic and executive officer of the college responsible for the development of academic programs of the college.
- ❖ Oversee and monitor the administration of the academic programs and general administration of the college to ensure efficiency and good order of the college.
- ❖ Academic planning and academic audit officer for the academic development programs, including postgraduate teaching, research and extension programs and collaborative programs of the college.
- ❖ Entitled to be present, with the right to speak, at any meeting of any other authority or body of the college.
- ❖ Power to convene meetings of any of the committees as and when he considers it necessary so

to do.

- ❖ Participation in the teaching work, research, and training programmes of the College.
- ❖ Assisting in planning and implementation of academic programmes such as orientation courses, seminars, in service and other training programmes organized by the College, for academic competence of the Faculty Members.
- ❖ Admission of students and maintenance of discipline of the College.
- ❖ Management of the College Libraries, Laboratory, Gymkhana and Hostels, if any.
- ❖ Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.
- ❖ Observance of provisions of Accounts Code.
- ❖ Correspondence relating to the administration of the College.
- ❖ Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the College, and maintenance of records.
- ❖ Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time.
- ❖ Supervision of College and University Examinations, setting of question papers, for the College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
- ❖ Assessing reports of teachers and maintenance of Service Books.
- ❖ Any other work relating to the College as may be assigned to him by the Competent Authority from time to time.
- ❖ Assessing reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the non-teaching staff.
- ❖ Observance and implementation of directives issued by Government, authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- ❖ Safe-guard the interests of teachers/non-teaching staff members and the Management.
- ❖ Timely submission of information/returns to different authorities viz. Government/University/University Grants Commission/Management etc. especially regarding Accounts matters.

**College Principal should:**

- ❖ Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- ❖ Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- ❖ Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- ❖ Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- ❖ Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- ❖ Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ❖ Manage their private affairs in a manner consistent with the dignity of the profession;
- ❖ Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- ❖ Participate in extension, co-curricular and extra-curricular activities, including the community service;
- ❖ Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

**General Responsibilities of Principal:**

- ❖ Be a member of the University Management Team;
- ❖ Chair the College Executive Management Committee and member of College Development Committee (CDC);
- ❖ Promotes and develop good governance within the College compatible with and supportive of overall University governance structures and policies;
- ❖ Leads the strategic development of the College in line with UGC's Strategic Plan;
- ❖ Manages the College budget;
- ❖ Work with academic units to represent the College to external stakeholders;
- ❖ Lead initiatives, in collaboration with academic units, to attain national and international visibility/recognition for the College;

- ❖ Lead initiatives across constituent academic units to enhance the experience of staff, students and alumni;
- ❖ Work with Heads of other Colleges to develop inter-College initiatives in research and teaching
- ❖ Diversifies the income stream of the College away from traditional sources;
- ❖ Support the enhancement of research and research centres and institutes within the College and across Colleges.

**Detailed Responsibilities of Principal:**

- ❖ The Head of College shall be responsible for the management of the College.
- ❖ She/he shall be the executive officer of the College,
- ❖ Shall provide leadership for the College in a collegial manner, and shall work in collaboration with other Heads of College.

**Reporting Responsibilities:**

- ❖ The Principal will report to the Chairman in relation to devolved budgetary accountability and to the Finance Officer and Vice Chairman Academic on a day to day basis in relation to academic related, administrative and management issues;
- ❖ The Principal will work closely with other members of the College Management Team in relation to their areas of responsibility. The Principal Statute also provides that the Principal of College shall report at least annually to the Chairman on the performance and accounts of the College, which report shall be made available to college members.

**Research Responsibilities:**

- ❖ Liaising closely with the Vice Principal for Research and Innovation in developing College research strategy in keeping with the overall College research strategy.
- ❖ Coordinating the development and implementation of a research strategy for the College and ensuring that this is consistent with the University research strategy.
- ❖ Implementing UGC/University policy on research and innovation.
- ❖ Putting in place the necessary resources and infrastructure to facilitate successful research initiatives in collaboration with the other Institutes for Research and Innovation.
- ❖ Fostering collaboration within the College, across academic units and across colleges and between institutions.

- ❖ In collaboration with the Technology Transfer, encouraging the development of college, intellectual property and its exploitation.

### **Responsibilities in the Areas of Teaching, Learning and Evaluation:**

Working with the heads of academic units, the responsibilities of the Principal in relation to the development and enhancement of teaching and learning within the agreed college policies will include

- ❖ Liaising closely with CDC Members in developing College academic and teaching and learning strategy in keeping with overall College and Affiliating University strategy.
- ❖ Stimulating an on-going process of enhancement of the quality and standards of all teaching and learning activities.
- ❖ Ensuring the provision of management and support for all academic programmes within the remit of the College.
- ❖ Promoting best practice in the delivery of courses.
- ❖ Encouraging the development of strategic initiatives in teaching and learning and widening participation.

### **Responsibilities of Financial and Budgetary Management:**

Each College comprises the academic and research units that are attached to it for the purpose of the allocation of resources. The responsibilities of the Principal in this area will include:

- ❖ Liaising closely with the Finance Officer of Institute in developing College financial strategy in keeping with overall Institute's financial strategy.
- ❖ Working with the Institute's Management Team to agree the College budget.
- ❖ Working with the College Accountant and the Executive Management Committee to manage the Grant and Non-Grant College budget.
- ❖ Allocation of budgets to the academic units, and research centres/institutes within the College in a transparent manner in line with:
  - The strategic imperatives of the University and the College;
  - The principles of the Resource Allocation Model (RAM);
  - Key performance indicators.
- ❖ Diversifying the income stream of the College away from traditional sources.

### **Planning and Administration Responsibilities:**

Working with the College Development Committee (CDC), the responsibilities of the Principal in the area will include:

- ❖ Leading the establishment, updating and delivery of the College Strategic Plan, in line with the Institute/University Strategic Plan.
- ❖ In collaboration with the relevant management officials, putting in place College level administrative supports and committees compatible with Institute/University structures and policies, to allow the College to function effectively by providing adequate support to the academic and research units.
- ❖ Promoting the development of internal structures within the College that allow for the evolution and development of the College and its various academic disciplines.
- ❖ Compatible with Institute/University policies, developing and implementing a College strategy to recruit and retain the best academic, research, technical and administrative staff.
- ❖ Working with the Heads of academic and research units to ensure that effective management structures are in place for each unit.

### **Student Related Responsibilities:**

In close collaboration with the relevant Management and CDC members, the responsibilities of the Principal in this area will include:

- ❖ Contributing to the development of national and international student recruitment initiatives to attract the highest quality students.
- ❖ Working within University-wide structures to establish, manage and enhance academic, welfare and pastoral support for student.
- ❖ Putting in place programmes to facilitate and encourage the national and international mobility of student.
- ❖ Implementation of University policy on equality and widening participation at the College level.
- ❖ Helping to ensure the quality of the overall student experience within the College.

### **Staff Management and Development:**

- ❖ Liaising closely with the Management Council members and the HR Manager of strategic staffing issues.

- ❖ Orientation and guidance of staff in the understanding of their role and contribution to the College and the University.
- ❖ Effective planning and development review including the management of staff performance and performance reviews (API).
- ❖ Support for the professional development of all staff in the College.
- ❖ Implementation of the University's Performance Management Policy.
- ❖ Management of other human resource functions with the support and in consultation with the Human Resources Department - including but not limited to- recruitment, selection, induction, probation, administration, performance management and grievances.
- ❖ Ensuring that the duty of care owed to staff and students is exercised particularly in relation to the maintenance of a learning/working environment free from bullying, harassment or discriminatory practices.

### **2.3 Vice-Principal:**

#### **Responsibilities of Vice Principal of the College:**

- ❖ In absence of the principal and with his approval, the Vice-Principal shall look-after the affairs of all the meetings.
- ❖ In absence of the Principal, he shall discharge his duties and responsibilities.
- ❖ To advice properly in order to expedite the academic activities of the College.
- ❖ To extend cooperation in all respect for the development of the College.
- ❖ To facilitate Student admission process
- ❖ To verify the course contents of each faculty member.
- ❖ To extend guidance for Student projects.
- ❖ To elaborate the procedure for supporting faculty members for attending the programs.
- ❖ To extend help in improving competencies of individual staff member.
- ❖ Periodic Checking of Conferences, Seminar, FDP, Workshop, Hands on Training etc., on the corresponding field/area being organized at other Institutes and informing the faculty for their participation.
- ❖ To help in Organizing FDP, Seminar, Workshop etc.
- ❖ To extend support to faculty members for attending FDP, seminar, workshop etc in other institutions.



#### **2.4 Academic and Examination Supervisor:**

As per the guidelines given by MGV, the Academic and Examination Supervisor shall look-after the academic and examination affairs in the college. The responsibilities of the Academic and Examination Supervisor are as follows:

- ❖ To observe all the academic activities of the college.
- ❖ To assist the Vice-Principal to advice properly in order to expedite the academic activities of the College.
- ❖ To record the academic activities of the college and report the same to higher authorities as and when required.
- ❖ To assist in smooth functioning of all examination work including internal and university examinations.
- ❖ To provide information and instructions to College Examination Officer as and when required.
- ❖ To extend cooperation in all respect for the development of the College.
- ❖ To facilitate the students in online admission process and online examination form submission.
- ❖ To motivate the faculty members for preparation of E-content, course content, etc.
- ❖ To verify the course contents of each faculty member.
- ❖ To collect the annual and semester examination Result Analysis from the Head of the Departments.
- ❖ To extend help in improving competencies of individual staff member.
- ❖ To assist the Vice-Principal in Organizing FDP, Seminar, Workshop etc.
- ❖ To work as a coordinator between faculty and college authorities for attending FDP, seminar, workshop etc. in other institutions.

#### **2.5 NAAC Coordinator:**

The role of the coordinator of the NAAC of the College is mediator between NAAC, and the college. The responsibilities of the NAAC Coordinator are as follows:

- ❖ Should always be in contact with the concern NAAC, Bangalore as well as MGV NAAC Chairman, and carry out the NAAC work of the college.
- ❖ To get the information from NAAC, Bangalore as well as MGV NAAC Chairman and convey the same to college members.
- ❖ To prepare a team for collecting the criteria wise information from the various departments of the college.
- ❖ To assist in preparation of AQAR and Self Study Report of the college.

- ❖ To make contact with the NAAC Peer Team Chairman and Members.
- ❖ To inform the higher authorities (Principal, Vice-Principal) regarding the NAAC Peer Team visit.
- ❖ To prepare a detailed plan of NAAC Peer Team visit.
- ❖ To make necessary arrangement of NAAC Peer Team visit to college
- ❖ To submit the AQAR and SSR in prescribed time and submit the necessary fees.
- ❖ To maintain the records of MGV NAAC Team Visits and fulfill the queries in due course of time.

## **2.6 IQAC Coordinator:**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have a sound knowledge about the computer, its various functions and usage for effective communication.

- ❖ To coordinate the dissemination of information on various quality parameters of higher education
- ❖ To coordinate the documentation of the various programmes / activities leading to quality improvement
- ❖ To coordinate the quality-related activities of the institution
- ❖ To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- ❖ To coordinate the timely and efficient execution of the decisions of IQAC committee.

## **IQAC shall evolve mechanisms and procedures for**

- ❖ Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- ❖ The relevance and quality of academic and research programmes;
- ❖ Equitable access to and affordability of academic programmes for various sections of society;
- ❖ Optimization and integration of modern methods of teaching and learning;
- ❖ The credibility of evaluation procedures;
- ❖ Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- ❖ Sharing of research findings and networking with other institutions in India and abroad.

**Functions of the IQAC are:**

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- ❖ Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- ❖ Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- ❖ Dissemination of information on various quality parameters of higher education;
- ❖ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- ❖ Documentation of the various programmes/activities leading to quality improvement;
- ❖ Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- ❖ Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- ❖ Development of Quality Culture in the institution;
- ❖ Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

**2.7 College Examination Officer (CEO):**

College Examination Officer is an important statutory post formed applying the university guidelines. All sorts of examinations in the college will be governed by the CEO. The Responsibilities of the CEO are as follows:

- ❖ CEO should work as Custodian and should accept the duties of the same.
- ❖ Should always be in contact with the concern university departments and carry out the examination work.
- ❖ To follow all instructions given by the university examination department, maintain the records of the communications and carry out the work in prescribed time.
- ❖ To provide the necessary information and guidance to concerned authorities for conduct of examination.
- ❖ To assist and provide information to the students regarding all examination processes.

- ❖ To collect the information of students such as Name, Address, contact no., email, etc. and maintain the records of the same. Should collect the information of Teaching and Non-Teaching Staff and maintain the records of the same.
- ❖ To make arrangements and follow ups for getting advance funds from university for conduction examination and submit the audited statements of the examination bills in prescribed time period.
- ❖ To report the Academic and Examination Supervisor and Higher Authorities before and after each session of examination.
- ❖ To inform the higher authorities and the university regarding the malpractices and misconducts during examination in due course of time.
- ❖ To accept the stationary delivered by the university, maintain it and use it as and when required for examination purpose only and provide the utilization of the same to the university and higher authorities.
- ❖ To prepare a requirement for the examination work and produce it to the higher authorities.
- ❖ To take care of smooth functioning of theory examinations (Internal, Term End and University) and practical examinations (Internal, Term End and University).
- ❖ To prepare an Internal and Term End Examination Time Table taking help of examination committee members.
- ❖ To follow all the instructions given by the Controller of Examination and the higher authorities.
- ❖ To send the invitation letters to the paper-setters, moderators for Examinations conducted by the college such as First Year Examinations.
- ❖ To make the arrangement for appointments of Internal Senior Supervisors, Junior Supervisors, Examiners, Assistant Senior Supervisor, etc.

## **2.8 Head of the Department:**

- ❖ The Head shall be appointed by the Principal in the manner as prescribed in University Statutes and shall be working directly under superintendence, direction and the control of the Principal.
- ❖ He shall be Chairman of the Departmental Committee.
- ❖ He shall supervise and control the working of the teachers and the employees working in the Department.
- ❖ He shall review the Self Assessment Reports of the teachers and employees working in the Department and submit Confidential Reports to the Principal while the former Head of the

Department shall submit his Self-Assessment Report and or the Confidential Reports directly to the Principal.

- ❖ He shall, in consultation with the Departmental Committee, prepare the annual financial estimates of the Department, time table of theory practical teaching and seminars/assignments and examination and/or test to be conducted during the academic year. 6. He shall prepare developmental plan with regard to infrastructure development, linkages, new courses and research plans of the Department in continuation of earlier plans in consultation with Departmental Committee.
- ❖ He shall plan co-curricular and extra-curricular activities of the department in consultation with Departmental Committee.
- ❖ He shall be the Chairman of admission committee for various programs of the Department as per the procedure laid down by the University/College, from time to time.
- ❖ He shall, in consultation with the Departmental Committee, recommend the disciplinary action against erring students, and such recommendation shall be sent to the College authorities for consideration.
- ❖ He shall monitor the purchase of equipments, chemicals, books etc. which are required to be purchased for his Department as per the procedure laid down by the Institute.
- ❖ He shall be responsible for the smooth conduct of the examinations/tests conducted by the Department.
- ❖ He shall assist the College in the smooth conduct of the College and University Examinations.
- ❖ He shall perform such other duties and responsibilities as may be assigned to him/her by the Principal, from time to time.

## **2.9 Faculty:**

- ❖ The teacher shall devote his time and energy to develop and improve his academic and professional competence by availing of all opportunities to attend and participate in academic programmes, such as Seminars, Orientation Programmes, Refresher Courses, In-service Training Programmes, etc. The Institute Authority shall give the teacher every possible opportunity to do so.
- ❖ The teacher shall perform his academic duties such as preparation of lectures, demonstrations, tutorials, assessment, research, guidance to research fellows, University and College examinations etc. and shall encourage pursuit of learning in the students.

- ❖ The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as allotted by the Principal/Head from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.
- ❖ The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University/Institute and shall ensure the interest of the University/Institute. Such decisions, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc.
- ❖ In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organised by the University/Institute, and administrative and supervisory work and maintenance of records and Assessment Reports or any other duties befitting the status of a teacher assigned to him/her by the Principal/Head.
- ❖ A teacher shall help the University authorities to enforce and maintain discipline and good habits among the students.
- ❖ A teacher shall assist the University in smooth conduct of the College and University Examinations.

## **2. 10 Director Physical Education and Sports:**

Director Physical Education and Sports should:

- ❖ Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- ❖ Manage their private affairs in a manner consistent with the dignity of the profession;
- ❖ Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- ❖ Participate in extension, co-curricular and extra-curricular activities, including the community service.
- ❖ Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional Endeavour.

## **2.11 Librarian:**

Academic librarianship is a people-focused role, requiring individuals to manage learning resources while keeping the library users' needs in mind.

**Responsibilities of Librarian are as follows:**

- ❖ To select, develop, catalogue and classify library resources
- ❖ To answer/To fulfil the queries/enquiries raised/asked by the readers.
- ❖ To use digital library systems and specialist computer applications
- ❖ To manage the staff, including training and/or supervisory duties
- ❖ To liaising with departmental academic staff, external organizations and suppliers.
- ❖ To ensure that library services meet the needs of particular groups of users (e.g. staff, postgraduate students, disabled students).
- ❖ To manage the annual budgets and required resources of the library.
- ❖ To support independent research and learning
- ❖ To develop IT facilities for optimum utilization of library resources.
- ❖ To assist readers to use computer equipment, conduct literature searches etc.
- ❖ To promote the library's resources to users
- ❖ To provide information of library resources to higher authorities as and when required.
- ❖ To prepare an annual budget of library.
- ❖ To purchase new resources of library.
- ❖ To get the membership of recognized institution such as NLIST, INFLIBNET, DELNET etc.

**2.12 Accountant:**

- ❖ Examining bank statements and reconciling them with general ledger entries.
- ❖ Examining expenses submitted by employees.
- ❖ Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable.
- ❖ Creating College financial reports with the above information included.
- ❖ Analysing data collected in order to determine the state of the College's financial condition.
- ❖ Analysing data to understand where the College is generating and losing revenue.
- ❖ Examining the proficiency of the software programs used to organise data.
- ❖ Generating financial reports that display the College's profits, equity and cash flow.
- ❖ The accountant shall supervise, control and regulate the working of the Accounts and Audit Sections of the College.

## **2. 13 Junior Clerk:**

- ❖ Junior Clerks are responsible for registration and diarisation of papers coming to the section, maintenance of the various registers in the section, typing and proof-reading of such material as assigned to them by the section in-charge/OS or other supervisory staff.
- ❖ Preparation of various periodical statement and returns to be furnished by the section to other sections or offices.
- ❖ Ensuring dispatch of outgoing letter and files of the section.
- ❖ Indexing and recording work, preparation and submission of simple notes and drafts under the guidance of the section In-charges/OS.
- ❖ They may also deal some specific subjects from against those allocated to the sections.
- ❖ However, subjects handled by them are less complex & important.
- ❖ In case they deal the subjects, they will be assigned as allotted to senior clerks. Also execute any other work assigned by senior officials.

## **2.14 Laboratory Assistant:**

- ❖ To assist students and teachers in conducting practical and experiments.
- ❖ To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
- ❖ To assist them in charge of Laboratory in purchase and procurement of laboratory materials.
- ❖ To supervise the work of laboratory attendants working under him.
- ❖ To assist them in charge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
- ❖ To report about breakages/losses in laboratory, to his superiors.
- ❖ To report to In-charge of laboratory about misbehaviours inside the laboratory.
- ❖ To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
- ❖ To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.



### **2.15 Laboratory Attendant:**

- ❖ To clean laboratory and to keep Laboratory materials including apparatus and equipment in proper place.
- ❖ To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments chemical and other materials within and outside the laboratory.
- ❖ To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
- ❖ To render physical assistance to students and teachers in conducting practical and experiments.
- ❖ To report about loss of laboratory equipment and other materials to his superiors.
- ❖ To open and to lock cupboards, doors, windows and gates of laboratory.
- ❖ To attend to delivery of letters connected with laboratory and its staff.
- ❖ To attend to such other duties which are assigned to him by the Laboratory staff, with the approval of In charge of the Laboratory?

### **2. 16 Peon:**

- ❖ He should come to office/College not later than 08:00 A.M.
- ❖ As soon as he comes to office, he should open the windows unless there are instructions to the contrary. He should dust the office tables, chairs, almeries, windows, book-shelves, file cabinets and other furniture and keep the office rooms clean and tidy.
- ❖ He should remove all waste papers etc. for disposal as directed by the officer or the Office Superintendent of the College/Department concerned.
- ❖ If he is attached to any Department/Faculty-
  - He should keep cleaning the department/cabin/room, the pencils sharpened, the ink pots filled and put other articles like pin-cushion, blotting paper holder, pen scissors, eraser, clips, etc. in their proper places;
  - He should keep slips of paper within easy reach inside the department/room for use of his Head/faculty and outside for use of the public.
- ❖ He must not leave office until all in all faculty have left. If he is attached to a department, he should not leave before the HoD/Faculty has left. If he has to go early, he must take prior permission of his HoD or of the Office Superintendent of the College to whom he is attached.
- ❖ Before leaving College/Department/Office he should switch off all lights, fans and heater, if any, and close the windows.

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- ❖ He should fill up the water jug/glass for use of the staff, if so required.
- ❖ He should assist in any office work as may be required of him.
- ❖ He should have a general idea about the arrangement for receipt of local and outside dak/post.
- ❖ He should know the priority involved in the movement of papers marked 'Urgent' 'Immediate' and 'Priority' and act accordingly.
- ❖ He should know the location of –
  - Departments and Branches and other important offices such as of Heads of Departments, Central Government Offices, State Government Offices, Banks, Post Office, Police Stations, Hospitals and companies.
  - Residences of high-ranking Government officers.
- ❖ He should know the working hours of local Post Offices, Treasury and Banks.
- ❖ He must avoid personal work when he is sent out on official work.
- ❖ He should know the description of stationery articles and various kinds of form used in the office.
- ❖ He should be polite and respectful toward all Faculty and staff.
- ❖ He should be very courteous and helpful toward members of the public visiting the College.
- ❖ He must always come to college/office in uniform, which should be clean, and his appearance should be neat and tidy.

### **2.17 Sweepers:**

- ❖ Sweeping and cleaning the Laboratories, washrooms, floors in the building and college premises and any other office work related to cleaning as assigned by the office.
- ❖ Any other work as may be assigned to him by the concerned officer from time to time.
- ❖ The duties of the above cadres shall be as assigned by the concerned head of the department from time to time.

### **Non-teaching staff working in the Colleges:**

The Principal shall assign duties to non-teaching employees working under them, as per the needs/requirements of the college from time to time. The Principal assign duties to the employees in respect of conduct of examination/admissions etc., during the time of exigencies and the work related to Seminars, Conferences etc. undertaken at the University level.

## CHAPTER 3

### POLICIES

#### **Grievance College Policy** ([http://www.unipune.ac.in/administration\\_files/grievances.htm](http://www.unipune.ac.in/administration_files/grievances.htm))

(Including memos, punishment, redressal)

A grievance redressal Committee is to be set up and in station to address the grievances of the students. The grievance redressal committee will consist of staff members and principal. The Committee will be a permanent arrangement for in-house investigation to handle grievances of the students. The Chairperson of the Committee will be appointed by the Principal and the CDC Chairman.

Any students who feel that he/she is unjustly treated in by the peer group or by a staff may submit such grievance in writing to the Chairperson of the Redressal Committee. Such grievance shall be duly considered by the Grievance Redressal Committee.

The first step in grievance redressal shall be a verbal report thereafter, he/she should in all cases submit a complaint in writing, to the committee, and the action is taken by the committee.

Further, If the students who has lodged the grievance is not satisfied with the decision of the Committee; thereafter he/she may approach the Principal and CDC for redressal. This procedure has been specifically provided so that disputes and differences, if any, are mutually and amicably resolved and settled within the college as if within a family.

#### **Grievance Committee**

<b>Name</b>	<b>Designation</b>
Prof. Pawar R. M.	Chairperson
Prof. Aher P. K.	Member
Prof. Chaudhari M. A.	Member
Mr. Pawar K. T.	Member

#### **3.1 Guidelines for the Grievance Committee**

##### **a. Scope:**

- ❖ The Grievance Committee shall consider individual grievances of any nature of the students.
- ❖ The Grievance Committee shall not consider any grievance of general applicability or of collective nature raised collectively by more than one student.

**b. Procedure, Periodicity and Attendance at meetings:**

- ❖ The Grievance Committee will meet at least once a month. However, if necessary, it may meet more frequently at the instance of the Convener or at the request of the other members to discuss the various issues received.
- ❖ At least three members of the Grievance Committee shall be present in a meeting.
- ❖ If a member of the Grievance Committee is connected with the grievance of the aggrieved individual, the concerned member of the Grievance Committee shall not participate in the meeting.
- ❖ If the aggrieved person happens to be a member of the grievance committee, then he shall not participate in the deliberations as a member of the Committee when his/her representations are being considered.

**c. Terms of Reference:**

- ❖ The Grievance Committee shall consider all grievances submitted in writing by the students.
- ❖ The Grievance Committee shall have access to all files confidential.
- ❖ In case of any difficulties, the Grievance Committee shall have discussion with the principal before a decision is taken.
- ❖ The Principal as far as possible shall be guided by the advice of the Grievance Committee unless the recommendations of the Committee violate basic rules and norms of the college.
- ❖ The final settlement of any grievance shall be made within a reasonable period (normally not exceeding one month)

**The following steps are to be followed with regards to all disciplinary actions:**

- **Verbal Warning:** For a minor offence, a verbal warning will be issued in a formal meeting to the student.
- **Written Warning (Memo):** If the administration has sufficient grounds to believe that verbal warnings are not sufficient then the Principal issues written warning specifying charges and asking the student to show cause notice why disciplinary action may not be initiated against you.
- If the reply of the student is found unsatisfactory then the strict action like restrict from the college.

### **3.2 Zero-Tolerance Policy towards Sexual Harassment.**

Sexual misconduct will be met with a strict disciplinary action. The Parliament of India passed the “Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act,” in the year 2013. The act provides Protection against sexual harassment of women at workplace and for the prevention and Redressal of complaints of sexual harassment and for the matters connected therewith or Incidental thereto.

**The guidelines explicitly state the following:** “It shall be the duty of the employer or other responsible persons in workplaces or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolutions, settlement, or prosecution of acts, of sexual harassment by taking all steps required.” educational institutions are also bound by the Supreme Court’s directive of 1997 and the 2013 Act. As directed by the act college has constituted a committee called Women’s Grievance Redressal”.

#### **Objectives:**

The objectives of the Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace are as follows:

- To develop a policy against sexual harassment of women in college.
- To evolve a permanent mechanism for the prevention and Redressal of sexual Harassment cases and other acts of gender- based violence at the college.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the Institute to provide an environment free of gender-based discrimination.
- To create a secure physical and social environment to deter any act of sexual harassment.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

#### **The Definition of Sexual Harassment:**

❖ According to The Sexual Harassment of Women at The Workplace (Prevention, Prohibition and Redressal) Act 2013, sexual harassment includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- Physical contact and advances; or
  - A demand or request for sexual favors; or
  - Making sexually coloured remarks; or
  - Showing pornography; or
  - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- 
- ❖ Any act falling under the purview of following cases will be considered as an incident of sexual harassment (Clarification of Unwelcome acts or behavior):
  - ❖ When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are, implicitly or explicitly, made a term or condition of teaching/guidance, employment, participation, or evaluation of a person's engagement in any activity.
  - ❖ When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature.
  - ❖ Interfering with her work or creating an intimidating, offensive, or hostile environment for her.
  - ❖ When a person uses the body or any part of it or any object as an extension of the body with a sexual purpose in relation to another person without the latter's consent or against that person's will, such conduct will amount to sexual assault.
  - ❖ When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the premises or any public forum of the institute is used to denigrate/discriminate against person(s), or create a hostile environment on the basis of a person's gender identity/sexual orientation.
  - ❖ When a person shows any humiliating treatment to woman that is likely to affect her health and safety.
  - ❖ Teaching activities or explanation of various issues related to fertility, reproductive health and other research topics in a scientific manner will not be considered as harassment.

### 3.3 Constitution of the Internal Committee

The college has a duly constituted anti sexual harassment cell which follows the UGC norms

#### **Vishakha Samiti (ICC)**

<b>Name</b>	<b>Designation</b>
Prof. Smt. Suryawanshi P. S.	Chairman
Dr. Kota D. N.	Member
Prof. Pawar H. D.	Member
Prof. Borse V. K.	Member

The Committee shall consist of members, who shall be appointed by the General Secretary as under, namely:

- A Presiding officer who shall be a woman employed at a senior level at workplace from amongst the employees.
- Two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- One member from amongst non teaching staff or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.
- The term of each member shall be of three years. The previous committee members will continue till the new committee is constituted at the end of the year term or as decided by General Secretary.
- Provided that at least one-half of the total Member so nominated shall be women. In case a senior level woman employee is not available, the Presiding Officer shall be nominated from other units or administrative units of the workplace.

### 3.4 Statutory Status:

The Internal Committee to Prevent Sexual Harassment of Women at the Workplace is empowered to carry out the mandate of the policy and has statutory power as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters:

Summoning and enforcing the attendance of any person (Complainant/ Complainee /Witness) and

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examining him/her on OATH and recording the statements

- Requiring the discovery and production of valid Documents
- Any other matter which may be prescribed

### **3.5 Power and Duties of the Committee:**

The committee is NOT to act as moral police; neither will it intrude on anyone's privacy. The role of the Committee is to create awareness about sexual harassment and to deal with and recommend punishment for non- consensual acts of sexual harassment, and not to curtail sexual expression within the campus. Members are expected to be sensitive to the issue and not let personal biases and prejudices (whether based on gender, caste, class) and stereotypes (e.g., predetermined notions of how a “victim” or “accused” should dress up or behave) affect their functioning as members of the committee. File a written complaint to the members in the committee or write an email- sanuj@gmail.com

### **3.6 Grooming and Dress Code Policy**

Dress Code & Personal Appearance:

College has its own dress code policy.

#### **Purpose**

To provide guidelines for all teaching and non-teaching staff members

#### **Scope**

All teaching and non-teaching employees and not for students.

#### **Policy Statement**

This policy is designed to guide employees on the required standards of dress and appearance. Employees must always maintain an appropriate standard of dress and personal appearance at work and conduct themselves in a professional manner within the college campus.

The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance, and staff must use common sense in adhering to the principles underpinning the policy.

#### **Policy**

All employees are required to be neat, clean and tidy and of smart appearance in a way to present themselves at all times in accordance with their professional status and dress in a manner appropriate to their role. common dress code policy is followed by all the staff members in the college campus.



### **Policy elements**

These dress code rules always apply:

All employees must be clean and well-groomed. Grooming styles dictated by religion and ethnicity aren't restricted.

All clothes must be work-appropriate. Clothes that are typical in workouts and outdoor activities aren't allowed except during sports events or events outlined by HR Dept.

All clothes must project professionalism. Clothes that are too revealing or inappropriate aren't allowed.

All clothes must be clean and in good shape. Discernible rips, tears or holes aren't allowed.

Employees must avoid clothes with stamps/pins/stickers that are offensive or inappropriate.

Wearing a clean mask during the Covid19 pandemic period is compulsory and the mask is to be worn always except while eating or drinking tea/water. The mask should not be dirty or torn.

### **Employees who are required to wear a uniform**

Non-teaching staff is required to wear a uniform and must ensure that they do so during working hours, Uniforms must always be clean and ironed and worn in a presentable fashion. The uniforms issued must not be altered in any way without the principal's permission.

### **Employees who are required to wear protective clothing and equipment**

Employees who occupy roles that require protective/safety clothing or footwear are obliged to wear this clothing while carrying out their duties as required by law or by the college's rules. In addition, any employee whose job involves working with chemicals must keep his/her hair either short or tied back and must not wear any Jeweler other than a wedding ring and only wear minimal make-up. Wearing nail varnish and perfume is not permitted. These rules are in place for safety/hygiene reasons.

### **Certain items that are not permitted at work are:**

Items of denim clothing, colored jeans Dirty/frayed/torn uniform / clothing

Loose bell bottom type pants or Palazzo Salwar. Tight fitting dresses Shorts, Hoodies (unless as part of a uniform); Sports clothing, for example tracksuits and sports shirts except for events where specifically mentioned Slippers /High Heels /Flip-flops /Sandals — these are not permitted in Trust office or in classrooms, except in cases of injury to your body, in which case you must take prior medical permission from your supervisor. Clothing that displays slogans or symbols especially those that could cause offence Jewellery and make-up — Keep them simple. An excessive amount of jewelry

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and/or make-up distract. They are not suited for the classroom.

Clothing or jewelry that could present a health and safety risk. Big Ornaments like big earrings or big nose rings are to be avoided during office hours. Tattoos are to be kept covered during working hours.

### **Disciplinary Consequences**

Any employee who disregards these rules will be subject to disciplinary action; it is anticipated, however, that minor breaches of the policy will be dealt with as informally as possible only once in a month. In serious cases, where an employee's appearance is, in the college view, unacceptable, the employee will be required to return home to change. In these circumstances, the employee will not be paid for the duration of his/her absence from work. Employees may face more severe consequences up to and including termination, if their appearance causes irreparable damage, like loss of image in front of parents they repeatedly violate the dress code of the college.

### **Casual Fridays**

The trust will designate Friday as the day of the week when employees may dress more informally than the normal day-to-day uniform or business attire. This provision applies only to employees who have no parents or customer contact. On these days, employees can wear formal coloured clothing but only with shoes for Males and Ballet Shoes/ sandals for Females. Chappal/High Heels will not be permitted.

### **Formal business attire for /Trustee/ Director/ CEO**

To present a professional, business-like image to parents, visitors, customers and the public, all Trustees, Directors and CEO will always wear formal business attire / Safari Suit / Nehru Jacket / Blazer. Saree/Salwar with Blazer. No casual clothing or casual shoes is allowable.

### **Formal Business attire for Principal**

Since there is a formal interaction with students, parents and Public in schools and colleges, the formal attire for all Directors / Principals / Headmasters in the School / College premises will be formal business attire Blazer / Saree or Salwar with blazer. No Casual clothing or Casual shoes is allowable. Tie for male Director / Principals will be mandatory during events. Headmasters can wear Nehru jacket or blazer with formal dress.

## **3.7 Public Relation and Information Security Policy**

### **Our Mission**

## **Introduction**

College aims to establish strong working relationships with a wide range of media and recognizes the role they play in disseminating information to the public and our communities. The media continues to play a crucial role in generating awareness of and building the reputation of The College, our academies, our achievements and objectives.

This policy applies to all members of the organization and includes all staff, contracted or temporary, and sets out the context in which they should carry out communications via the media.

## **Purpose**

To ensure a continued professional relationship with the media and therefore the public, it is vital that we present a clear and consistent image of college and our staff. All the information originating from us must be factually accurate, complete and reflect the mission, vision and official position of the organisation always. It is also important to ensure that information is released to the media in a timely manner. The way that we are portrayed in the media could have a significant influence on the public perception of the organization, so it is vital to continue to build strong relationships across all types of key media (regional, state and national). It should be noted that any news distributed via our official PR channels, including but not restricted to social media, The college, academy websites, newsletters and printed information, should follow the same principles as those outlined in this document.

The purpose of this PR policy is to:

- Establish and maintain positive communications with the public and our stakeholders, via the media, to promote a greater understanding of our ethos, mission and values
- Encourage the public via the media to relate to us as a leading multi- academy trust (MAT) by showcasing what makes us unique and different to other MATs and academy sponsors
- Outline the ways in which we deliver services and objectives to provide the very best education for all pupils and the highest level of support for our staff
- Illustrate the ways in which we and our academies are working to the benefit of local communities.

## **Press releases**

To celebrate foundation day of the organization (Adivasi Seva Samittee and Mahatma Gandhi Vidyamandir). Also, to write an article about the social work of the organization in the anniversary newspaper in this regard and publicize various events of the anniversary.

The purpose of a press release is to promote our achievements, objectives, services and to enhance the

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reputation of the college and our academies. All press releases sent out to the media must be written in line with this policy and our PR guidelines. All information supplied to external media, must be entirely factually accurate and not to the detriment of any individual, organization, institution, governing body, or political party. To publicize all the activities of the college. Publicity of debates, speeches, sports competitions, placement, NSS camps, blood donation camps, inaugurations, national, state level, seminars as well as important decisions.

### **Good communication**

Good communication is the responsibility of all staff. Principal should keep The PR Team/relevant member of academy staff informed about any items which could be used to generate positive news stories. All press releases must follow the process outlined in the college PR guidelines. The PR implications of all activities should be considered and reviewed on a regular basis and advice sought from the PR Team in the case of any queries. To act as a medium of communication between staff, alumni members and students. Presenting New Year, Diwali, birthday greetings (flowers) to maintain good relations with the concerned departments or their chief officers.

### **Filming and photography**

We need and welcome publicity to promote the positive image of The College and our academies. Photographs and video are a key element to publicity and to building a meaningful reputation of our organization and the work that we do. We recognize that we must use images in a responsible way that is also compliant with ASS's Data Protection and E-Safety policies as well as national legislation. Images should only be used for legitimate and lawful purposes, such as education, and images should be stored in a secure place. Photographs and videos are kept in the consult department. Consent should be obtained if images are to be published on the internet or used for commercial purposes. Each academy should have a photo/image consent form including clear rules on how and when pictures can be taken and published. Specific details of children appearing in photos should not be shared without considering the potential for misuse. Keep personal information to a minimum. Consider the human rights of individuals, especially their right to privacy. Consider where they are, what they are doing and whether they have an expectation of privacy. Privacy notices should be used to inform people that photography or filming is taking place at events. It should describe what the images will be used for.

## **Social media use policy & Guidelines for faculty, staff and students**

### **Purpose**

This policy has been created to assist the faculty, staff and students of the ASS ACS College, Manur with identifying and avoiding possible issues. This policy is not intended for internet activities that do not associate or identify a faculty, staff member, student employee or student organizations with the ASS ACS College, Manur, do not use ASS ACS College, Manur email addresses, do not discuss the ASS ACS College, Manur and are purely about personal matters.

### **Policy Philosophy**

These guidelines are intended to assist ASS Trust faculty, staff, and students who create, manage, or utilize social media presences as representatives of the ASS Trust. These guidelines apply regardless of one's status as an individual professional, on behalf of academic or administrative departments, or as a student representing college student organizations.

### **Process**

**Definitions:** Users are any faculty, staff, or students utilizing social media platforms.

Social Media Platforms are technology tools and online spaces for integrating and sharing user generated content in order to engage constituencies in conversations and allow them to participate in content and community creation. Examples are Facebook, Twitter, LinkedIn, and YouTube. Because of the emerging nature of social media platforms, this list is not intended to be exhaustive of all platforms available. These policies apply to those cited and any other online platform available and emerging including social networking sites and sites with user-generated content. There can be no official ASS ACS College, Manur sites or pages on YouTube, Facebook, Twitter, etc. unless they are developed or authorized by the PR department. Any sites or pages existing without prior authorization as required above will be subject to review when discovered and may be amended or removed.

1. Content Owners are responsible for posting and using content and maintaining compliance with regulations and ASS ACS College, Manur policies concerning privacy, security, human services.
2. Content Owners are responsible for monitoring and maintaining web content as follows:
3. Content is current and accurate.
4. Content Owners engage in communications that are acceptable to the ASS ACS College, Manur workplace and respect copyrights and disclosures.
5. Proprietary financial, intellectual property, patient care or similar sensitive or private content may not be revealed.
6. Content Owners are responsible for gaining the expressed consent of all involved parties for the

right to distribution or publication of recordings, photos, images, video, text, slideshow presentations, artwork and advertisements whether those rights are purchased or obtained without compensation.

7. Content Owners are responsible for constantly monitoring postings and comments to social media sites, and for deleting postings that do not adhere to our policies.

### **General Guidelines for Online Professional or Personal Social Media Activity**

Online social media allows ASS ACS College, Manur faculty, staff, and students to engage in professional and personal conversations. These guidelines apply to faculty, staff and students who identify themselves with the ASS ACS College, Manur and/or use their ASS ACS College, Manur mail address in social media platforms such as professional society blogs, LinkedIn, Facebook, etc. for deliberate professional engagement or casual conversation. These guidelines apply to private and password protected social media platforms as well as open social platforms.

By posting a comment or other material to ASS ACS College, Manur -sponsored sites, users give the ASS ACS College, Manur the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content provided, which includes using the submissions for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing submissions. The ASS ACS College, Manur serves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

The ASS ACS College, Manur further reserves the right to, in its sole discretion, reject or remove comments for any reason, including but not limited to our belief that the comments violate this policy. Any submissions that fail to follow this policy in any way or are otherwise irrelevant will not be posted. Due to the sheer volume or appropriateness, the ASS ACS College, Manur will not respond to every posting, especially those that address individual medical issues.

### **Faculty, Staff or Students who utilize ASS ACS College, Manur-sponsored sites must follow these guidelines:**

- **Do No Harm.** All Users must ensure that their internet social networking does no harm to the SPH ASC College, Manur or to themselves whether navigating those networks on the job or off.
- **Personal Responsibility.** Users are personally responsible for the content they publish on

blogs, wikis or any other form of user-generated content. Be mindful that what you publish will be public for a long time protect your privacy. In addition, Users are responsible for what they post on their own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous, or obscene (as defined by courts). Increasingly, employers are conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.

- **Comply with Regulations.** Users must follow the same ASS ACS College, Manur policies concerning general civil behavior guidelines cited above for Content Owners including respecting copyrights and disclosures, and not revealing proprietary financial, intellectual property, patient care or similar sensitive or private content.
- **Identify your Affiliation.** If users identify themselves as a member of the ASS ACS College, Manur community in any online forum and/or use their ASS ACS College, Manur email address, they must make it clear that they are not speaking for the ASS ACS College, Manur, and what they say is representative of their individual personal views and opinions and not necessarily the views and opinions of the ASS ACS College, Manur.
- **Maintain Transparency.** The line between professional and personal business is sometimes blurred. Therefore, users must be thoughtful about a posting's content and potential audiences. Users must also be honest about their identity.
- **Be Thoughtful.** Users must be thoughtful about how they present themselves as ASS ACS College, Manur faculty, staff or student in online networks. By virtue of self-identifying as part of the ASS ACS College, Manur in such a network, users connect themselves to and reflect upon, ASS ACS College, Manur colleagues and staff.
- **Conflict of Interest.** If someone or some group offers to pay Users for participating in an online forum in their ASS ACS College, Manur role, offers advertising for pay and/or for endorsement, this could constitute conflict of interest and ASS ACS College, Manur policies and guidelines apply.
- **Job Postings.** Job postings follow ASS ACS College, Manur established processes.
- **Relationships.** Users should consider carefully assess the implications of "friending", "linking", "following" or accepting such a request from another person. For example, there is a potential for misinterpretation of the relationship or the potential of sharing protected information. Relationships such as faculty-student, doctor-patient, supervisor- subordinate or

staff-student merit close consideration of the implications and the nature of the social interaction.

- **ASS ACS College, Manur Resources.** Faculty and staff should respect ASS ACS College, Manur time and property. It's appropriate to post at work if your comments are directly related to accomplishing work goals, such as seeking sources for information or working with others to resolve a problem. Faculty and staff should participate in personal social media conversations on their own time.

### **Guidelines for Personal Social Media Activity**

Faculty and staff are encouraged to share ASS ACS College, Manur news and events, which are a matter of public record, with their family and friends. Linking straight to the information source is an effective way to help promote the mission of the ASS ACS College, Manur and build community. As stated above, when you might be perceived online as an agent of the ASS ACS College, Manur, you need to make sure it is clear to the audience that you are not representing the position of the ASS ACS College, Manur or ASS ACS College, Manur policy. While the guidelines below apply only to those instances where there is the potential for confusion about your role as ASS ACS College, Manur agent/expert versus opinion of a person, they are good to keep in mind for all social media interactions.

When posting to a social media site you should:

**Be authentic.** Be honest about your identity. In personal posts, you may identify yourself as ASS ACS College, Manur faculty or staff member. However, please be clear that you are sharing your personal views and are not speaking as a formal representative of the ASS ACS College, Manur If you identify yourself as a member of the SPH ASC College, Nampur community, ensure your profile and related content are consistent with how you wish to present yourself to your colleagues.

**Use a Disclaimer.** If you publish content to any website outside of the ASS ACS College, Manur and it has something to do with the work you do or subjects associated with the ASS ACS College, Manur, use a disclaimer such as this: "The postings on this site are my own and do not represent the ASS ACS College, Manur positions, strategies or opinions."

**Don't Use the ASS ACS College, Manur Names or Logos or Make Endorsements.** Do not use the ASS ACS College, Manur signature block, academic logo, athletic logo or any other ASS ACS College, Manur marks or images on your personal online sites where you are making a profit or advocating a cause or agenda not approved and endorsed by the ASS ACS College, Manur. Do not use the ASS ACS College, Manur name or logo to promote or endorse any product, cause, political party or candidate, personal opinions, or non- ASS ACS College, Manur services.



- **Take the High Ground.** If you identify your affiliation with the ASS ACS College, Manur in your comments, readers may associate you with the ASS ACS College, Manur, even with the disclaimer that your views are your own. Remember that you're most likely to build a high-quality following if you discuss ideas and situations civilly. Don't pick fights online.
- **Don't Use Pseudonyms.** Never pretend to be someone else. Tracking tools enable supposedly anonymous posts to be traced back to their authors.
- **Protect Your Identity.** While you should be honest about yourself, don't provide personal information that scam artists or identity thieves could use. Don't list your home address or telephone number. It is a good idea to create a separate email address that is used only with social media sites.
- **Respect Your Audience.** Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the ASS ACS College, Manur community.
- **Breaches of Security**
  - For security and technical reasons, the SPH ASC College, Nampur reserves the right to monitor, record and log all use of its information technology resources and activity on the ASS ACS College, Manur network. Any individual suspecting that there has been or is likely to be a breach of data security must inform their local IT department immediately. The IT department and ASS ACS College, Manur will advise the individual and their line manager on what action should be taken. The ASS ACS College, Manur reserves the right to take such action as it deems appropriate against individuals who breach the conditions of this policy. ASS ACS College, Manur staff, students, contractors, sub-contractors or agency staff who breach this policy may be subject to disciplinary action, including suspension and dismissal as provided for in the ASS ACS College, Manur, disciplinary procedures..

### **Other Policies**

Additional services provided by Public Relation department include:

- Internal communication;
- Crisis management;
- Public information campaigns;
- Management of media and film rights; and
- Maintenance of social media accounts.

### **3.7 Recruitment Policy**

College doesn't person shall be appointed to teaching posts we are following the guidelines given by A.S.S. Trust and prescribed by University Grants Commission/University form to time.

( [https://www.ugc.ac.in/pdfnews/4033931\\_UGCRegulation\\_min\\_Qualification\\_Jul2018.pdf](https://www.ugc.ac.in/pdfnews/4033931_UGCRegulation_min_Qualification_Jul2018.pdf) )

\*Appendix-III

### **3.9 Induction Policy**

The college has organized 2 days orientation program beginning of the academic year for teachers. A personal file shall be opened for all employees. The personnel file shall contain the following:

1. Application of the candidate Biodata/Resume
2. Certificates of birth, education and medical fitness Written comments of reference, if any
3. Appointment letter / Contract letter
4. Joining Report
5. Job Description, Performance & Development Plan
6. Personal details of employees like permanent/current address/blood group
7. Relieving letter or experience certificate from the previous employer or last employer
8. Letters of annual salary revisions & copies of performance appraisal
9. Two colored passport size photographs
10. Memos issued, reply to above, reports of enquiry committees / suspension order / termination on disciplinary grounds etc.
11. Any other personal memos
12. Resignation / Contract termination letter
13. Claim Certificate
14. Any other information deemed appropriate by ASS Trust.
15. Legal issue
16. PAN Card and Aadhar Card

All newly joined employees shall upon completion of the formalities undergo an induction program, intended to familiarize them with the dynamics of the organization. The methodology would be that of guided interaction with the various sections in the staff. The HR team will co-ordinate the Induction Process. In recognition of their experience and expertise, senior staff members would often be asked to participate as facilitators in the Induction Programme, on a need basis. The induction process may be

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phased over a few days so as not to disrupt the daily work of staff and those conducting the induction. A package of training module will be developed and put in place for induction process. The following are to find place in the package.

- Explain the Vision, Mission and Guiding Principles of ASS Trust
- Present briefly the key ideas of Catholic Teaching on Education
- Provide access for the new employee to read the policy documents such as HR TEAM Manual, Handbook, Gender/Emergency /environment Policies etc.
- Describe key office norms and policies, systems, manual of procedures etc.
- Review the job description with the employee
- Orientation on Performance Management System
- Clarification on reporting relationships with respect to supervisors and peers.
- Personal file

### **3.10 Time and Attendance Management Policy (Working Hours)**

- The office working hours are from 9:30 am to 5:30 pm five days a week from Monday to Friday and for Saturday 10 a.m. to 1:30 p.m.
- For Teaching staff working hours is from 7.45 am. to 1.00 pm. for arts and commerce and science faculty.
- College enjoys the right to shift to a different pattern for working days and working hours.
- Any change in the Class and Office timings shall be notified to the respective staff.
- All employees shall be at work at the time and place assigned to them.
- All staff shall sign the attendance register and swipe their face reading/fingerprints at the biometric reader.
- Late Attendance with Permission: The request for permission in writing shall be submitted to the Principal through the concerned HOD on the previous day itself and shall be availed only after getting prior approval from the Principal. In these cases, while closing the attendance, the office will mark P” against the name of the staff member. When the staff member reports for duty, the member shall sign in the late attendance register kept in the office mentioning the time of signing the attendance. The individual will also indicate whether prior permission has been obtained from the Principal. However, the veracity will be verified by the office.

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- The permission shall not be granted as a matter of routine. Only in exceptional cases, permission will be given.
- In order to maintain discipline and promptness in attending the work, all the staff members are requested to co-operate with the institution by following the rules in full spirit and dedication.
- It is the responsibility of each employee to ensure that his /her attendance sheets are marked up to date/complete, all due reports for the month have been submitted and leave records, if any for the month, are also up to date to facilitate preparation and payment of their monthly salary in time.
- A staff member shall not leave the workplace earlier than the prescribed working hours. If, for any unavoidable reason, one must leave the workplace earlier, then prior written permission should be obtained from the Principal and an entry in the movement register must be made before leaving the workplace.

### **3.11 Public Holiday Policy:**

Govt. of Maharashtra <https://mat.maharashtra.gov.in/Site/Upload/Pdf/Calendar-2021.pdf>

As per the calendar year, University prescribes the public holidays, and the full authority to grant holidays is reserved to the Principal.

### **3.12 Communication & Reporting Policy**

Daily & Weekly reporting (telephonic, e-mail, personal) must be done to the Reporting Authority as per Process / Instructions given by the Principal.

Weekly Review Meeting:

It is mandatory to attend and compulsory to give Weekly Report in written form to your Reporting Authority /HOD.

It is compulsory to attend meeting called by the Principal as per mentioned schedule.

### **3.13 Feedback and suggestion Scheme**

College has Suggestion box for the students and alumni. We analyse their suggestions

*Every year we collect student's feedback form and analyses them and give detail report to the staff members.*

### **3.14 Awards**

*Every year college gives awards to the students to gives excellent performance in sports and annual social gathering. College also felicitates the staff members who get PHD award at the time of annual gathering Program.*

**3.15 Flag Hoisting Ceremony Policy:** ([http://www.ugc.ac.in/pdfnews/0255930\\_Flag-Code-of-India-2002.pdf](http://www.ugc.ac.in/pdfnews/0255930_Flag-Code-of-India-2002.pdf))

The college follows the guidelines given in the above links for flag code Policy. The National flag, University flag, or ASS trust flag may be hoisted in college on respective occasions (Republic Day, dependence day, Maharashtra day. ASS trust foundation day, University Foundation Day NSS, Sport events etc.)

#### **Instructions for guidance on the same are given below:**

1. The College staff will assemble in open square formation with students / employees forming the sides and the Flagstaff at the centre of the fourth side. It is also important to know that, during the ceremony of hoisting or lowering the Flag or when the Flag is passing in a parade or in a review, all people present should face the Flag and stand at attention. No one should be standing behind the flag.
2. Only the designated person unfurling the Flag will stand the paces behind the Flagstaff. No other person will stand behind the flagpole.
3. The employees / students will fall according to classes and in squads of ten (or other number according to strength). These squads will be arranged one behind the other. 30 inches will be the gap between each row. The senior most staff / students of the Trust or college will be on the right side.
4. The Flag will be unfurled only when all the people are standing in front of the flag. One person may assist in the flag unfurling, at the dais.
5. The physical director is in charge of the parade. The Person in charge of the parade (or assembly) will call the parade to attention, just before the unfurling, and he will call them to the salute when the National Flag flies. The parade will keep at the salute for a brief interval, and then on the command “order”, the parade will come to the attention position.
6. The Flag Salutation will be followed by the National Anthem. The parade will be kept at the attention during this part of the function.
7. On all occasions when the pledge is taken, the pledge will follow the National Anthem. When taking the pledge, the Assembly will stand to attention and the Designated Person will administer the pledge ceremoniously and the Assembly will repeat it after him
8. In pledging allegiance to the National Flag, the practice to be adopted in Schools / Colleges is that

everyone should stand with folded hands and repeat together the following pledge: "I pledge allegiance to the National Flag and to the Sovereign Socialist Secular Democratic Republic for which it stands."

9. When the Flag is in a moving column, persons present will stand at attention or salute as the Flag passes them.
10. Indian flag is the symbol of national pride. It is the responsibility of every citizen of India to know the do's and don'ts with respect to the National Flag. The same respect is to be given to the MGV Trust Flag.

### **Do's**

- i. When the flag is hoisted, it should be flat and horizontal. The Saffron panel should be on the top and it should be on the right with reference to the flag.
- ii. When flag is hoisted in open, it should be flown from sunrise to sunset.
- iii. Always hoist the flag briskly and lower it slowly and ceremoniously.
- iv. All people should face the flag and stand at attention, when the flag is being hoisted or lowered.
- v. When the Flag is carried in a procession or a parade, it shall be either on the marching right, i.e., the Flag's own right, or if there is a line of other flags, in front of the centre of the line.
- vi. When the Flag is displayed on a speaker's platform, it should be flown on the speaker's right as he faces the audience or flat against the wall, above and behind the speaker.
- vii. Wherever the Flag is flown or displayed, it should occupy the position of honor and be distinctly placed.
- viii. When the National flag is displayed flat and horizontal on a wall, the saffron band shall be uppermost and when displayed vertically, the saffron band shall be to the right with reference to the flag, i.e., it may be to the left of a person facing it.
- ix. When a National flag is displayed from a staff projecting horizontally or at an angle from a windowsill, balcony or front of a building, the saffron band shall be at the farther end of the staff.

### **Don'ts**

1. Damaged or crumbled flag should not be hoisted or displayed.
2. It should not be flown half-mast (represents depressed and mourning).
3. Any other flag or emblem should not be placed either above or right to the national flag.
4. It should not be used as a decoration or banner in any form.
5. It should not be used as a costume or uniform.
6. It should not be used as a toy by children.

7. It should not be printed or embroidered upon handkerchiefs, dresses or on cushions.
8. After cultural or sport events, flags made of paper or any materials should not be discarded on the ground. Damage or soiled flag, paper made flags should be disposed in private with the dignity of the flag.
9. Littering of any kind shall not be put upon the Flag
10. The Flag shall not be used as a drapery (arrangement of any cloth or clothing, loosely or casually) in any form whatsoever, including private funerals
11. The Flag shall not be used as a portion of costume or uniform of any description nor shall it be embroidered or printed upon cushions, handkerchiefs, napkins or any dress material;
12. The Flag shall not be used as a receptacle for receiving, delivering, holding or carrying anything
13. There shall be no objection to keeping flower petals inside the Flag before it is unfurled as part of celebrations on special occasions and on National Days like the Republic Day and the Independence Day
14. The Flag shall not be intentionally allowed to touch the ground or the floor or trail in water
15. The Flag shall not be used as a covering for a building The Flag shall not be intentionally displayed with the “saffron” down.
16. The Flag should not be flown from a\_ single masthead simultaneously with any other flag or flags
17. No other flag or bunting should be placed higher than or above or side by side with the National Flag
18. Any object including flowers or garlands, or emblem should not be placed on or above the Flag-mast from which the Flag is flown
19. The Flag should not be used in any other manner for decoration
20. The Flag made of paper may be waived by public on occasions of important national, cultural and sports events. However, such paper Flags should not be discarded or NSS
21. Department own on the ground after the event. As far as possible, it should be disposed of in private consistent with the dignity of the Flag
22. The Flag should not be displayed or fastened in any manner as may damage it
23. No other flag or bunting shall be placed higher than or above or, except as hereinafter provided, side by side with the National Flag; nor shall any object including flowers or garlands or emblem be placed on or above the Flag-mast from which the Flag is flown.
24. The Flag shall not be used to cover a speaker’s desk nor shall it be draped over a speaker's platform.
25. No Photo is to be placed on a chair. Only Table is to be used for flag hoisting ceremony.

### **3.16\_ Information Technology Policy**

We give requisite purchasing order to ASS trust. ASS trust provides us computer software and hardware. We are using Vridhi software for admission and for examination. We are updating our college website time to time.

### **3.17 Mobile Phone Device Policy**

Restricted use of mobile is allowed in college campus. But in this pandemic situation we are allowing the students to use mobile devices for online teaching, learning and examination.



## **CHAPTER- 4**

### **ETHICS AND CODE OF CONDUCT**

#### **4.1 Code of Ethics for Principal**

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD). These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organization. Specifics of the salient and significant codes applicable in the conduct of the Principal, as perceived and enforced by ASS's Arts, Commerce and Science College Manur are as follows:

- To uphold and upkeep the culture of inclusiveness in terms of imparting education in the institution.
- To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
- To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
- To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated.
- To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
- To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.

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- To uphold upkeep and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
- To endeavor for the upkeep of tranquility of the region surrounding the College so that academic practices come to gradual prevalence and only prevail, eventually.
- To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
- To endeavor and strive for maintaining vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.
- As the academic head of the institution, the Principal should ensure the existence of an academic environment within the College and should endeavor for its enrichment by encouraging research activities. Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College.
- The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conferences/symposiums/workshopsp/seminars.
- 

#### **4.2 Code of Conduct for Teacher**

Professional ethics are personal and corporate rules that govern behavior within the context of a particular profession. As prescribed by UGC the professional ethics for the teaching profession is as follows:

##### **Teacher and their responsibilities**

Whosoever adopts teaching as a profession assumes the obligation to conduct the ideal of the profession. A teacher is constantly under the scrutiny of his students and society at large. Therefore every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among the students must be his/ her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament amiable in disposition.

**Teachers should:**

- Adhere to responsible pattern of conduct and demeanor expected of them by community.
- Manage their private affairs in a manner consistent with dignity of profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation in professional meetings, seminars, conferences towards contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Perform their duties in form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Cooperate and assist in carrying out functions relating to educational responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examination including supervision, invigilation and evaluation.
- Participate in extension, co circular and extra circular activities including community service.

**Teachers and students**

**Teachers should:**

- Respect the right and dignity of the student in expressing his/ her opinion.
- Deal justly and impartially, with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage the students to improve their attainments, develop their personalities and at same time contribute to community welfare.
- Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.

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- Be affectionate to students and not behave in a vindictive manner towards any of them for any reason.
- Pay attention to only the attainment of the student in the assessment of merit.
- Make themselves available to the students even beyond their class hours and help and guide the students without any remuneration or reward.
- Aid students to develop an understanding of our national heritage and national goals.
- Refrain from inciting students against other students, colleagues or administration.

### **Teachers and colleagues**

- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully to other teachers.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

### **Teachers and authorities**

- Discharge their professional responsibilities according to existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and professional organizations for change of any such rule detrimental to the professional interest.
- Refrain from taking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Cooperate in formation of policies of the institution by accepting various offices and discharge responsibilities which offices may demand.
- Cooperate through their organization in the formulation of policies of other institutions and accept offices.
- Cooperate with authorities in betterment of the institution keeping in view the interest and in conformity with dignity of profession.
- Should adhere to conditions of contract.
- Give and expect due notice before change of position is made.

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- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation keeping in view their particular responsibility for completion of academic schedule.

### **Teachers and non-teaching staff**

- Teachers should treat non-teaching staff as colleagues and equal partners in a cooperative undertaking within every educational institution.
- Teachers should help in the function of joint staff councils covering both teachers and non-teaching staff.

### **Teachers and guardian**

- Try to see through teacher's bodies and organizations that institutions maintain contact with guardians, their students, send reports of their performances to the guardians whenever necessary and meet the guardians in meeting convened for the purpose of mutual exchange of ideas and for the benefit of institution.

### **Teachers and society**

- Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
- Work to improve education in the community and strengthen the community moral and intellectual life.
- Be aware of social problem and take part in such activities as would be conducive to progress of society and country as a whole.
- Perform duties of citizenship, participate in community activities and shoulder responsibility of public offices.
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

### **4.3 Code of Conduct for Supportive Non-Teaching Staff**

Being the employees of the ASS's Arts, Commerce and Science College Manur, all the supporting non-teaching staff should follow the code of conduct as mentioned below:

The support staff should acquaint themselves with the College policies and adhere to them to their best ability.

- Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
- They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
- They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.
- They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- They should also be responsible for the proper use and maintenance of college equipments and furniture.
- No support staff should be under the influence of drugs or alcohol during office hours.
- The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- The support staff should show no discrimination on basis of gender, caste or religion.
- Interactions between support staff and students are frequent as for example during counseling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the

students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.

#### **4.4 Professional Ethics for all:** Avoids gossip at workplace.

- Avoids loose talk and politicking at workplace
- Concentrates on the work in hand
- Be capable of working in a team
- Shows no interest in private lives of colleagues but helps when asked
- Understands one's capacity and freedom to work
- Does not underestimate or belittle seniors when working as the team leader
- Adheres to the rules of the workplace: dress code, efficiency, decency, time management, punctuality, etc.
- Follows work ethics/loyalty and meets deadlines.
- Understand responsibility and assume mature leadership by being tolerant to dissident opinions
- Do not misuse authority
  - **Besides the above, the faculty members and non-teaching staff are also required to adhere to:**
  - **1. Ban on Private Tuitions**
  - Members of the faculty shall not engage in the conduct of coaching classes either individually or in groups.
  - **2. Ban on Smoking and Consumption of Alcoholic Drinks**
  - Smoking and consumption of alcoholic drinks within the campus are prohibited.

#### **4.5 Code of conduct for Students**

All students must abide by the rules and regulations of the Institute. The Institute authority may take disciplinary action if any student violates the rules and regulations. Students are advised to adhere to the code of conduct and discharge their responsibilities as a student. Students are required to follow following rules:

- All students shall be responsible to the Principal, Vice-Principals, faculty members and other designated persons for their conduct.
- No student shall use improper language or indulge in insubordination and / or violent behavior.

- No student shall resort to any kind of demonstration on campus.
- No student shall possess, use or circulate pornographic material in any form.
- No student shall cause damage of any kind whatsoever to college property.
- No students shall use cell phones at the campus.
- No students shall resort to ragging at the college campus.
- No students shall smoke or partake of alcoholic drugs at the college campus.
- Every student shall wear his / her identity card while on campus.
- Students shall be punctual in their timings and attendance.
- All students shall strictly adhere to the dress code.
- Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand.
- Plan to arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
- Ragging banned on the institute campus. Anyone found guilty of ragging and /or abetting ragging is liable to be punished as per the directive of the UGC and Govt. Any incident of ragging will be dealt with seriously. The culprits will be dismissed from the institute and a case will be filed with the local police authorities.
- The institute prohibits political activities on the campus and forbids students from conducting and attending political meetings within the institute campus.
- Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.
- Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.
- Smoking and consumption of alcohol on the Institute premises or entering the institute premises, after consuming alcoholic drinks is strictly prohibited.
- No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the HOD or Principal.
- No student will be allowed to take active part in current politics.
- Prior permission from the Principal is essential to take part in inter – collegiate competitions.



- No student shall communicate any information or write about matters dealing with the Institute administration to the Press.
- Students are expected to take proper care of institute property and help the institute authorities in keeping the premises clean. Damaging institute property e.g., disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C., lights etc., is breach of discipline, and the guilty will be duly punished.
- Students should not leave their books, valuables and other belongings in the classroom.
- The Institute is not responsible for lost property. However, student may make a claim for lost property at the office, if it is deposited in the Institute Office.
- Students applying for certificates, testimonials, etc. which require the Principal's signature on any kind of document or application should first contact the Institute office. Students should not bring any paper directly to the Principal for his/her signature
- Students receiving Government or Institute Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behavior, regular attendance and satisfactory progress and good results at the Institute and University Examinations.
- All Institute activities are organized under the guidance and supervision of the Principal and Faculty In-Charge.
- Students must not associate themselves with any activity not authorized by the Institute Principal. Serious action will be taken of students found organizing or participating in such unauthorized activities.
- Students using unfair means at examinations will not be readmitted to the Institute. Actions will be initiated against such students as per the norms and procedure prescribed by the University.
- Every student has to participate in at least two of the co-curricular activities offered in the institute.
- It is the responsibility of the students to read the notice boards regularly for important announcements made by the Institute office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
- Disciplinary action will be taken against students found carrying and/or using cell phones, pagers Walkman, Discmans, iPods etc. on the institute premises.
- Matters not covered by the existing rules will rest at the absolute discretion of the Director.
- Limited parking space is provided for students and staff and the same can be utilized on 'first come first' basis. The Institute management is not responsible for the safety (including damage

and/or theft /loss of vehicles) of vehicles in the premises. Students and staff may utilize the limited parking space at their own risk. Students must ride/drive their vehicles into & at the campus at a moderate speed only; speeding will be looked upon as an act of indiscipline and can attract adverse consequences.

- Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited
- Bike race / motor car race / elephant procession or similar activities shall not be permitted inside the campus.
- No type of vehicles shall be used during celebrations inside the institute campus.
- Students joining the Institute are bound by the rules and regulations of the Institute.
- The Principal is the ultimate disciplinary authority in the institute.
- Students must keep their terms strictly in accordance with rules of college / university and UGC.
- Students are advised to come to the College 10 minutes before commencement of their Classes or Practical's.
- Students must help to keep the institute campus neat and clean.
- Students should wear Institute uniform or the formal dress as decided by the competent authority.
- Use of Mobile phones in college premises is strictly prohibited. Any violation of this will lead disciplinary action.
- All acts of violence and sexual harassment of any kind will lead to disciplinary action or penal action as per the competent authority.
- No outsider is allowed to enter the college premises without permission of the Principal. Trespassers are liable for prosecution.

#### **4.6 Grievance Redressal:**

ASS's Arts, Commerce and Science College Manur has a duly constituted a Grievance Redressal Cell which will scrutinize and solve the problems / grievances of students, teaching and non-teaching staff.

- The complainant will have to submit a written and signed complaint addressed to the Secretary of the Cell.
- The counselor will call the complainant for a personal meeting, usually within a week from the submission of the written complaint.
- The members of the Cell will discuss the complaint.

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- If the case falls outside the purview of the Cell, the complainant will be forwarded to the trust committee.
- If the case comes under the purview of the Cell, an enquiry committee will be set up. The Committee will submit a report and recommend the nature of action to be taken at the earliest by the appropriate authority.

#### **4.7 Sexual harassment of women at workplace**

Sexual harassment injects the most demeaning sexual stereotypes into the general work environment and always represents an intentional assault on a person's innermost privacy.

#### **What is Sexual Harassment?**

According to the Supreme Court order, sexual harassment is any unwelcome:

- Physical contact and advances
  - Demand or request for sexual favors
  - Sexually colored remarks
  - Display of pornography
  - Any other unwelcome physical, verbal and non-verbal conduct of a sexual nature.
- Basically it is any unwelcome words or actions of sexual nature.

#### **Examples:**

- Denial of payment or official approval in the absence of sexual favours
- Pornographic pictures/messages displayed on desks or sent by email
- Remarks made about personal appearance and dress
- Colored jokes shared in the office that makes others present feel uncomfortable.

ASS's Arts, Commerce, and Science College Manur has a duly constituted anti-sexual harassment cell that follows the UGC norms as detailed in the following website: (

[https://www.iimb.ac.in/sites/default/files/inline-files/UGC-Regulation-Prevention-and-Prohibition\\_1.pdf](https://www.iimb.ac.in/sites/default/files/inline-files/UGC-Regulation-Prevention-and-Prohibition_1.pdf) )

## **Functions of the Cell**

- To provide a neutral, confidential, and supportive environment for members of the campus community who may have been sexually harassed;
- To advise complainants of the informal and formal means of resolution as specified by the Cell;
- To ensure the fair and timely resolution of sexual harassment complaints;
- To provide information regarding counselling and support services on our campus
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault;
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.

The Cell seeks to inform the campus community of their right to a respectful work and learning environment. It believes that if we practice respect, exercise empathy in our interactions with others so that we do not hurt anyone through what we say or do then we can create a campus that is free of sexual harassment. Simple respect for all on the campus community is thus the focus.

The Cell seeks to achieve these goals through:

**Dissemination of Information** – through production, distribution and circulation of printed materials, posters, displaying posters, boards etc.

**Awareness Workshops** – about sexual harassment for faculty, non-teaching staff and students. The aim is to develop nonthreatening and non-intimidating atmosphere of mutual learning.

**Counselling** – Confidential counselling service is an important service as it provides a safe space to speak about the incident and how it has affected the victim because sexual harassment cases are rarely reported and is a sensitive issue.

### **Complaint Mechanism Procedure to file /report a complaint:**

- The complainant will have to submit a written and signed complaint addressed to the Secretary of the Cell.
- The counselor will call the complainant for a personal meeting, usually within a week from the submission of the written complaint.
- The members of the Cell will discuss the complaint.

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- If the case falls outside the purview of the Cell, the complainant will be forwarded to the trust committee.
- If the case comes under the purview of the Cell, an enquiry committee will be set up. The Committee will submit a report and recommend the nature of action to be taken at the earliest by the appropriate authority.

#### **4.8 Standard Operating Procedures for Anti Ragging**

ASS's Arts, Commerce and Science College Manur has a duly constituted a Anragging Committee which will work for prevention of ragging in the college and will spread anti- ragging campaign in the student community. This cell follows the UGC norms as detailed in the following website: (<https://icar.org.in/files/edu/UGC-regulation-ragging.pdf>)

The major functions of the committee are as follows:

- To take all necessary measures for prevention of Ragging inside the Campus
- To publicize to all students and prevalent directives and the actions that can be taken
- To Conduct workshops against ragging menace and orient the students

#### **Implementation of Anti-ragging**

- An anti-ragging committee is formed by the staff council. The members name and numbers are displayed at prominent location in the college.
- Anti-ragging warnings are displayed at prominent locations in the college.
- An anti-ragging undertaking is taken from the students at the time of admission.
- Committee members are vigilant to prevent incidents of ragging by taking frequent rounds in the college.

### **5. LEAVE AND LEAVE RULE**

1. SPPU, Pune ([http://www.unipune.ac.in/pdf\\_files/law/teacher-revised.pdf](http://www.unipune.ac.in/pdf_files/law/teacher-revised.pdf))
2. Govt. of Maharashtra ([https://finance.maharashtra.gov.in/Sitemap/finance/pdf/ActsRules/English/FIN.PUB.G.O.M.-3\\_1981\\_SECOND%20EDITION\\_LEAVE.pdf](https://finance.maharashtra.gov.in/Sitemap/finance/pdf/ActsRules/English/FIN.PUB.G.O.M.-3_1981_SECOND%20EDITION_LEAVE.pdf))

## 5.1 Leave Rules for Teaching Staff

### Duty Leave:

- ❖ Duty leaves up to 30 days in an academic year may be granted for the following purposes:
  - Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the college;
  - Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Principal of the College;
  - Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the College;
  - Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
  - For performing any other duty assigned to him/her by the college.
- ❖ The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- ❖ The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- ❖ Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- ❖ Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

### Study Leave:

- ❖ The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient 's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.

- ❖ A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council/Syndicate of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.
- ❖ The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor of College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the College or to make a special study of the various aspects of University organization and methods of education, giving full plan of the work.
- ❖ The study leave shall be granted by the management on the recommendation of the principal of the college concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the College
- ❖ 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.
- ❖ The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- ❖ The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- ❖ No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the management in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the management to treat the period of shortfall as Extra-Ordinary leave has been obtained.
- ❖ Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation

provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.

- ❖ The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the College on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
- ❖ The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.
- ❖ A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the college for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- ❖ A teacher -
  - (a) who is unable to complete his/her studies within the period of study leave granted to him/her or
  - (b) who fails to rejoin the services of the college on the expiry of his/her study leave or
  - (c) who rejoins the service of the college but leaves the service without completing the prescribed period of service after rejoining the service or
  - (d) who, within the said period, is dismissed or removed from the service by the college shall be liable to refund, to the college the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

**Explanation:**

- If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned; he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations. Notwithstanding the above provision, the Executive Council/Syndicate may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other



exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

- After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institutions in accordance with paragraph (x) to (xiii) above.
- The teacher on study leave shall submit to the Principal of his/her parent College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the College.
- With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the management of Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the College/Institution in the long run.

### **Sabbatical Leave:**

- ❖ The permanent, whole-time teachers of the university and colleges who have completed seven years of service as a Reader/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- ❖ A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher 's return from previous study leave or any other kind of training programme of duration of one year or more.

- ❖ A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- ❖ A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the management may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- ❖ During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher re-joins the university on the expiry of his/her leave.

### **Other Kinds of Leave Rules for Permanent Teachers of the Colleges**

#### **The following kinds of leave would be admissible to permanent teachers:**

- (i) Leave treated as duty, viz. casual leave, special casual leave, and duty leave;
- (ii) Leave earned by duty, viz. earned leave, half-pay leave, and commuted leave;
- (iii) Leave not earned by duty, viz. extraordinary leave; and leave not due;
- (iv) Leave not debited to leave account
- (v) Leave for academic pursuits, viz. study leave, sabbatical leave and academic leave;
- (vi) Leave on grounds of health, viz., maternity leave and quarantine leave.
- (vii) The Executive Council/Syndicate may grant, in exceptional cases, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

#### **Casual Leave**

- (i) The total casual leave granted to a teacher shall not exceed fifteen days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

#### **Special Casual Leave**

- (i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:

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- (a) To conduct examination of a university/Public Service Commission/Board of Examination or any other similar body/institution;
- (b) To inspect academic institutions attached to a statutory board.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) In addition, special casual leave to the extent mentioned below, may also be granted;
  - (a) To undergo sterilization operation (vasectomy or salpingectomy) under a family welfare program. Leave in this case shall be restricted to six working days; and
  - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
- (iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacations by the sanctioning authority on each occasion.

### **Half-pay Leave**

Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose.

### **Explanation:**

A "completed year of service" means the continuous service of a specified duration under the university, and includes the periods of absence from duty as well as leave, including the extraordinary leave.

### **Commutated Leave**

Commutated leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent teacher on the basis of medical certificate from a registered medical practitioner subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days, at a time;

*Provided* that no commuted leave shall be granted under these Regulations, unless the authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.

### **Extraordinary Leave**

(i) A permanent teacher may be granted extraordinary leave when:

(a) No other leave is admissible; or

(b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.

(ii) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:

(a) Leave taken on the basis of medical certificates;

(b) Cases where the Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;

(c) Leave taken for pursuing higher studies; and

(d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.

(iii) Extraordinary leave may be combined with any other leave except the casual leave and special 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 three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.

(iv) The management/principal empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

### **'Leave Not Due'**

(i) Leave not due, may, at the discretion of the Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days, in all, maybe otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

(ii) 'Leave not due' shall not be granted, unless the Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

(iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a

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The case where retirement is unavoidable on account of the reason of ill-health, incapacitating the teacher for further service, refund of leave salary for the period of leave yet to be earned may be waived by the (principal) College Governing Body.

*Provided* that the management/College Governing Body may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

### **Maternity Leave**

(i) 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.

(ii) 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**

Women 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 the entire service period the cases, where the child-care leave is granted for more than 45 days, the 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.

## **6.2 Declared Holidays**

The college including its office will remain closed on Government declared holidays.

**6.3 Commencement and Conclusion Dates:** The dates for the commencement and the conclusion of both the First and Second terms in all the faculties shall be determined by the SPPU.

- The term can be kept by only duly admitted students in the College. Terms to be kept for any University Examination shall normally be consecutive except when otherwise prescribed for the Course.
- The total number of terms, however, shall be kept to the satisfaction of the authorities concerned.

- For keeping a term in any Class in a College a student shall attend at least 75% of lectures delivered per term.
  - The Principal of the College may, on account of bonafide illness, or any other compelling reasons beyond the control of the candidates, condone the shortage of attendance by 20% at the Maximum.
  - In case a student is permitted to participate in the N.C.C./N.S.S. camps or to undergo a training or military duties/Inter-University/Inter-Collegiate Competitions/Sports and Games by the University or College authorities, the actual number of days spent for participation in these activities shall be counted towards the attendance of the student.
  - The Principals and Heads of Institutions shall keep a Register of the daily attendance of duly admitted students.
- (a) To keep a term at a college, a student must complete to the satisfaction of the Principal the course of studies at the College prescribed for such terms for the Class to which the student belongs.
- (b) In Colleges where facilities for N.C.C. Training are available, N.C.C. Training will be obligatory for Under-Graduate student of that College who has joined such training. Such a candidate shall have to produce, along with his application for admission to the examination, a Certificate from the Principal to the effect that he has undergone satisfactorily the required N.C.C. Training during the year.
- This Certificate shall be issued by the Principal in consultation with the N.C.C. Authorities.

#### **6.4 Leave Rule for Non-teaching Staff**

( [https://finance.maharashtra.gov.in/Sitemap/finance/pdf/ActsRules/English/FIN.PUB.G.O.M.-3\\_1981\\_SECOND%20EDITION\\_LEAVE.pdf](https://finance.maharashtra.gov.in/Sitemap/finance/pdf/ActsRules/English/FIN.PUB.G.O.M.-3_1981_SECOND%20EDITION_LEAVE.pdf) )

Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides a healthy and efficient staff for the ASS ACS College Manur.

Our college provides different kinds of leave to meet with the various eventualities of its staff. Availing of leave should be with proper notice so that the work of the organization does not suffer. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning of the college.

The various types of leaves are available for non- teaching staff of college as per their concerned universities Act, statutes, notification and direction, Government/Management GR, Rule and Regulation.

**The following kinds of leave shall be admissible to non-Teaching staff**

**Leave Rules for Non-Teaching Staff**

Following kinds of leave shall be admissible to the employees:

1) Leave earned by duty:

Earned leave, half pay leave, commuted leave and leave not due.

2) Leave not earned by duty:

Casual leave, special casual leave, maternity leave, paternity leave, child care leave, hospital leave,

**Earned leave**

**Earned leave admissible to employees**

1 (a) The leave account of every employee shall be credited with earned leave, in advance, in two instalments of 15 days each on the first day of January and July of every calendar year.

(b) The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half-year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 days. Provided that where the earned leave at the credit of an employee as on the last day of December or June is 300 days or less but more than 285 days, the

advance credit of 15 days earned leave on first day of January or July to be afforded in the manner indicated under sub-rule (a) shall instead of being credited in leave account be kept separately and first adjusted against the earned leave that the employee takes during that half-year and the balance, if any, shall be credited to the leave account at the close of the half-year, subject to the condition that balance of such earned leave plus leave already at credit do not exceed the maximum limit of 300 days.

(c) The maximum amount of Earned Leave (E.L.) that can be granted to an employee at a time shall be 180 days.

(d) A period spent in foreign service shall count as duty for purposes of this rule, if contribution towards leave salary is paid on account of such period.

(e) when an employee is appointed, earned leave shall be credited to his leave account @  $2\frac{1}{2}$  days for each completed calendar month of service which he is likely to render in the half year of the calendar year in which he is appointed e.g. if he is appointed on 13th March, the number of completed months of his service in that half year will be 3 and the credit will be  $3 \times 2\frac{1}{2} = 7\frac{1}{2}$  days rounded to 8 days if he

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is appointed on 4th April, the number of completed months will be only 2 and the credit will be  $2 \times 2 \frac{1}{2} = 5$  days.

(f) the credit for the half year in which a employee is due to retire or resigns from the service shall be afforded only at the rate of  $2 \frac{1}{2}$  days per completed month in that half year up to the date of retirement/resignation. If in the case of an employee who resigns from the University service, the leave already availed of is more than the credit so due to him, necessary adjustment should be made in respect of leave salary overdrawn, if any.

(g) when an employee is removed or dismissed from service, credit of earned leave shall be allowed at the rate of  $2 \frac{1}{2}$  days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service. When an employee dies, while in service, credit of Earned Leave shall be allowed at the rate of  $2 \frac{1}{2}$  days per completed month of service up to the date of death of the employee.

(h) if an employee has availed of extra ordinary leave and/or some period of absence has been treated as dies non in a half-year, the credit to be afforded to his leave account at the commencement of the next half-year shall be reduced by  $\frac{1}{10}$ th of the period of such leave and / or dies non subject to maximum of 15 days.

(i) while affording credit of earned leave, fractions of a day shall be rounded off to the nearest day.

ii) Lab attendant who has filled option form, he will get vacations along with staff then he/ she will not eligible for earned leave.

### **Limits of accumulation and grant**

(a) An employee shall cease to earn leave under Clause 1 when the earned leave due amounts to 300 days.

(b) The maximum amount of earned leave that can be granted to an employee at a time shall be 180 days.

Earned leave may be granted for a period exceeding 180 days, but not exceeding 300 days if the entire leave so granted or any portion thereof is spent outside India, Bangladesh, Bhutan, Myanmar (Burma), Sri Lanka, Nepal and Pakistan. Provided that where earned leave for a period exceeding 180 days, is granted under this sub-rule, the period of such leave spent in India shall not in the aggregate exceed the aforesaid limits.



Provided earned leave taken as leave preparatory to retirement can be availed of upto a maximum of 300 days

(c) Prefixing /Suffixing of Holidays to leave: -

Prefixing and suffixing holidays to leave other than leave on medical certificate, shall be allowed automatically except in cases where for administrative reasons permission for prefixing/suffixing holidays to leave is specifically with-held. When an employee is certified medically fit for joining duty, holiday(s) if any succeeding that day shall automatically be allowed to be suffixed to the leave and holiday(s), if any, preceding the day he is so certified shall be treated as part of the leave.

### **Half Pay leaves**

(1) The half-pay leave account of every employee shall be credited with half pay leave in advance, in two instalments of ten days each on the first day of January and July of every calendar year.

(2) (a) The leave shall be credited to the said leave account at the rate of  $5/3$  days for each completed calendar month of service which he is likely to render in the half-year of the calendar year in which he is appointed.

(b) The credit for the half-year in which an employee is due to retire or resigns from the service shall be allowed at the rate of  $5/3$  days per completed calendar month up to the date of retirement or resignation.

(c) When an employee is removed or dismissed from service, credit of Half Pay Leave shall be allowed at the rate of  $5/3$  days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service. When an employee dies while in service, credit of Half Pay Leave shall be allowed at the rate of  $5/3$  days per completed month of service upto the date of death of the employee.

(d) When a period of absence or suspension of an employee has been treated as dies-non in a half year, the credit to be afforded to his half pay leave account at the commencement of next half year, shall be reduced by one eighteenth of the period of dies non subject to a maximum of ten days.

(3) Half-pay leave may be granted to an employee on medical certificate or on private affairs. No half-pay leave may be granted to an employee in temporary appointment except on medical certificate.

(4) While affording credit of half pay leave, fraction of a day shall be rounded off to the nearest day.

### **Commuted leave**

(1) Commuted leave not exceeding half the amount of half pay leave may be granted on medical certificate to a permanent employee subject to the following conditions: -

(a) the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry:

(b) when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;

(c) Half pay leave upto a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilised for an approved course of study certified to be in the public interest by the leave sanctioning authority.

(2) Where an employee who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall

be recovered. Provided that no such recovery shall be made if the retirement is by reason of ill health incapacitating the employee for further service or in the event of his death.

NOTE - Commuted leave may be granted at the request of the employee even when earned leave is due to him.

### **Compensatory Leave**

Compulsory attendance on Saturdays/Sundays or other public holidays justifies the grant of compensatory leave for the number of days an employee is compelled to attend the office, unless it is imposed on him as a penalty or it is required to clear arrears for which he is personally responsible. The attendance in such cases should be under the previous orders of the office-in-charge. The number of days of compensatory leave earned will be noted in the casual leave register and the grant of leave also noted therein. Compensatory leave to the extent actually earned may be allowed under the same conditions as prescribed for grant of casual leave. The compensatory leave earned by non-teaching employees should be allowed to be availed of within a period of four months of its becoming due;

**Maternity Leave**

- (1) A female employee with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of 180 days from the date of its commencement.
- (2) During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (3) Maternity leave not exceeding 45 days may also be granted to a female employee (irrespective of number of surviving children) during the entire service of that female employee in case of miscarriage including abortion on production of medical certificate.
- (4) (a) Maternity Leave may be combined with leave of any other kind.
- (5) Maternity leave shall not be debited against the leave account, and unmarried female employees are also eligible for maternity leave.

**Child Care Leave (CCL):**

- (1) Women employee having minor children below the age of eighteen years may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years (i.e., 730 days) during their entire service for taking care of her two eldest surviving children, whether for rearing or to look after any of their needs like education, sickness and the like. Child Care Leave shall not be admissible if the child is eighteen years of age or older. During the period of such leave, the women employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. Child Care leave shall not be debited against the leave account. Child care leave may also be allowed for the third year as leave not due (without production of medical certificate). It may be combined with leave of the kind due and admissible.
- (2) Child care leave shall be admissible for two eldest surviving children only. For the purposes of sub-rule (1), “child” means-
  - (a) a child below the age of eighteen years: or
  - (b) a child below the age of twenty-two years with a minimum disability of forty percent
- (3) Child Care Leave cannot be demanded as a matter of right. Under no circumstances can any employee proceed on Child Care Leave without prior proper approval of the leave by the leave sanctioning authority (Principal of college)
- (4) The leave is to be treated like Earned Leave and sanctioned as such.
- (5) Consequently, Saturdays, Sundays, Gazetted holidays, etc. falling during the period of leave would also count for Child Care Leave, as in the case of earned leave.

(6) Child care leave is also admissible to women employees with disabled children upto the age of 22 years.

(7) Child Care Leave may not be granted for a period less than 15 days at a time.

(8) Child Care Leave may not be granted in more than three spells in a calendar year.

(9) Child Care Leave should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which this leave is sanctioned during probation is minimal.

(10) LTC cannot be availed during Child Care Leave as Child Care Leave is granted for the specific purpose of taking care of a minor child for rearing or for looking after any other needs of the child during examination, sickness etc.

### **Paternity Leave**

1. A male employee with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife for childbirth, i.e., upto 15 days before, or upto six months from the date of delivery of the child. During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity Leave shall not be debited against the leave account and may be combined with any other kind of leave (as in the case of Maternity Leave).

2. If the paternity leave is not availed of within the period specified in sub-rule (1), such leave shall be treated as lapsed.

*NOTE - The Paternity Leave shall not normally be refused under any circumstances.*

### **Paternity Leave for Child adoption**

1. A male employee with less than two surviving children, on valid adoption of a child below the age of one year, may be granted Paternity Leave for a period of 15 days within a period of six months from the date of valid adoption.

2. During the period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

3. The Paternity Leave may be combined with leave of any other kind.

4. The Paternity Leave shall not be debited against the leave account.

5. If Paternity Leave is not availed of within the period specified in sub-rule

(1), such leave shall be treated as lapsed.

*NOTE - The paternity leave shall not normally be refused under any circumstances.*

### **Child Adoption Leave**

1. A female employee, with fewer than two surviving children, on valid adoption of a child below the age of one year may be granted child adoption leave, for a period of 180 days immediately after the date of valid adoption.

2. During the period of child adoption leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

3. (a) Child adoption leave may be combined with leave of any other kind.

(b) In continuation of the child adoption leave granted under sub-rules (1), a female employee on valid adoption of a child may also be granted, if applied for, leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 days without production of medical certificate) for a

period upto one year reduced by the age of the adopted child on the date of valid adoption, without taking into account child adoption leave. Provided that this facility shall not be admissible in case she is already

having two surviving children at the time of adoption.

4. Child adoption leave shall not be debited against the leave account.

### **Hospital Leave**

(i) Hospital leave may be granted to an employee for medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of official duty. This leave will be available to such employee only, whose duties expose them to such illness or injury.

(ii) Hospital leave may be granted on leave salary on average pay or half pay as The College may consider necessary.

(iii) The amount of hospital leave is limited to three months on average pay in any period of three years. Hospital leaves on average pay counts for the purpose of this limit as half the amount of leave on average pay.

### **6.5 Leave not due**

1. Save in the case of the leave preparatory to retirement, leave not due may be granted to an employee in permanent employment limited to a maximum of 360 days during the entire service on medical certificate subject to the following conditions: -

(a) the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry;

(b) leave not due shall be limited to the half pay leave he is likely to earn thereafter;

(c) leave not due shall be debited against the half pay leave the employee may earn subsequently;

Provided, however, in order to mitigate the hardship of the temporary employees who are suffering from T.B., Leprosy, Cancer or mental illness, leave not due may be granted to such employees for a period not exceeding 360 days during entire service subject to the fulfillment of conditions in clauses (a) to (c)

above and also subject to the following conditions, namely: -

(i) that the employee has put in a minimum of one year's service;

(ii) that the post from which employee proceeds on leave is likely to last till his return to duty; and

(iii) that the request for grant of such leave is supported by a medical certificate.

(2) (a) Where an employee who has been granted leave not due resigns from service or at his request permitted to retire voluntarily without returning to duty, the 'leave not due' shall be cancelled, his resignation or retirement taking effect from the date on which such leave had commenced, and the leave salary shall be recovered.

(b) Where an employee who having availed himself of leave not due returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently. Provided that no leave salary shall be recovered under clause (a) or clause

(b) if the retirement is by reason of ill health in-capacitating the employee for further service or in the event of his death. Provided further that no leave salary shall be recovered under clause (a) or clause

(b) if the employee is compulsorily retired prematurely.

## **6.6 Leave not debit able to Leave Account**

### **Casual Leave**

(i) Casual leave is not earned by duty. An employee on Casual Leave is not treated as absent from duty and his pay is not intermitted. Casual Leave cannot be claimed as of right and its grant is always subject to the exigencies of service and subject to a maximum of 8 days in a calendar year, which shall run from 1st January to 31st December each year. Provided that persons who join service in the middle of a year may avail casual leave proportionately or the full period at the discretion of the competent authority (Principal)

(ii) Casual leave can be combined with Special Casual Leave and compensatory leave in lieu of Saturdays and other holidays but not with any other kind of leave.

(iii) it cannot be combined with joining time.

(iv) Casual Leave may be granted as and when occasion arises up to 5 days at any one time. Sundays / Public holidays/ restricted holidays/ weekly offs can be prefixed/suffixed to casual leave.

(v) Saturdays/Sundays and recognised holidays falling in between the casual/compensatory leave shall not be counted as part of casual leave.

(vi) Casual Leave can be taken for half-day also.

(vii) LTC can be availed during Casual Leave.

(viii) Late Coming

Half a day's casual leave shall be debited to the casual leave account of an employee for each late attendance but late attendance upto an hour, on not more than two occasions in a month may be condoned by the competent authority, if he is satisfied that it is due to unavoidable reasons e.g., illness in a family, vehicle breakdown, late running of buses / train etc.

### **Special Casual Leave**

#### **For Participation in Sports and Cultural Activities:**

1. Special Casual Leave may be granted to an employee for a period not exceeding 10 days in any one calendar year for participating in interdepartmental tournaments and sporting events. In the case of employees who are selected for participating in sporting events of national/international importance, the period of the actual days on which they participate in the events as also the time spent in traveling to and from such tournaments/meets may be treated as duty. Further, if any pre participating coaching camp is held in connection with the above-mentioned events and the employee is required to attend the same, this period may also be treated as on duty.

2. The quantum of special casual leave for a period not exceeding 30 days in a calendar year allowed to employees for the following purposes:

- i) Attending coaching or training camps under Rajkumari Amrit Kaur Coaching Scheme or similar All India coaching or Training Schemes;
- ii) Attending coaching or training camps at the National Institute of Sports, Patiala;
- iii) Participating in mountaineering expeditions;
- iv) Attending coaching camps in sports organised by National Sports Federation/Sports Boards recognised by Government (Department of Youth Affairs and Sports);
- v) Participating in trekking expeditions;
- vi) Participating in sporting events of national/international importance
- vii) Coaching/administration of teams participating in sporting events of national/international importance.

### **For Family Planning**

#### **In the case of male employees.**

Male employees who undergo vasectomy operation under the Family Welfare Programme for the first time may be granted special casual leave not exceeding five working days. Saturdays/Sundays and closed holidays intervening should be ignored while calculating the period of special casual leave. If any

employee undergoes vasectomy operation for the second time on account of the failure of the first operation, special casual leave not exceeding five working days may be granted again on production of a certificate from the medical authority concerned to the effect that the second operation was performed due to failure of the first operation.

#### **In the case of Female Employees.**

(a) Female employees who undergo tubectomy operations – whether puerperal or non-puerperal – may be granted special casual leave not exceeding 10 working days.

(b) In the case of female employees who undergo tube comfy operation for the second time on account of the failure of the first operation, special casual leave not exceeding 10 working days may be granted again on production of a medical certificate from the prescribed medical authority concerned to the effect that the second operation was performed due to the failure of the first operation.



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(c) Female employees who have insertions of intrauterine contraceptive devices (IUCD) may be granted special casual leave on the date of the IUCD insertion.

(d) Female employees who have reinsertions of Intrauterine Device (IUD) may be granted special casual leave on the date of the IUD re-insertion.

(e) Female employees who undergo salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted special casual leave not exceeding 10 working days. Female employees who undergo salpingectomy operation alongwith Medical Termination of Pregnancy and avail the facility of maternity leave for six weeks under Rule 39 (2) will NOT be entitled to additional 10 working days of **special casual leave**.

**Male Employees whose wives undergo tubectomy operation**

(a) Male employees whose wives undergo either Puerperal or nonpuerperal tubectomy operation for the first time or for the second time due to failure of the first operation (Under Family Welfare Program) may be granted special casual leave for 3 working days, subject to the production of a medical certificate stating that their wives have undergone tubectomy operation for the second time due to the failure of the first operation. It shall not be necessary to state in the certificate that the presence of the employee is required to look after the wife during her convalescence.

(b) Male employees whose wives undergo tubectomy, salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted special casual leave up to 7 days, subject to the production of the medical certificate stating that their wives have undergone tubectomy, salpingectomy operation after Medical Termination of Pregnancy. It shall not be necessary to state in the certificate that the presence of the employee is required to look after the wife during her convalescence.

(c) Special casual leave has to follow the date of operation. The grant of special casual leave to a male employee whose wife undergoes tubectomy operation is intended to enable him to look after his family after the operation. In the circumstances, the special casual leave will necessarily have to follow the date of operation and there cannot be any gap between the date of operation and the date of commencement of special casual leave.

**4. Special casual leave for women employees when their husbands undergo vasectomy operation.**

Special casual leave for one day, on the day when their husband undergo vasectomy operation may be given to women employees, to enable them to attend on their husbands.

### **5. post-sterilization complications**

An employee who requires special casual leave beyond the limits laid down for undergoing sterilization operation owing to the development of post operation complications may be allowed special casual leave to cover the period for which he or she is hospitalized on account of post-operational complications, subject to the production of a certificate from the concerned hospital authorities/an Authorized Medical Attendant.

### **6. For undergoing recanalization operation**

Employees who undergo operation for recanalization may be granted special casual leave upto a period of 21 days or actual period of hospitalization as certified by the Authorized Medical Attendant, whichever is less. In addition, special casual leave can also be granted for the actual period of the to and from journey performed for undergoing this operation. The grant of special casual leave for recanalization operation (without any commitment to the reimbursement of medical expenses) is subject to the following conditions.

(i) The operation should have been performed in hospital/medical college/institute where facilities for recanalization are available. If the operation is performed in a private hospital, it should be one nominated by the State Government/Union Territory /Administration for performing recanalization operations.

(ii) The request for grant of special casual leave is supported by a medical certificate from the doctor who performed the operation to the effect that hospitalization of the employee for the period stipulated therein was essential for the operation and post- operation recovery.

(iii) The concession indicated above is admissible to employees who:

(a) Are unmarried or

(b) Have less than two children or

(c) Desire recanalization for substantial reasons, e.g., a person has lost male children or all female children after vasectomy/tubectomy operation performed earlier.

### **7. Combining with regular/casual leave**

Special casual leave connected with sterilization, recanalization under family welfare programmed may be suffixed as well as prefixed to regular leave or casual leave. However, special casual leave should not be allowed to be prefixed both to regular leave and casual leave. Special casual leave should either be prefixed too regular or too casual leave and not both. Similarly, special casual leave may be suffixed

either to regular leave or to casual leave and not both. The intervening holidays and/or Saturdays/Sundays may be prefixed /suffixed to regular leave, as the case may be.

### **6.7 Miscellaneous**

(i) An employee summoned to serve as Juror or Assessor or to give evidence before the Court of Law as a witness in a civil or criminal case in which his private interest is not at issue may be given this leave. The leave so granted should be sufficient to cover the period of absence necessary.

(ii) Special Casual Leave not exceeding ten days in a calendar year may also be granted when an employee is deputed to attend reference libraries of other institutions and conferences of educational gathering of learned and professional society in the interests of the College or other academic work which will include working on the committees appointed by the University/Government/U.G.C., lecturing and examination work and U.P.S.C. work, or such other work as may be specified by the University.

(iii) Special Casual Leave may be granted to an employee where the staff is prevented to attend office during civil disturbances, curfews or strikes.

## CHAPTER 6

### MEDICAL FACILITIES

*ASS's Arts, Commerce and Science College Manur has Provided medical facility to employee and students through Collaboration with Rural Hospital Manur Under Memorandum of Understanding (MoU) Sign with Rural Hospital.*

- The multifarious medical needs of students and staff members are not fulfilled by the college.
- The ASS ACS College Manur is conducted health check up of first year student by appointed local clinic.
- The ASS ACS College Manur is provided first aid kits to students & staff members when necessary.
- The ASS ACS College Manur is suggested to staff members to avail medical facility of our institute.

## CHAPTER 7:

### CAREER DEVELOPMENT

#### Introduction:

##### Student

At ASS ACS College Manur we recognize that our students are the key to our success, and nothing can be achieved without their engagement.

ASS ACS College Manur has competitive exam cell and career & placement committee these committees are working for career development of our students.

##### Faculty

The College has followed the ugc guideline for Faculty Development. The University Grants Commission has been making proactive efforts to upgrade the knowledge and skills of faculty members in the institutions of higher education. For the purpose of organising orientation and refresher courses for in service faculty members, the UGC has established and funds a network of 66 Academic Staff Colleges across the country. Besides, the UGC has also identified as many as 5 universities/institutions to organise and conduct refresher courses for faculty members in their chosen areas of specialization.

Place: Manur, Kalwan.

  
Prepared by

H R Supervisor

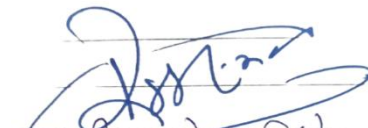


  
Checked by

**PRINCIPAL**  
Arts, Comm. & Science College  
Manur Tal Kalwan (Nashik)

  
Checked by  
Expert

Dr. Kalyan Kokane

  
मा. बी. संतोषा शिंदे  
अध्यक्ष  
उपस्थिति  
महाविद्यालय विकास समिती  
काश्मिरी रोड समिती नाशिक संवलिप्त  
कृष्णा, वाग्मिज्य व विज्ञान महाविद्यालय  
धानू, ता. कळवण जि. नाशिक